Click on **Publish**

Click on **Manage**
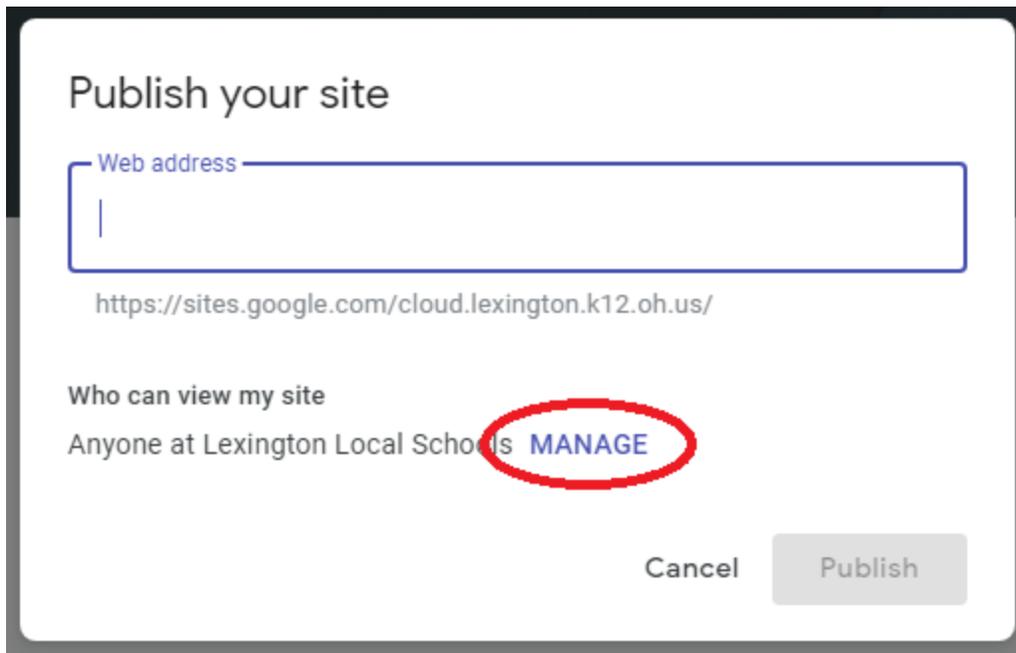
Click on **Change**
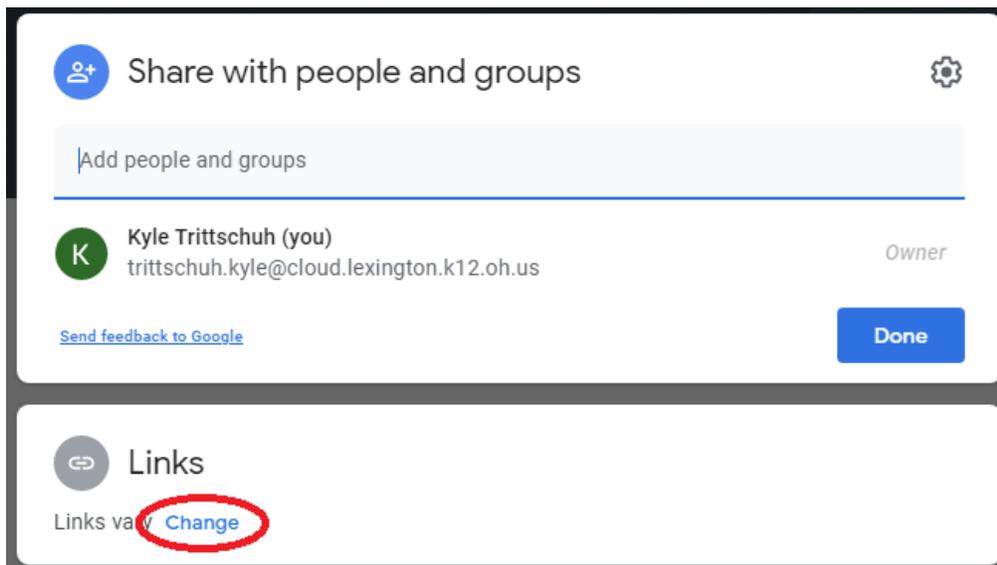
Click on **Published site** to change the setting
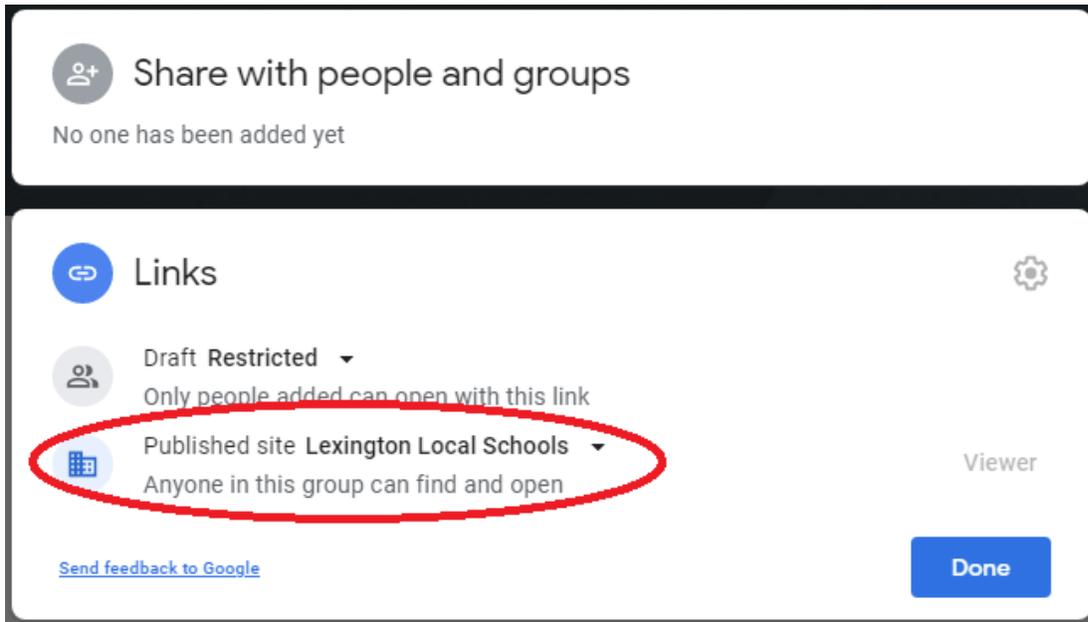
Click on **Public** from the drop-down menu to make it visible everywhere
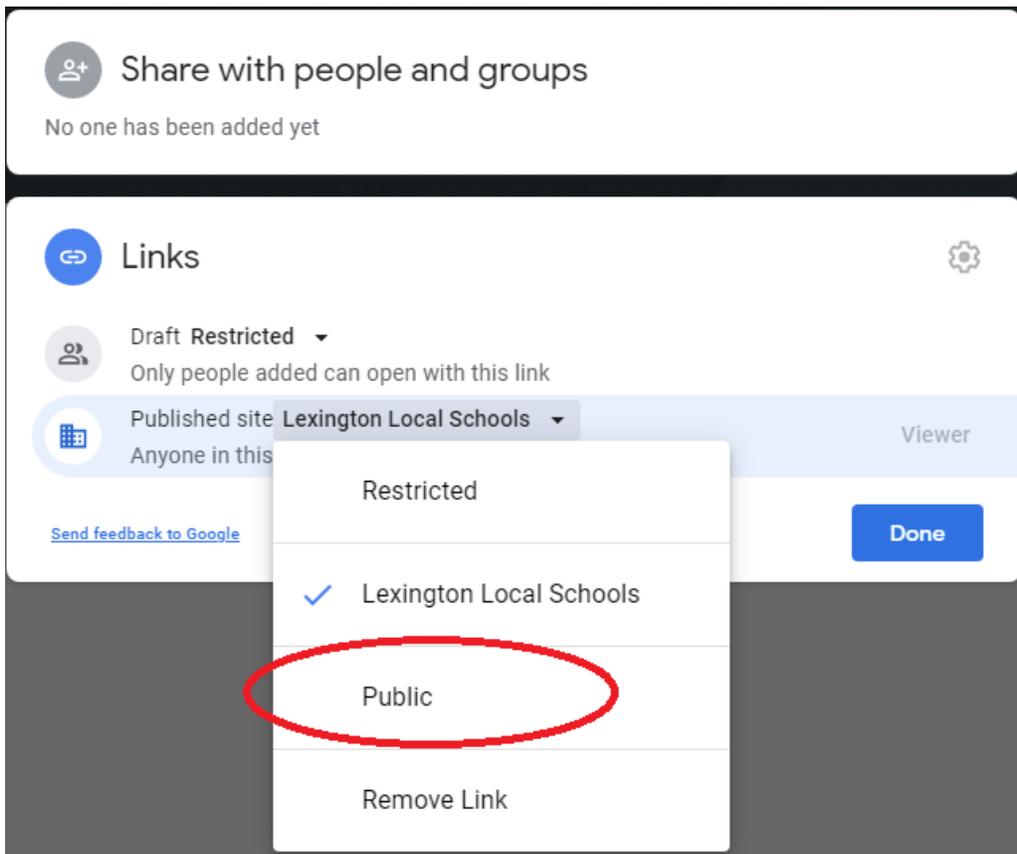
Click on **Done**

Give your site a name. Example: mrtrittschuh

Once your site is published, click on the circled icon to get the URL of your site
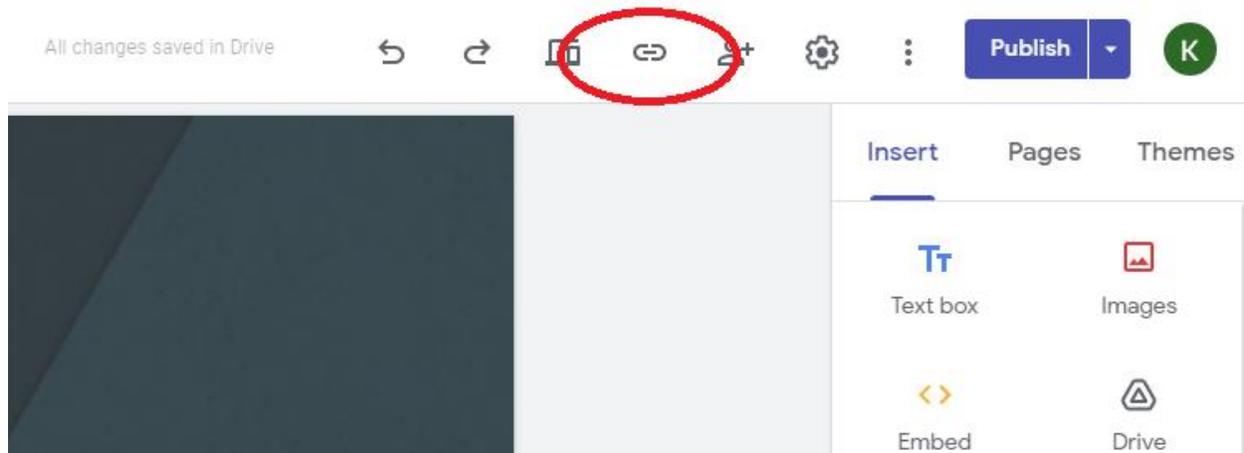
Click on **Copy link** and submit a help desk ticket to the Technology Department so we can link your page on our website.