

Task: Register a Blog in Word

Purpose: When you create a blog page in SharePoint, you can use Word to write your blog entries, and then post directly to the blog page.

Example: The Action Group team members will be using Word to post blog entries, so they will need to connect Word to the blog page.

Steps:

1. Start Internet Explorer and navigate to the blog site you want to connect to Word. The Blog home page will open.
2. Click the **Launch blog program to post** link under Blog Tools on the right of the page. Microsoft Word will open with the New SharePoint Blog Account dialog box.

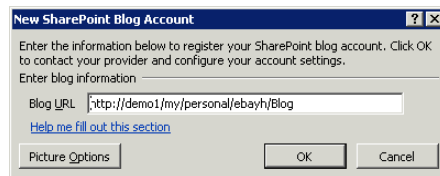


Figure 1: The New SharePoint Blog Account Dialog Blog

3. Click **OK**. A confirmation dialog box will appear.

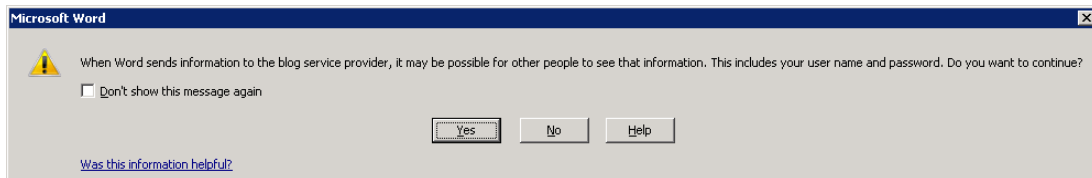


Figure 2: Confirm You Want to Share Account Information

4. Click **Yes**. A notification dialog box will open.
5. Click **OK**. The New SharePoint Blog Account dialog box will close and Word will be ready to create a new blog post.