

# Private Area

The Private Area section of your website allows you to create a site within your website which only members of your organisation can access.

## Private Area

The Private Area is much like the main part of your website, you can create pages, upload images, add documents and use standard page facilities like photo album, weblog, discussions etc just like the external site.

- To enable a '**Private area**' go to '**Manage Website**' and then '**Use standard pages**'
- Select '**Add private area**'
- You can now choose a title and web address (URL), once you have chosen a name (or kept the default setting 'Private Area') - click '**OK**'.
- A '**Private Area**' link should now appear on the left hand navigation menu, this link is only visible to you, other administrators of your site and members of your website.

## Permissions

When you create this area people who are members of your website are automatically able to access the '**Private Area**'. You can change these settings to add users who can read your '**Private Area**'. Members who need to edit or administrate this area (micro site) need to be made Administrators.


- To change who can access your Private Area go to '**Manage Website**' and then '**Use standard pages**'
- Scroll down to '**Private Area**' and click '**Permissions**' next to it
- You can then select who can read or edit and administrate the Private Area by making or unmarking the check boxes. **IMPORTANT** make sure that your site administrator is checked as Administrator otherwise you wont be able to access the administrative side to edit your micro site – or the general site.

## Managing your Private Area

The Private Area is managed in exactly the same way as the main site, so creating pages and adding standard pages is done the same way.

## Back to home page

Once you are in this micro site there is no direct link back to the main part of your website. We recommend you add a hyperlink onto the homepage of this area to your main site in order to make it easier for people go back.

- Click '**Private Area**' and then '**Edit this page**'
- In the body text editor type a message such as "Click here to return to the external website" then highlight the text and click on the hyper link button . A pop up menu should appear, in the Link URL box type the full URL of the home page of your website (e.g. <http://www.essexinfo.net/yoursite>) then click '**Insert**'.
- The text in the body editor should now appear blue and underlined. Scroll down and click '**Save and Publish**'
- There should now be a link back to your website. You may need to press '**F5**' or the '**Refresh**' icon in the browser toolbar to make your changes visible.

You can reach the Help Desk on: **01245 436559** or via email [support@essexinfo.net](mailto:support@essexinfo.net)

