![webanywhere - stretch beyond]
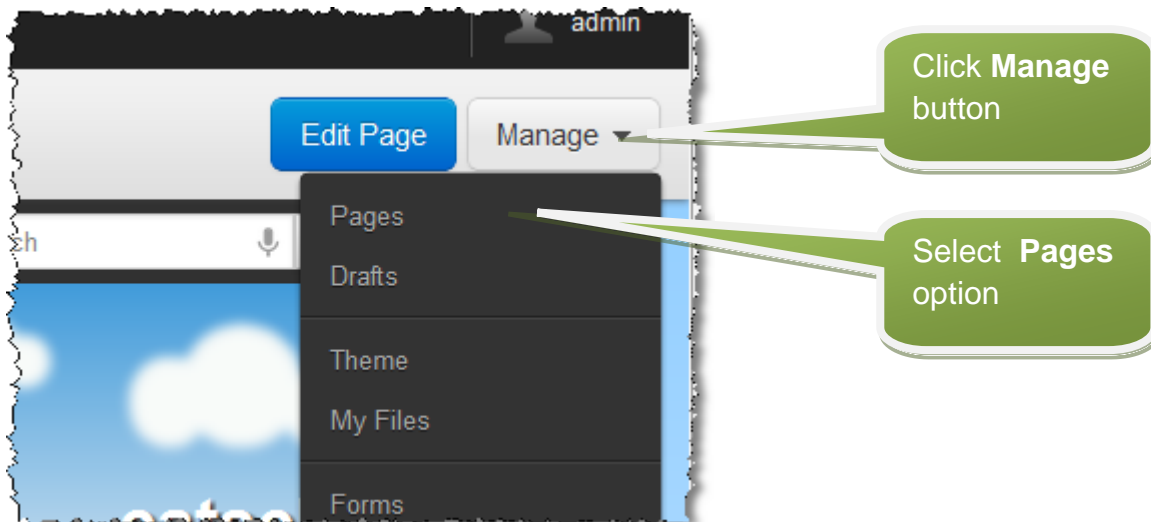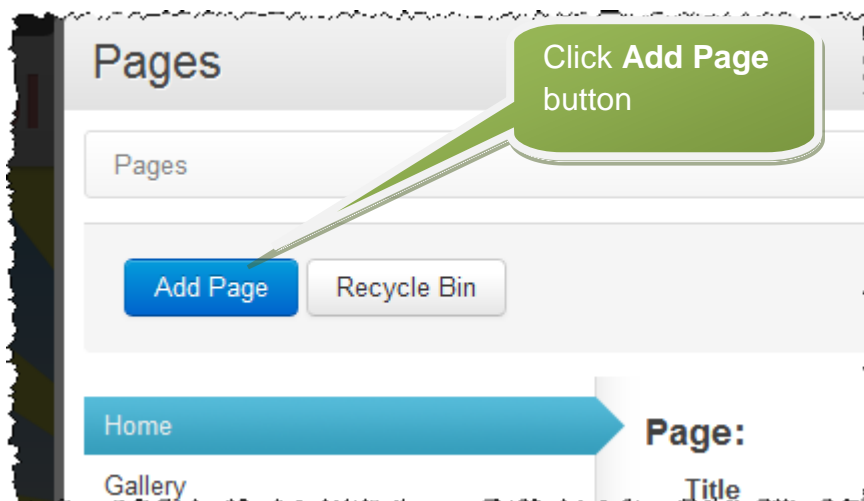
School Jotter 2 Training

Available as a video

How to add a new Menu Page

You need to have the permission in your Role to do this.

1. Log in to your website and click the **Manage** button followed by selecting the **Pages** option.

Click **Manage** button

Select **Pages** option

2. Click the **Add Page** button

Click **Add Page** button

3. Type in the **Title** of the page, select the desired **Layout** option and then click the **Add Page** button.

Type in the page **Title**

Select the desired **Layout**

Click the **Add Page** Button

4. Your new Page will appear at the bottom of the Menu Page list

New **Menu Page**

5. And will show as a new button/Menu option on your Home page