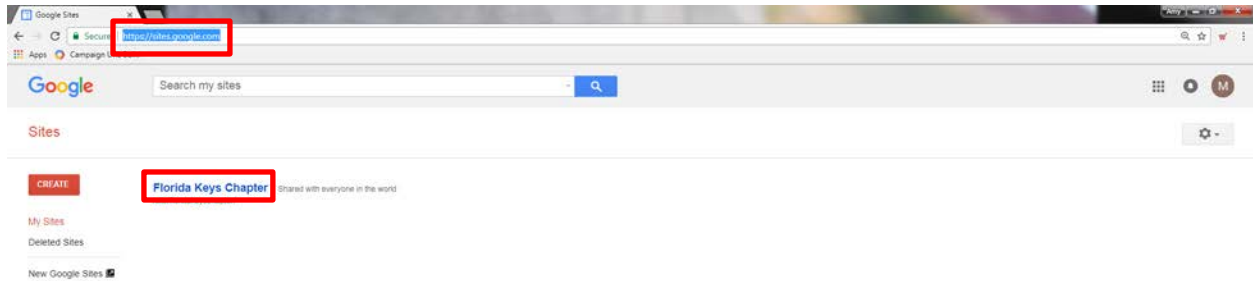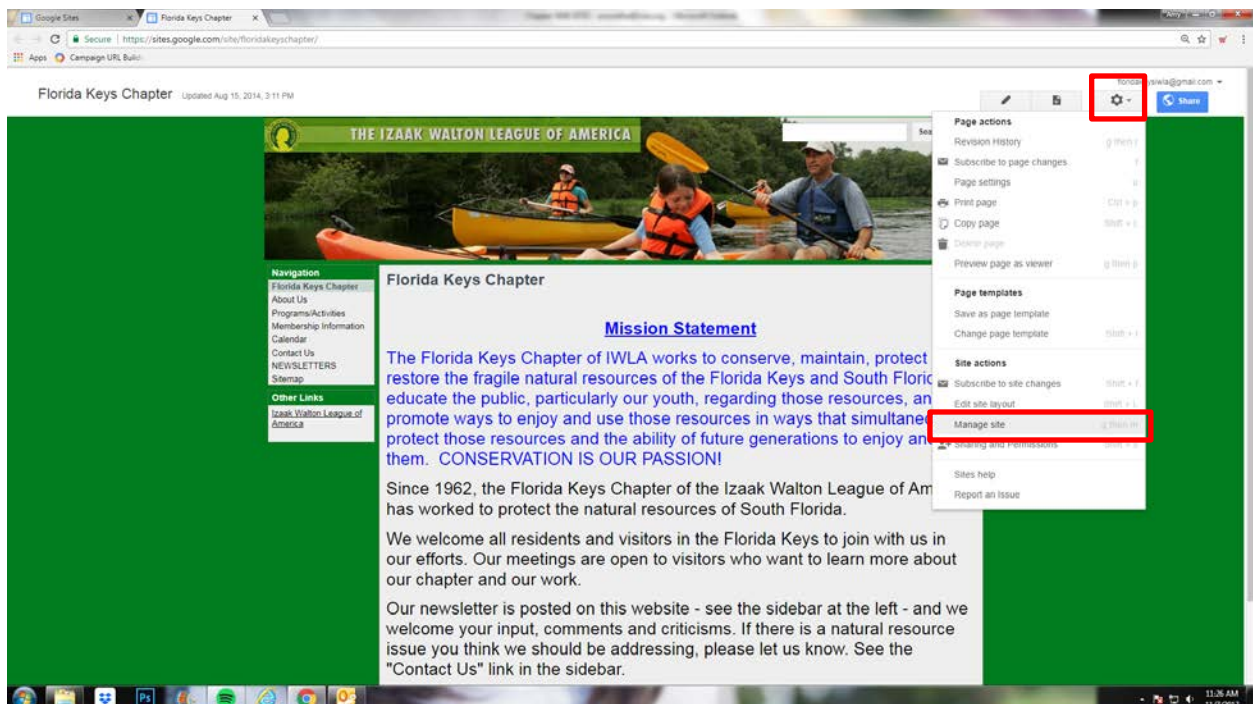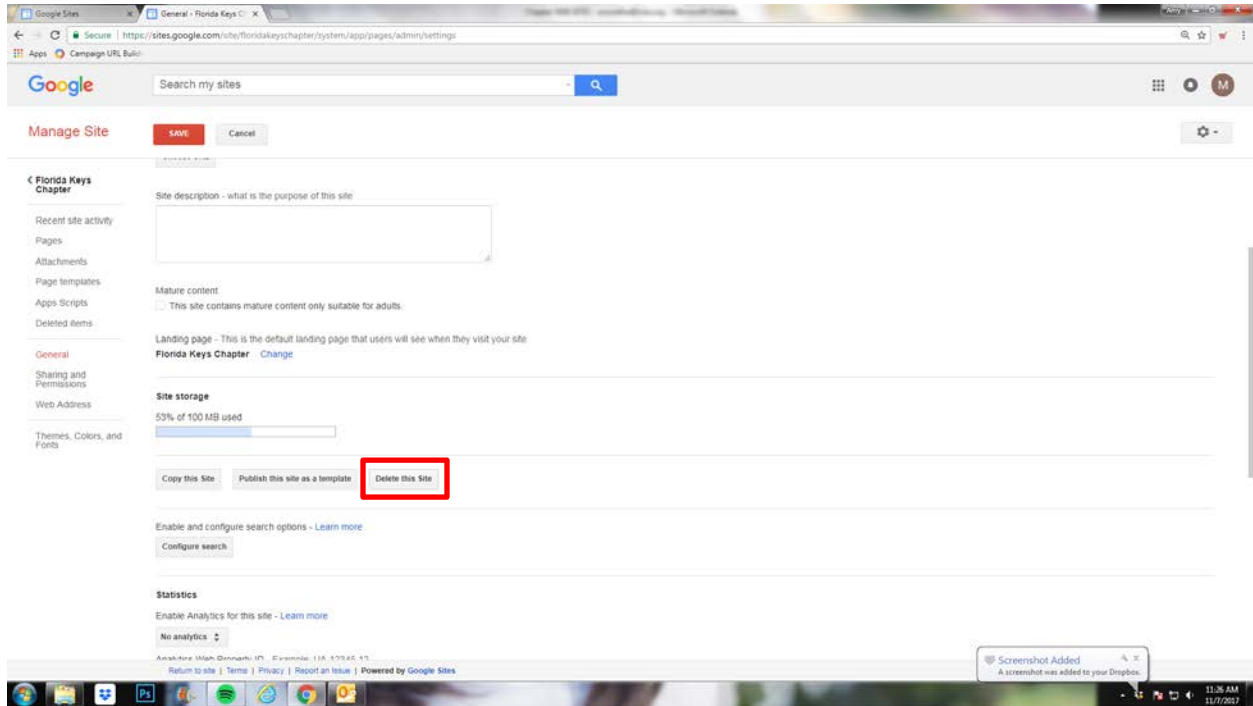## How to Delete an Old Google Site and/or Pages

To delete an old Google site, first log in to your chapter's Gmail account and type in **sites.google.com** in the search bar. This will take you to the area where the old website lives. Next, click on the title for the old website.
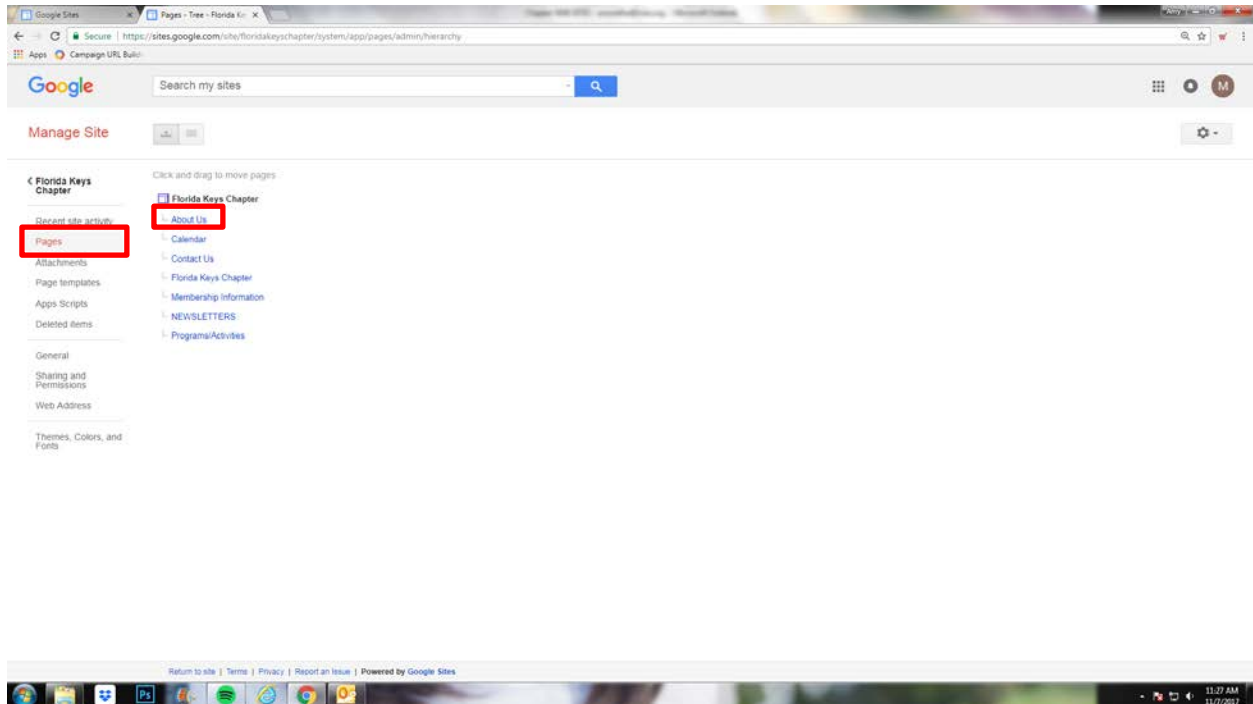

Next, select the gear icon in the upper-right corner of the page and click Manage site.
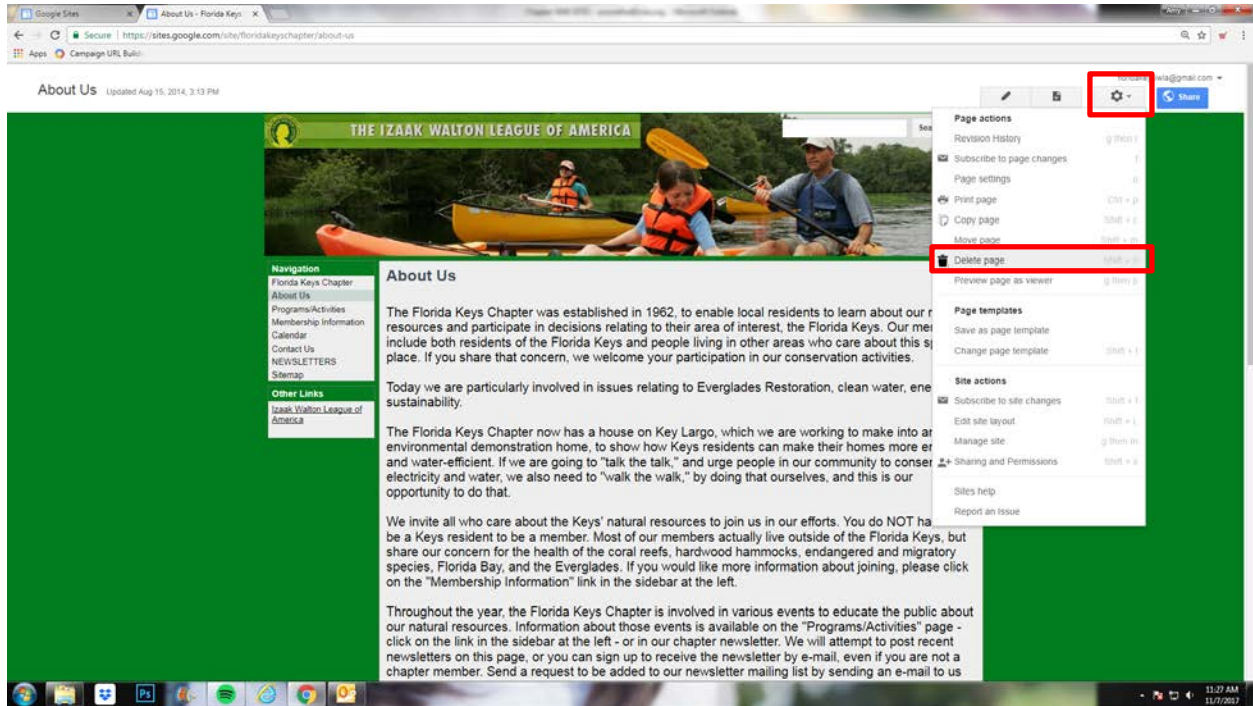
Scroll down the page to the tab that says Delete. Click Delete and follow the prompts when it asks if you are sure you want to delete the website.

If you are not ready to delete the site but want to remove the content then, on the same page, select the Pages tab in the left navigation. Next click on the page you want to remove, for example, the About Us page.

On the About Us page, select the Gear icon and then click Delete page. This will remove the page from the website.

We encourage removing all of the sub-pages first, and then add a "We've Moved" message to your homepage linking it to the new website. After a few weeks, you can then delete the entire website. See the example below on what that can look like.