Test the page a visitor sees

Open the published address signed out on a computer and a real phone. If the page, next-action link, or needed embed fails, fix it and repeat the test before sharing.

Run the test

1. **Copy the published address.** Use the live page's URL, not the editor link or Preview. Publish your latest changes first.
2. **Open a fresh private/incognito window.** Don't sign in there. Confirm you see the page without a login or permission request. Private browsing tests access; it does not make you anonymous.
3. **Repeat on a real phone, signed out.** Read the text and tap the main link. Test each embed too. Record the device, browser, and what actually happened. Editor phone Preview alone is not this test.
4. **Check destinations without sending.** For email, verify the recipient in the draft; don't send a test message. For a form, check it opens and is usable without submitting personal data. Record "opens only" if you haven't tested delivery.

Google Sites: two separate access checks

Personal Google Account: in the site editor, open Share → Published site, choose Public for an intentionally public page, then Save or Done. Keep draft editing permissions separate.

Work or school account: choices may differ; your organization controls sharing and publishing. If public access is unavailable, ask your administrator about an approved public route. Don't bypass organization policy. An intentionally restricted site will not pass this public-page test.

Embedded content: a public site does not automatically make a restricted file visible. Check every file's own access. Never make private files public to clear an error. Remove the embed or replace it with material you own and have deliberately approved for public use. Some external websites also block embedding; use an approved public link or alternative.

Fictional worked example: the page opens, the file doesn't

Rowan's invented proofreading page is published from a personal account. A signed-out desktop test and a signed-out phone test show the headline and About text. "Email me" opens a draft to Rowan's intended public contact address; no message is sent, so delivery is untested.

Result: Fix. The sample-document embed says "You need permission" on both devices. Its source is a private client draft. Rowan leaves that file restricted and removes the embed. Instead, Rowan writes a new, entirely fictional sample directly on the page, with no client text or details, and publishes the change.

Retest: Rowan opens the same live address in fresh signed-out windows on desktop and phone. The new sample is visible and the link still opens the correct email draft. The page is ready for that next action, with email delivery still untested.

Official guidance checked 20 November 2026:

- Google Sites: Publish & share your site — published-site audience.
- Google Sites: Add files and embedded content — separate file permissions and embed limits.
- Google Workspace: Support your Google Sites users — organization sharing controls.

Record your public-page test

Use a fresh copy for each retest. Mark a result only after checking it. For checks 1–4 and 6 use Pass or Fix; use N/A for embeds only if there are none.

Published address (not the editor URL)

Test date / time

Publishing account: personal / work or school

Computer and browser (signed out)

Real phone and browser (signed out)

Main link: label → expected destination

1. Address

The published address opens the right page, not an editor, preview, or old version.

○ Pass ○ Fix

2. Access

A signed-out visitor can read the page without a sign-in or permission request.

○ Pass ○ Fix

3. Phone

On a real phone, text is readable, nothing needs sideways scrolling, and buttons are easy to tap.

○ Pass ○ Fix

4. Next action

The main link has a clear label and opens the intended destination. Check the exact address.

○ Pass ○ Fix

5. Embeds

Each file, video, map, calendar, or form works signed out on desktop and phone; mark N/A if none.

○ Pass ○ Fix ○ N/A

6. Public content

No private details, unapproved work, or restricted source material are exposed.

○ Pass ○ Fix

What happened? Name the failing item / error, device, and any untested delivery or embeds.

Safe fix to make, then republish (never expose private files)

Retest date + results on both devices

Decision: ready / fix and retest / not a public page

Choose what to fix first

Access, wrong destination, or privacy failure: stop sharing and fix it first; remove or restrict exposed material promptly. **Needed embed or phone failure:** fix or replace the item, republish, and repeat both tests. **All needed checks pass:** share the exact tested address. If the page must stay restricted, use an intended-viewer test instead.