How to make a post?
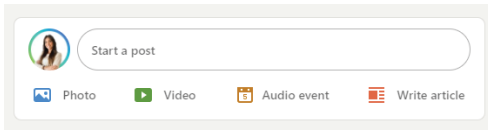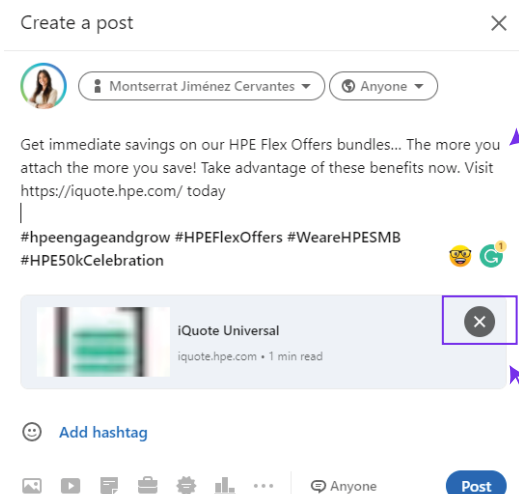
1) Click on Start a post
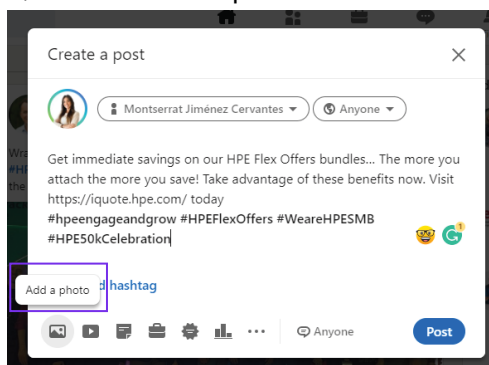

2) Copy and paste the text provided in the "Copy PDF"

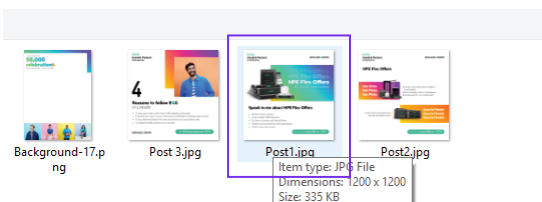**3) Click on the "x" to get rid of the link**
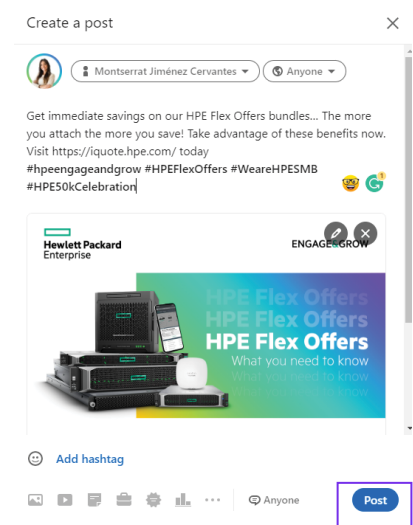
4) Click on "Add a photo"

5) Select the image that corresponds to the copy and # of the post

6) Click on "done"

7) Once it all looks good, click on "Post"

8) Once it is live:
- click on the "3 dots"
- copy the link
- Submit the link on the microsoft form