**Setting Up a Blog on Wordpress.com**

1. Use Google Chrome or Mozilla Firefox - Go to [www.wordpress.com](http://www.wordpress.com)

2. Click Get Started (if you do not already have a wordpress blog. If you do, sign in.)

3. Enter your email address (if you do not have and email address, create a free one on gmail.com)

4. Choose a username (one that is appropriate and you will remember)

5. Choose a password (one that you will remember)

6. Create a URL address (must be school appropriate) Once you create a URL – you cannot change it! **Give your teacher URL address before leaving class today.**

7. Choose a FREE blog – do not choose one that costs money. Click Create Blog (the free one)

8. Go to your e-mail and ACTIVATE your blog.

9. Go to **Dashboard – Settings – General – Time Zone – Change to UTC -5 *(very important, you do not want your blog posts to be late because of the time zone)***

10. Click Save Changes

11. Go to **Dashboard – Settings – Reading – Site Visibility – Click Discourage search engines from indexing this site** (this keeps random internet users from your site)

12. Click Save Changes

13. Go to Appearances – Themes – choose any theme (free one) – make sure you pick a theme where pages are always visible – you can change your theme at any time if the one you picked is not suitable

14. Go to Dashboard – Appearance – Widgets – Slide the widget **PAGES** over to the right (if **PAGES** is not an option, then you will have to pick a theme where you can add **PAGES**)

15. You may choose to use other widgets as well – It is HIGHLY RECOMMENDED that you add **RECENT COMMENTS** – this widget will help you keep track and follow the conversation on your blog posts

16. Go to Dashboard – Settings – Discussion – Scroll to **Before a comment appears** - make sure both boxes are **unchecked**

17. Personalize your blog – choose background colors, pictures, fonts, etc. (as always, school appropriate)

19. Download the Wordpress app to your phone

20. Begin posting!!!

Tips: You must always click **Publish** on your posts/pages. I will ALWAYS know if you post late (everything is time stamped!!) **Once you establish who your English teacher for the semester is, email them the link to your blog!**