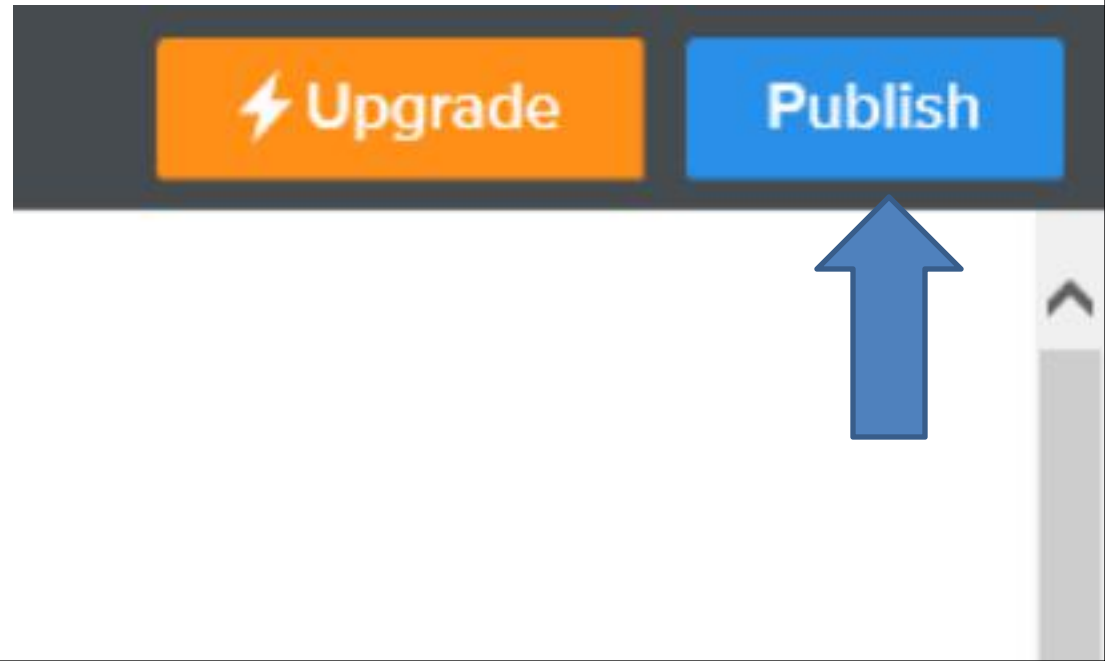


# **Tip – Publish, Logout and Log in.**

- **Next is Publish.**

# Publish Tip

- **Before you Log-out, you may want to Publish.**
- **Click on Publish in upper right when you are in Build.**
- **Next is what happens.**



# New Window Opens.


✕ Choose Your Website Domain [Continue](#)

This is the address where people will find your website online.

Register a New Domain  
Stand out from the crowd with a professional, customized domain.

Use a Domain You Already Own  
First tell us which domain you want to use

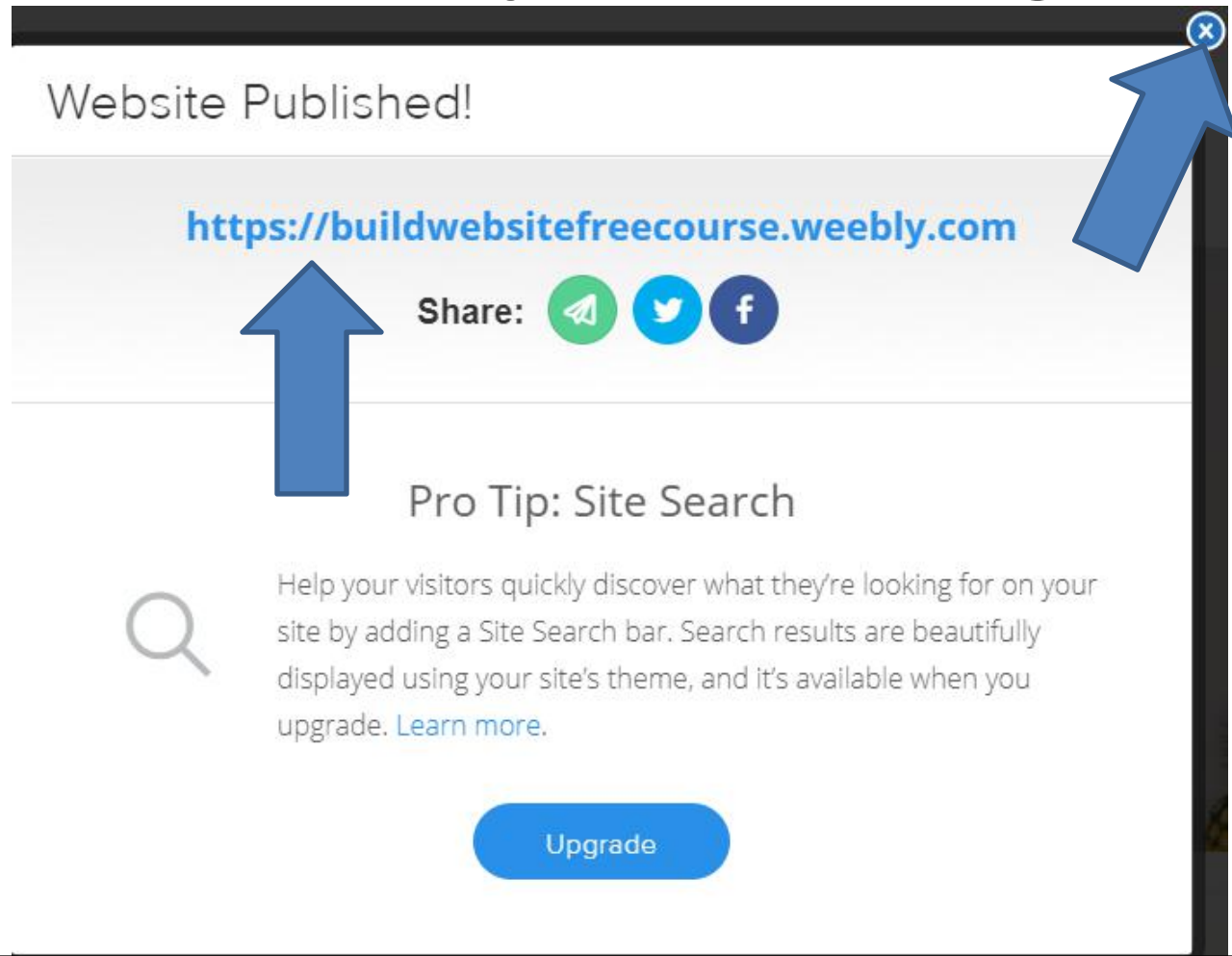
Use a Subdomain of Weebly.com  
Create a personal project with Weebly branding on your site.



- Then click on **Continue.**
- Next is what happens.

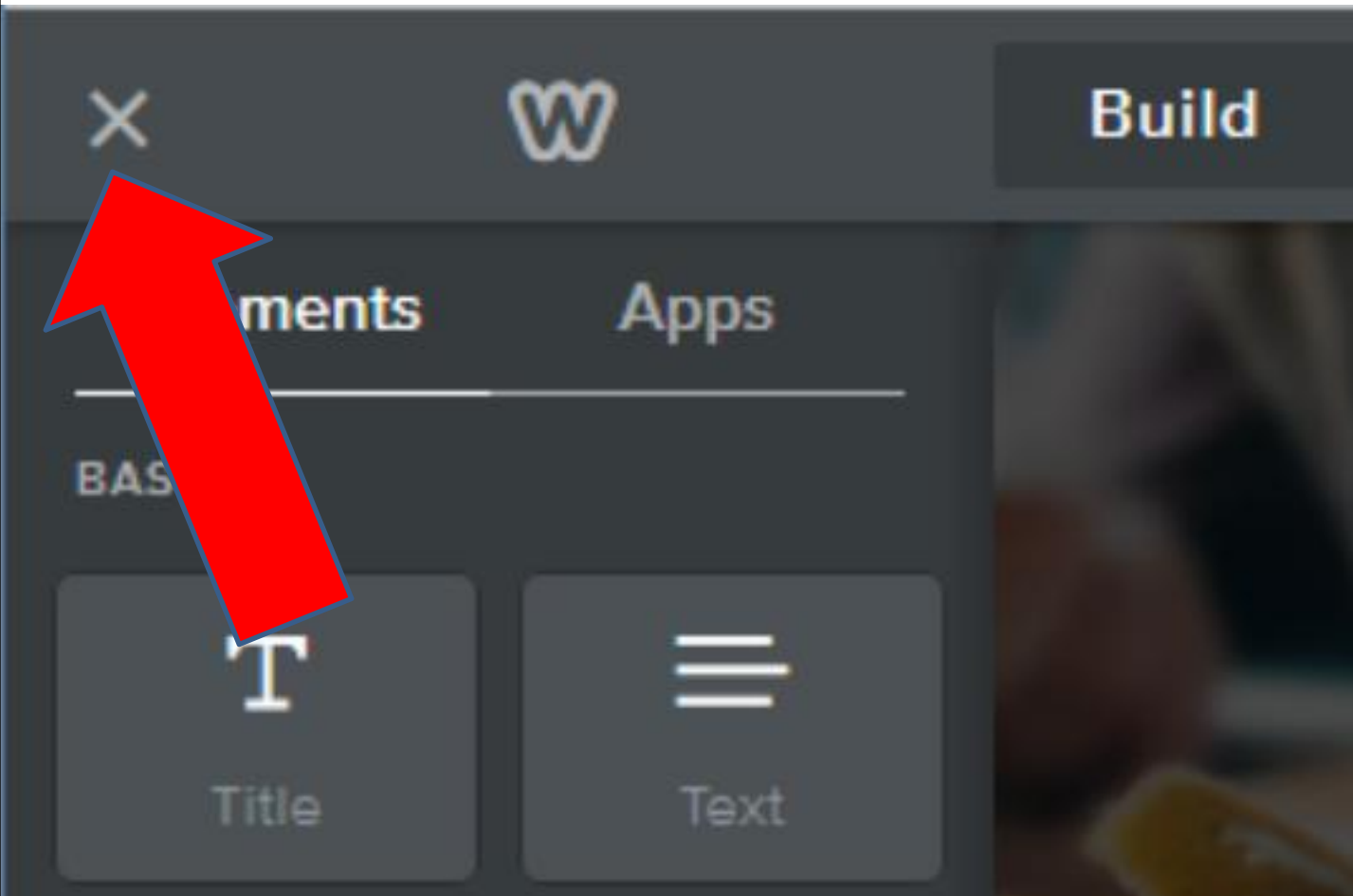
# Window closes and a New Window Opens

- You can click on `http` to see your site, and/or click on `X` to close it. Next explains about Logout.



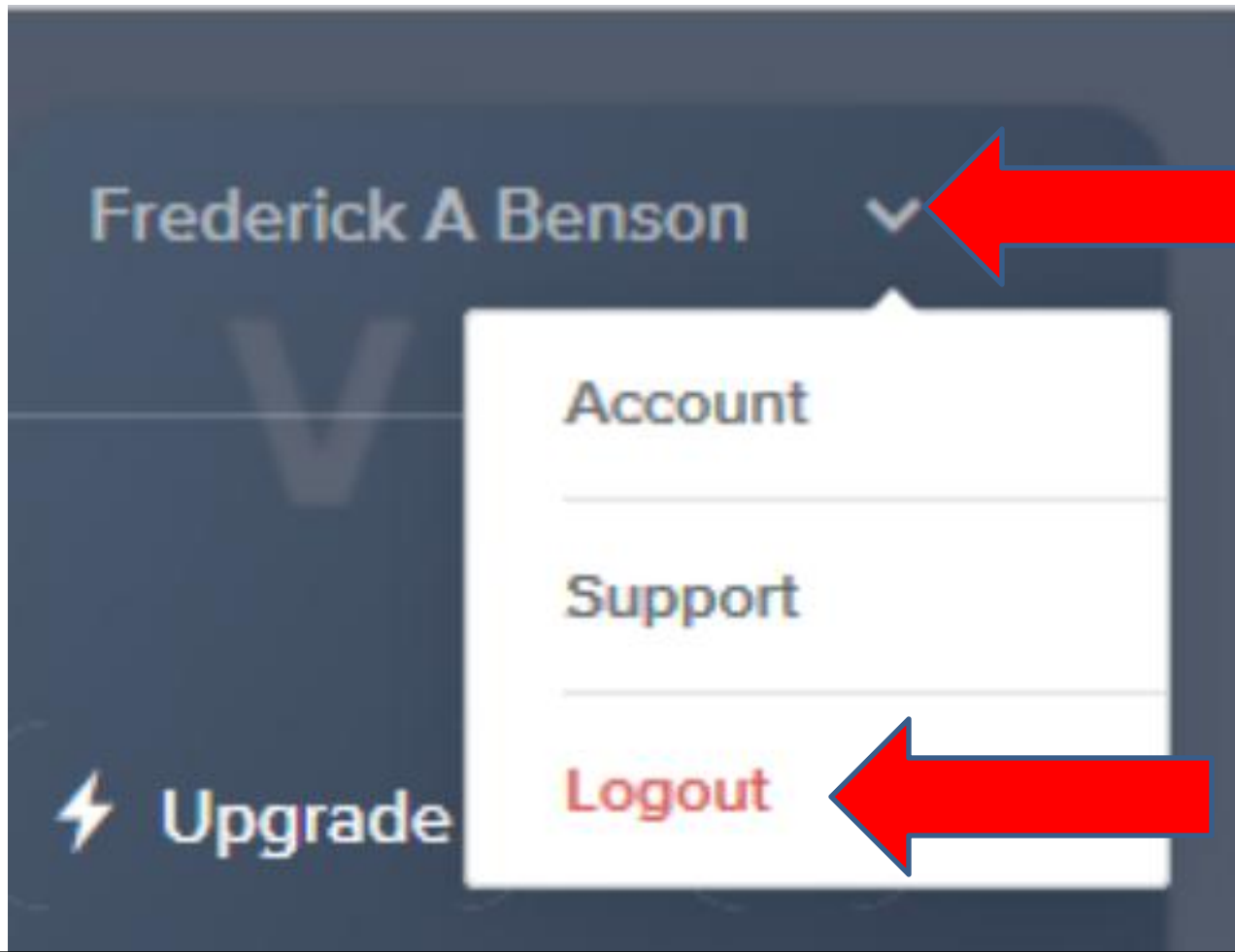
- **When you don't Logout and close the Browser and Shut Down your computer and open your computer and open the same Browser and go to weebly.com, it opens with your account.**
- **That's why to Logout, so when someone steals your computer and goes to weebly.com, it gets your account.**
- **If you want to take a risk, you don't have to Logout and go to the 15<sup>th</sup> page in this PDF file.**
- **If you want to Logout, next is how to do it.**

**Logout - First click on this Icon X in upper left and next is what happens.**

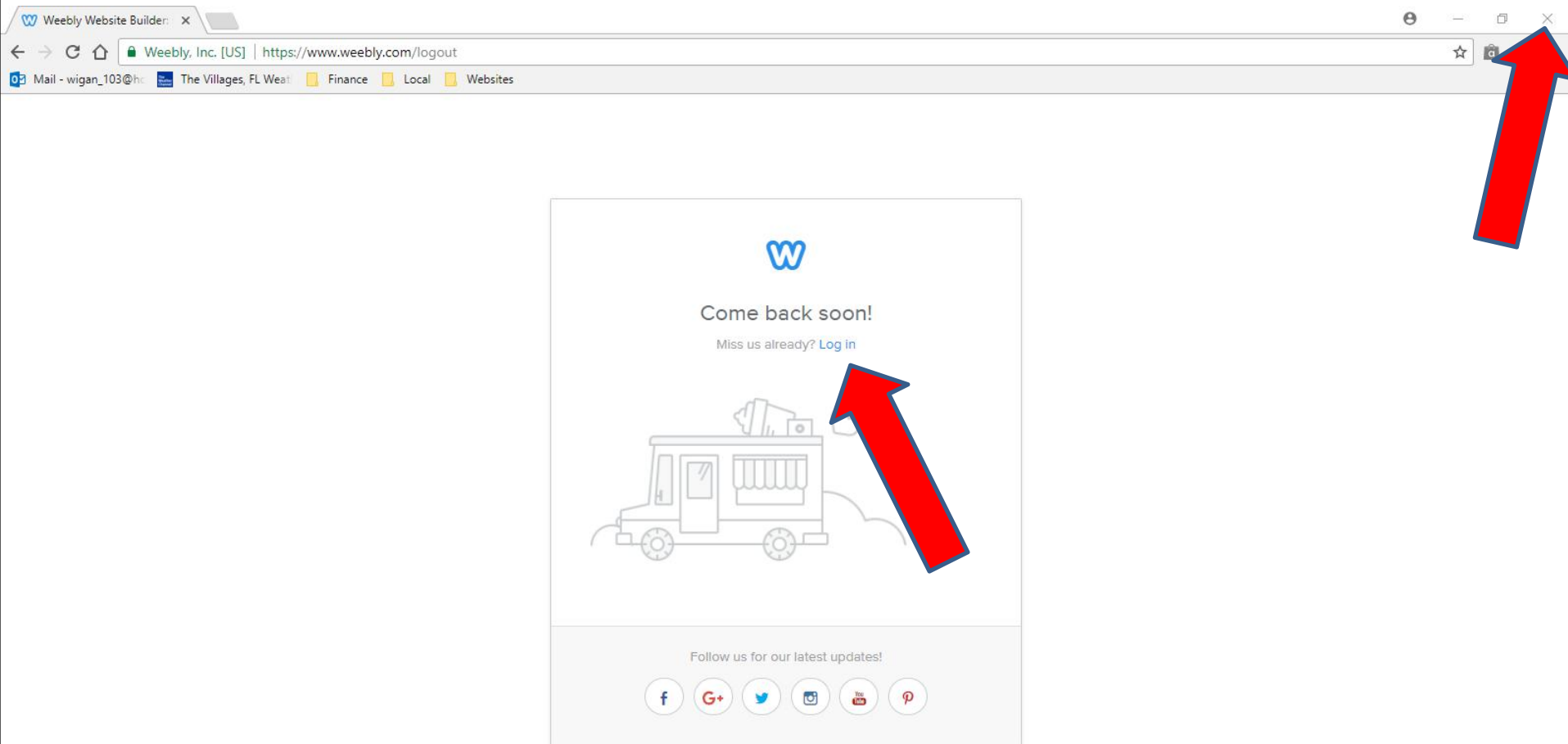


# Page changes and Logout is in upper right.

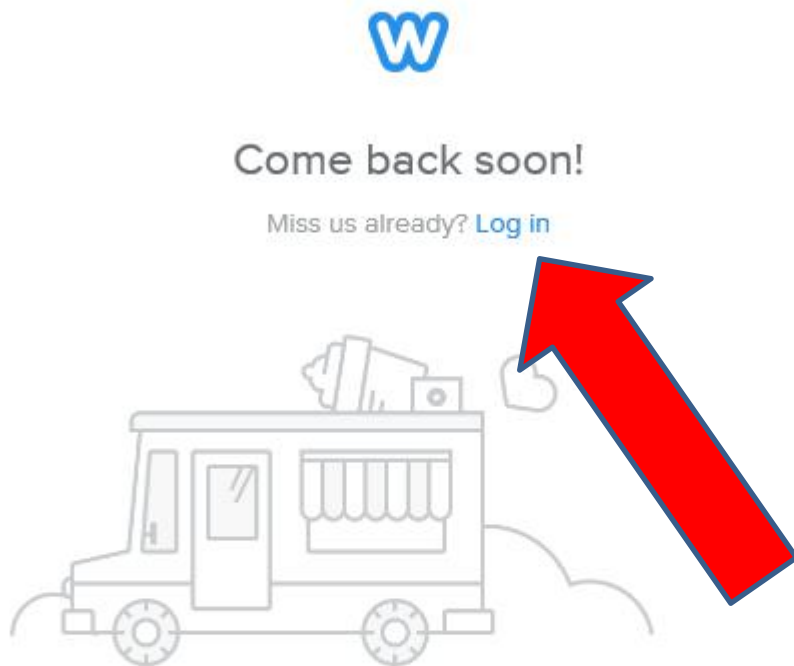
- Click on the icon and then click on Logout and next is what happens.



- You see a new window in the middle. You can click on X in the upper right to close the Browser. It also shows Log in. If for some reason you want to Log in again, next show what to do.







- If you want to go back to your account, click on **Log in**.
- Next is what happens.
- After that is how to **log-in** when you close the **Browser** and go back to **Weebly** again.

# Window changes.



Welcome back!

Email

Password



Remember me

Log In

Or log in with your social accounts

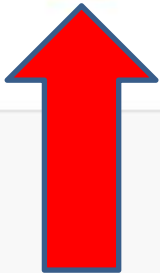


Log In



Log In

- Type in your Email and Password.
- Next explains the Remember me Box.



- **If you want to have a risk, keep the Box on Remember me. When you keep the Box and Log In and don't Logout again and close the Browser, and you open the Browser and go to Weebly again, it automatically goes to your Weebly account.**
- **If you don't want the risk, click on the Box on Remember me to uncheck the Box. Once you do that and Log In and don't Logout and close the Browser, and open the Browser and go to Weebly again, you have to Log In again.**
- **Next is log-in again if you keep the Box on Remember me.**



Welcome back!



Remember me

Log In

Or log in with your social accounts



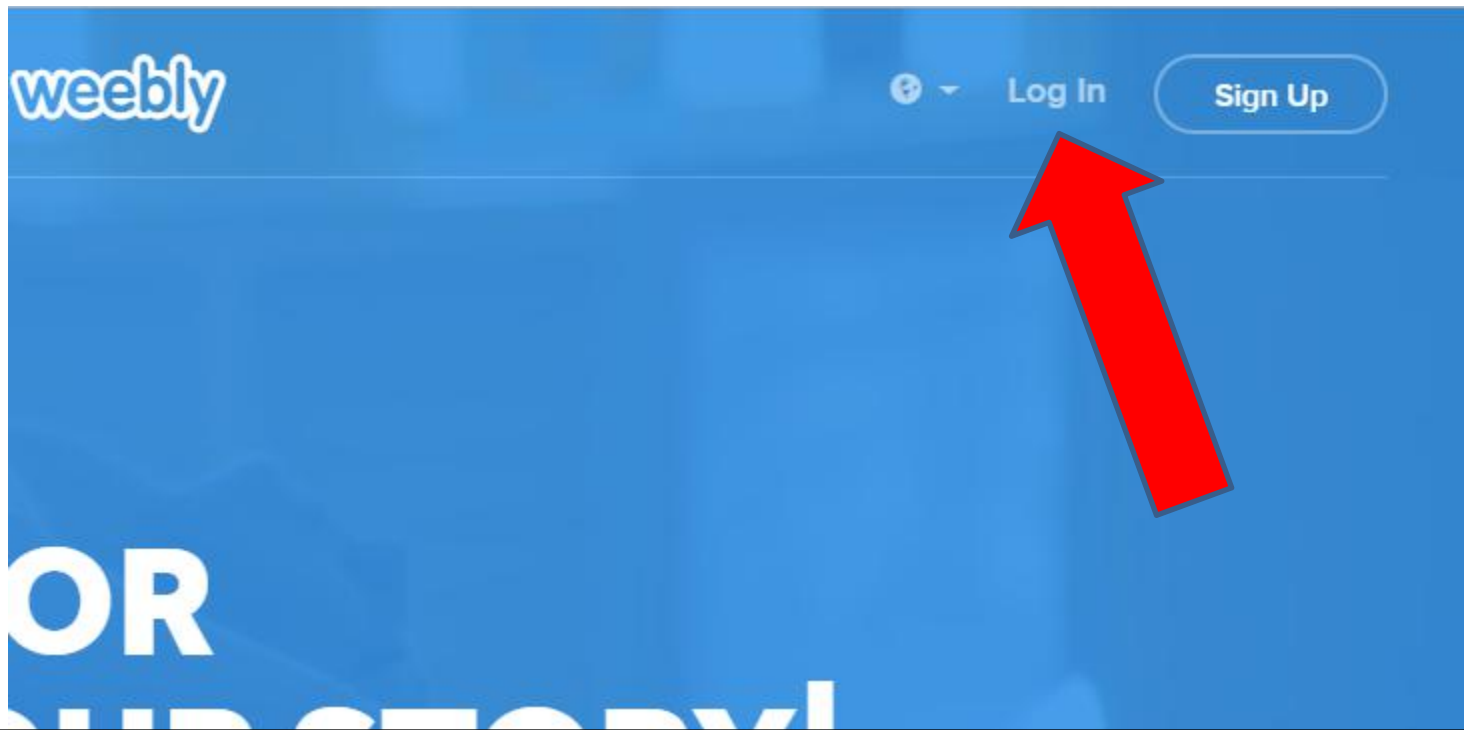
Log In



Lo

- As I mentioned before, type in your Email and Password.
- Then click on Log In.
- Next is how to log-in when you uncheck the Box next to Remember me. When you close the Browser and Shut down your computer and open the same Browser and go to weebly.com.

- When you go to [www.weebly.com](http://www.weebly.com), like we did before. If you unchecked the Box next to remember me, you have to Log In in the upper right. If not, go to the 15<sup>th</sup> page in this PDF file.
- Click on Log in to log-in and next is what happens.



- A new window opens and follow the same process as before. You may want to Uncheck the Box next to Remember me. Next is what happens.

weebly

Log in

f Log In

g+ Log In

Email

Password

Don't have an account? [Click here to sign up.](#)

Remember me [Reset Password](#)

Log In

- When you go to weebly.com and you did not Uncheck the Box to Remember me or Log in, this is the page and you click on Edit Site to edit again.
- To add another site, click on +, which is next.

Sites Domains Emails

weebly

Paige Villas New

Paige Villas  
paigevillas.weebly.com - Free

+

Edit Site

Upgrade

STATS

71

How likely are you to recommend Weebly to a friend?

0 1 2 3 4 5 6 7 8 9 10

Not likely at all Extremely Likely

# You then have to click on Add Site

- You follow the same process when you created your account. Next is when you add another Site.

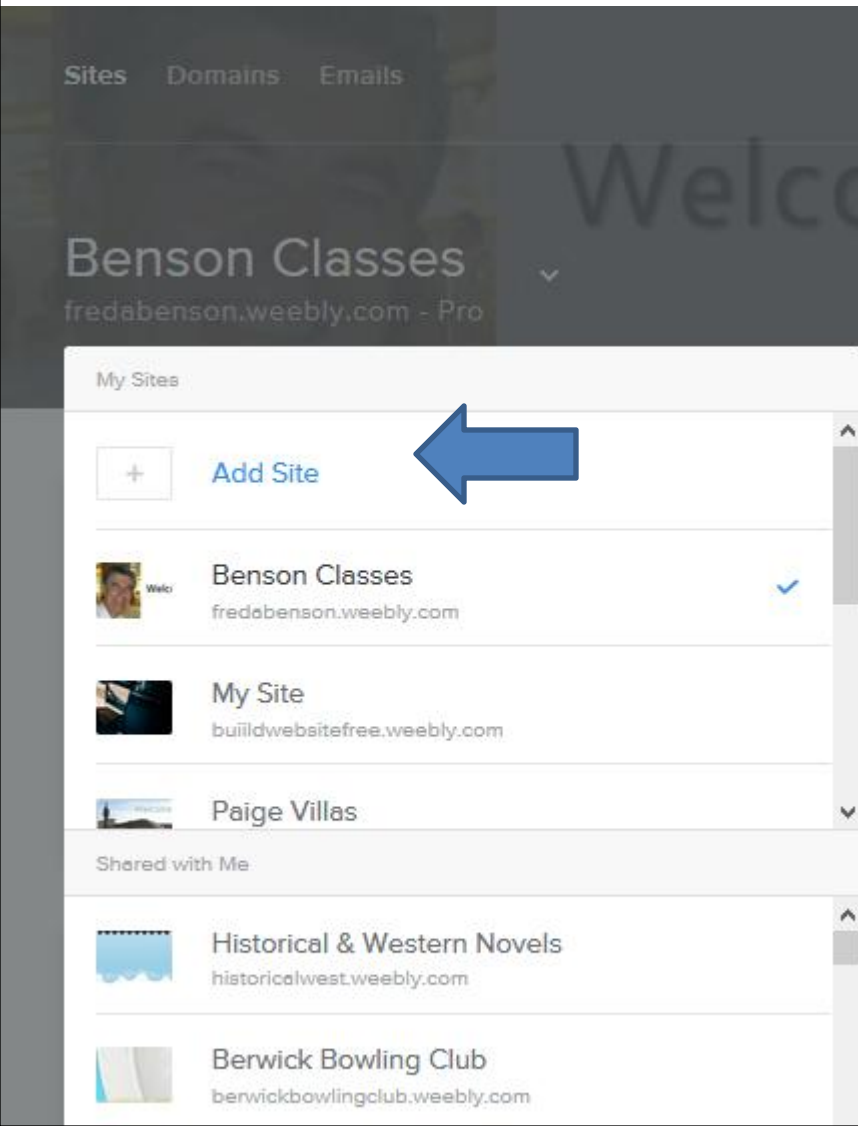
The screenshot shows the Weebly dashboard for a user named Paige Villas. At the top, there are navigation links for 'Sites', 'Domains', and 'Emails', along with the 'weebly' logo and a user profile dropdown for 'Paige Villas New'. Below the navigation, the user's profile is displayed with the name 'Paige Villas' and the URL 'paigevillas.weebly.com - Free'. To the right of the profile are buttons for 'Edit Site', 'Upgrade', and a menu icon. A 'My Sites' panel is open, showing a list of sites. The first item is 'Add Site' with a plus sign icon, which is highlighted by a large red arrow. Below it is the existing site 'Paige Villas' with a checkmark icon. To the right of the 'My Sites' panel, there is a survey question: 'How likely are you to recommend Weebly to a friend?' with a rating scale from 0 to 10. The scale is currently empty, and the text 'Not likely at all' and 'Extremely Likely' are visible at the bottom.



- **Note – if you have more than one site or permission to others, like I do, click on drop down and next is what happens.**

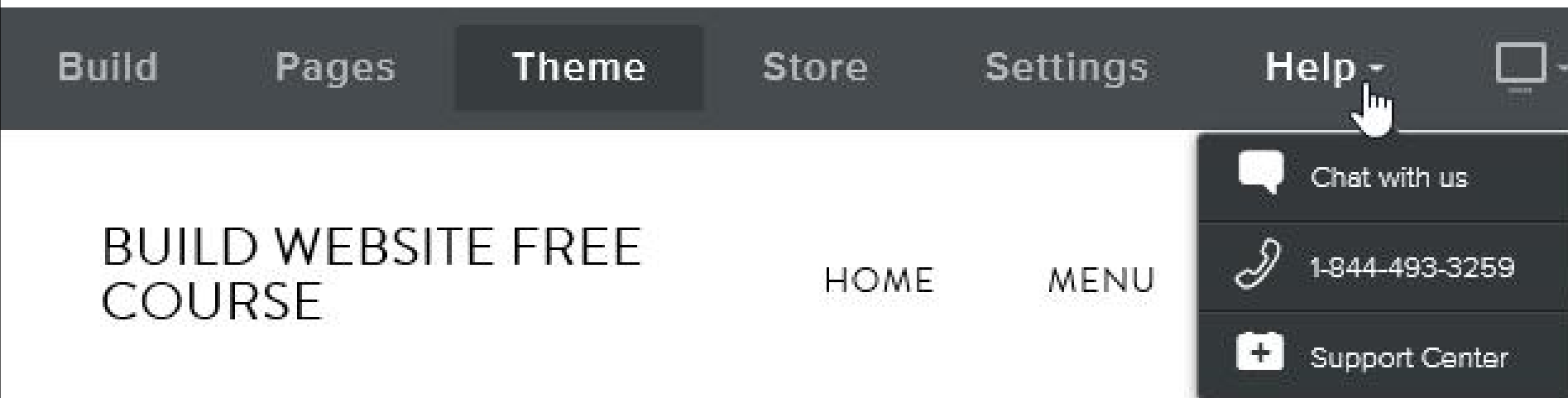
The screenshot shows the Weebly dashboard for a site named "Benson Classes" (fredabenson.weebly.com). The top navigation bar includes "Sites", "Domains", "Emails", the Weebly logo, "Support", and a user profile icon. A dropdown menu is open under the "Sites" tab, with a red arrow pointing to it. The main content area is divided into two columns. The left column contains a "STATS" widget showing "4 Unique Visitors - Week" and "5 Page Views - Week" with line graphs. Below it is a "FORM ENTRIES" widget showing "1" entry for the "Contact Form" this month. The right column features a survey question: "How likely are you to recommend Weebly to a friend?" with a 0-10 scale and "Not likely at all" to "Extremely Likely" labels. A "Next Tip" button is visible at the bottom right.

# You then see a list that you can click on one and then click on Edit Site.



- Or, you can add another site by clicking on Add Site
- If you have any questions, send me an email.
- [pac\\_fab103@hotmail.com](mailto:pac_fab103@hotmail.com)
- Other option is Chat online, I will show you next.
- First click on Edit.

- To do Chat on-line, click on Help and you see a list. I tried clicking on Chat with us and it did not work. So click on Support Center. Next is what happens.



- **A new Tab opens and depending on the time, etc. you will see Chat with us at the bottom. Click on it to Chat. Sometimes you will not see it. Next is what happens.**

The image shows a screenshot of a help page. At the top, there is a blue header with the text "Still need help?". Below this header are three options: "VISIT OUR COMMUNITY" (in a rounded rectangle), "EMAIL US" (in a rounded rectangle), and "+1 844 493-3259". The main content area is dark grey and contains three columns of links. The first column is titled "HELP ARTICLES" and includes links for "Getting Started", "eCommerce", "Building your Website", "Email Marketing", "Domains & Email", "Videos & Webinars", "Weebly Mobile Apps", "Weebly for Education", and "Help Articles". The second column is titled "WEBINARS" and includes links for "Improve Your Search Ranking", "Promote: Getting Started", "Beginner's Guide to Weebly", "Build an Online Store", and "How to Create a Website Using Weebly for NHD". The third column is titled "COMMUNITY" and includes links for "Using Weebly", "Your Business", "Give Feedback", and "Using the Community". At the bottom right of the page, there is a blue button that says "Chat with us" with an external link icon. A large red arrow points down to this button.

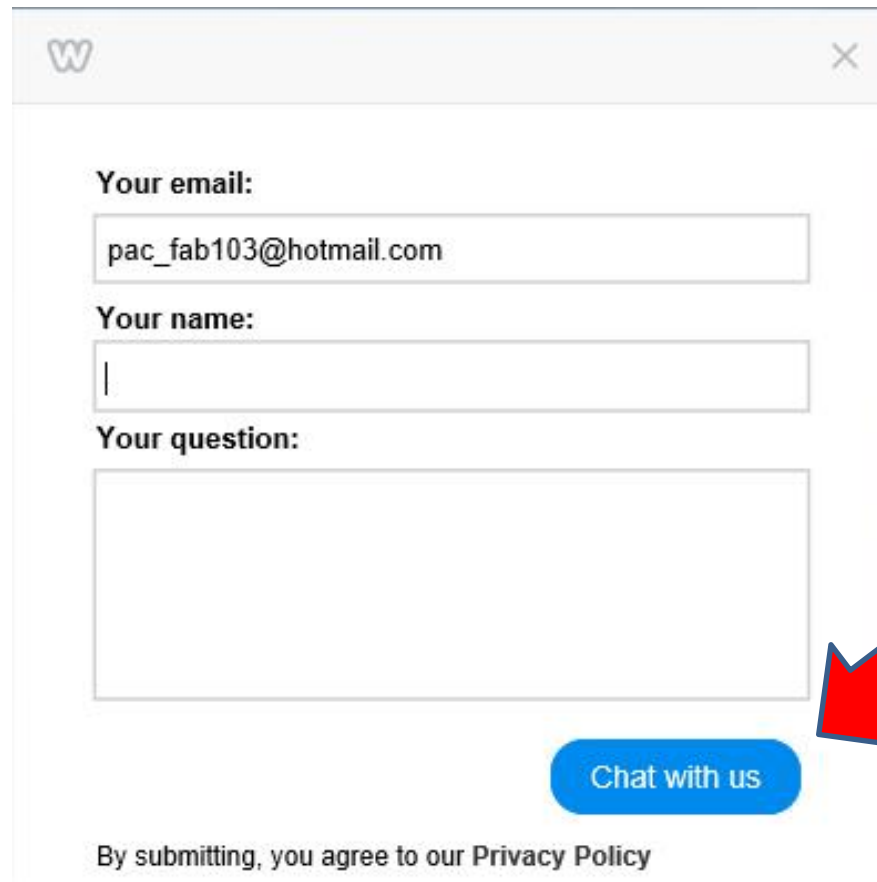
**Still need help?**

[VISIT OUR COMMUNITY](#) [EMAIL US](#) +1 844 493-3259

HELP ARTICLES	WEBINARS	COMMUNITY
<a href="#">Getting Started</a>	<a href="#">Improve Your Search Ranking</a>	<a href="#">Using Weebly</a>
<a href="#">eCommerce</a>	<a href="#">Promote: Getting Started</a>	<a href="#">Your Business</a>
<a href="#">Building your Website</a>	<a href="#">Beginner's Guide to Weebly</a>	<a href="#">Give Feedback</a>
<a href="#">Email Marketing</a>	<a href="#">Build an Online Store</a>	<a href="#">Using the Community</a>
<a href="#">Domains &amp; Email</a>	<a href="#">How to Create a Website Using Weebly for NHD</a>	
<a href="#">Videos &amp; Webinars</a>		
<a href="#">Weebly Mobile Apps</a>		
<a href="#">Weebly for Education</a>		
<a href="#">Help Articles</a>		

[Chat with us](#) ↗

- **A new window opens and it shows your email.**
- **Type in your name and type it your question and then click on Chat with us and they will respond.**
- **This is the end of the Tip.**



A screenshot of a chat form window. The window has a title bar with a 'w' icon and a close button. The form contains three input fields: 'Your email:' with the value 'pac\_fab103@hotmail.com', 'Your name:' which is empty, and 'Your question:' which is also empty. Below the question field is a blue button labeled 'Chat with us'. A large red arrow points to this button. At the bottom of the form, there is a small text line: 'By submitting, you agree to our Privacy Policy'.