


V1 Site Creation

<p><input checked="" type="checkbox"/> Go to the following app url: https://so-collaboration-wizard-prod.appspot.com or browse the Gsuite apps:</p>	blocked URL
<p><input checked="" type="checkbox"/> A terms and conditions window will be displayed. Accept them and click on "Start Package Creation"</p>	blocked URL
<p><input type="checkbox"/> In the next page you can start filling out your future's site information such as location, GBU or function then click on blocked URL</p>	blocked URL
<p><input type="checkbox"/> Complete the fields with your site's name, description, your manager's email.</p> <div data-bbox="138 1297 1263 1444" style="border: 1px solid #ccc; padding: 5px;"><p> When writing your site's name, if it matches another one's name, you will see the name pop up inside the "Existing Collaboration Projects" box.</p><p>blocked URL</p></div>	blocked URL
<p><input type="checkbox"/> Add the package type i.e. the type of usage you plan for your site.</p>	blocked URL

<ul style="list-style-type: none"><input type="checkbox"/> Select a template that best serves your site's purpose.<input type="checkbox"/> Click on Next	blocked URL
<ul style="list-style-type: none"><input type="checkbox"/> You must add another colleague as a co-owner of the site.	blocked URL
<ul style="list-style-type: none"><input type="checkbox"/> You can also add a group of users who can either edit or only view your google site.	blocked URL
<ul style="list-style-type: none"><input type="checkbox"/> You can choose whether your google site to be listed in the Solvay Directory App (https://solvay-directory.appspot.com)<input type="checkbox"/> Click on Next one more time.	blocked URL
<ul style="list-style-type: none"><input type="checkbox"/> You can verify your new google site information is correct.<input type="checkbox"/> Finally click on Create and now you have successfully created your google site	blocked URL