

Making content element available to another office or department

- 1) Go to the page with that content on CMS. Double click to open.
- 2) "Edit content". (click on the arrow at the upper-right corner of the content)
- 3) Go to tab "Permissions".
- 4) Set the desirable permission Read (Read-only)/Write (Able to make changes)/Publish (able to republish the page after making changes) to the department you want to give permission to.