Updating a Footer

1. In the Navigation Pane, **Navigate** to the Microsite landing page.

2. **Open** the Forms Editing Pane.

3. **Select** the Footer Settings Tab.

4. In this area you can update the following:
   - **Footer Section area**: This area is automatically populated.
   - **Footer Utility Area**: Allows for you to add a link or document to the Footer section.
   - **Footer Additional Text**: This area allows for any content you would like associated with your footer.
   - **Footer Department Text**: Normally the Department Name will be in place here.
   - **Footer Department Address**: Address
   - **Footer E-Mail Contact**: Department Contact.
   - **Footer Phone Contact Number**: Phone Number associated to your department.

   *(Note: This information is viewed publicly)*

5. Publish the Footer.