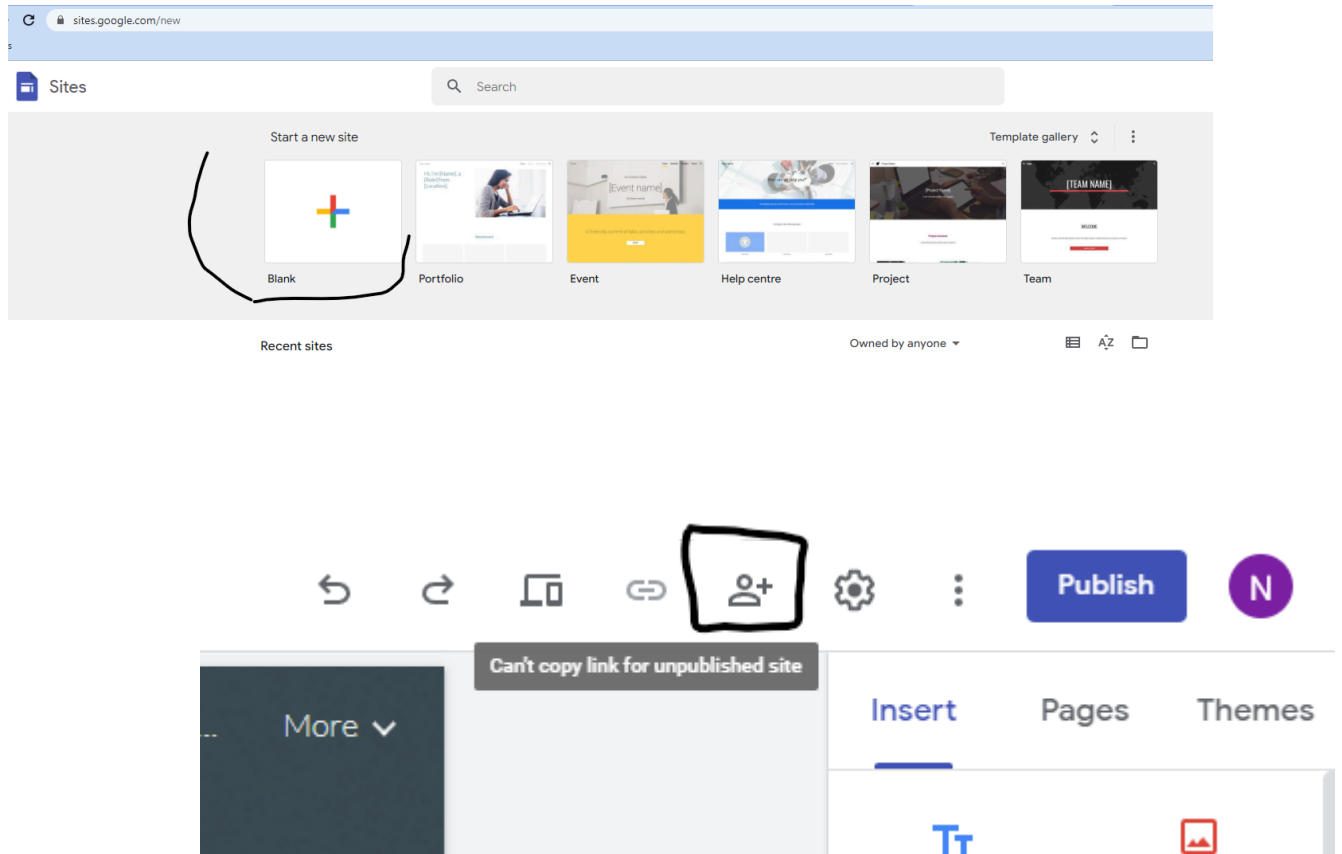
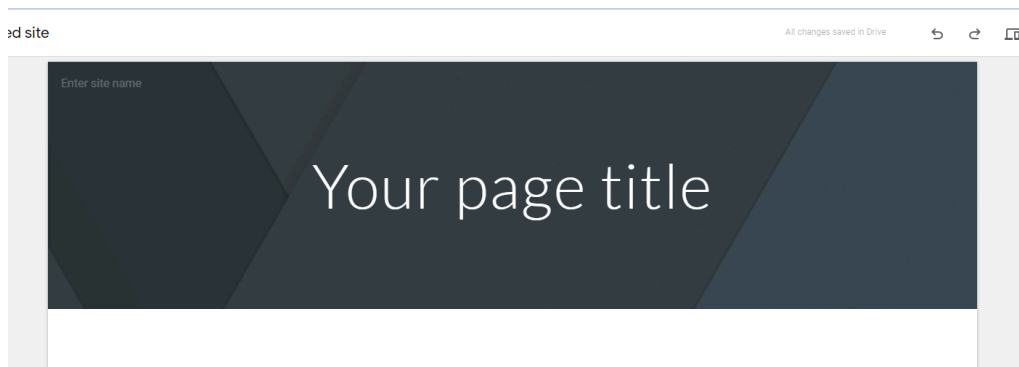


1. Open client chrome profile and new tab. Copy & paste this url: [sites.google.com](https://sites.google.com/new)
2. Click the blank page with a PLUS sign to start a new site (As shown in the picture below)

(As shown in the picture below)

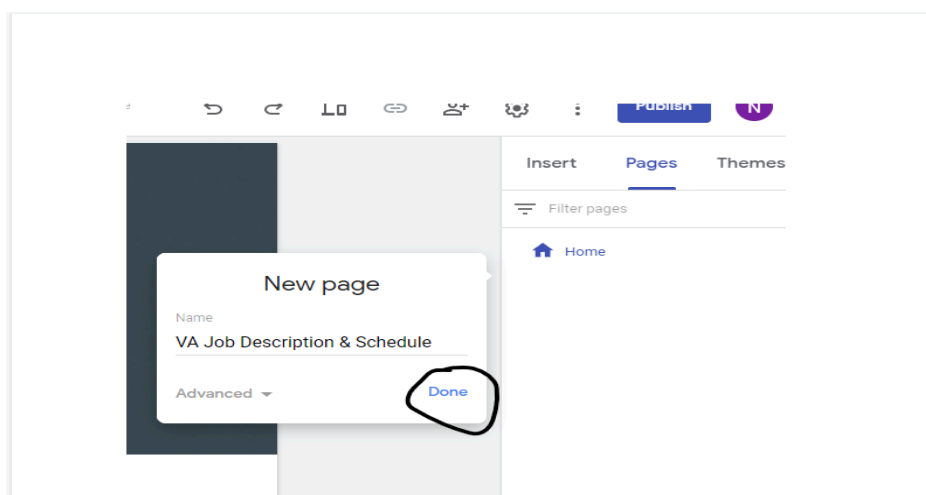
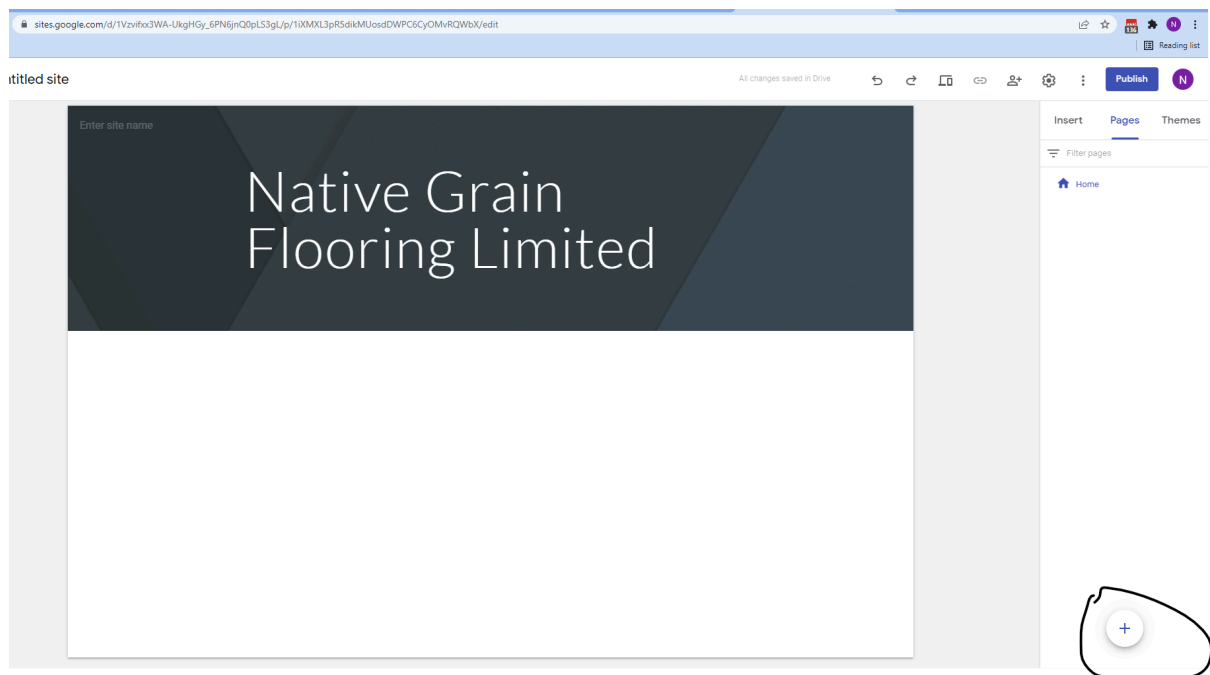


3. On the upper right side go to Page and click Home page
4. Enter the Company name here, delete this word:

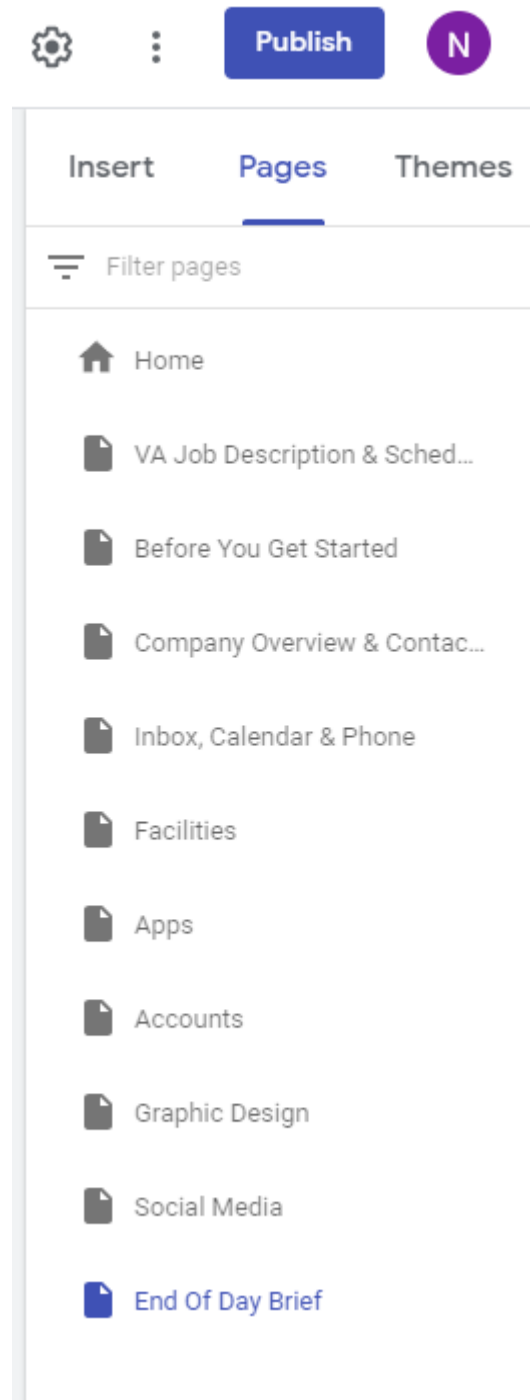


5. Add the pages by clicking the PLUS sign at the bottom under PAGE section. Once added click done. (As shown in the picture below)
Here are the pages to be added:

VA Job Description & Schedule
Before You Get Started
Company Overview & Contact Details
Inbox, Calendar & Phone
Facilities
Apps
Accounts
Graphic Design
Social Media
End Of Day Brief



6. After adding it should look like this:



7. Click the person icon and add this email addresses and should have an Edit permission:

savvyadmin@strictlysavvy.co.nz
jostrictlysavvy@gmail.com

8. Save the Name: Company name Handbook. For example this one is for:
Native Grain Flooring Limited Handbook – This should be the format name of
the Handbook for each client
9. Bookmark it.

(As shown in the picture below)

