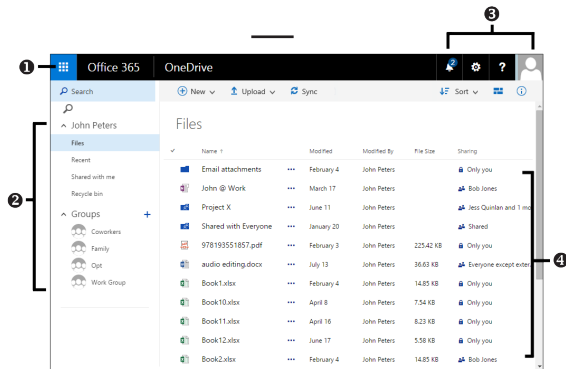# Getting Started

Office 365 OneDrive Page

Note: Office 365 functions best in the Microsoft Edge or web browser.

❶ **App Launcher** – displays the main hubs for most features and all Office apps.
❷ **Navigation Pane** – lists shortcuts within your current hub.
❸ **Nav Bar** – contains tools and shortcuts for working within Office 365.
❹ **File List** – displays all your types of files stored on your OneDrive. You can view or edit them with Office apps.

Signing in to the Office 365 Portal

To access Office 365, you must sign in at the customer portal.
1. Navigate your web browser to **myportal.laverne.edu**.
2. Enter your User ID and password. If you haven't yet received your account information, check with your administrator.
3. Click **Sign In**.

*Note: You can also click on the **Microsoft Office 365 Portal** on your **Start** menu or **Start Screen**.*

Accessing the App Launcher

To access features and apps, click the **App Launcher** button. To easily access an app or feature, you can also pin that item to your **nav bar**. To pin an item, click the **App Launcher** button. Hover your mouse cursor over the app or feature you wish to pin until the **More** button appears. Click the **More** button and click **Pin to nav bar**. The app or item's icon will appear on your nav bar.

*Note: To unpin an item, right-click the item's icon on the **nav bar** and click **Unpin from nav bar**.*
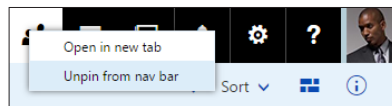
Removing an Item
from the App Launcher

1. Click the **App Launcher** button.
2. Hover your mouse cursor over the app or feature you wish to remove until the **More** button appears.
3. Click **Unpin from app launcher** to remove the item.

Using the App Launcher Features

To access features and apps, click the **App Launcher** button.
- **Mail** – the email hub to send and receive messages.
- **Calendar** – the schedule planner where you can set and manage appointments and tasks.
- **People** – the contact list where you can store names, email addresses, and other information.
- **Newsfeed** – your personal hub on Office 365 where you can post status updates, blog posts, or edit your profile.
- **OneDrive** – contains the Office Web Apps and your file list for storing and editing different types of Office items.
- **SharePoint** – access your **Team** or **Public** site, as well as sites you are following. You can also create new sites.
- **Tasks** – manage and create tasks or schedule reminders.

*Note: Depending on your Office 365 account, you may also see Office 365 Online Apps such as Word Online, Sway, Delve, or the Office 365 Store. For more information about the Office 365 apps, see the **Office Online Quick Source Guide**.*

Settings

Changing Your User Password

1. Click the **Settings** button on the Navigation bar.
2. Select **Office 365** in the **Settings** pane.
3. Select **Security & privacy** in the left pane.
4. Click the **Password** shortcut.
5. In the **Old password** box, enter your old password.
6. In the **Create new password** box, enter your new password.
7. In the **Confirm new password** box, enter your new password again to verify the correct spelling.
8. Click the **Submit** button.

Signing Out

1. Click your **User picture** icon on the **nav bar**.
2. Click **Sign out**.

Changing Your Start Page

Your start page is the page that first appears when you sign in to Office 365. By default, this is the home page. You can set it to the page you use most often.
1. Click the **Settings** button on the **nav bar**.
2. Click the **Start page** section.
3. Select the page you want to land on.
4. Click the **Save** button.

Mail

Sending an Email

1. In the **Mail** screen, click the **New** ⊕ button.
2. Do one of the following:
   - *To enter email addresses,* enter email addresses in the **To** and **Cc** spaces. When you begin typing or click in the **To** space, likely addresses will appear in the **Suggested contacts** list. Click to select a contact. *(Repeat to add additional contacts.)*
   - *To select email addresses from your contacts,* click the **To** button. Double-click on a contact to select it. *(Repeat to add additional contacts.)* Click the **Save** ✓ Save button.
   - *To send a blind carbon copy,* click **Bcc** on the right of the **To** field. Enter the email addresses of the contacts you wish to include beside the **Bcc** space.
3. *Optional:* Click the **More** ⋯ button. Select **Check names** from the drop-down menu to make sure that it is possible to send the message to the names or email addresses you have entered.
4. Enter a subject in the **Add a subject** space.
5. Enter message text in the **Message** space.
6. Click the **Send** ✉ button.

Reading a Message

1. Click the **App Launcher** ⊞ button and select **Mail**.
2. In the **View Pane**, do one of the following:
   - *To view the message in the **Reading** pane,* click the message once.
   - *To view the message in its own window,* double-click the message.

*Note: To mark a message as read, open the message and click the **More** ⋯ button. Select **Mark as read**. To mark it again as unread, click **Mark as unread**.*

Replying to a Message

1. Select the message to which you want to reply.
2. Click the arrow in the message to open **More actions**.
   - *To reply to the sender only,* click **Reply**.
   - *To reply to the sender and all recipients,* click **Reply All**.
   - *To forward a message on to additional recipients,* click **Forward**.
3. Enter reply text in the message text box.
4. Click the **Send** ✉ button when you are finished.
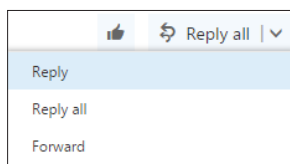
Liking a Message

You can "like" a message in Outlook similar to how you would on a social networking site. To like a message you receive, click the **Like** 👍 button on the right side of the email message.

Inserting a Signature

1. Click the **Settings** ⚙ button on the **nav bar**.
2. Select **Mail** in the **My app settings** section.
3. Select the **Email Signature** shortcut in the **Layout** section of the **Navigation** pane.
4. In the **Email signature** section, enter and format signature text.
5. *Optional:* Check the **Automatically include my signature on messages I compose** box.
6. *Optional:* Check the **Automatically include my signature on messages I forward or reply to** box.
7. Click the **Save** 💾 button.
8. Click the **Back** ⬅ button to return to your Inbox.

Calendar

Scheduling an Event

1. Click the **App Launcher** ⊞ button and select **Calendar**.
2. Click the **New** ⊕ button.
3. Enter a name for the event in the **Add a title for the event** box.
4. Enter a location for the appointment in the **Add a location** box.
5. Enter a contact name in the **Add people** box or click the **Add attendees** ➕ button and select a contact.
6. Click **Add room** and select a room from the directory.
7. Enter or select a date and time in the **Start** boxes.
8. Enter or select a date and time in the **End** boxes.
9. Enter details in the text box.
10. *Optional:* To make the event recur, click the arrow on the **Repeat** box and check a recurrence option.
11. *Optional:* To set a reminder for the event, click the arrow on the **Reminder** box and check a time to be reminded.
13. *Optional:* To make the event last all day, check the **All day** box.
14. *Optional:* To mark the event as private, check the **Private** box.
15. Click the **Save** 💾 button when you are finished.

Note: To quickly add an event, double-click the date and time on which you want the appointment to occur.

Scheduling an Online Meeting

1. Click the **App Launcher** ⊞ button and select **Calendar**.
2. Click the **New** ⊕ button.
3. Enter the information about your event.
4. Click the **Skype Meeting** ⓢ button, and select **Add Skype meeting** to insert a link to your online meeting.
5. Click the **Save** 💾 button when you are finished.

Sharing Your Calendar

1. Click the **App Launcher** ⊞ button and select **Calendar**.
2. Click the **Share** 🔄 button and select which calendar to be shared.
3. Enter the contacts with which you wish to share in the **Share with** box.
4. Enter a subject in the **Subject** box.
5. Click the arrow at the **Calendar** box to select the calendar you wish to share.
6. Click the **Send** ✉ button.

Responding to a Meeting Request

1. In your **Inbox**, double-click the meeting request to open it or click once on the meeting request to view the request in the **Reading Pane**.
2. Do one of the following:
   - *To add the meeting to your calendar,* click the **Accept** button.
   - *To add the meeting to your calendar labeled as tentative,* click the **Tentative** button.
   - *To decline the meeting request,* click the **Decline** button.
3. After you have selected your response, do one of the following:
   - *To send a response with comments,* select **Edit the response before sending** from the resulting menu. Enter comment text and click the **Send** button.
   - *To send a response without comments,* select **Send the response now** from the resulting menu.
   - *If you do not want to send a response,* select **Do not send a response** from the resulting menu.

People

Connecting to a Social Network
1. Click the **App Launcher** button and select **People**.
2. Click the **Settings** button on the **nav bar** and click the **People** shortcut in the **My app settings** section.
3. Under the **People** section of the **Navigation** pane, click the **Connect to social networks** shortcut.
4. Click **Connect** next to the social media account you want to connect to and follow the instructions to connect your account.

Creating a New Contact
1. Click the **App Launcher** button and select **People**.
2. Click the **New** button.
3. In the **Name** section, enter a name for the contact in the **First name** and **Last name** boxes.
4. Enter additional contact information. If you have connected to a social network, the information will be filled in automatically as soon as **Outlook** recognizes the name of your contact.
5. Click the **Save** button. The contact will appear in **My contacts**.
6. *Optional:* To delete a contact, select the contact in the **My contacts** list. Click the **Delete** shortcut at the top of the page.

Interacting with a Contact
In the **Search People** box, enter the name of the contact with whom you wish to interact. Click the **Contact card** button to open the contact card. From here, you can do one of the following actions:
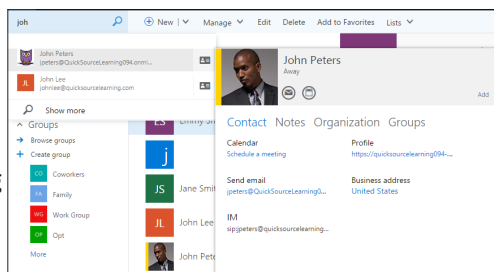
- *To email the contact,* click the **Email** button. Enter the subject and details of the email and click the **Send** button.
- *To schedule a meeting with the contact,* click the **Schedule Meeting** button.
- *To edit the contact information,* click the **Edit** shortcut. Make the desired changes and click the **Save** button.

Creating a Group of Contacts
A group allows you to easily share with a group of your contacts.
1. Click the **App Launcher** button and select **People**.
2. In the **Groups** section of the **Navigation** pane, click the **Create** shortcut.
3. In the **Create a group** pane, enter an available name for the group in the **Choose a name** space.
4. In the **Add a description** space, type a description of your group that will inform your invited members of the purpose of the group.
5. Click the arrow on the **Privacy** box and select a setting for who can see the group.
6. *Optional:* To subscribe members to receive updates in their inbox, check the **Subscribe members so they receive group conversations in their inbox.**
7. Click the **Create** button.
8. Enter the name of contacts you wish to add to the group and click the **Add** button.

Skype for Business

Skype for Business is a communication program that allows you to instantly message other users within Office 365.
You can make voice and video calls, share content, schedule and hold online meetings, and check the availability of contacts. Once you download Skype from your 365 portal, the Skype window will automatically appear on your desktop.

Setting Your Presence Status
1. Click the **Status** arrow to open the status options. You can select:
   - **Available**: You are online and free to talk.
   - **Busy**: You are busy but can still receive conversation alerts.
   - **Do Not Disturb**: Only alerts from your **Workgroup** contacts will appear.
   - **Be Right Back**: You have stepped away and will return soon.
   - **Off Work:** You are not at work.
   - **Appear Away**: Your computer is set to **away**.
2. *Optional:* To return to your previous status, select **Reset Status**.

Adding a User Picture
1. Click the arrow beside the **Options** button.
2. Click **Tools**.
3. Select **Options** from the drop-down menu.
4. Select **My Picture** in the left pane of the **Skype For Business Options** screen.
5. Click the **Edit or remove picture** button.
6. Click the **Upload photo** shortcut and select a photo from your files.
7. Click the **Open** button.
8. Click the **Save** button.
9. *Optional:* To hide your picture, click the button at **Hide my picture**. Click **OK** to confirm.
*Note: To quickly change your user picture, click on your user photo to open **My Picture** options.*

Using the Quick Actions Bar
The Quick Actions bar gives you instant access to common tools for interacting with contacts.
1. To open the **Quick Actions** bar, hover your pointer over the user picture of the contact with whom you wish to interact.
2. Click one of the **Quick Actions** buttons to interact with the user, including:
   - **Send an IM**
   - **Call Contact**
   - **Start a Video Call**
   - **See Contact Card**
   - **More Options**

Adding Contacts
1. Click the **Add a Contact** button.
2. Select one of the following options from the drop-down menu:
   - *To add a new contact from your organization,* click **Add a Contact in My Organization**.
   - *To add a new contact not in your organization,* click **Add a Contact Not in My Organization**.
   - *To add a new contact group,* click **Create a New Group**.

Sending an Instant Message

1. Double-click on the contact you wish to instant message in your **Contacts List** or click the **IM** 🔵 button on the **Quick Actions** menu that opens when you hover over a contact.
2. Type your message into the text box provided. Press the **Enter** key to send or click the **Send** ▼ button.
3. *Optional:* To change the font type, size, or color of your message text, click the **More** ⊙ button. Click **Change Font**.
4. *Optional:* To attach a file to the message, click the **Attach** 📎 button. Select a file and click **Open** to send.
5. *Optional:* To invite a contact to an ongoing conversation, hover over the **Invite More People** 👤 button. Select a recent contact or type the name of the contact you wish to invite. Click **OK**.
6. Click the **Close** ❌ button when you have finished.

Presenting Content through Skype

1. In a meeting or conversation, click the **Present** 🖥 button.
2. From here, you can share one of the following:
   - **Present Desktop**: displays your entire desktop screen.
   - **Present Programs**: displays your work in a selected program.
   - **Present PowerPoint Files:** displays a PowerPoint File.
3. To present additional features, click **More** and select one of the following options:
   - **Whiteboard**: displays a writing slate.
   - **Poll**: displays a poll that your contact can participate in.
   - **Q&A**: displays other attendees' questions for you or a presenter to answer.
4. *Optional:* To give your participants control over the screen, click **Give Control** on the sharing toolbar at the top of the screen. Take back control of the screen by clicking **Take Back Control**.
5. Click **Stop Presenting** to end the sharing session and return to your private screen.

Scheduling a Skype Meeting with Your Office 365 Calendar

1. Click the **App Launcher** ▦ button.
2. Select the **Calendar**.
3. Click the **New** ⊕ button.
4. Enter the meeting subject or name in the **Event** space.
5. Enter the location of the meeting in the **Location** space or click **Add room** to select a location in your organization.
6. Click **Add people** ➕ and select people to invite to your meeting by clicking the **Add** button beside the desired name. Click the **Save** ✓ button when you are finished.
7. Click the **Skype meeting** 🆂 button, and select **Add Skype meeting**. Details for your attendees to join the meeting will appear in the message space.
8. *Optional:* To coordinate your meeting time with your contact's schedules, click the **Scheduling assistant** 📅 button.
9. Enter any additional meeting details in the message space.
10. Click the **Send** ✉ button.

Joining a Scheduled Meeting

1. In your Skype window, click the **Meetings** 📄 view to see your scheduled meetings for the day.
2. Right-click the meeting you wish to join, and select **Join**.
3. *Optional:* To mute or unmute your mic, click the **Mic** 🎤 button.
4. *Optional:* To call into a meeting with a phone, use the **Join by phone** numbers and conference ID number.

SharePoint

SharePoint is a resource that allows you to collaborate with other users within your organization. It contains sites to which you can add individual pages, libraries, lists, and apps. You can share and edit different types of Office files, host discussions, manage tasks, and share calendars. Click the **Team Site** link to start building your default site or click the **Create site** ➕ button to create a new site.
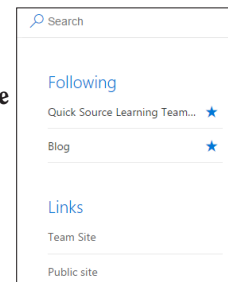
Sharing a Site

1. Click the **App Launcher** ▦ button and select **SharePoint**.
2. Click the site you wish to share.
3. Click the **Share** 🔄 button below the **nav bar**.
4. Enter contacts into the **Enter names or email addresses** space.
5. *Optional:* To send a message with your invitation, enter text into the **Include a personal message with this invitation** space.
6. Click **Share.**

Creating a New Page

1. Click the **App Launcher** ▦ button and select **SharePoint**.
2. Click **Team Site**.
3. Click the **Settings** ⚙ button.
4. Select **Add a page** from the resulting menu.
5. Enter a name for the page in the **New page name** box.
6. Click the **Create** button.

Deleting a Page

1. On the page you would like to delete, click the **Page** tab.
2. Click the **Delete Page** ✕ button in the **Manage** group.
3. Click **OK** to confirm deletion.

Renaming a Page

1. On the page you would like to edit, click the **Page** tab.
2. Click on the **Edit Properties** 📝 button in the **Manage** group.
3. Enter a new name for the page in the **Name** box.
4. Click **Save**.

Editing a Page

1. On the page you would like to edit, click the **Page** tab.
2. Click the **Edit** 📝 button in the **Edit** group.
3. From here, you can do any one of the following:
   - *To insert text,* click in a text box and enter text.
   - *To format text,* select the text you want to format and make selections in the **Font** and **Paragraph** groups of the **Format Text** tab.
   - *To insert a picture or video,* click the **Insert** tab and select one of the options in the **Media** group. Select a location to upload the media and select the file. Click **OK** when you are finished.
   - *To check out the page and lock editing,* click on the **Format Text** tab, and click the **Check Out** 📄 button in the **Edit** group.
   - *To check in a page you have checked out*, click the **Check In** 📄 button. Enter any comments to inform other users about changes you have made, and click **Continue**.
4. Click the **Save** 💾 button.

Adding an App

1. Open the page to which you want to add an app.
2. Click the **Settings** ⚙ button.
3. Select **Add an app** from the resulting menu.
4. Select an app from the **Your Apps** space.
5. *Optional:* To sort apps, click **Newest** or **Name**.
6. *Optional*: To search for a specific app, enter the name of the app in the **Find an app** box and click the **Search** 🔍 button.
7. Enter a name for your app in the **Name** box.
8. Click the **Create** button.
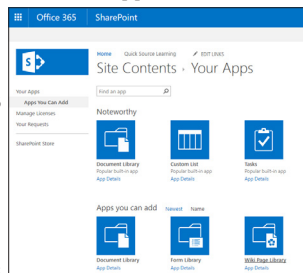
Adding a Link

1. Click the **App Launcher** ▦ button and select **SharePoint**.
2. Click **Team Site**.
3. Click **Edit Links**.
4. Click the **link** ⊕ button.
5. Enter display text for the link in the **Text to display** box.
6. Enter the web address for the link in the **Address** box.
7. Click **OK**.

*Note: You can also drag and drop links on the **Navigation** pane.*

Creating a List View
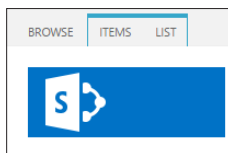
1. In your **Navigation** pane, select the list you want to create a view for.
2. Click on the **List** tab.
3. Click the **Create View** button. You can select one of the following:
   - *To view your information in a list,* click the **Standard View** button.
   - *To view your information in chronological format,* click the **Calendar View** button.
   - *To view your information in table format similar to a spreadsheet,* click the **Datasheet View** button.
   - *To view your information in visual graph,* click the **Gantt View** button.
4. Enter a name for the view in the **View Name** box. Select additional options, and click the **OK** button.

Using Quick Edit

To quickly edit a list with a lot of information, use the Quick Edit feature to convert the item to an easy-to-edit spreadsheet format.
1. Click the list you wish to edit.
2. Click on the **List** tab.
3. Click on the **Quick Edit** button in the **View Format** group.
4. Click in the box and make the desired changes.
5. When you are finished, click the **View** button to return to standard view or click **Stop editing this list**.

Customizing Site Settings

1. Click the **Settings** ⚙ button.
2. Select **Site Settings** from the drop-down menu.
3. Click an option under one of the headings on the **Site Settings** page.

OneDrive

OneDrive is Microsoft's online cloud storage system. In Office 365, it also serves as a hub for working with folders and files, similar to File Explorer on a PC. You can create, access, and edit documents anywhere, whether or not you have the Office Suite installed on your current computer. Your documents will be stored in your OneDrive, which you can sync to your local files on your computer to keep everything up to date.

Uploading a File

1. Click the **App Launcher** ▦ button and select **OneDrive**.
2. Click the **Upload** ⬆ shortcut, and select **Files**.
3. Select the file you wish to upload.
4. Click **Open**.
5. The file will appear in the **Files** pane.

Creating a File

1. Click the **App Launcher** ▦ button and select **OneDrive**.
2. Click the **New** ⊕ button.
3. Select the type of file you would like to create from the drop-down menu, including **Word document, Excel workbook**, **PowerPoint presentation**, **OneNote notebook**, and **Excel survey**.
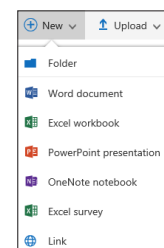
Sharing a File

1. Click the **App Launcher** ▦ button and select **OneDrive**.
2. Check to select the document you want to share from the **Files** pane.
3. Click **Share** ↻ .
4. Enter the names of users with which you wish the share the document in the **Enter a name or email address** box.
5. *Optional:* To only allow other users to view the document without making changes, click the arrow at the **Can edit** box and select **Can view**.
6. *Optional:* To include a message, enter text in the space.
7. Click the **Share** button.

Creating a Folder

1. Click the **App Launcher** ▦ button and select **OneDrive**.
2. Click the **New** ⊕ button.
3. Select **Folder** from the drop-down menu.
4. Enter a name for your new folder in the **Enter your folder name** box.
5. Click **Create**. Your new folder will appear in your **Files** list.

*Note: To add items to your folder from your **Files** list, click and drag the items onto the folder.*

Newsfeed

The Newsfeed hub is a fast and easy way to convey short, informative updates and personal information to other users in your organization.

Viewing Your Newsfeed
1. Click the **App Launcher** button and select **Newsfeed**.
2. Click one of the following options:
   - *To view posts of everyone you are following,* select **Following**.
   - *To see all news*, click **Everyone**.
   - *To see posts which mention you,* click **Mentions**.
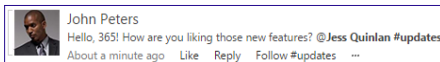
Posting a Newsfeed Status
1. Click the **App Launcher** button and select **Newsfeed**.
2. *Optional:* Set who sees your status by clicking the arrow beside the **Share with everyone** heading. Select an option from the drop-down menu to choose the privacy level.
3. Enter the text of your status in the **Start a conversation** box.
4. Click the **Post** button to publish your status.

Deleting a Status Post
1. Click the **App Launcher** button and select **Newsfeed**.
2. Select **Newsfeed** in the **Navigation** pane.
3. Hover your mouse cursor over the status you wish to delete and click the **Delete** ✕ button that appears.
4. Click the **Delete it** button to confirm deletion.

Connecting with Newsfeed
You can connect with other users several different ways when you post in your Newsfeed.

> **John Peters**
> Hello, 365! How are you liking those new features? @**Jess Quinlan** #updates
> About a minute ago   Like   Reply   Follow #updates   ⋯

- **Tagging** – adds keywords that help users easily sort pertinent information from posts. Trending tags will appear in the right pane on your **Newsfeed**. To add a tag, type the pound sign # and the word you wish to tag. As you type, commonly used tag suggestions will appear under the box.
- **Mentioning** – inserts a shortcut to the **About me** page of the user you have mentioned. The user will also receive a notification that they have been mentioned by you. To mention a user, type an **@** character before the user's name and select the user from the list of available users.
- **Following** – connects content to your feed so that updates appear on your page. Click **Follow** to follow pages or tags.

Editing Your About Me Profile
Your About Me Profile is a personal hub within your organization. Other users can view your contact links, profile photo, and information about yourself.
1. Click the **App Launcher** button and select **Newsfeed**.
2. Click **About Me** on the **Navigation** pane.
3. Click the **Edit Profile** button.
4. Enter a brief description of yourself in the **About Me** space.
5. *Optional:* To set a profile picture, click **Change your Photo**. Click **Choose File** to locate a photo from your files and then click **Open**. Click the **Save** button.
6. *Optional:* To enter in skill sets or interests that you can provide help or specialization with, enter information in the **Ask Me About** space.
7. Click **Save all and close** to save your changes.

Adding Your Contact Information
1. Click the **App Launcher** button and select **Newsfeed**.
2. Click **About Me** on the **Navigation** pane.
3. Click the **Edit Profile** button.
4. Click the **Contact Information** shortcut in the **Edit Details** space.
5. Enter your contact information in the provided boxes.
6. Click **Save all and close**.

*Note: To add additional information to your profile, click on the **Details** tab. Enter more details in the additional boxes and click **Save all and close**.*

Creating a New Blog Post
1. Click the **App Launcher** button and select **Newsfeed**.
2. Click **Blog** on the **Navigation** pane.
3. Click the **Create a post** shortcut in the **Blog tools** section.
4. Enter a title for the post in the **Title** box.
5. *Optional:* Enter post text in the **Body** space.
6. *Optional:* Select an option in the **Category** box.
7. *Optional:* To insert an item into the post, click in the **Body** space to access the **Insert** tab. Select an item to insert to the blog, including a **Table**, **Picture**, or **Link**. You can also click the **Upload File** button to attach a file to the post, or click the **Embed Code** </> button to paste script or code into the blog entry.
8. Enter or select a date and time in the **Published** section.
9. Click the **Publish** button.

*Note: You can also click the **Manage posts** shortcut in the **Blog Tools** section and click the **new item** ⊕ shortcut.*

Commenting on a Blog Post
1. Click the name of the post on which you want to comment.
2. Click in the **Add a comment** space at the bottom of the post.
3. Enter the comment text.
4. Click the **Post** button.

*Note: To delete a comment, click **Manage Comments** in the **Blog tools** section. Check the box next to the comment you would like to delete, click the **More** button, and select **Delete Item**. Click the **OK** button to confirm deletion.*

Deleting a Blog Post
1. Click the **Manage posts** shortcut in the **Blog tools** section.
2. Check the box next to the post you want to delete.
3. Click the **More** ⋯ button.
4. Select **Delete Item** from the drop-down menu.
5. Click the **OK** button to confirm deletion.

Adding a Category
When you create a new blog post, you can sort it to appear in pertinent categories for easy access. By default, you can choose from Events, Ideas, or Opinions. You can also create specific unique categories to use.
1. Click the **App Launcher** button and select **Newsfeed**.
2. Click **Blog** on the **Navigation** pane.
3. Click the **Add Category** shortcut under the **Categories** section of the **Navigation** pane.
4. Enter a name for your category in the **Title** space.
5. Click **Save**. The new category will appear in your **Navigation** pane and as an option when you create a new blog post.

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