

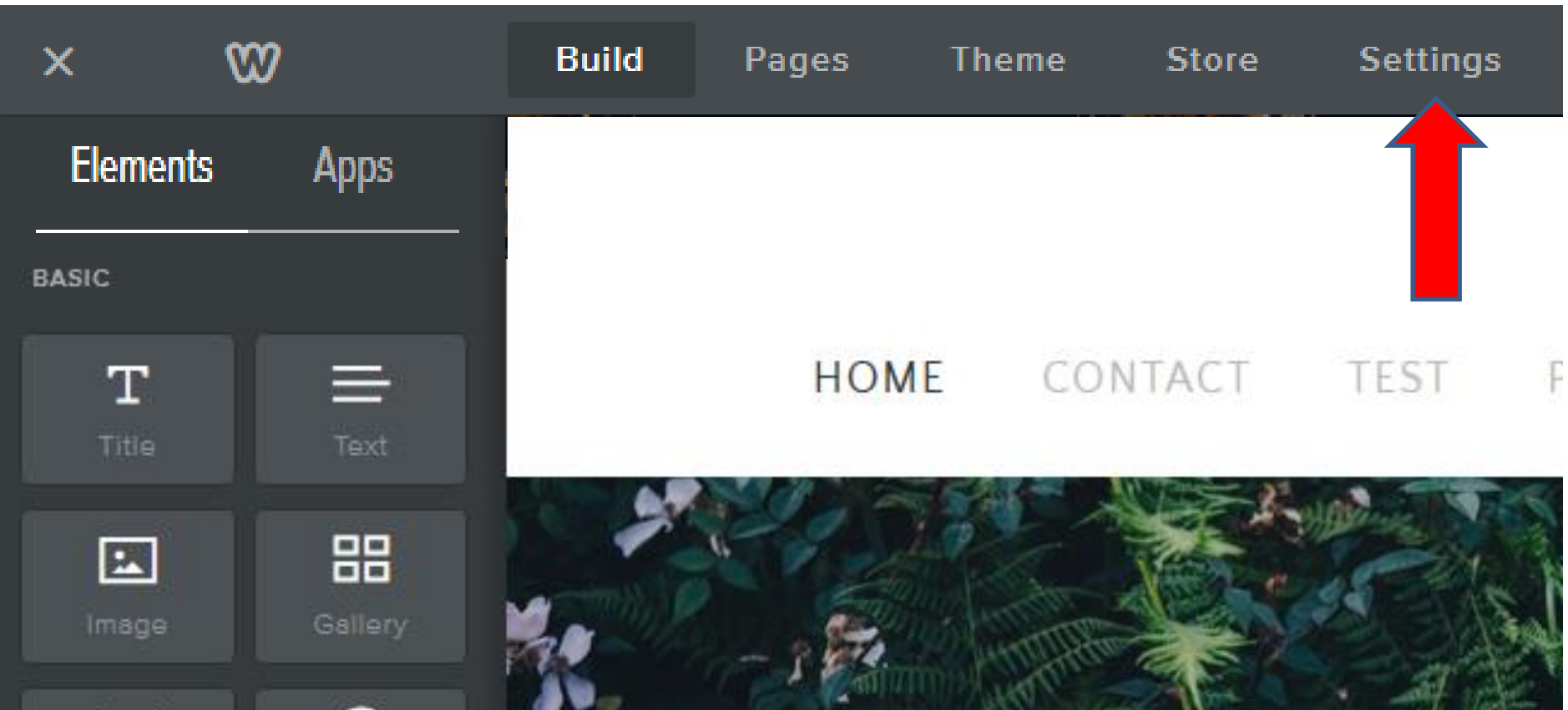
Step 6 – Add User(s) Permission

- **Add User(s), like me if you want, so I can help you with your website.**

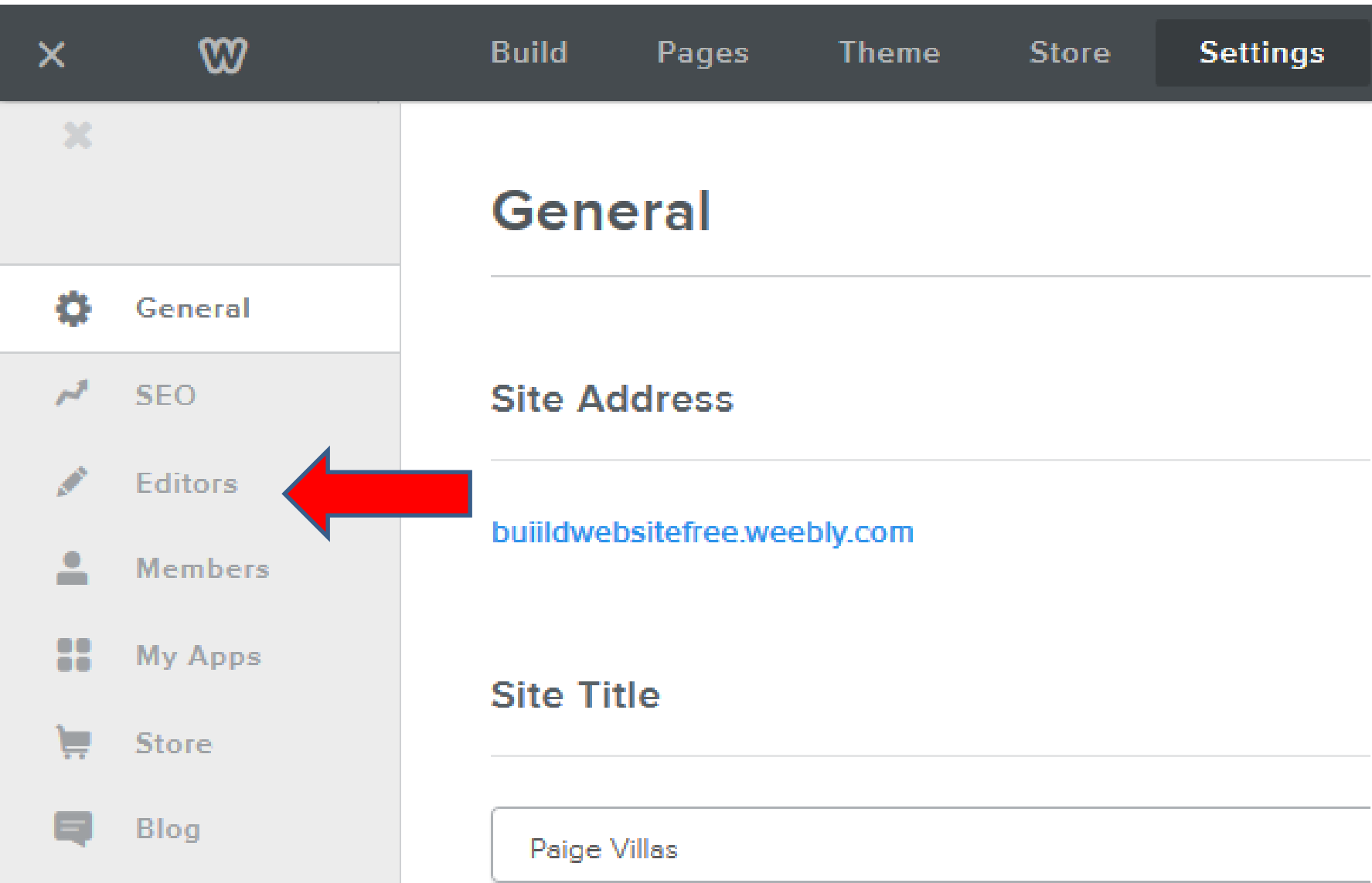
My e-mail: pac_fab103@hotmail.com

- **You can always cancel/delete a User Permission.**
- **To give Permission to one page, you need to update to Pro Version.**
- **Note – a User must have a Weebly account to have Permission, like I mentioned in first Class. Next is settings again.**

Click on Settings and next is what to do.



Then click on Editors and next is what happens.



The image shows a screenshot of the Weebly website management interface. At the top, there is a dark navigation bar with the Weebly logo and several menu items: 'Build', 'Pages', 'Theme', 'Store', and 'Settings'. The 'Settings' menu item is highlighted. Below this, a left-hand sidebar contains a list of settings categories: 'General', 'SEO', 'Editors', 'Members', 'My Apps', 'Store', and 'Blog'. The 'Editors' category is highlighted with a red arrow pointing to it. The main content area on the right is titled 'General' and contains several settings sections: 'Site Address' with the value 'builddwebsitefree.weebly.com', and 'Site Title' with the value 'Paige Villas'.

Build Pages Theme Store **Settings**

General

SEO

Editors

Members

My Apps

Store

Blog

General

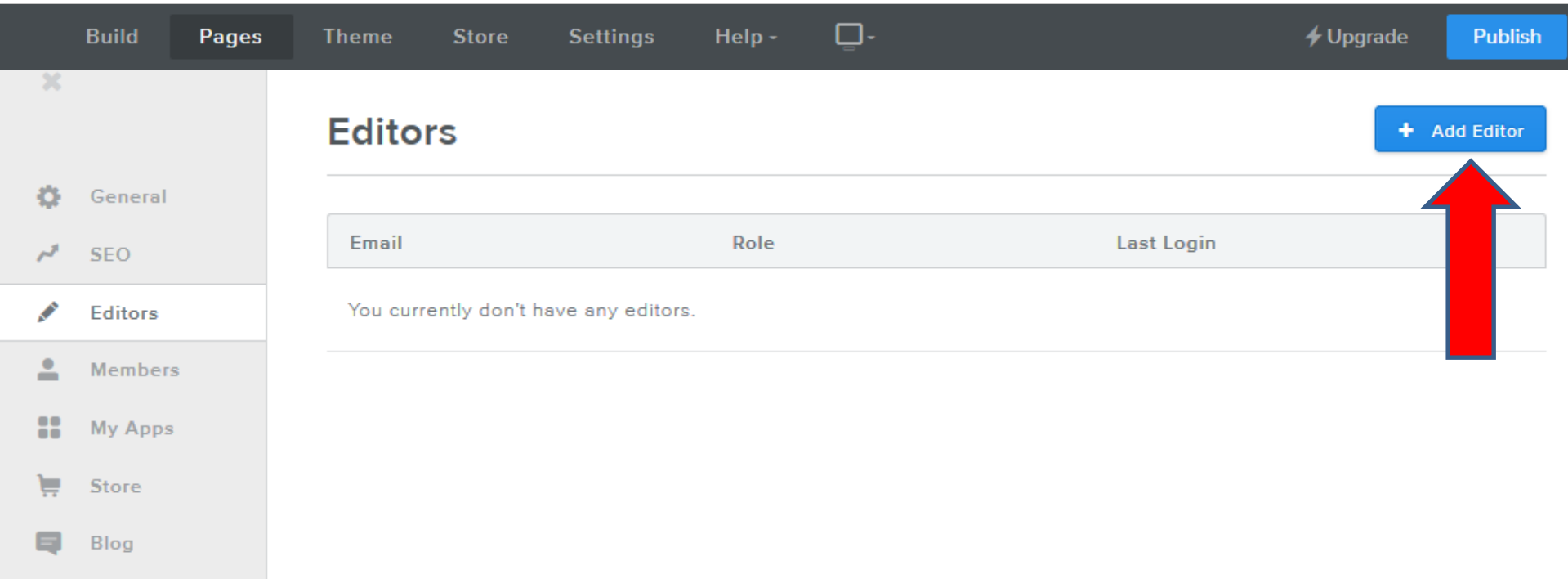
Site Address

builddwebsitefree.weebly.com

Site Title

Paige Villas

- You see Editors, then click on Add Editor in the upper right and next is what happens.



Build Pages Theme Store Settings Help - Upgrade Publish

Editors

+ Add Editor

Email	Role	Last Login
You currently don't have any editors.		

- **Type in email, like mine. You can include message and then click on Save Editor. Next is what happens when you click on Save Editor.**

The screenshot shows the 'Add Editor' configuration page. The top navigation bar includes 'Build', 'Pages', 'Theme', 'Store', 'Settings', and 'Help'. The 'Settings' tab is active. The sidebar on the left lists 'Editors' as the selected section. The main content area features a title 'Add Editor' with a back arrow. Below the title is an 'Email' input field with the placeholder text '(separate multiple emails with commas)'. Underneath is a text area for 'Include a message with the email invitation'. The 'Permissions' section is partially visible, showing three radio button options: 'Admin' (selected), 'Author PRO', and 'Dashboard Only PRO'. At the bottom right, there are 'Cancel' and 'Save Editor' buttons. Three large red arrows point to the 'Email' field, the message text area, and the 'Save Editor' button.

- Once you click on Save Editor, it goes back to Editors and you see the one you invited and they will get an email with permission.
- Note – they get an e-mail with a link and they have to sign-in to there account or sign-up to create an account. This is the End of Step 6.

Email	Role	Last Login
wigan103@hotmail.com	Administrator	Never - Invitation