How to Add New Pages to Navigation Menu

To add newly created pages to left navigation menu, click on the ‘gear’ icon and then click ‘Edit site layout’.

Next, click to edit the left sidebar (navigation menu).
To add a new page to the navigation menu, click ‘Add page’.

Next, select a page to add from the list of all pages and click ‘OK’.

Repeat this process until all new pages have been added.
After you add a page to the navigation menu, the next step is to decide the location of where your page will go. First, click on a page you want to move.

(1) **Up and Down Arrows**: These arrows will change the order of pages in the navigation menu, either up or down.

(2) **Left and Right Arrows**: Click the ‘Right’ arrow to make page a subpage and click the ‘Left’ arrow to make a page a top level page. All pages below are top level.

(3) **Trashcan**: Click this icon to remove a page from the navigation menu.

(4) **Add URL**: Click this item to add a web link to the navigation menu

Click ‘OK’ when you are done setting the page order.