

1. Google "Craigslist" and the city you are interested in (for instance, Syracuse).
2. Select the Google result that is for the city you requested (Syracuse.craigslist.org)
3. Select "my account" in the left-hand column
4. Create an account
5. Go to your email, retrieve the email from Craigslist, and activate your account via the link
6. When you log-in to your account make sure the city listed at the top of the page is the city where you want to post. If it is not, repeat step 1-2
7. Once on the correct city page, select "post to classifieds" in the left-hand column
8. Select "housing offered" and continue
9. Select "apts/housing for rent" and continue
10. Fill out entire posting with details about the unit for rent
11. Typical posting title might be "1bedroom affordable housing unit in the heart of Auburn".
Descriptive words that will grab people's attention are good (bright, convenient, large, etc.)
12. Once finished with filling out the ad, select continue
13. Ensure the address is correct then select continue
14. Add images related to the unit. Images can be found at P:\[Project Name]\Photos\After\[Building Address]\[Unit Address]if applicable. If no building or unit address exists, search the After folder for unit photos that are similar. If still no photos exist, take photos of the space, specifically the kitchen, bathroom, bedroom, and exterior. Save any new photos in the unit or building folder (as mentioned above).
15. Select done with images
16. Review the ad and select publish in the right hand corner
17. Check your email for an email from Craigslist with a link to edit your ad or confirm the ad