

# How to Create a Google Site

To create a Google site you have to be logged into your Google email account.

1. Log into Google email.
2. Click on the “Sites” link near the top of the frame.
3. Click on “Create New Site”
4. Name your site.
5. Enter a category, can be anything.
6. The description is optional.
7. Click on “Only people I specify”
8. Choose a theme.
9. Click on “Create site”
10. Once your site comes up, click on “Edit page” (near top of page).
11. Paste or type whatever you would like into the page, for now this is your home page.
12. To allow access to the instructor click on “More actions” and select “Share this site”
13. Under “Invite people to your site” select as viewers.

The screenshot shows the Google Sites creation interface with the following elements and numbered callouts:

- 4**: Site name input field.
- 5**: Site categories input field.
- 6**: Site description input field.
- 7**: Collaborate with radio button selection for "Only people I specify".
- 8**: Theme selection area with "Iceberg" selected.
- 9**: "Create site" button.

Additional visible text and elements include:

- Site name: [input field]
- Your site will be located at this URL: <https://sites.google.com/a/email.meredith.edu/> [input field]
- Site URLs can only use the following characters: -,A-Z,a-z,0-9
- Site categories: enter one or more categories separated by commas, e.g. "marketing, finance"
- Site description: (optional) enter a short description of this site
- Collaborate with:  Everybody at email.meredith.edu;  Only people I specify can view this site
- Also let anyone in the world view this site (make it public):
- Choose a theme: Iceberg (selected), Open Sky, Rounders, More themes...
- Buttons: Create site, Cancel

14. Enter the instructor's email address in the box under that.
15. Click on "Invite these people"

Make sure neither of the advanced permissions are checked and click on return to site.

### Invite people to your site

as owners  as collaborators  as viewers 13

"Rebecca Kirstein"  
<kirstein@email.meredith.edu> 14

Separate email addresses with commas

[Choose from contacts](#) 15

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### Advanced permissions

Anyone at Meredith College may view ▼ this site.

Anyone in the world may view this site (make it public)

For more instructions on how to enhance your website and add content, click on the help menu at the top of the sites page. You will find video tutorials and written instructions. You can also check out [Google Apps @ Meredith](#) for our learning modules.