**Updating the Principal’s Message**

**Go to** <http://www.everettsd.org/>

**Click** *Sign In* (top right corner)

**Login** with district network login (employee#, password)

**Click** *Site Manger* (top right corner – If it doesn’t appear contact LauriBeth Hull 425-385-4208)

The editor for your website will open in a new window

**Click** *Our School* on the left

Under *Sections* **Click** on *Principal’s Message*

Under *Current Pages* **Click** on *Welcome*

**Type** in your new message. If you want to copy and paste from another document please use the Paste Plain text icon  (7th icon from the left on the top row)

To make your name an email link **highlight** your name then **click** Insert Link icon  (6th from left on the bottom row)

**Click** *Email Address* on left

**Enter** email address

**Click** *Insert Link*

**Click** Green *Save* button on top left above the open page.

If you need help contact LauriBeth Hull at lhull@everettsd.org or 425-385-4208

[Video simulation on changing the Principal’s Message](http://bit.ly/29GGcwx)