Bring your Google Sites to SBU

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In this document, you will learn how to:

1. Share ownership of your Google Site with your Google Apps for Education account
2. Log into your Stony Brook Google Apps for Education account & copy your Google Site to the Stony Brook domain

About Google Sites…

Google Sites is a tool powered by Google that allows you to create simple websites. You can use Google Sites to display content and share content with others! Google Sites allows you to create a hierarchy of pages by creating sub-pages nested under the main page. With Google Sites, you can keep your site public or private, and you can even share permissions to view, edit and own your site!

First, share "ownership" of your Google Site with your Google Apps for Education account

1. Log into your *personal* Google Sites account (www.google.com/sites) using your *personal* Google account username and password
2. Click and open the name of the Google Site you wish to bring to the Stony Brook University domain
3. At the top right-hand corner of your window, click the **Share** button
4. Enter your Stony Brook University EPO address (Firstname.Lastname@stonybrook.edu) under the **Add people** field (see below)
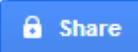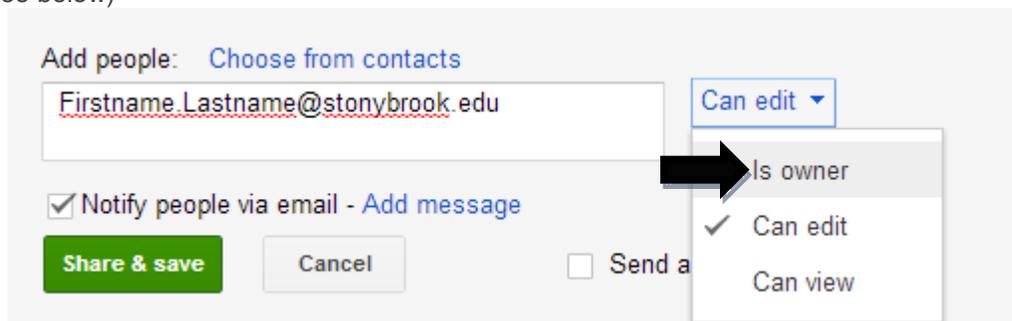
5. Click "Can edit" and from the drop-down menu, choose **Is owner**
6. Click **Share & save** to save your changes

Second, log into your Google Apps for Education account and copy your Google Site

1. To log into your Google Apps for Education account, go to www.stonybrook.edu/mycloud
2. Enter your **NetID** and **NetID password** and click **LOGIN**
3. Once you are logged in, look for the confirmation email you received from your *personal* Google account
4. Click the name of the Google Site in this email to open your Google Site
5. Once your Google Site is opened, click **More** at the top right-hand corner of your window and choose **Manage site** from the drop-down menu
6. On the **Manage site** page, click the button labeled **Copy this Site**
7. Next, you will need to select a new **Site name** and **Site location** (if you wish)
8. Once you are satisfied with your **Site name**, click **Copy**
9. Your Google Site is now on the Stony Brook University domain