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.