

UNCP SOE Blog Posting and Subscribing Information

Posting Information to UNCP SOE Blog for Faculty and Staff

1. Send your message/attachment you want to post to the blog in *Microsoft Word* to your Program Director or Department Chair for approval.
2. Include in your *Microsoft Word* document your contact information for the event including name, phone number and email address.
3. Email me your approved document in Microsoft Word to kelly.ficklin@uncp.edu and include in the subject line "SOE Blog".
4. I will then post your message to the SOE Blog within 24 hours.

Subscribing to the UNCP SOE Blog for Faculty, Staff, and Students

1. Navigate to the following website: www.uncpsoe.com
2. At the top right of the blog site click on the link [Subscribe to UNCP School of Education by Email](#).
3. After clicking the link, a new web browser window will open and then you will enter your email address and the text code and click submit.
4. Then you will see a message stating: Your request has been accepted! Please check your inbox for a verification message from "FeedBurner Email Subscriptions", the service that delivers email subscriptions for UNCP School of Education.
5. Check your email account for a message from "FeedBurner Email Subscriptions" and this message may end up in your junk mail folder, so check it too.
6. Once the message is opened, you will need to click the link listed in this message to activate your subscription.
7. Once you activate your subscription then you will receive email updates from the SOE Blog Site.