


STKB138 Google Sites - Collaboration with Others

Add an editor

Important: If you use a Google Account through work or school, your admin may limit your ability to add an editor.

1. On a computer, open a site in [new Google Sites](#).
2. At the top, click Share .
3. Under Share with people and groups, enter an email address.
4. Click Editor.

Editors with a non-Google account can view a draft of your site, but cannot edit it.

To view a draft, an Editor with a non-Google account must enter a verification code. You receive an email with this code when you're invited to be an editor.


Editors with a Google account can view and edit your site without a verification code.

5. Click Done.



Stop, limit, or change sharing

After you share a site, you can stop sharing a site at any time. You can also prevent someone you've shared with from changing or sharing your site.

Change who can edit your site


1. On a computer, open a site in [new Google Sites](#).
2. At the top, click Share .
3. Under Share with people and groups, find the name of the person whose access you want to change.
4. Choose an option.
5. Click Done.

Remove an editor

1. On a computer, open a site in [new Google Sites](#).
2. At the top, click Share .
3. Under Share with people and groups find the editor you want to remove.
4. Next to the editor's name, click Remove  Save.



Limit who can edit your site

Choose to restrict edits to only editors or allow anyone with a link to your site and a Google account to edit.

1. On a computer, open a site in [new Google Sites](#).
2. At the top, click Share .
3. Click the Links section.
4. Adjust the settings for draft and published versions of your site:
 - Draft: You can restrict access to people added under “Share with people and groups,” or allow anyone to edit with a link to your site and a Google account.
 - Published site: You can restrict views to people added under “Share with people and groups,” or allow anyone to view it.
5. Click Done.



Change a site owner

The new owner can change what you can edit or remove you from the site.

1. On a computer, open a site in [new Google Sites](#).
2. At the top, click Share .
3. Under Share with people and groups, find the name of the person you want to be the new owner.
4. Next to the person’s name, click the Down arrow  > Make owner.
5. Click Save changes > Done.

Prevent others from sharing your site

If you’re sharing a site, the owner or anyone with edit permissions can change the sharing settings for the site. To make it so only you can share:

1. On a computer, open a site in [new Google Sites](#).
2. At the top, click Share .
3. At the top of the window, click Settings .
4. Uncheck Editors can publish, change permissions, and add new people.

Contact the Help Desk with any questions.
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