Web Part Commands

Navigate to the page containing the web part, then follow these quick steps. If a command is grayed out on the ribbon, you may not have the permissions to use it.

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| Add or Edit a Web Part | Delete or Close a Web Part |
| 1. **Settings** gear > **Edit page**. 2. **Add a Web Part** > Select web part category > Select web part > **Add**. 3. Hover over web part title > Click down arrow > **Edit Web Part**. 4. Make changes. 5. **OK**. | 1. **Settings** gear > **Edit page**. 2. Hover over web part title > Click down arrow. 3. **X Delete** or **Close**. 4. **OK**. |
| Move a Web Part |  |
| 1. **Settings** gear > **Edit page**. 2. Drag web part to new zone. |  |