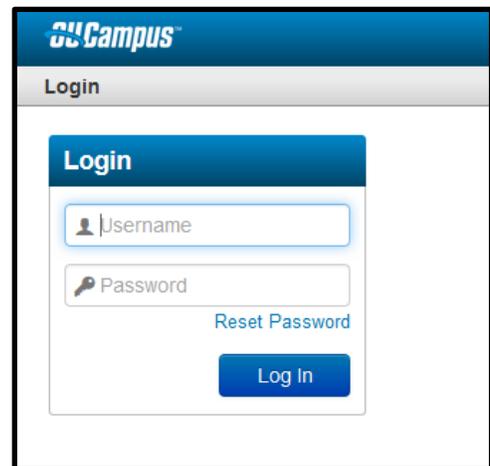


# How to Edit a Webpage

- 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)**

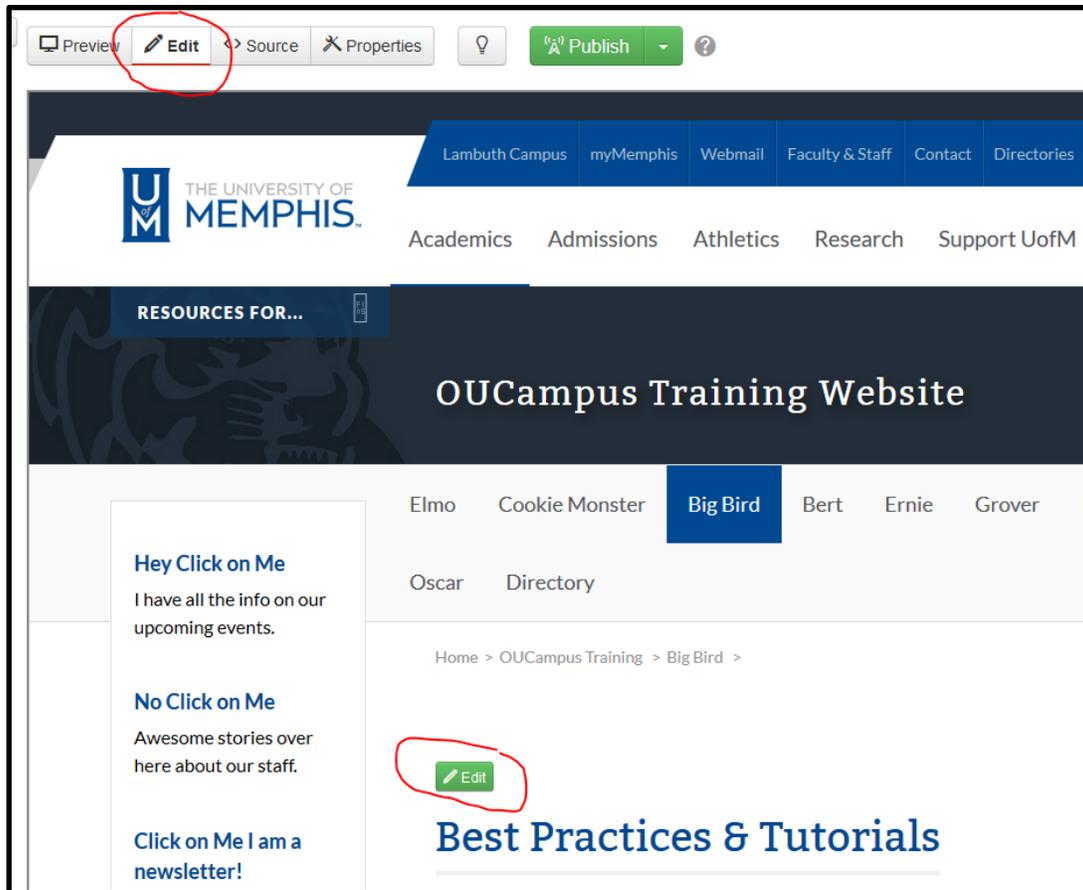


- 3) Click on **Last Updated: (date)**. It is an active link.
- 4) You'll be redirected to a login screen.  
Enter your username and password. (This will be your username and password that you use to access University of Memphis applications like email, my.memphis.edu, etc.)



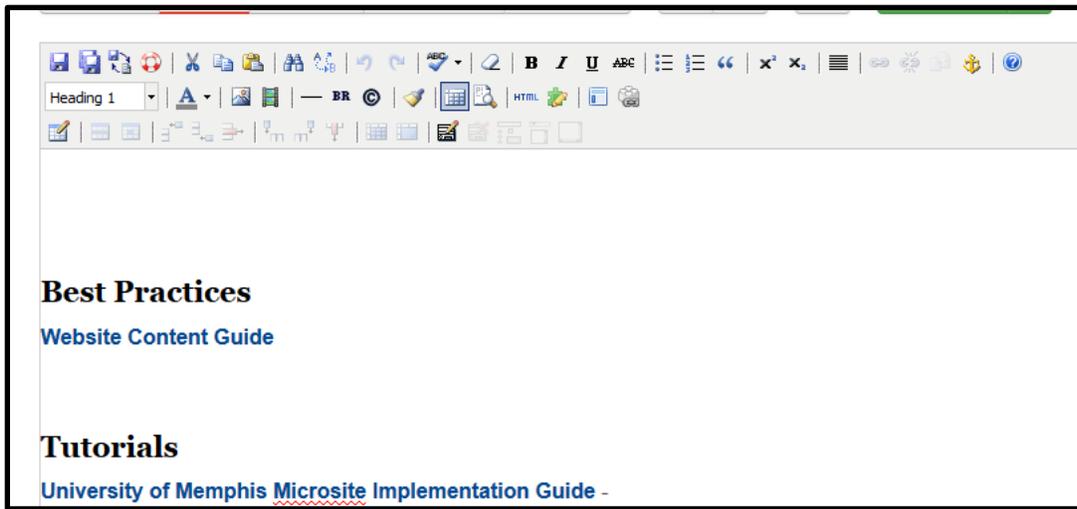
# How to Edit a Webpage

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

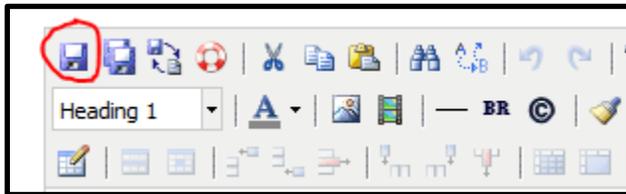


# How to Edit a Webpage

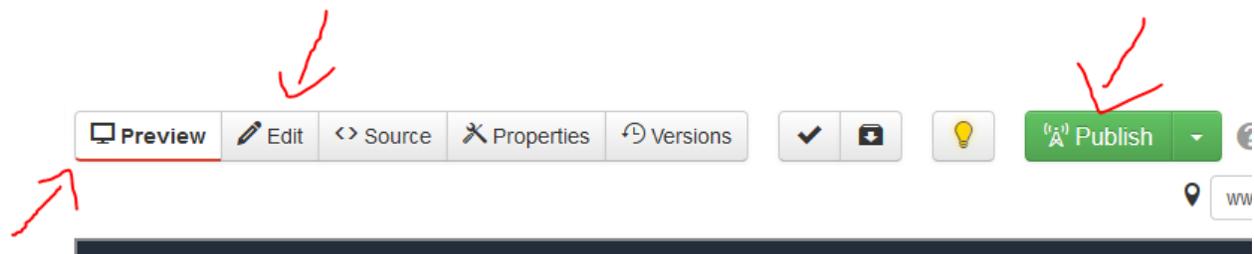
6) Click on the green **Edit** button and a text editor will appear.



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

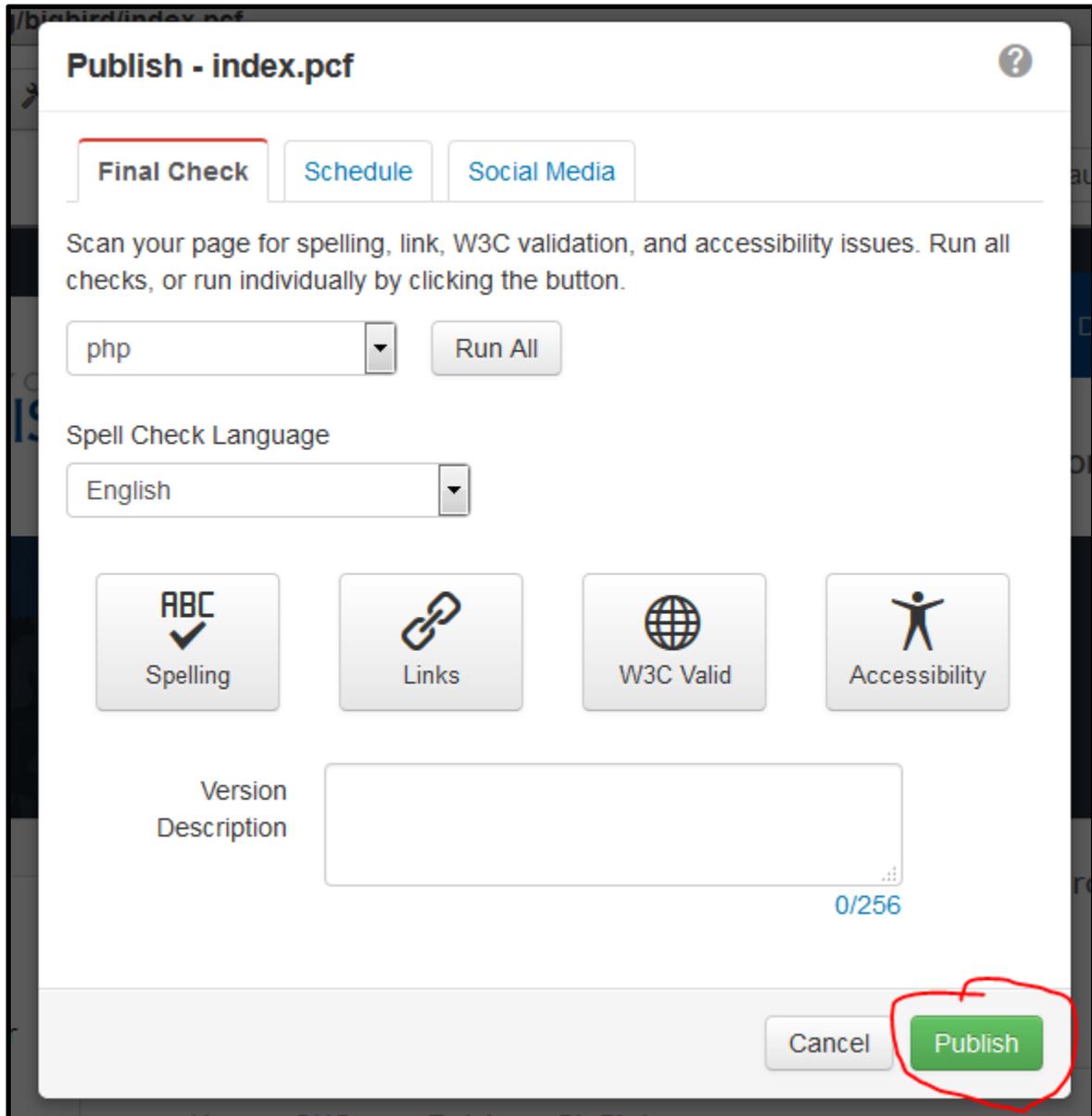


8) The page will appear in **Preview** mode for you to look over your changes. If you are satisfied with your change, select the green **Publish** button. (If you are not satisfied with your changes, select the **Edit** tab and repeat the editing process.)



## How to Edit a Webpage

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



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