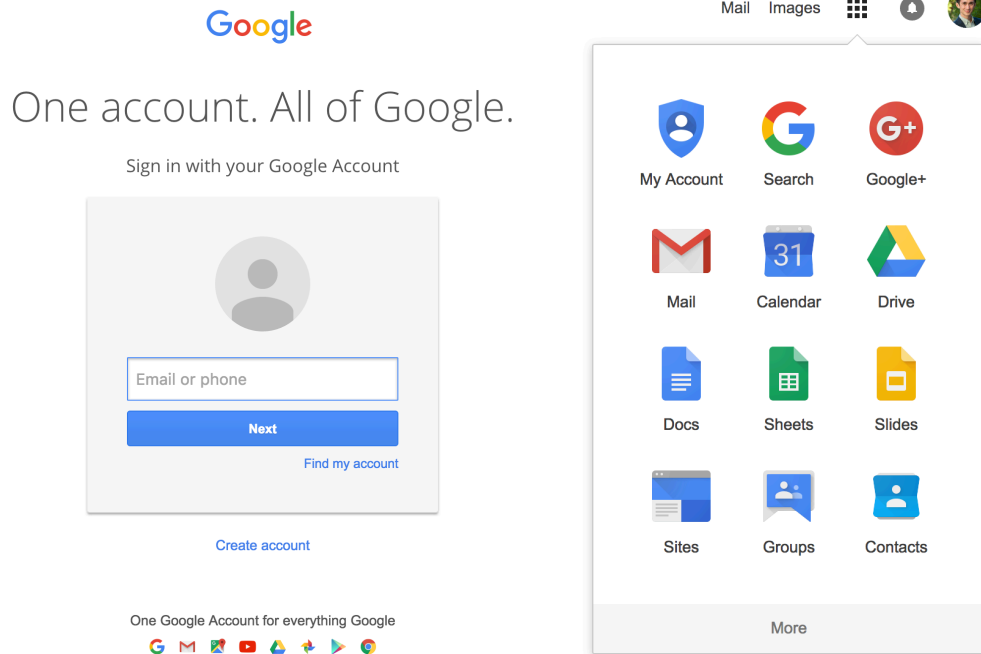
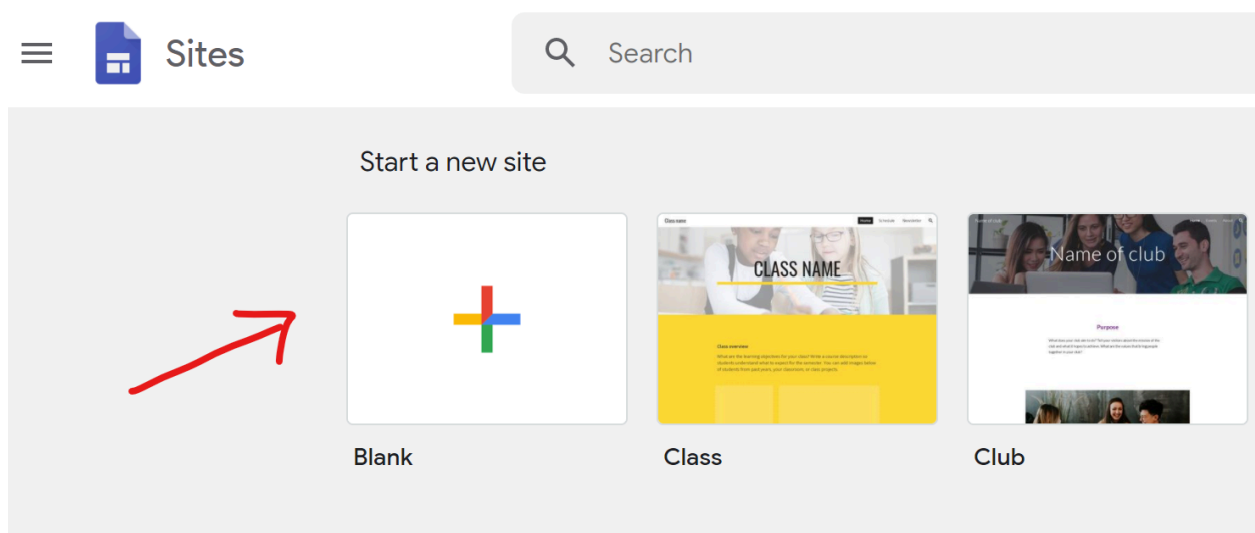


## Google Sites A Step-by-Step Guide

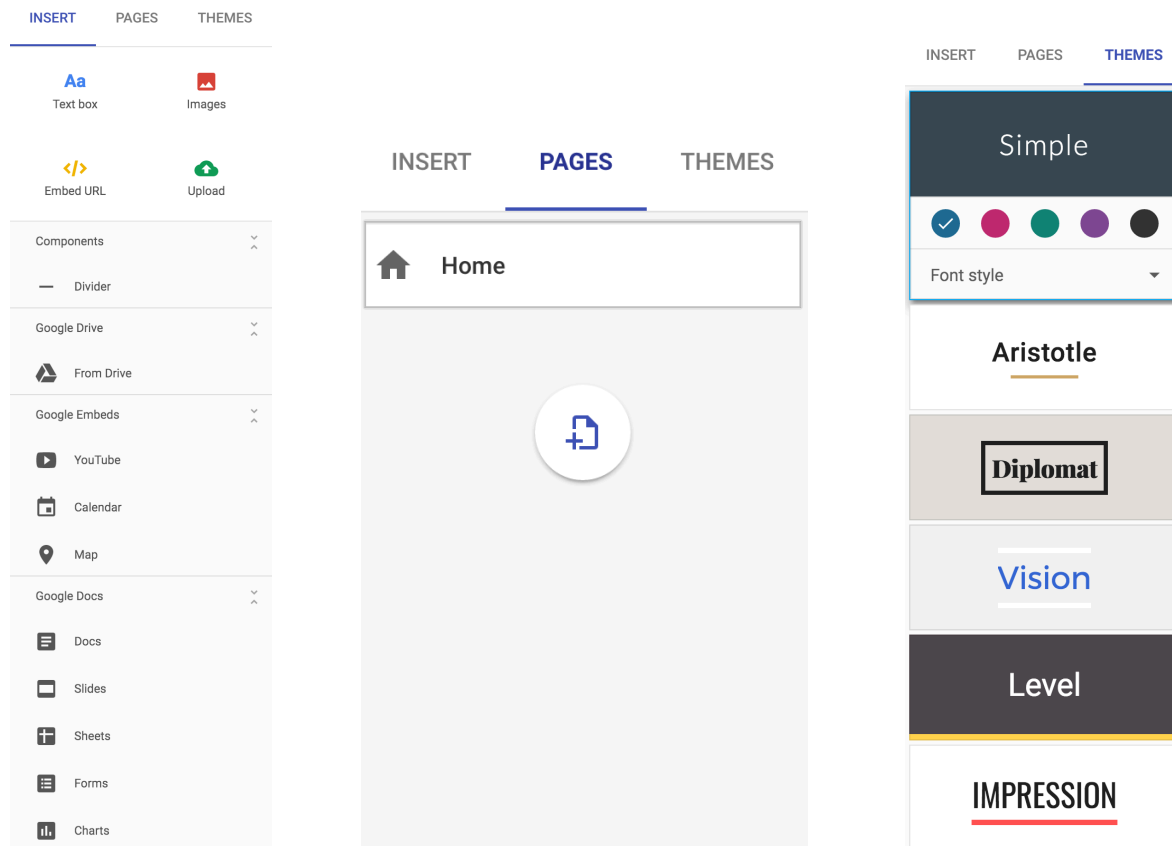
1. In Chrome, log into Google.com with your Dominican email address, password, and two-step authentication (if required).



2. From the drop down menu in the top toolbar, select the icon labeled "Sites."
3. Select an option from "Start new site"



4. In the editor, the “Insert” menu allows you to import or embed content from Google Drive, external websites, and your personal computing device. “Pages” enables adding and reordering pages, including nested pages. “Themes” allows for customizing the look and feel of your site.



5. Click the “Add Editors” icon ...



... to invite others to view and edit your site. Click “Change...” to limit access.

#### Add editors

Link to share (only accessible by collaborators)

<https://sites.google.com/s/0B-ojrUGLmODRZERaT1pjV3dXTXM/edit>

Who can edit

 Private - Only you can edit

[Change...](#)

 Perry Guevara (you)  
perry.guevara@dominican.edu

Is owner

Invite people:






Enter names or email addresses...

Owner settings [Learn more](#)

☐ Prevent editors from publishing, changing access and adding new people

[Done](#)

#### Link sharing

- ☐  **On - Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
- ☐  **On - Anyone with the link**  
Anyone who has the link can access. No sign-in required.
- ☐  **On - Dominican**  
Anyone at Dominican can find and access.
- ☐  **On - Anyone at Dominican with the link**  
Anyone at Dominican who has the link can access.
- ☒  **Off - Specific people**  
Shared with specific people.

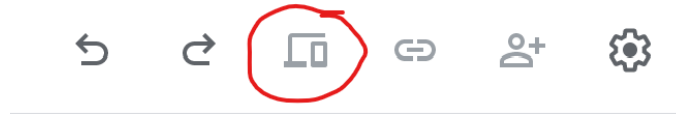
Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Save](#)

[Cancel](#)

[Learn more about link sharing](#)

6. To preview how your site will appear when published, click on the “Preview icon.”



You may also preview how your site will appear on mobile devices by toggling between the different display icons.



7. Publish and create the URL for your site by clicking on “Publish.”

