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**.
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| Move a Web Part |  |
| 1. **Settings** gear > **Edit page**.
2. Drag web part to new zone.
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