



## STKB139 Google Sites - Publish and Share Your Site

### Step 1: Preview your site

1. On a computer, open a site in [new Google Sites](#).
2. At the top, click Preview .
3. At the bottom right, choose an option.
4. To exit, at the bottom right, click Exit .




### Step 2: Publish your site

1. On a computer, open a site in [new Google Sites](#).
2. At the top, click Publish.
3. Enter the web address for your site.  
Terms that violate our [Acceptable Use Policy](#) won't be allowed.  
[Learn how to use a custom URL for your site.](#)
4. Click Publish.
5. Optional: Visit your site's web address to make sure it's published correctly.

Tip: To use a web address that's currently in use or has been used in the past for a site you own, change the address or permanently delete the existing site. [Learn how to change the web address of an existing site.](#) [Learn how to delete a site.](#)

### Step 3: Check your sharing options


#### Choose who can see your site

1. On a computer, open a site in [new Google Sites](#).
2. At the top, click Share .
3. Next to "Published site," from the drop-down list, select Restricted or Public.  
If you use Sites for work or school, you may find other options.
4. Click Save or Done.
5. If you selected "Restricted," you can share your site with specific people and add groups. Enter the name or email address of the person you want to add, then click the dropdown   
Published Viewer  Send.  
To send an email notification to the person or group, check "Notify people."


## Opt your site out of search engines

Important: This is a request and doesn't guarantee that your site won't show up in public search engines.

This option is only available if your site is set to "Public on the web," and can be viewed by anyone.


1. On a computer, open a site in [new Google Sites](#).
2. At the top, next to "Publish," click the Down arrow .
3. Click Publish settings.
4. Click "Request public search engines to not display my site."
5. Click Save.

## Step 4 (optional): Search a Google site

1. Go to a Google site.
2. At the top right, click Search .
3. Type a search and press Enter.

## Disable or enable anchor links

You can use an anchor link to link to a specific header or subheader on any published site.

1. On your computer, open a site in [new Google Sites](#).
2. In the top right corner, click Settings .
3. In the "Settings" window, go to Viewer tools.
4. Turn "Show anchor links" on or off.
5. At the top right, click Publish.

## Search for Google Sites

In [new Google Sites](#), you can use the search bar at the top to find shared sites you can edit.

Tip: If you use a work or school account, you can [search for published sites shared with you](#)

**Contact the Help Desk with any questions.**  
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