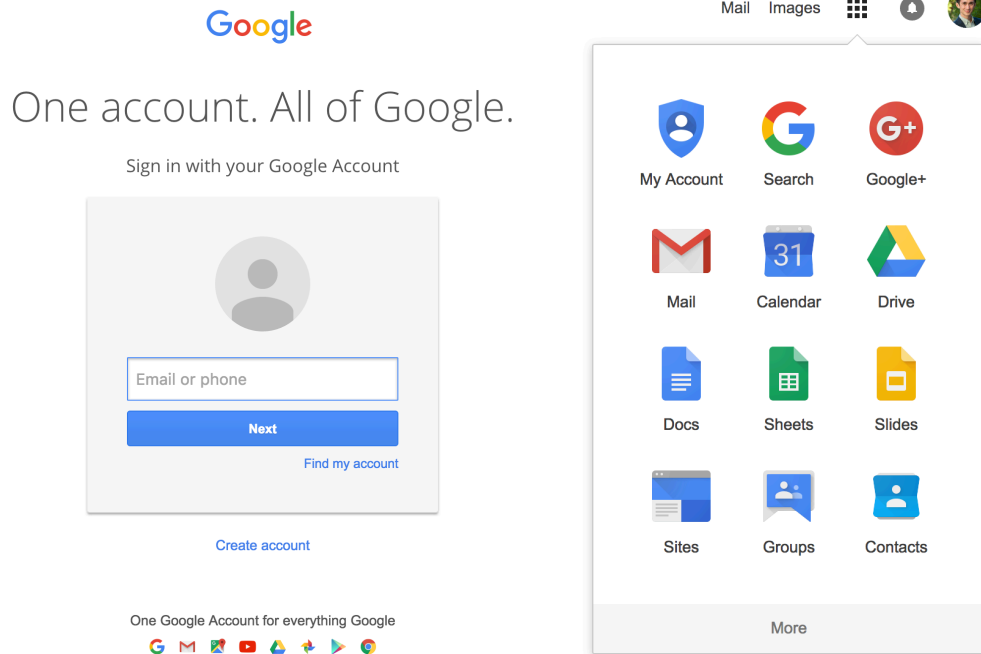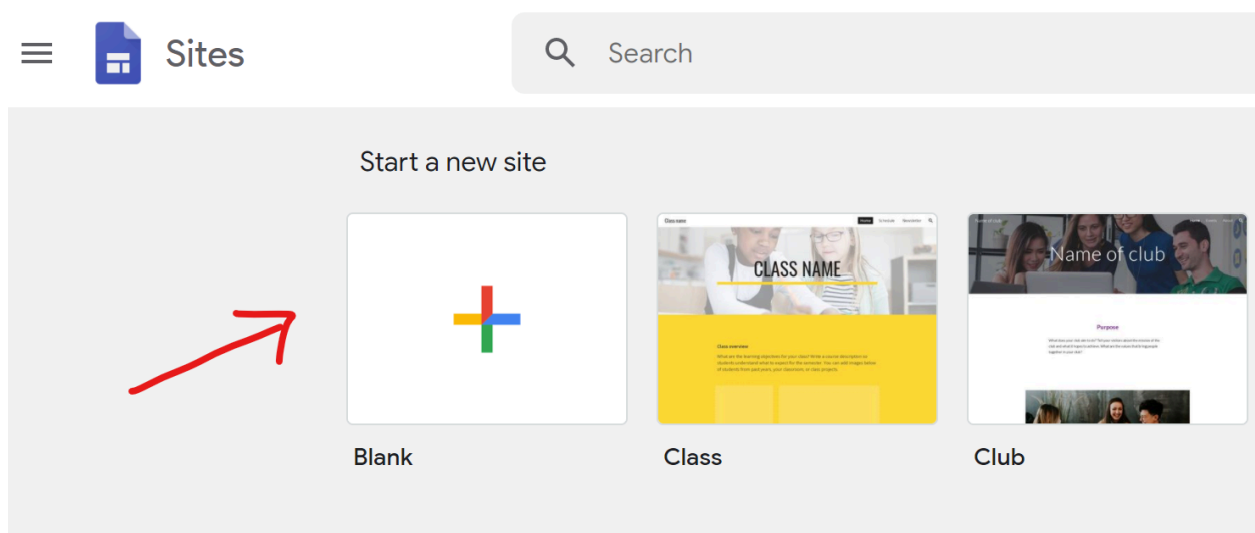**Google Sites**
A Step-by-Step Guide

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.
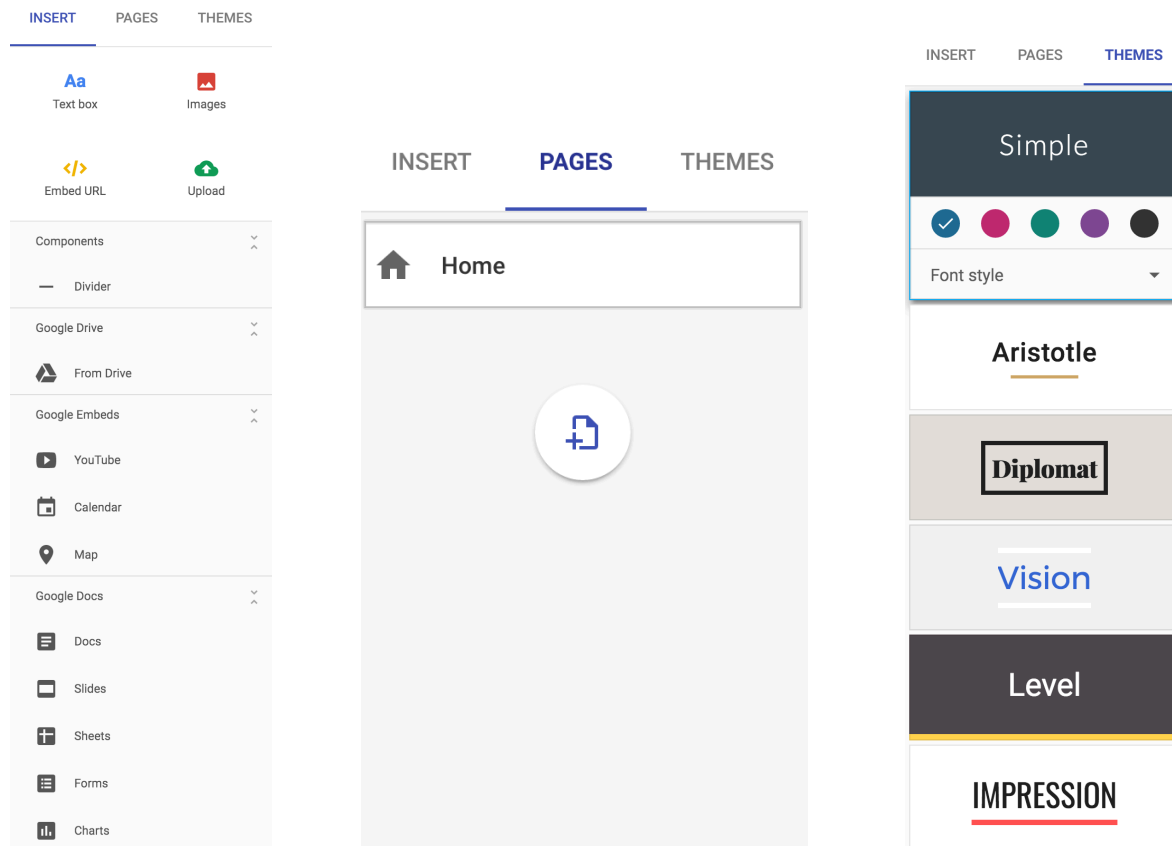
5. Click the "Add Editors" icon ...

… to invite others to view and edit your site. Click "Change…" to limit access.

6. To preview how your site will appear when published, click on the "Preview icon.
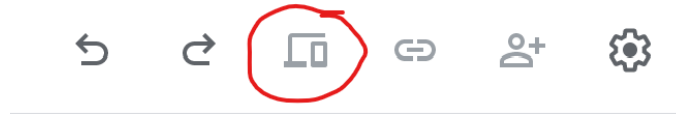
You may also preview how your site will appear on mobile devices by toggling between the different display icons.

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