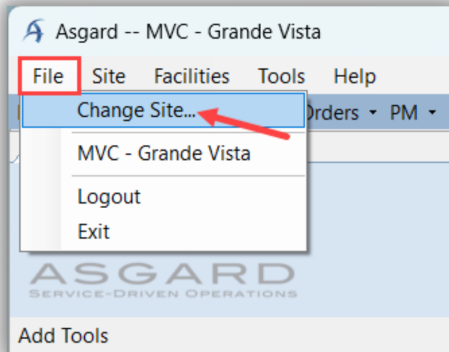
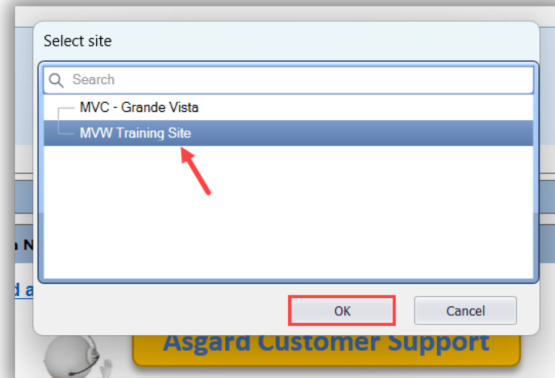




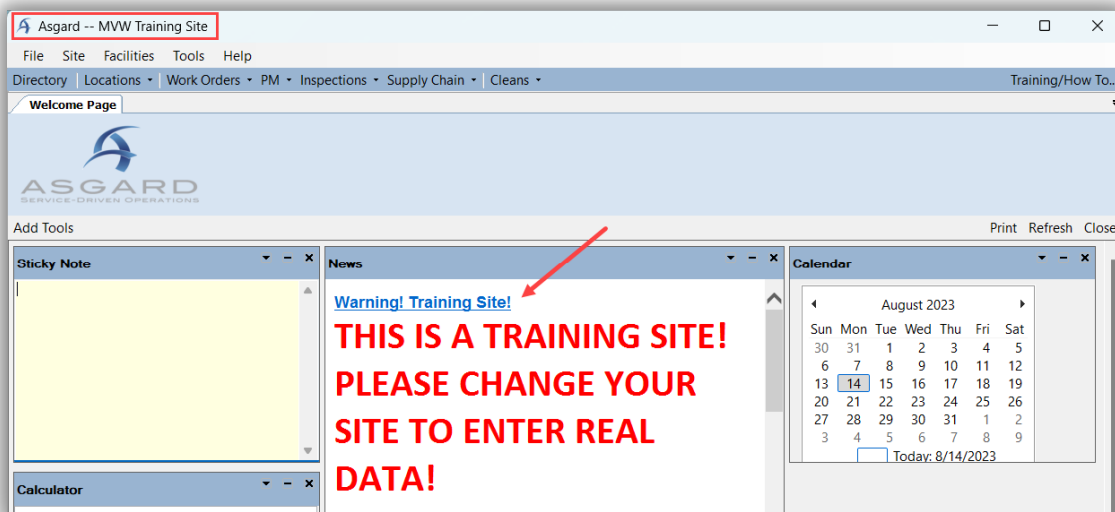
Step 1: Open the **File** drop-down and select **Change Site**.



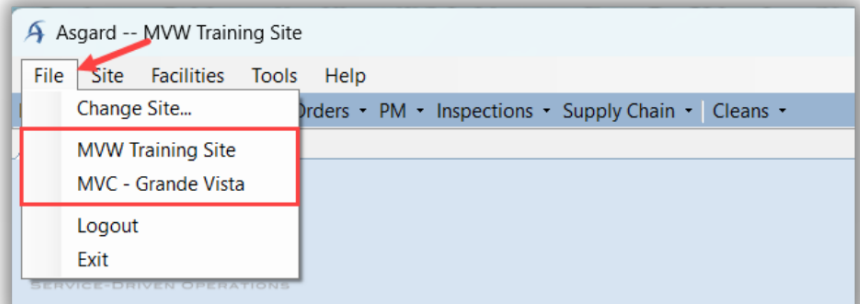
Step 2: Select the **MVW Training Site** from the list. Click **OK**.



Step 3: You are now in the **MVW Training Site**. Please note the Site Name is always listed in the upper left corner, as well as a reminder in the **News** tool that this is not your live site.



Step 4: To switch back to your live site, open the **File** drop-down and select your site.



The MVW Training Site as well as your live site will now be listed in the drop-down menu for quick access.