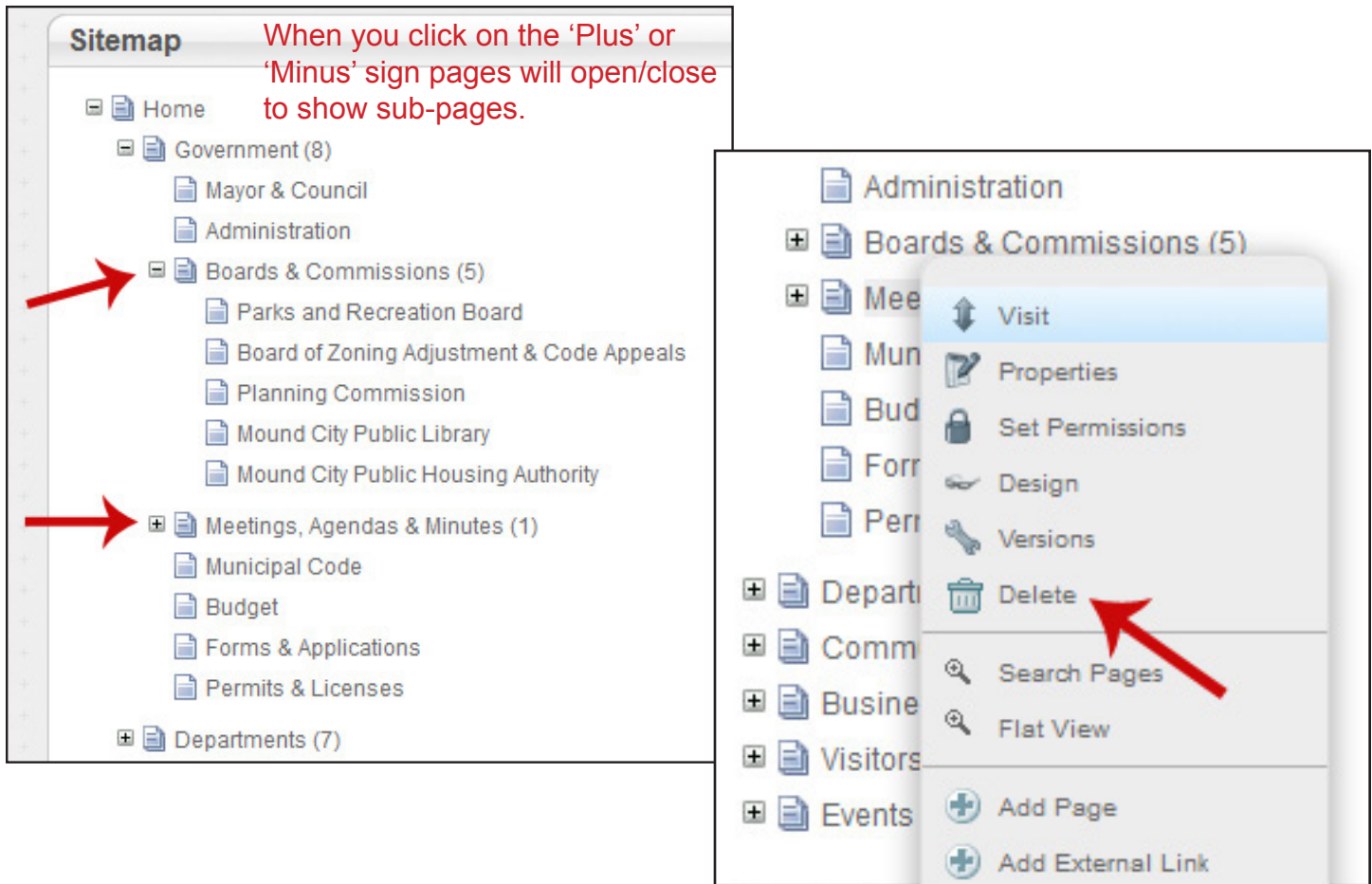


How to create an additional user:

1. Log in to edit site
2. In the Intelligent Search box type: Add User
3. Enter the information that is necessary, make sure to assign to 'Groups' IF applicable

Editing the Sitemap:

1. Login to Edit the site, in the top right of the Edit bar, click "Dashboard".
2. Go to the "Sitemap" option, and click to bring up your site's Sitemap. This is a map of all the pages encompassed in your site.
3. In order to **Move** a page hover over the icon that looks like a sheet of paper, a four-way arrow will display. Click and hold your mouse and move the page to the new location. Note: If you move a page from one category to another, there is a message that will display asking if you want to move or copy the pages to the new location. Depending on what you are trying to do, will depend on the option you select.
4. To **Delete** a page, click on the page that you want to delete, a menu will pop up and there is an option to 'Delete'. Select this option, it will ask you if you are sure.



When you click on the 'Plus' or 'Minus' sign pages will open/close to show sub-pages.

The screenshot shows the Sitemap interface with a tree view of pages. A red arrow points to the 'Boards & Commissions (5)' folder, and another red arrow points to the 'Meetings, Agendas & Minutes (1)' folder. A context menu is open over the 'Meetings, Agendas & Minutes (1)' folder, showing options like 'Visit', 'Properties', 'Set Permissions', 'Design', 'Versions', 'Delete', 'Search Pages', 'Flat View', 'Add Page', and 'Add External Link'. A red arrow points to the 'Delete' option in the context menu.