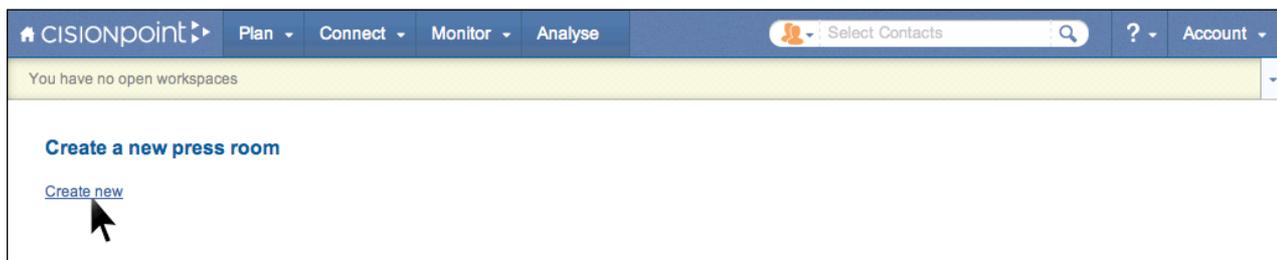# Create A Press Room

Before you can send a distribution through **CisionPoint,** you must first create a **Press Room** to manage your distributions from.
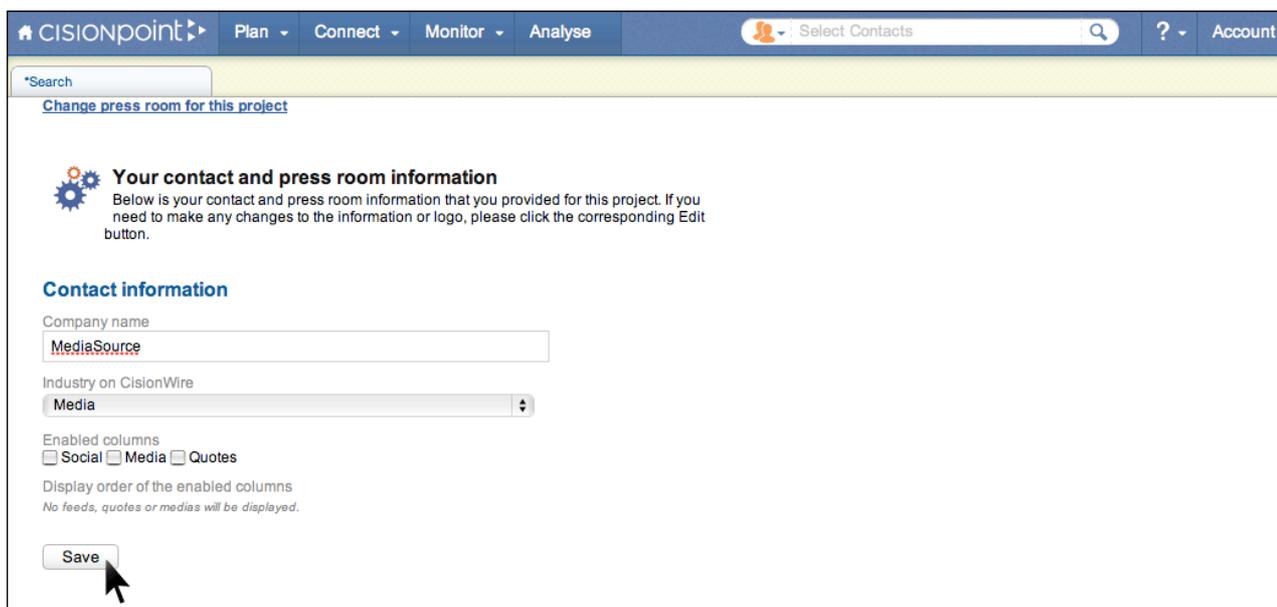
To access the distribution management area of **CisionPoint,** click on **Connect** in the **Global Menu** that appears at the top of every page and select **Distributions** from the drop down menu:



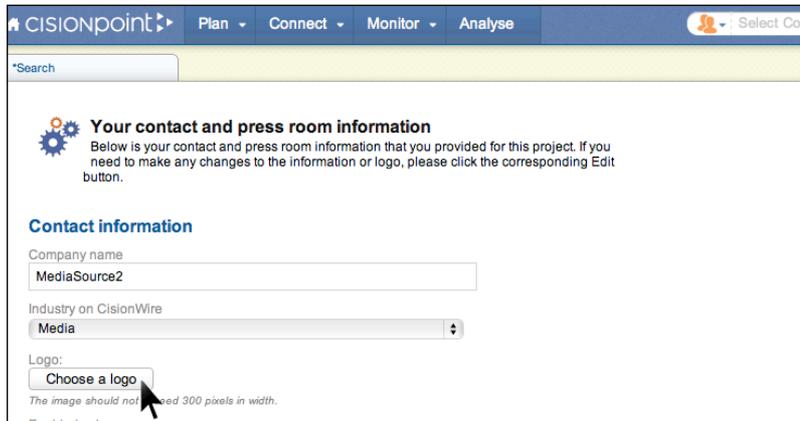The first time you use **Connect** you will be prompted to **Create a new press room**:



A new window will open - add your company name and select the most relevant **Industry** category from the drop down list - press **Save**. The other options relate to a product called **CisionWire,** which is not available for the Middle East, and can be ignored.
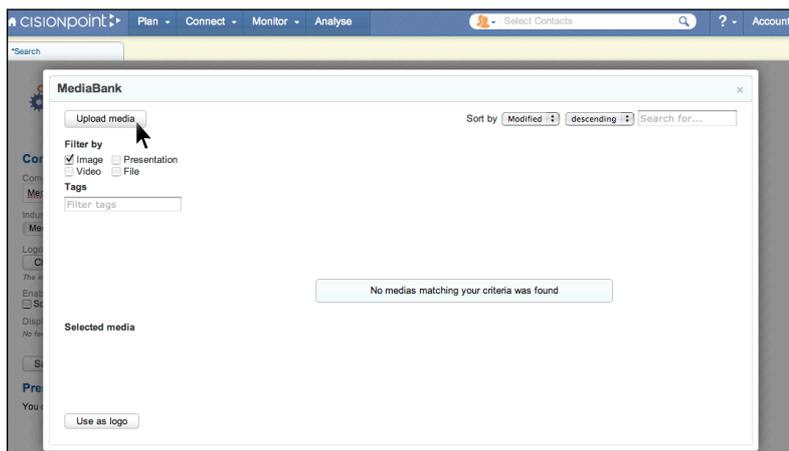
You can now upload a company **Logo** if you wish - this will make the **Logo** available for use in the HTML emails you create as distributions (a **Logo** can always be added later if required)
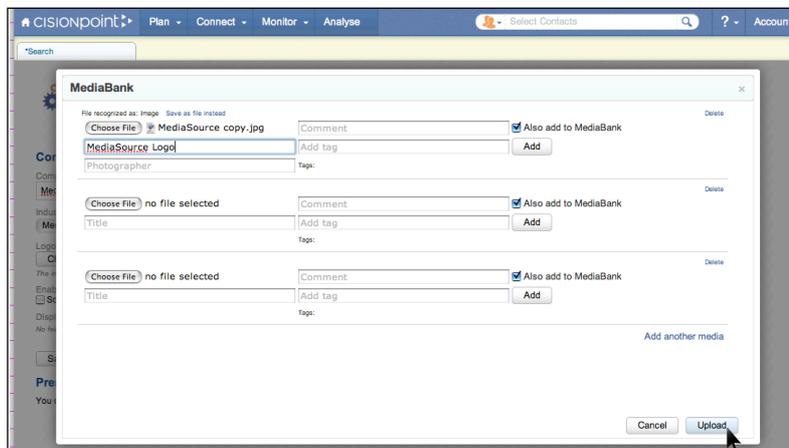
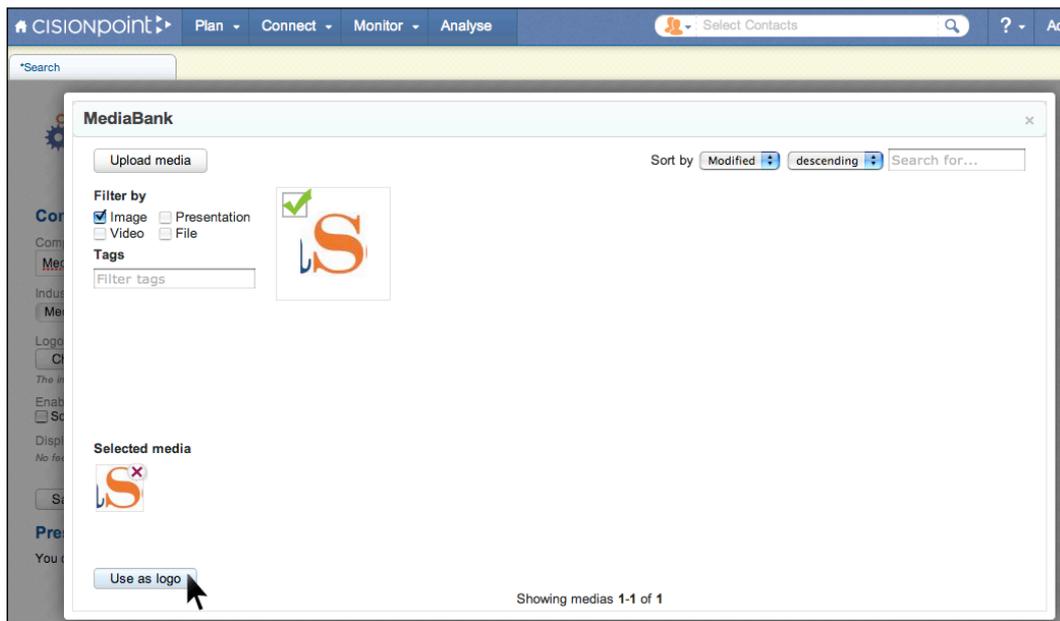To add a **Logo,** click the **Choose a Logo** button:



This will then open your **MediaBank,** which is the area where all the content you upload to be used as attachments and branding in your distributions is stored. Select **Upload Media** to add your **Logo** to your **MediaBank**.



Select **Choose File** and attach the Logo file from your computer - you can give the file a new **Name,** add **Comments** and add **Tags,** but this is optional. Click **Upload** to add the file to your **MediaBank**:



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Once uploaded, select your **Logo** and press the **Use as logo** button:



The **Logo** now displays as part of your **PressRoom** - press **Save**.



The remaining details all relate to **CisionWire** and don't need to be completed.

Click on **Connect** again from the **Global Menu** at the top of the page and select **Distributions**. The **Connect** menu will now display and you are ready to make your first distribution.

Note: You can create as many **Press Rooms** as you like - agencies may wish to create a separate **Press Room** for each client.

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