## How to Edit a Webpage

- 1) Navigate to the Webpage that you would like to update.
- 2) Scroll down to the bottom of the page and locate Last Updated: (date)



- 3) Click on Last Updated: (date). It is an active link.
- You'll be redirected to a login screen.
  Enter your username and password. (This will be your username and password that you use to access University of Memphis applications like email, my.memphis.edu, etc.)

<b>au Campus</b>	
Login	
Login	
L Username	
Password	
	Log In

5) The page will open in **Edit** mode and a green **Edit** button will appear near the body of the page.



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6) Click on the green **Edit** button and a text editor will appear.



7) Make your changes on the page. Once completed, click on the **Save** icon in the toolbar.



8) The page will appear in **Preview** mode for you to look over your changes. If you are satisfied with your change, select the green **Publish** button. (If you are not satisfied with your changes, select the **Edit** tab and repeat the editing process.)



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9) After selecting the green **Publish** button, a new window will appear. Select the green **Publish** button on the new window.

Publish - index.pcf	•	
Final Check Schedule Social Media	3	
Scan your page for spelling, link, W3C validation, and accessibility issues. Run all checks, or run individually by clicking the button.		
php 🔽 Run All		
Spell Check Language		
English	í	
RBC  Image: Spelling  Image: Speling  Image: Spelling  Image: Spell	pility	
Version Description		
Cancel	Publish	

10) Your changes will began to process and will be visible on the internet briefly.