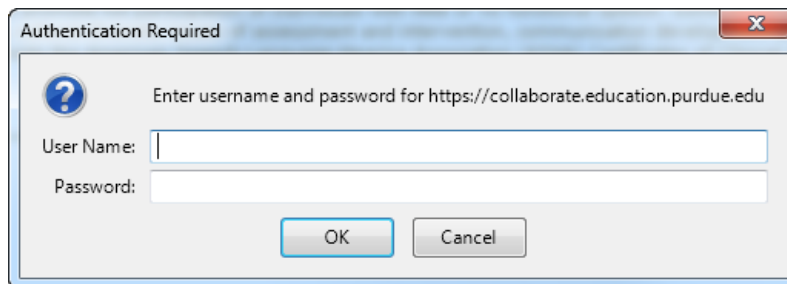


Editing a SharePoint Site

1. In order to edit a SharePoint site, first go to the page you want to edit using a web browser. Once there, you will see a “Sign In” link in the top right corner of the page.



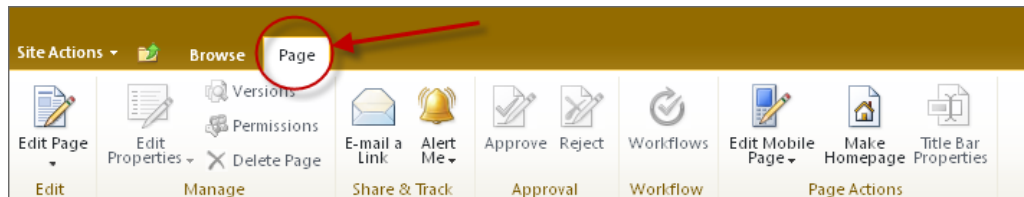
2. Click Sign In and enter your Purdue career account username and password.



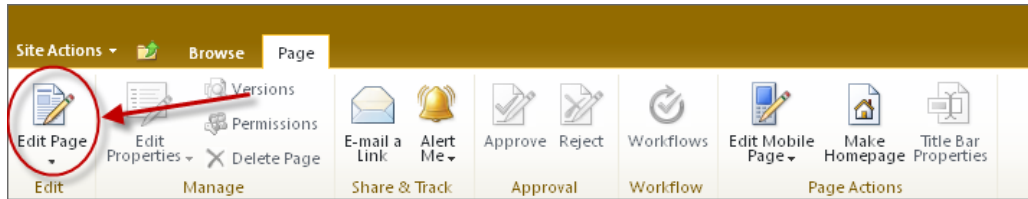
3. You will see your name in the top right corner of the screen verifying that you are logged in.



4. Now click on the “Page” tab on the top left corner of the screen.



5. Click the “Edit Page” button to start editing your page. You can click on any section of the web page and enter text, images, or other content.



6. Once you have finished editing your web page, click the “Stop Editing” button to save your work. This will also make your changes visible to anyone who visits your page. That’s it! You have successfully edited your web page. 😊

