

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](#)