

## Locate and make changes to a content element from another department or office

Requirement: Make sure you have "Publish" permission to the content. Refer to "Making content element available to another office or department" for more information.

- 1) On front page of CMS, click on "Content" tab (next to "Website" tab).
- 2) At "Content type", select "Webpage content".
- 3) Enter the name of the content element you are looking for.
- 4) Click on "Search" to see a list of contents that match the name you entered.
- 5) Try different names until you find the correct content.
- 6) Click on the "Notepad" icon in front of the right content.
- 7) Make necessary changes to the content. Click "Save/Publish".