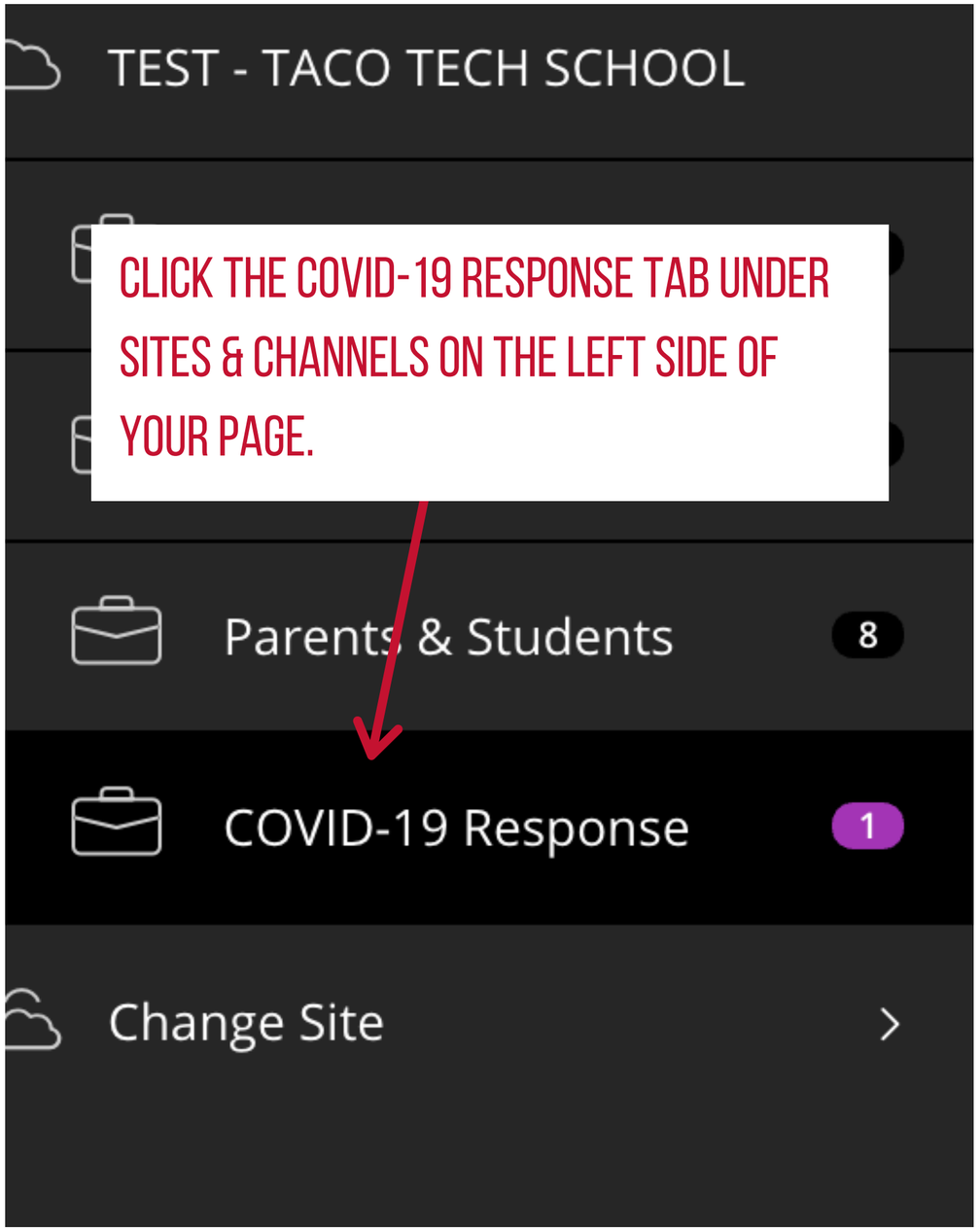
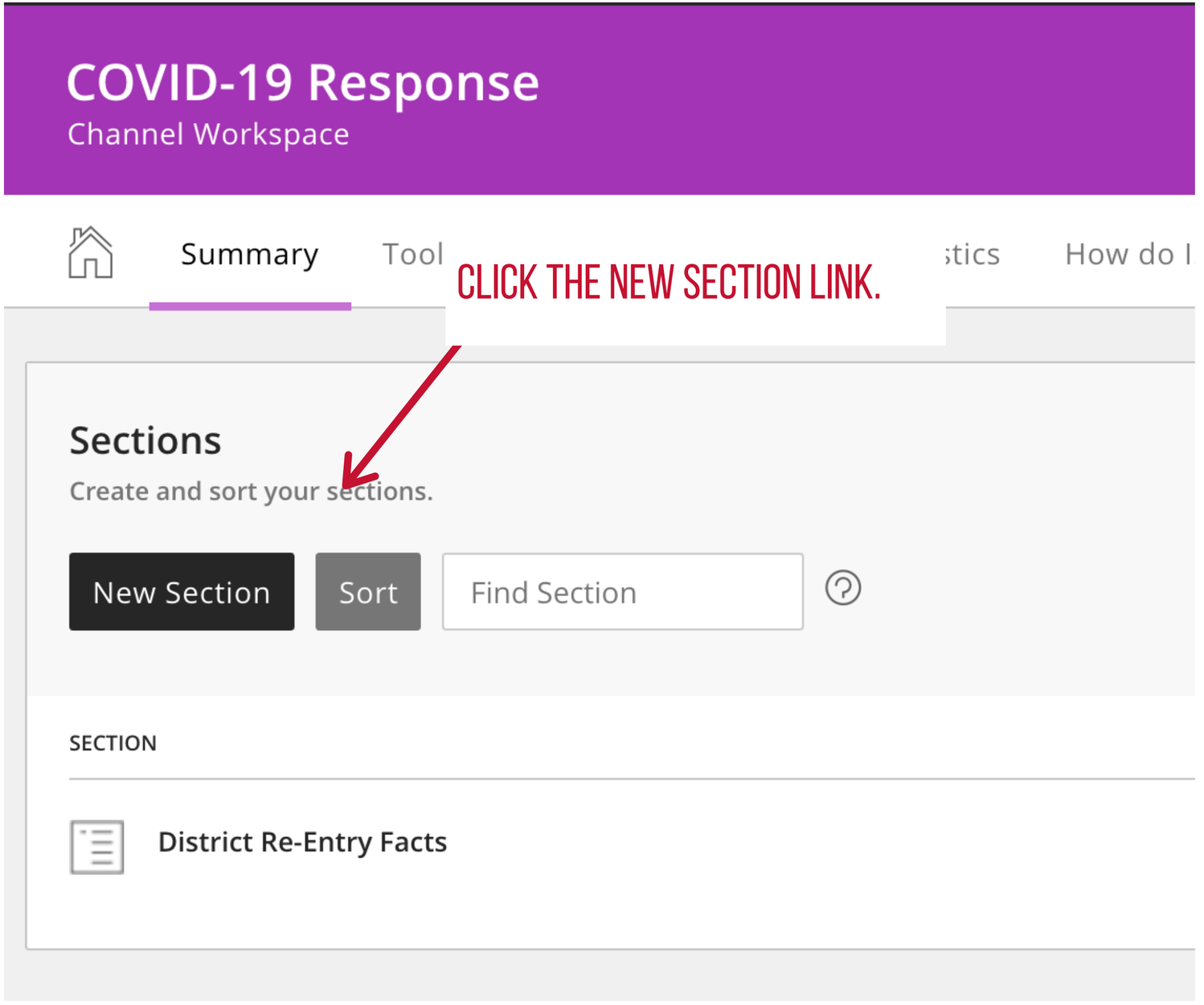
HOW TO ADD A NEW SECTION AND PAGE TO COVID-19 RESPONSE CHANNEL

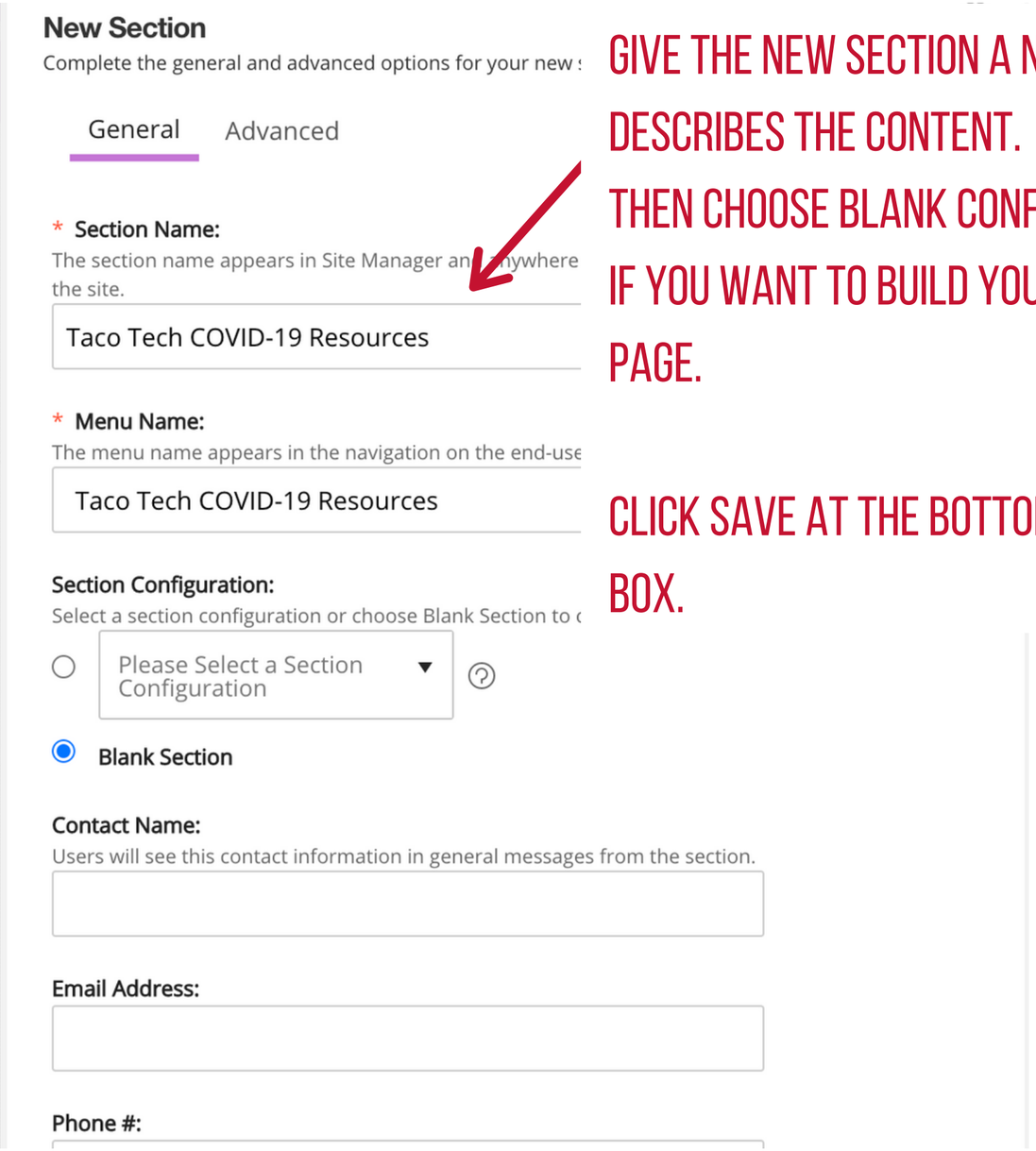


CLICK THE COVID-19 RESPONSE TAB UNDER SITES & CHANNELS ON THE LEFT SIDE OF YOUR PAGE.



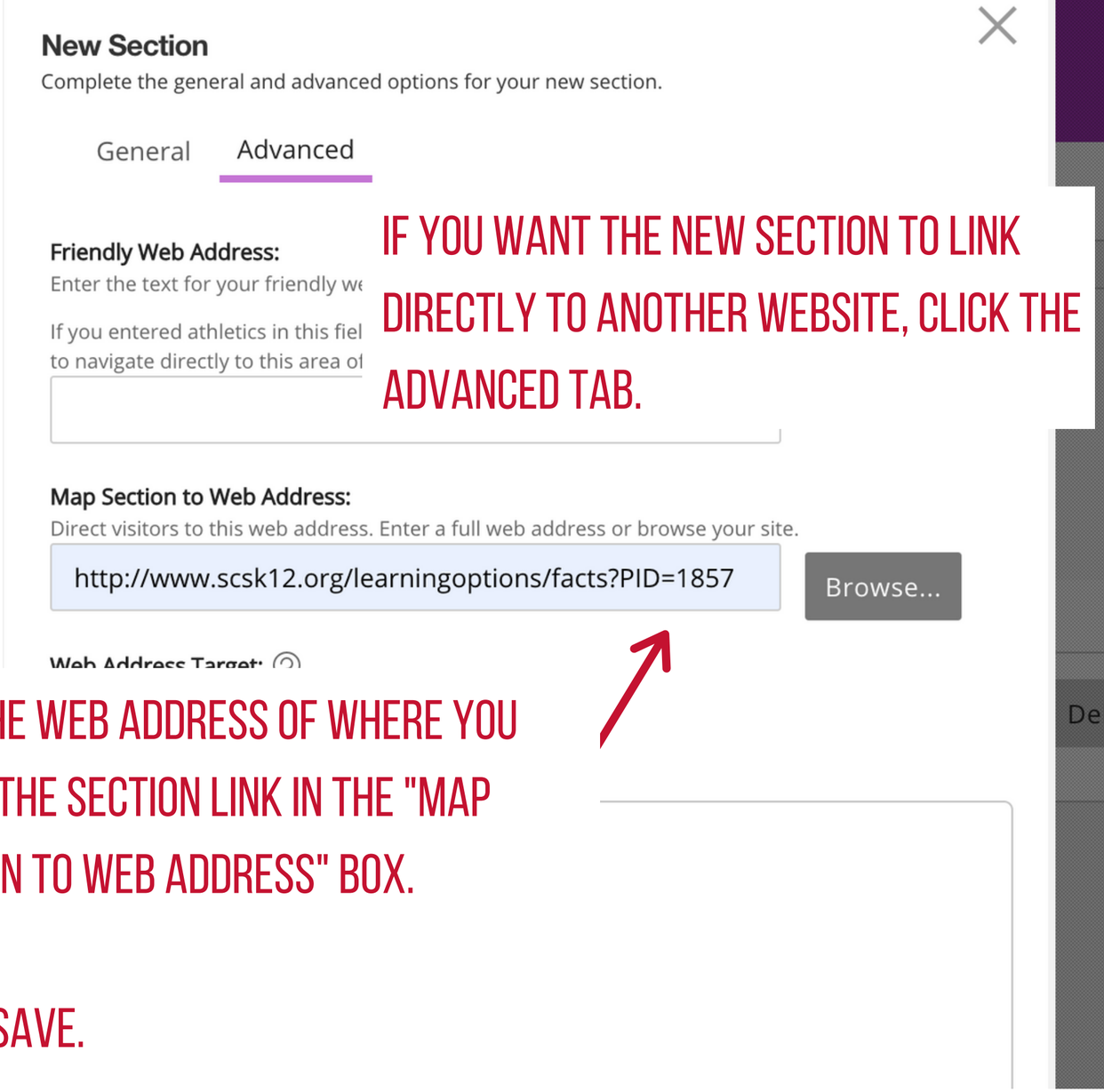
CLICK THE NEW SECTION LINK.

HOW TO ADD A NEW SECTION AND PAGE TO COVID-19 RESPONSE CHANNEL



GIVE THE NEW SECTION A NAME THAT DESCRIBES THE CONTENT.
THEN CHOOSE BLANK CONFIGURATION IF YOU WANT TO BUILD YOUR OWN PAGE.

CLICK SAVE AT THE BOTTOM OF THE BOX.



IF YOU WANT THE NEW SECTION TO LINK DIRECTLY TO ANOTHER WEBSITE, CLICK THE ADVANCED TAB.

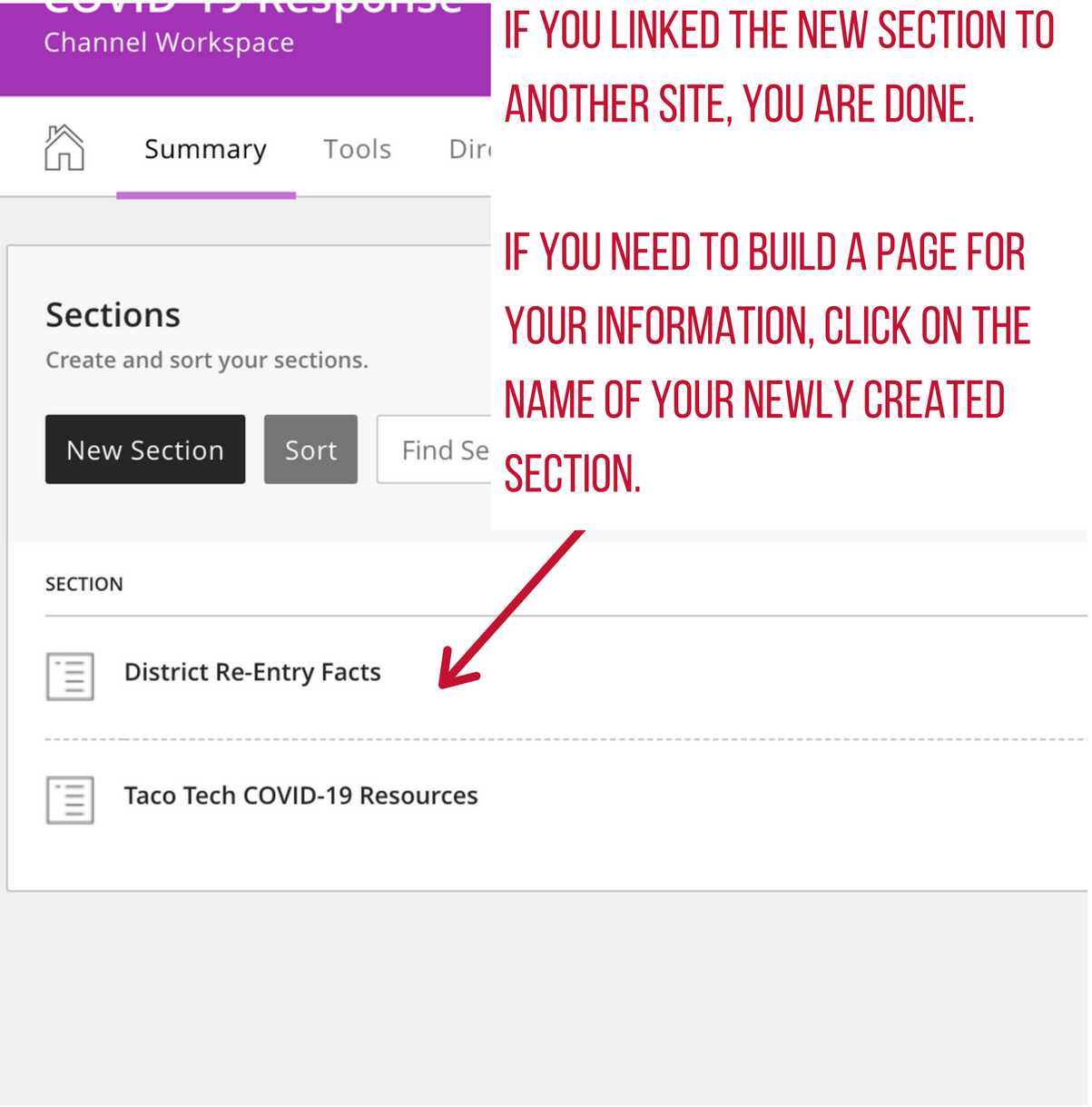
ADD THE WEB ADDRESS OF WHERE YOU WANT THE SECTION LINK IN THE "MAP SECTION TO WEB ADDRESS" BOX.

CLICK SAVE.

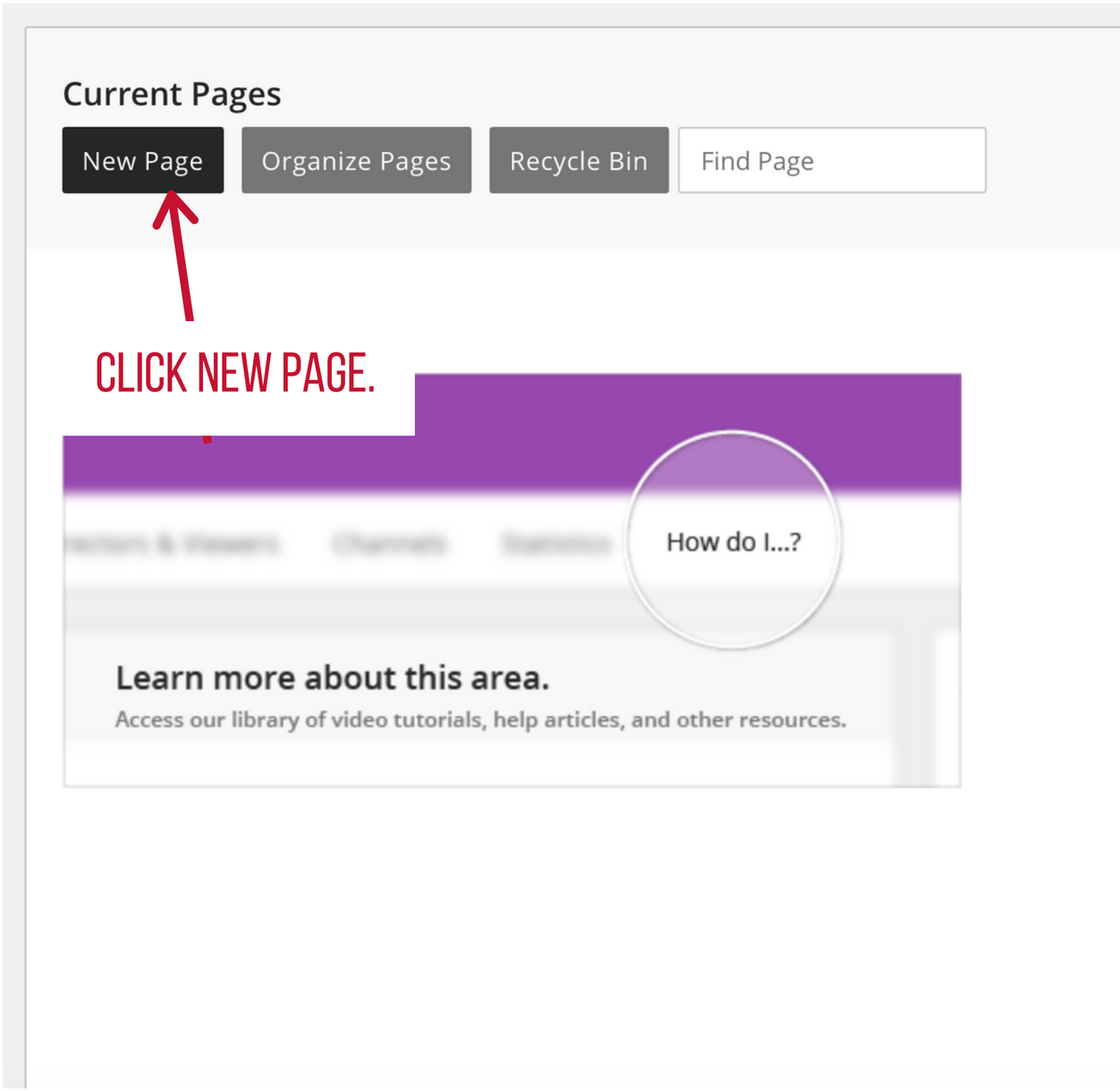
HOW TO ADD A NEW SECTION AND PAGE TO COVID-19 RESPONSE CHANNEL

IF YOU LINKED THE NEW SECTION TO ANOTHER SITE, YOU ARE DONE.

IF YOU NEED TO BUILD A PAGE FOR YOUR INFORMATION, CLICK ON THE NAME OF YOUR NEWLY CREATED SECTION.



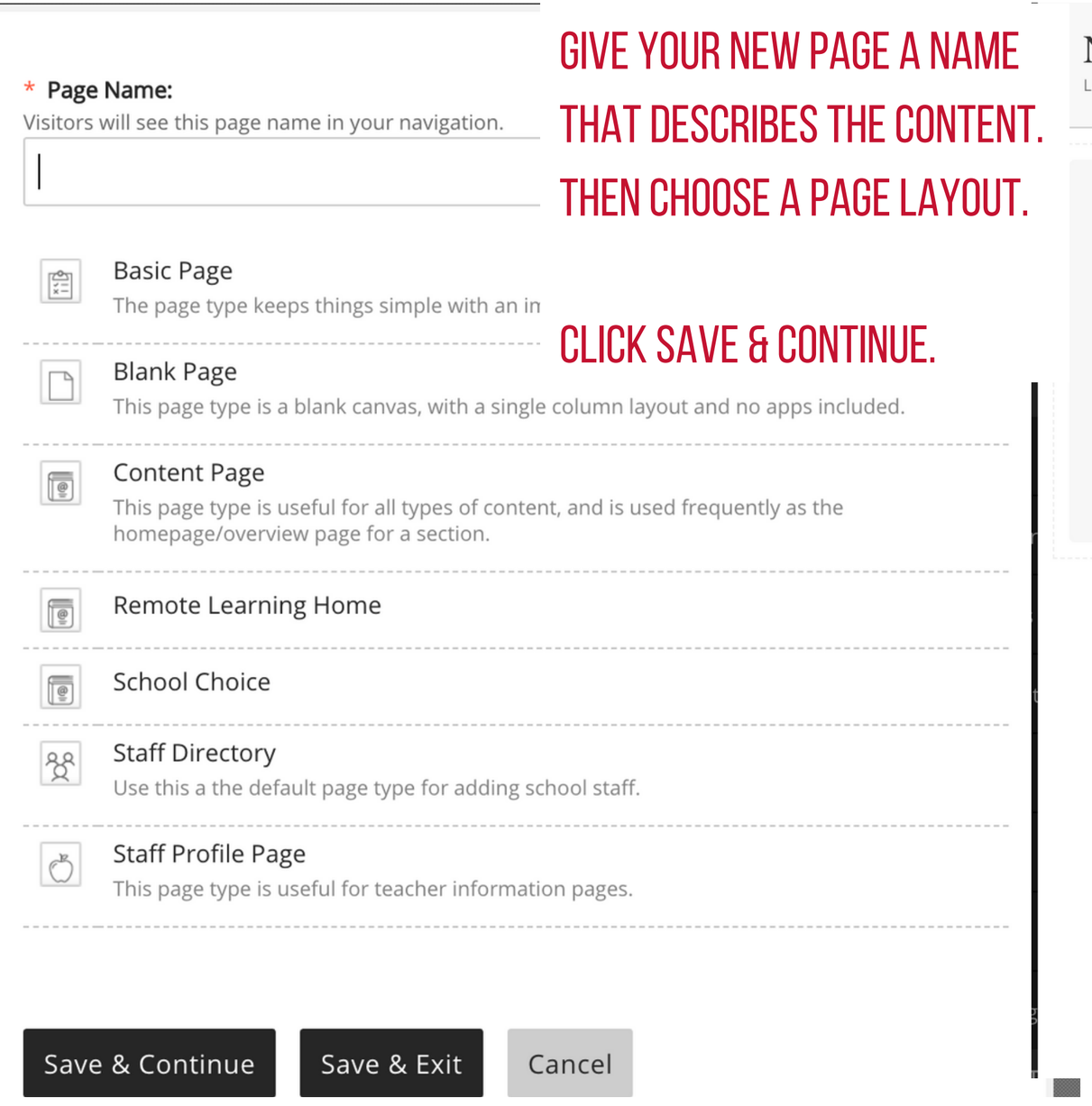
CLICK NEW PAGE.

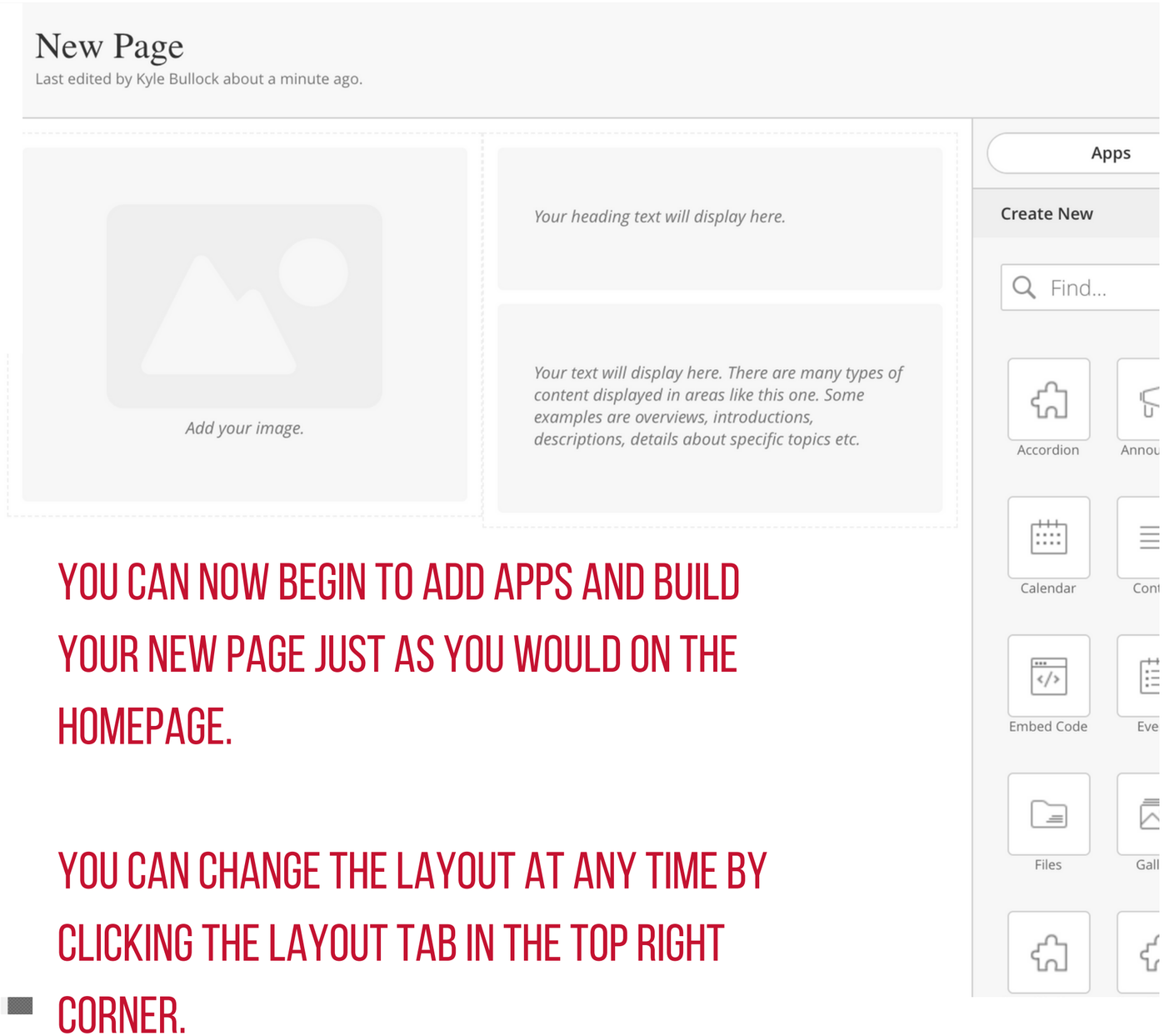


HOW TO ADD A NEW SECTION AND PAGE TO COVID-19 RESPONSE CHANNEL

GIVE YOUR NEW PAGE A NAME THAT DESCRIBES THE CONTENT. THEN CHOOSE A PAGE LAYOUT.

CLICK SAVE & CONTINUE.





YOU CAN NOW BEGIN TO ADD APPS AND BUILD YOUR NEW PAGE JUST AS YOU WOULD ON THE HOMEPAGE.

YOU CAN CHANGE THE LAYOUT AT ANY TIME BY CLICKING THE LAYOUT TAB IN THE TOP RIGHT CORNER.