

## **MEMOS** Step-by-step guide

Search

Memos

OUniversity website

Post a memo Login

Select Month

Select Month

Postgraduate Staff

**RSS** feed All memos Undergraduate

Staff

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Postgraduates Select Month

Undergraduates

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## Getting Started

Go to the Memos WordPress website: https://memos.wp.st-andrews.ac.uk/ and Login:



## Memos



Current memos appear here



This is operated as an SSO (single sign on). Enter your University username and password when prompted:



Once signed in you will be presented with the Memos home page. This screen allows you to navigate around the Memos site from posting a memo, viewing current memos and there is also a Help page.

To post a memo click on +New at the top left of the screen.

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Then post your memo under 'Add New Post' Complete the following fields:

- Enter a Title
- Write your Memo in the box provided ensure that any hyperlinks you with to include are linked. It is not possible to include attachments to your memo.
- Under Categories select the audience Undergraduates and / or Postgraduates and / or Staff. You can select more than one category.
- Once your Memo is ready and you have proofread it 'Submit for review'.
- Once you have submitted your memo, it is sent to Publications, who moderate all memos. If your memo is approved it will be posted onto the Memos automated site: <u>http://memos.wp.st-andrews.ac.uk</u> and you will receive an email confirmation.
- However, if for any reason your memo does not meet the cirteria, then you will receive an
  email to advise you that your memo has not been approved and a brief reason behind this
  decision.