

# How to Change the Title of Your Site



## Step 1:

Browse to the **Site Actions** tab and single left click.

Select the option **Site Settings**

## Step 2:

Under the look and feel section, select **Title, description and icon**

### Look and Feel

- ▣ Title, description, and icon
- ▣ Tree view
- ▣ Site theme
- ▣ Top link bar
- ▣ Quick Launch
- ▣ Save site as template
- ▣ Reset to site definition

## Step 3:

Here, you can change the title of the site (under “title”).

The screenshot shows a dialog box with a light blue background. It has two main sections. The top section is titled 'Title:' and contains a text input field with the text 'My Sharepoint Site'. Below it is a section titled 'Description:' with a text area and two small arrow buttons (up and down) on the right side. The bottom section is titled 'URL:' and contains a text input field. Below the URL field is a link that says 'Click here to test'. At the very bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.