

Updating the department landing page

- 1) log into CMS and locate the departmental directory
- 2) double-click on file **"index.dot"**
- 3) in the new page that opens, click the arrow directly above the main content and select **"Edit Content"**
- 4) in the new page that loads, make any changes to your content that you want
- 5) once finished, click at **"Save/Publish"** to update the live page