

RMU Google Sites guide to

accessing your site

version 1.11.01.13



there are **3 ways** being outlined in this guide:

from your gmail account

This is probably the most common way to access your site. There's only one click from your Gmail account to gain instant access.

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from a live page

Are you buried within your site? Have you found a particular page that you want to go straight into editing mode for? This option shows you how to access a particular page straight from the live version that you're viewing. The other options take you directly to the home page of your site.

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from the direct url

If you want to dive straight into the listing of all your sites, this option provides the URL to do so.

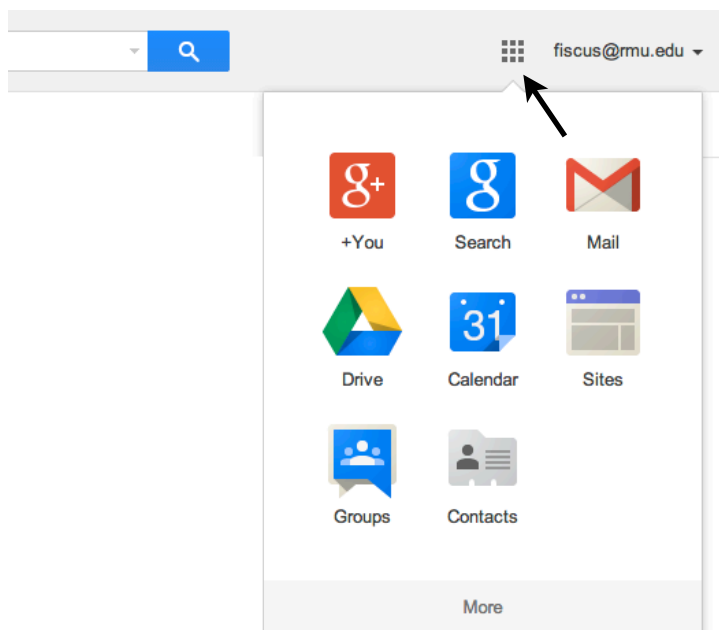
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instructions on accessing your site

method :: **from your gmail account**

from your gmail account

1. Ensure that you are logged in to your Gmail Account.
2. On the *righthand* side of the window, click the **grid** icon (next to your email address) and then click on **Sites**.



please note: if the Sites option doesn't exist, click on the **More** option and then find Sites within the menu. After you access Sites several times, you will see it appear within this popup menu.

3. A listing of all the sites that you have access to will appear. Choose the one that you want to edit and it will appear.

Sites

CREATE

My Sites in rmu.edu

Deleted Sites

Browse Sites

Academic Media Center Shared with everyone in the world
RT 53240
</a/rmu.edu/academic-media-center/>

Academic Services Shared with 3 people
RT #56027
</a/rmu.edu/academic-services/>

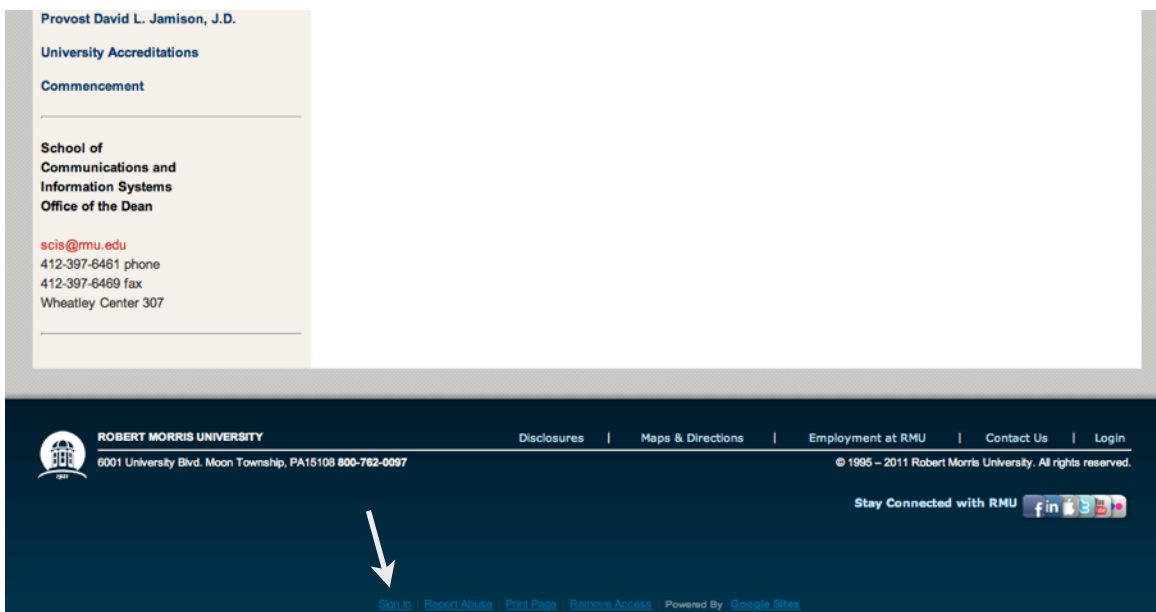
instructions on accessing your site

method :: *from a live page*

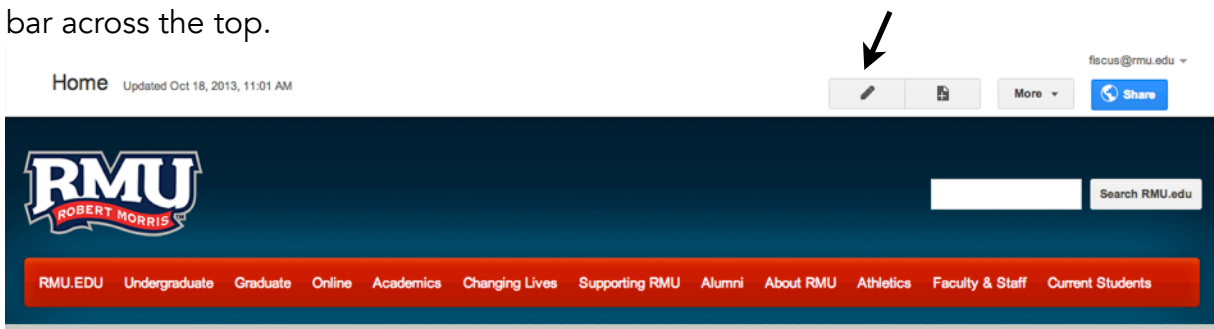
from a live page

1. While on the live page that you want to edit, scroll all the way until the bottom of the page (underneath the RMU footer).

From here, you will see several links, including a **Sign In** option. Click on Sign In.



2. From here, Google will check to make sure that you're already logged in to your Google (Gmail account). If not, it will prompt you to log in with the same login that you use to access Gmail. If you are logged in, the page will appear with the editing bar across the top.



You are now able to edit that page.

instructions on accessing your site

method :: *from the direct url*

from the direct url

1. In your browser, enter the URL **sites.google.com**.
2. Google will authenticate and check that you are logged into your Google (Gmail) account. If you are not, it will ask you to log in using the same login information that you use to sign into your email.
3. Once logged in, it will automatically take you to the listing of sites that you have access to. Simply click on the site and it will appear.

Sites

CREATE

My Sites in rmu.edu

Deleted Sites

Browse Sites

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RT 53240
</a/rmu.edu/academic-media-center/>

Academic Services Shared with 3 people
RT #56027
</a/rmu.edu/academic-services/>

Academic Services - Secured Shared with 2 people
</a/rmu.edu/academic-services-secured/>

Academic Technology Committee Shared with everyone in the world
</a/rmu.edu/academic-technology-council/>