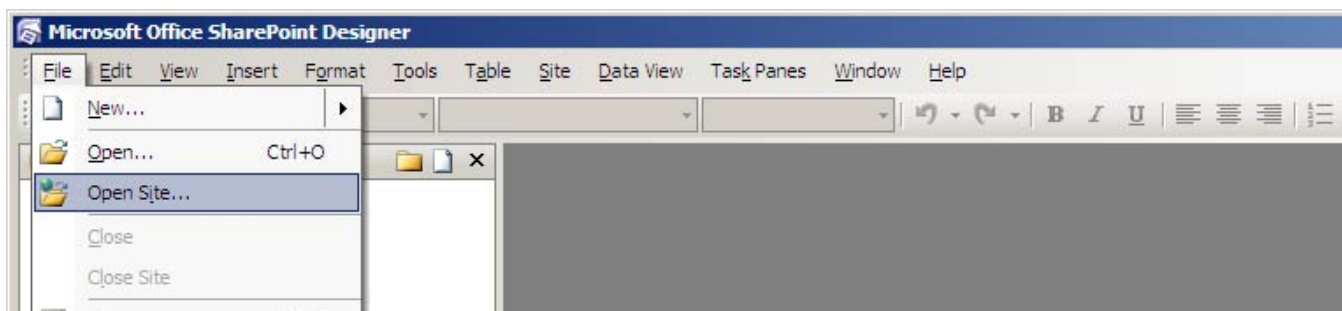


Log Into and Open Your LCC Web Using SharePoint Designer

Use the following instructions to open your web site on the LCC web server from **on campus*** using SharePoint Designer. ***IMPORTANT** at this time SharePoint is not available through Citrix.

- 1) From the desktop, go to Start > All Programs, and look for SharePoint Designer inside of the Microsoft Office folder.
 - o Placing a shortcut on the desktop may be ideal.
 - o Right click on the SharePoint Designer icon and choosing Send To > Desktop (create shortcut).
- 2) Open Microsoft SharePoint Designer.
- 3) Click on **File** (top left) and choose **Open Site**.

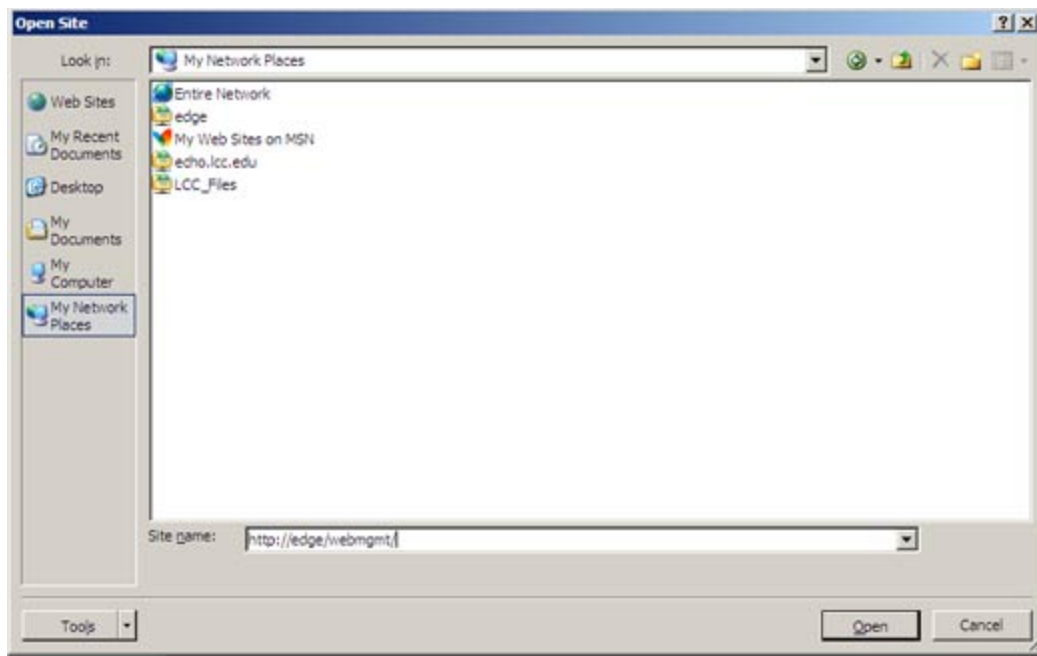


- 4) Once someone is signed into their computer, the permissions for the development server will inherit this authorization.
- 5) In the **Open Site** dialog box (as shown in the next illustration), you can do one of two things to open your web:
 - If you have previously opened your web site using your current computer, you can click on My Network Places, and select your web name from the list.
 - If this is the first time you have opened your web site using your current computer, you will have to type in your web site address in the **Site name** box as shown below.

IMPORTANT: You must use your web site address on 'http://edge/webname/' to open your web. However, do not use the 'edge' address when creating hyperlinks—always use '/' to specify the URL. Links to 'edge' will appear as broken links.

In the example below, the webmgmt web site address of 'http://edge/webmgmt' is used to log in, but the URL for any hyperlinks to the site would be [/webmgmt/](#).

Once you have typed in the web address or selected it from the list, click **Open**. Your web site will open in SharePoint Designer.



- 6) If you are prompted for User name/Password, make sure site address is correct. If you continue to have problems, contact Web Management.
- 7) **Remember:** changes you make to your web are saved directly to the development Edge server, this is not live immediately. The server is updated every hour on the hour: Monday-Friday, 7:00 a.m. – 6 p.m.