

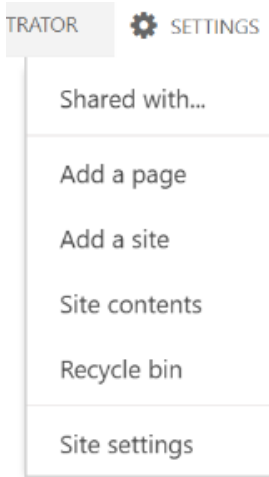
Adding a Custom Default Image for Facebook Shares

Facebook crawls sites for the first image it sees when a post is shared to it. You can set this image for all posts shared to Facebook for School or District sites.

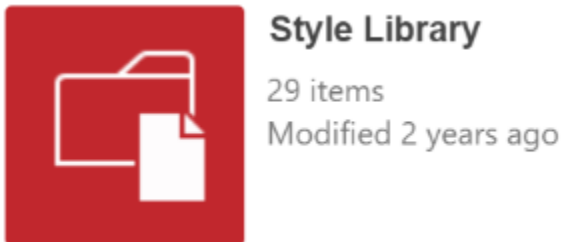
This default image must be called **ogImage.png** and has to be at least 300 x 300 pixels. To make this image available, upload it to the Style Library in the Images folder.

To upload the ogImage.png file:

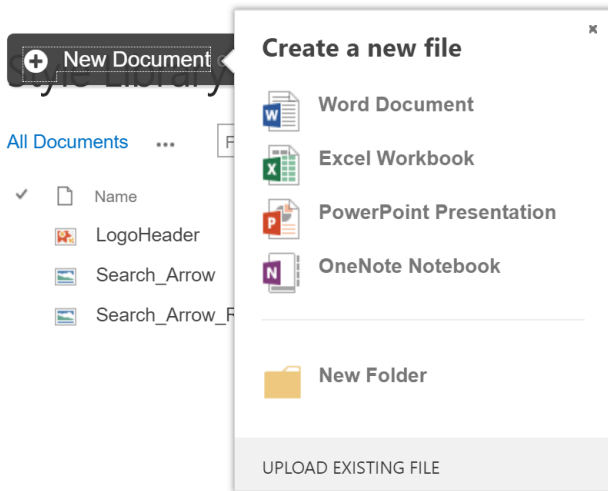
- Logged in as an administrator, click the **SETTINGS** utility link on the top right of the screen.
- Select **Site contents**.



- On the Site Contents page, click Style Library:








- In the Style Library, click the Image folder to open it.
- In the Images folder, you can drag or drop the **ogImage.png** file, or click the **New Document** link and select **UPLOAD NEW FILE**:



- Select which file to upload and save it:

All Documents

✓	Name	Modified	Modified By
	LogoHeader	July 8, 2015	Administrator
	ogImage 	A few seconds ago	Administrator
	Search_Arrow	July 8, 2015	System Account
	Search_Arrow_RTL	July 8, 2015	System Account

It may take some time for Facebook to crawl through your site to automatically populate the image. If a school site does not have an ogImage.png file, Facebook will default to the District's logo.