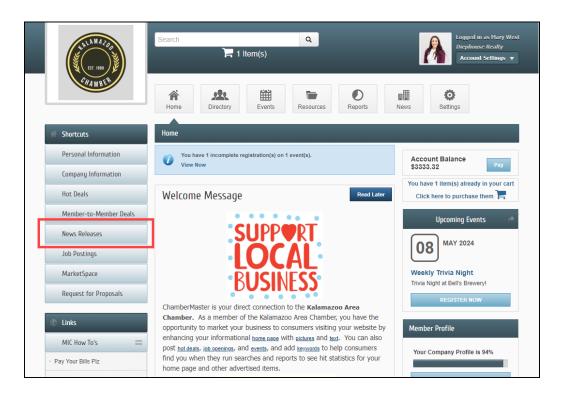
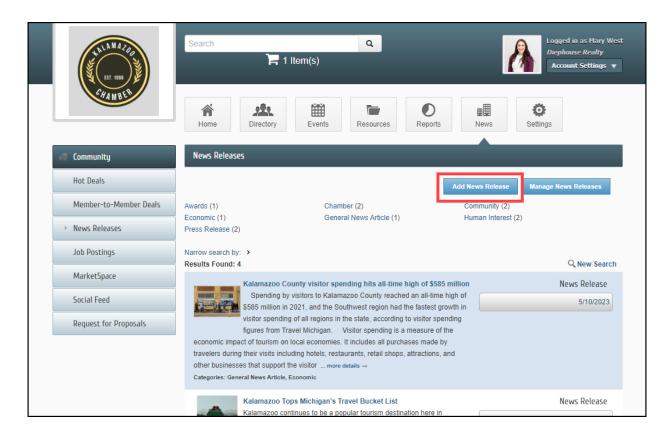
Submit a News Release from the MIC

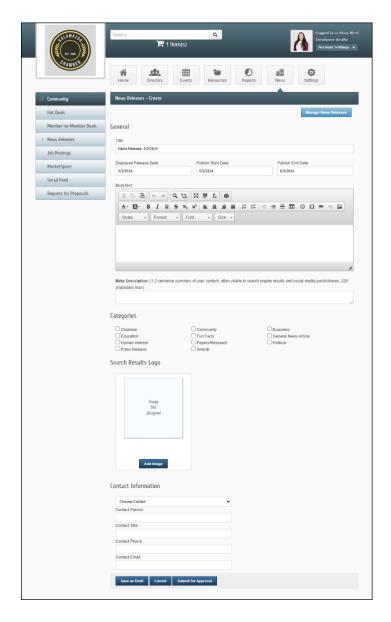
1. In the MIC, select News Releases in the left-hand panel.



2. Click Add News Release.



- 3. Complete the following information:
 - **Title**: Enter a title for the news release.
 - **Displayed Release Date**: This date is displayed on the news release page to let people know the "age" of the release.
 - **Publish Start/End Date**: Indicate when you would like to first publish this news release, and when it should no longer be published.
 - **Body Text:**: Enter the actual news release.
 - **Meta Description**: Enter a 1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max.
 - Categories: Select the category(ies) under which this news release should be.
 - **Search Results Logo**: Select the image you wish to display in the News Release search results.
 - **Contact Information**: Enter desired contact information.



4. Click **Submit** for Approval.