Google Sites: Share and Collaborate

1. Login to sites.slu.edu
2. Click on your site to open it

You can control who can view or edit your site. Information on the site is then only accessible by those you grant permission to access. Individuals can be a co-owner, edit content, or just view the information.

1. Click on More actions. Located at the top right of the site window.
2. Select Share this site

For additional assistance, contact the IT Service Desk at 314-977-4000, Monday-Friday, 7 a.m.-7 p.m.
4. The Share Site window opens.

Sharing settings

Permissions:
- Private - Only the people listed below can access
  - (you)

Add people: Choose from contacts
- "SLU ITS Training Department" <ittrain@slu.edu>

Welcome to our Site

Send a copy to myself
Send email notifications (recommended)

Share Cancel

Only the owner can change the permissions.

5. There are five general permission levels we can grant for the site. Visibility of the site on the World Wide Web is based on the following options:
   - Public on the web – anyone on the Internet can search, find, and access the site. No sign-in is required.
   - Anyone with the link – anyone who has the link to the site can access the site. The site is not searchable on the web. No sign-in is required.
   - SLU – people at Saint Louis University can search, find, and access the site.
   - People at SLU with the link – people at SLU who have the link can access
   - Private – only people explicitly granted permission can access the site.
   - Sign-in with a SLU Net ID is required.

6. Click in the Add people text box. Enter the name of the person you want to grant permission to. There are three levels of permission you can grant an individual:
   - Is owner – full access to the site, change site theme/layout, create/edit/delete pages, delete the site, change site access permissions.
   - Can Edit – user can created, edit, change page templates, move pages, delete pages.
   - Can view – only allows user to view all pages. You cannot limit access to individual pages.

7. Click in the Can edit drop down box. Enter the level of access you want to grant.
8. Click in the Message text box and enter information explaining/welcoming the user to your site.
9. You can send yourself a copy of the email.
10. Click in the Share button. An email has been sent to the people you invited to share the site. The email will include your message and a link to the site. The site will also appear in their list of Sites.

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