Create Post

1 Click on OPRET ⌄ (CREATE) to create a post directly from the overview page.

2 To create the post, click on the 🏠 'Opslag' ('Post') icon.

3 You can now ✎ 'create' a post by entering the recipient under 'Til' ('To'). By typing the group name the search function will display relevant groups that the post can be shared with.

! Please note that you can only create posts for groups and that you also need to be a member to create a post.

4 Next, fill in 'Emne' ('Subject') and then you can write your message under the section 'Text'.

5 You can click on 📎 'Tilføj fil' ('Add file') to upload a file to be attached to the message.

6 If the message contains important information, you can mark the post as important. You do this by clicking on ✅ 'Marker som vigtig' ('Mark as important').
Then, you can choose to display the post as important within a specific time period by clicking on the two calendar icons 📅 and adding 'Vigtig fra' ('Important from') or 'Vigtig til' ('Important to'). The 'Vigtig' ('Important') mark is removed from the post when the period has been exceeded.

7 Clicking on ✅ 'Tillad kommentarer' ('Allow comments') creates a comment field.

8 Finally, click on the button OPRET (CREATE)

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