Making Your Whole Site Private

*All chapter Web sites were initially set up as **Public**, meaning anyone with the correct URL (or redirect) can access them. Google™ also provides its Sites users with ways to make a whole site **or** just individual pages on a public site **private** so that only designated individuals can view and/or edit those sites or pages. The instructions below outline the various ways you can set up and provide access to private sites.*

1. In editing mode, from your home page, click on the blue "Share" button with the globe in the upper right of the screen. (When you hover over it, it says, "Public on the web…" if your site is currently still public.)
2. A screen comes up with the URL of your site and a "Who has access" section. If your site is public, it will say, "Public on the web - Anyone on the Internet can find and **view**." Click the "Change" button to the right of that.
3. You now have 3 options for visibility. They are:
    a. **Public on the web** - Anyone on the Internet can find and access. No sign-in required.
    b. **Anyone with the link** - Anyone who types in the URL or redirect link can access your site. No sign-in required.
    c. **Specific people** - Only people with the e-mails you add can view and/or edit your site, essentially making your site private.

Specific People (Private Site)
4. If you select "c." above to make your site private, you will need to add e-mails on the "Who has access" screen that pops back up by putting names or email addresses in the "Invite people" area at the bottom.
    a. After click in the "Invite people" box, add an e-mail and choose the permission level you want to give the new person. Select "**Is owner**" (if you are adding an alternate e-mail address for yourself), "**Can edit**" (if you want the person with this e-mail to be able to view *and* edit your site), or "**Can view**" (if you want the person with this e-mail to be able to view but *not* edit your site).
    b. You have the option of sending people a short message when you add their e-mails and can also check a box to send a copy of that e-mail to yourself.
    c. To complete the process, click the blue "OK" button (if not sending an email) or the blue "Send" button (if sending an email). The e-mail you've entered will then be added to the list and, if applicable, the person will be sent a notification email from your gmail address with a link to the site.
    d. You can delete e-mails on your list by clicking on the "x" beside them.
    e. You can also change the permissions of an email on your list using the dropdown menu beside it.
5. People who now want to see your site must sign-in to view it. When they type in the URL of your site, they will be redirected to the Google™ e-mail sign-in page before they are granted access to your site if they are not already signed-in to Google™. (Please see "How to Register and Sign-In Using a Non-Google™ E-mail Account" on page 3 for instructions on how non Gmail users can register to access private sites or pages.)

How to Make Individual Pages on Your Site Private

NOTE: You must assign individuals to your <u>whole site</u> using the steps in 4a-e above before you can give those individuals permission to view and/or edit private pages.

1. In editing mode, from your home page, click on the blue "Share" button in the upper right of the screen. (When you hover over it, it says, "Public on the web…" if your site is currently still public or "Shared with X people" if your site is private.)
2. You will come to a screen with your URL at the top under "Link to share" and a "Who has access" section, which should currently have "Public on the web - Anyone on the Internet can find and **view**" plus your (original) Webmaster's name and your chapter's Google™ e-mail address.
3. If you have not already done so, add all the e-mail addresses now using steps 4a-e above.
4. Click on the button in the upper right that says "Enable page-level permissions."
5. In the pop-up box, click on "Turn on Page-Level Permissions."
6. You will see a site map appear with a list of your pages in the middle of the screen, to the left of the "Link to share" and "Who has access" section.
7. Click on the name of the page in the middle column (site map) that you want to make private. The default setting will be the same as your overall site's privacy setting.
8. In the 3rd column on the screen, you'll see "Use the same permissions and members as **X Chapter**." Click the "Change" box beside those words.
9. In the pop-up box that appears, select "Use custom permissions," then decide and select whether you want to "Add new users to this page" or "Do not add new users to this page." This selection determines whether new e-mails added to your whole site automatically get added to the list for this individual page or not.
10. Click the blue "Save" button.
11. You now have the option of selecting the "Can edit" or "Can view" option for the e-mails attached to this page, as well as clicking the "x" beside an e-mail to remove it. (Note: You may need to use the thin gray horizontal scroll bar at the bottom of the list of e-mails to see the "x" delete option beside each e-mail. Names that are on your whole site but do not have access to a particular page show up as gray shaded text in the permissions area.)
12. When you are finished, click the blue "Save changes" button at the bottom.
13. Repeat steps 7-12 for each page you want to make private.
14. When you are finished, click on your chapter's name in the upper left to go back to your site. Log in with different e-mails that you have given different permissions to in order to test the settings you've chosen.
15. Note: Making your **whole site** public again after it has been private will override your page-level permissions. For more information on this, see
    https://support.Google.com/sites/bin/answer.py?hl=en&answer=1387652&topic=1387383&ctx=topic
16. For more details on how and when to use page-level permissions, see
    https://support.Google.com/sites/bin/answer.py?hl=en&answer=1387384&topic=1387383&rd=1.

Terms to Know for the Instructions Below
- **Gmail** - Any e-mail account that ends in @gmail.com. Gmails are automatically registered with Google™.
- **Non Gmail -** Any e-mail account that ends with something other than @gmail.com (e.g., @comcast.net, @aol.com, @verizon.net, etc.). These accounts *may or may not* be registered with Google™.

How to Register and Sign-In Using a Non Gmail Account
If the e-mails you have entered are not Gmails and the person's e-mail is not already registered with Google™, they will need to follow these steps to sign in to see private sites or pages.

1. When a non Gmail user types in the URL to a private site, they will be redirected to a page to sign in (if they are not already signed in to an email account registered with Google™).
2. Click the red "SIGN UP" button in the top corner and complete the form that comes up to register a non Gmail address with Google™.
3. Upon successful registration, the individual will get an "Account Creation Confirmation" page directing them to go to the in box for the e-mail they just registered to click a link to confirm their registration.
4. If they then type the URL in again, they will be directed to the site.
5. People who **do** have accounts registered with Google™ who try to access a private site or page that they do *not* have permission to view will be directed to a page where they can send an e-mail to your chapter's Gmail account to request access, so be sure to check your chapter's Gmail if you are setting up private sites or pages!

Alternative - Make Private Sites or Pages Accessible Using One Log-in and Password

It can be difficult to keep up with adding and deleting people's e-mail addresses from your private site or pages. Also, as outlined above, each person who wants access to your private site or pages using a non Gmail address will need to register their e-mail address with Google™ so they can log in.

One way of avoiding these issues is to set up private sites or pages and use one Gmail address and password (separate from the chapter's Gmail address that you use to log into and edit your site) that you assign to those private sites or pages and then distribute to those people who should have access to them.

For instance, if you wanted to set up a page with a list of select member information on it that you only want other members to view, you could set up a Gmail address and password, give it to your members, and have them sign in to the site using that account so they will be able to see the private pages. (People who do not have access to a private page on a public site simply do not see that page in the sitemap and/or sidebar, if you've put it there.)

You could then periodically change the password and redistribute it as you choose (e.g., create a new password annually and only give it to current, paid members). For more information on Public vs. Private Google™ sites and pages, please see
https://support.Google.com/sites/bin/topic.py?hl=en&topic=1046513&parent=1046076&ctx=topic