

# Editing the Overview Page

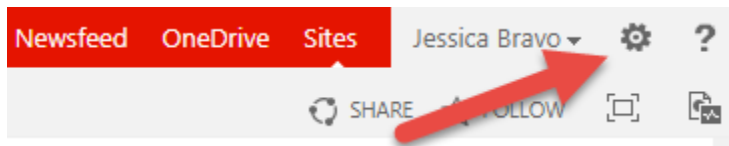
## SharePoint Committee Training

As a Committee Secretary, it is your responsibility to also manage the Overview page of your committee site. This guide will provide instructions on how to do that.

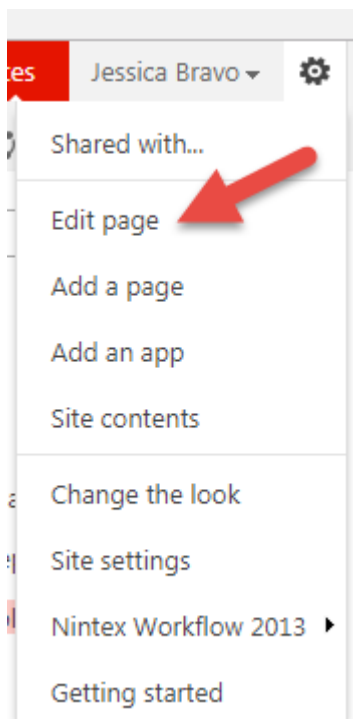
### Editing the Text on the Overview Page

Most of the text on the Overview page can be edited. This includes the summary of the committee's purpose and the Chair and Secretary information.

1. Navigate to the upper right corner of the page and click on the cog to the right of your name

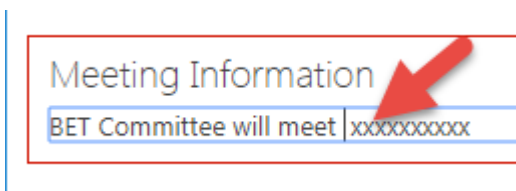


2. Click Edit Page in the menu that appears

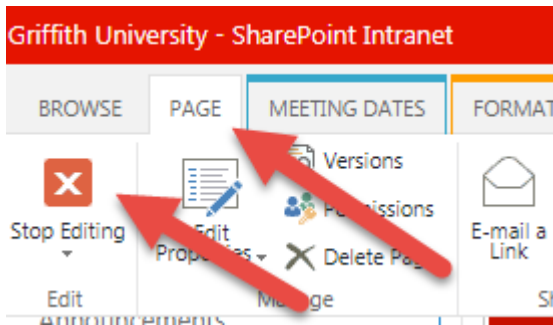


This will place the page in Edit mode.

You can now edit Committee Information, the text of Meeting Information and Committee Contacts Information directly in that page.



3. When you have finished editing the page, click the Page tab in the upper left corner, then click Stop Editing



Your changes will be saved and will now display on the Overview page.

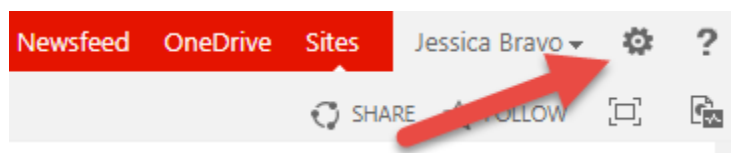
**Note:**

If you find that your changes to the Overview page are only visible to you, or you are unable to edit the page, you should follow the steps below for checking the page in. This is most likely to occur with older committee sites.

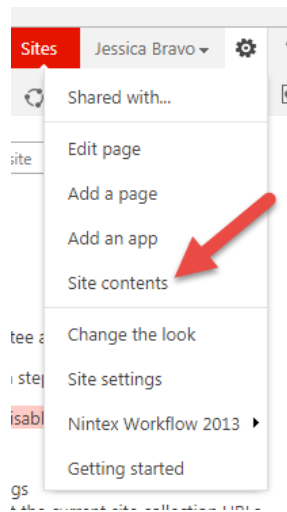
## Check In the Overview Page

Some older sites may check out the Overview page to you when you edit it. Unfortunately this is not immediately obvious when the Overview page has been edited. To ensure your Overview page is visible after edits, follow these steps:

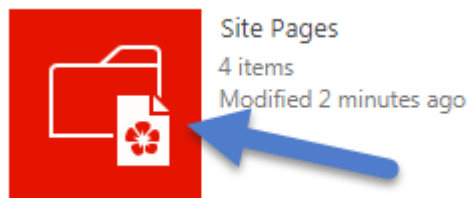
1. Navigate to the upper right corner of the page and click on the cog to the right of your name



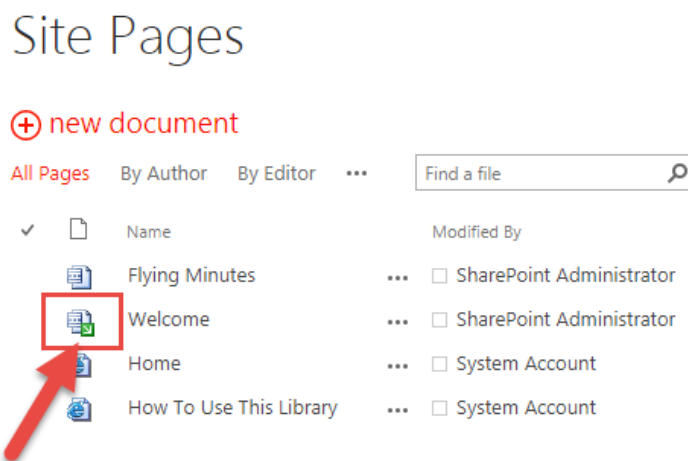
2. Select Site Contents from the menu that appears



3. Select Site Pages from the apps shown



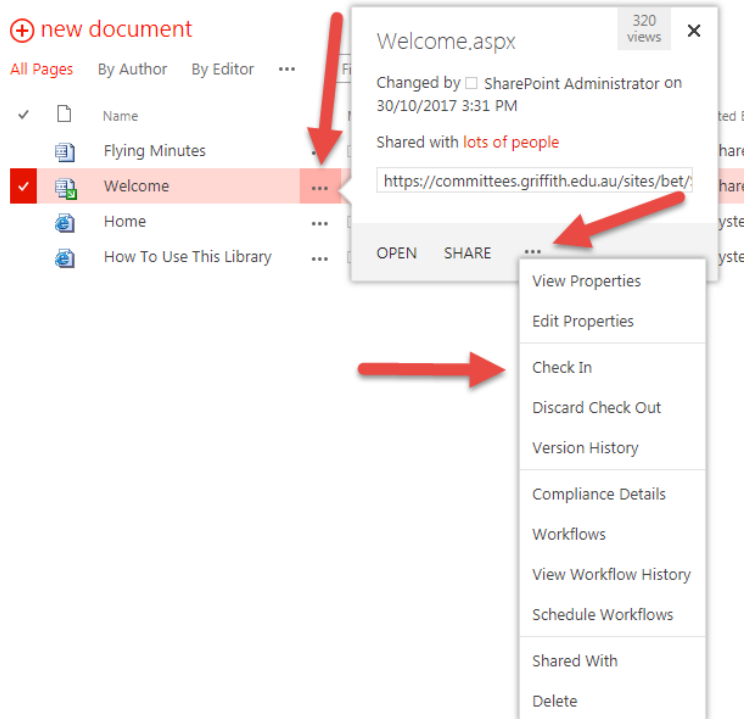
4. Check if there is a green arrow against the Welcome page icon



If this arrow appears, the Overview page has been checked out. For the new content to be seen, the page needs to be checked back in.

5. Click the ellipsis (...) next to the name of the document, click on the ellipsis in the action menu that appears, then select Check In from the second menu

## Site Pages



6. In the Check In window, add any comments and click OK. Adding comments about changes that have been made assist in capturing the version history of the page.

Check in ✕

**Retain Check Out**  
Other users will not see your changes until you check in. If you wish to continue editing, you can retain your check out after checking in.

**Retain your check out after checking in?**  
 Yes  No

**Comments**  
Type comments describing what has changed in this version.

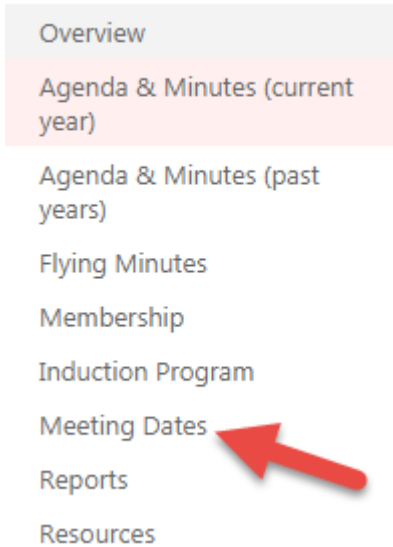
Comments:

The Overview page has now been checked in and should be visible to all users who have access to the site.

## Editing the Meeting Information Table

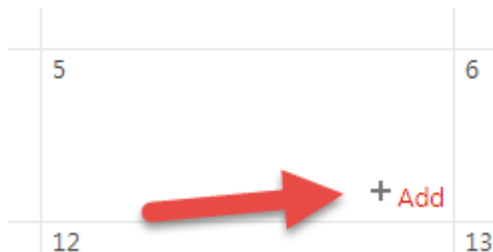
To add meeting dates to the Overview page, you simply need to add them to the Meeting Dates calendar and they will then reflect in the Meeting Information Table. To do so:

1. Navigate to the Meeting Dates link in the left panel



This will open a calendar.

2. Navigate to the date of the meeting you wish to add using the arrows.
3. Hover your mouse over the date and +add will appear



4. Click on the +add
5. In the window that appears, add the details of your meeting and click Save

## Meeting Dates - New Item



EDIT

Save	Cancel	Paste	Cut Copy	Attach File	Spelling
Commit		Clipboard		Actions	Spelling

Title \*

Location

Start Time \*

End Time \*

6. Navigate back to the Overview page and you will see that the Meeting Information Table will display your new meeting.

## Meeting Information

BET Committee will meet xxxxxxxxxxxx

Start Time	End Time
3/03/2018 10:00 AM	3/03/2018 11:00 AM
5/06/2018 09:00 AM	5/06/2018 10:00 AM

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Last modified: 8/2/2018