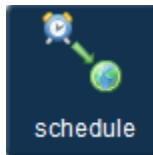


Schedule

Upon saving a page, the Page Actions Toolbar will appear at the top right side of the frame. To schedule the page to go live at a later time or date, click the Schedule button.



1. Select the **date**.
2. Select the **time** (hour and quarter hour).
3. Indicate whether or not the scheduled publish should repeat.
4. Create an **optional email message** to be sent upon completion of the scheduled publish to the Dashboard.
 - Keeping the checkbox next to “Send to email?” checked will send the completed publish message to your Fresno State email address as well as within the OU Campus messaging system. If this is unchecked, the message will only be sent through the OU Campus messaging system
5. Click “**Schedule**.”

Date and Time

Date: << Jun 2012 >>

S	M	Tu	W	Th	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jun 23, 2012

Hour: 12 AM

Minute: :00

Repeat every: 2 Weeks

Optional Notification Upon Completion

Subject: Maintenance Page posted

Contents: The biweekly scheduled maintenance page has been posted as of 12:00AM Saturday.

Send to email?

Schedule