Training Exercise

Updating your contact details

Select manage website content

Click on the link contact us

The following screen will appear:

You can now update your contact details such as your address and directions to your offices. You do not need to give directions or your address if you do not want this information to be public.

Google Maps

You will also see the following:

You can have a Google Map Active or In Active on your website.

Once your domain has been registered you need to get an Google Maps API Key.

The instructions and link to Google Maps where you get your API Code are found in the above section.

If you do not come right with this we will assist you.

Once you have updated your address and contact details click on the Update Details button found at the bottom of the screen.

Once again look for the large red button "Publish all changes" on the top left hand side of your website and click on it.

You should have updated your business information and your main description of your website now.

The changes should be visible on your website.

Remember to refresh your website. Use F5 to reload your website so you can see the changes.