

**Creating a Google Webpage**

**Open your Google Apps Account**

* Access the Internet
* Go to [www.mail.google.com](http://www.mail.google.com)
* Enter your Log-in info

-In the upper right corner, click on the series of squares (Apps)

-Click the **Sites** icon

-Click the red **Create** Button

-Use the **Blank Template**

-Under **Name Your Site**, type your first and last name and your project name

-Click **Select a Theme**

-Select a theme that seems appropriate for your project and click **Create** at the top of the page

Click the Blue **Share** button at the top of the page; under **Who has access** click ***Change***  beside Crawford County Schools; then select **Specific People** and click **Save.** To share with others, go to **Invite People** at the bottom of the page and start typing names. Be sure to uncheck the **“Notify People By Email”** option. Click the **OK** button. Click **OK** a second time.

-Click on the **pen icon** at the top of the page for editing and formatting

-Click on the page and + icon at the top of the page to create additional pages; click on the blue **Save** button after you finish a page.