

Writing messages on DTU Inside

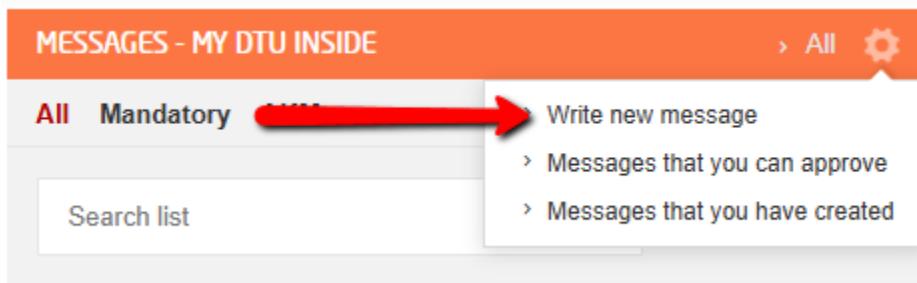
One of the major changes in the new DTU Inside is the introduction of a new messaging platform, which initially replaces the infolists under the general content area. The old platform will continue to be used for local messages to departments and offices. This means that, for a period of time, you will need to stay informed both via the DTU Inside front page and via your local unit front page in order to get a complete overview of relevant messages.

Below is a guide on how to create messages on the old and the new platforms during the transition to the new DTU Inside.

LOCAL: Write a message for your department or office:

The “old” infolists are still active and must be used for local messages. There are two ways to create a message:

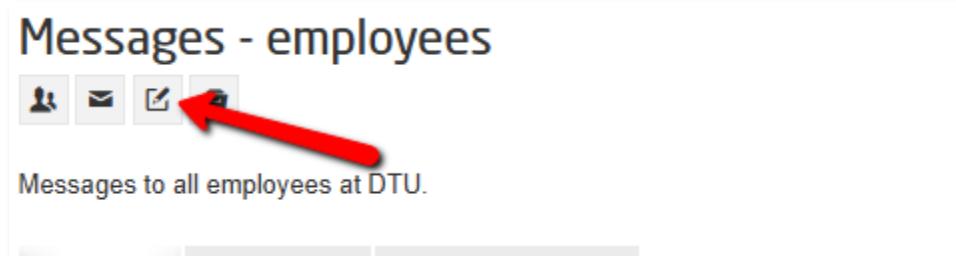
- 1) Method 1:
- 2) Proceed to <https://inside-local.dtu.dk/medarbejder>
- 3) Use the shortcut in the message box and proceed as usual:



- 4) Method 2:
- 5) Find the infolist on which you want to create a message. You can access it via the local content linked from the global menu on the new DTU Inside:



- 6) Once you have navigated to the relevant infolist, proceed as usual by clicking the write icon:



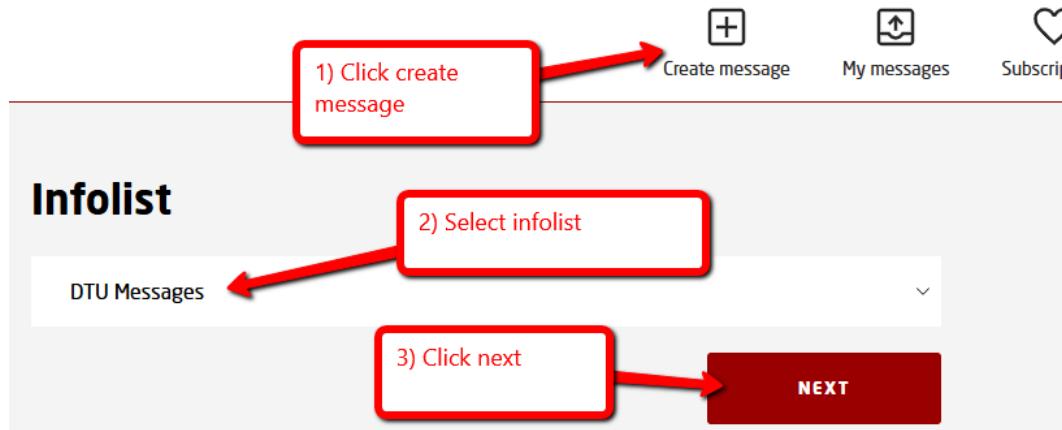
7) If you have any questions, please contact the web team via the form:
<https://forms.bluecatreports.com/an2BGfFN/nyt-dtu-inside>

Note: All general infolists have been moved to the new DTU Inside and are no longer available for creating messages. You can still read older messages via the archives on the new DTU Inside (see more about archives below).

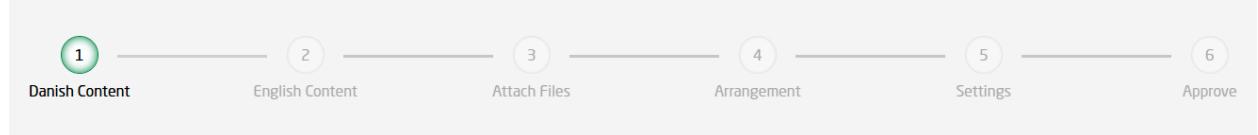
GENERAL: Write a general message via the new messaging platform:

The new messaging platform is accessed directly at: messages.dtu.dk. From here, you can create messages using shortcuts and access a range of other functions. Below is an overview of the key steps involved in creating a message.

- 1) Proceed to <https://messages.dtu.dk> (login)
- 2) Use the shortcut in the top to get started:



- 3) The creation process consists of six steps:



- 4) Key points for each step:

- a. If there is no Danish content (**step 1**) or no English content (**step 2**), tick the box "No content in this language". This is new compared to the previous setup.
- b. **Step 4:** Add calendar data if the message announces an event. Start time, etc. is selected via a pop-up where date and time are specified. As before, messages with event data will appear in a calendar overview on Inside.
- c. **Step 5:** Select publication settings and optional email push. Please note that this is also where you choose to save the message as a draft if you do not wish to publish it immediately.

- d. **Step 6:** A preview is shown along with attention points, such as missing images or other data. If the content is correct, select “Approve”, and the message will be published at the chosen time.

5) If you have any questions, please contact the web team via the form:
<https://forms.bluecatreports.com/an2BGfFN/nyt-dtu-inside>

Note: Once a message has been published on messages.dtu.dk, it will also be displayed on DTU Inside on the pages where presentation has been selected. You can find an overview of where the different infolists are linked on DTU Inside via Messages in the global menu.