The WordPress Dashboard Explained: Logging In at wp-admin, the Menu Sections and What Each Screen Does

WordPress Guides · https://www.hyyat.com/en/knowledgebase/wordpress-dashboard-guide/

In two lines You reach the WordPress dashboard by adding `/wp-admin` to your site address. The screen has three parts: the **toolbar** at the top, the **side menu**, and the **work area**, which changes with what you pick in the menu. Everything on your site is managed here: content, design, plugins, users and settings.

Embedded media: https://www.hyyat.com/wp-content/uploads/2026/11/hyyat-wp-dash-en.mp4?_=1

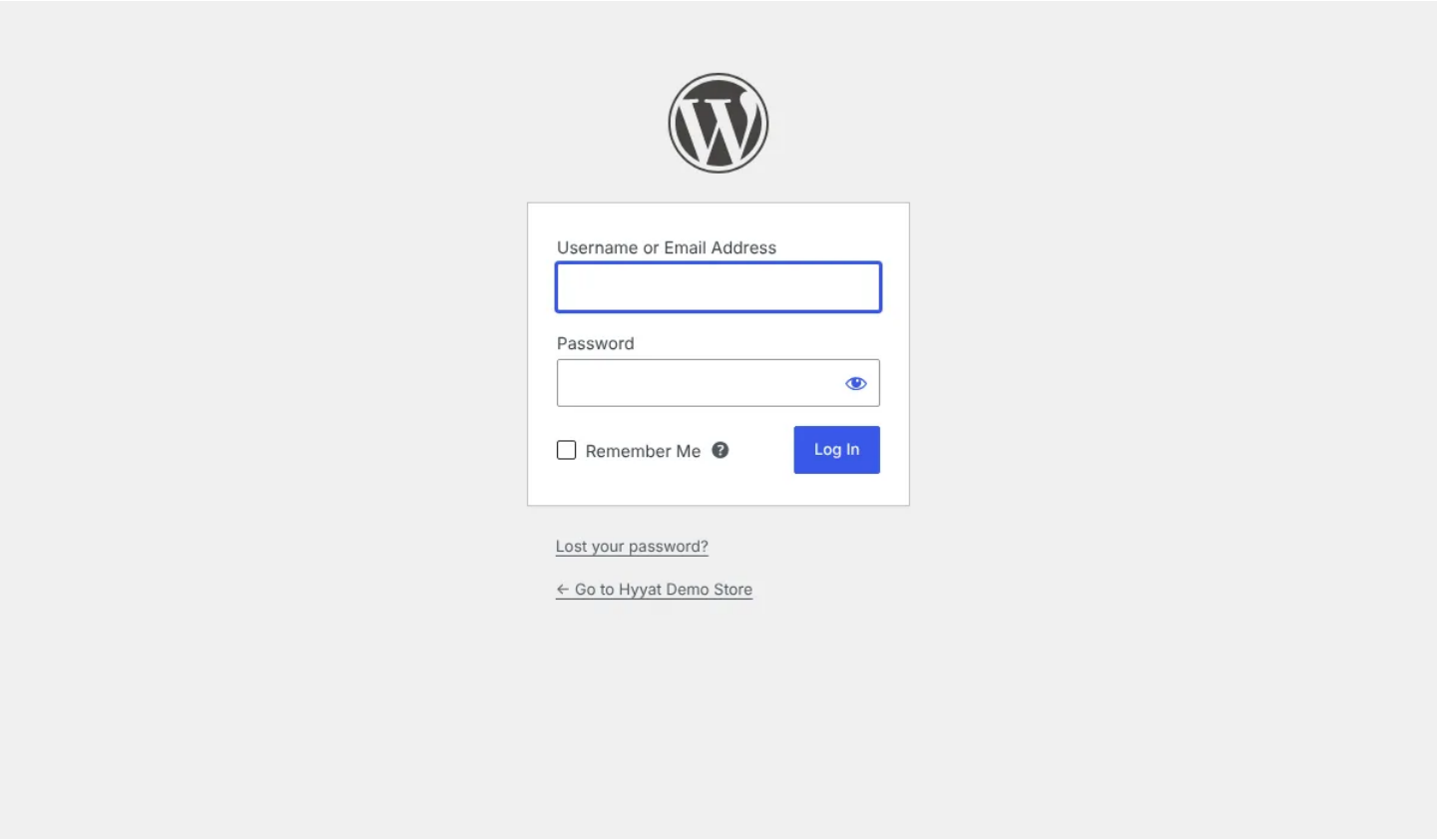
The dashboard is your site's control room. You do not need to memorise every button on day one; it is enough to know where things live, and the rest comes with use. This guide is a map of it, from the login page to the last menu item.

The quick route

1. Open `https://yoursite/wp-admin`
2. Enter your username or email and password
3. Start at **Dashboard**, then move through the side menu

Logging in

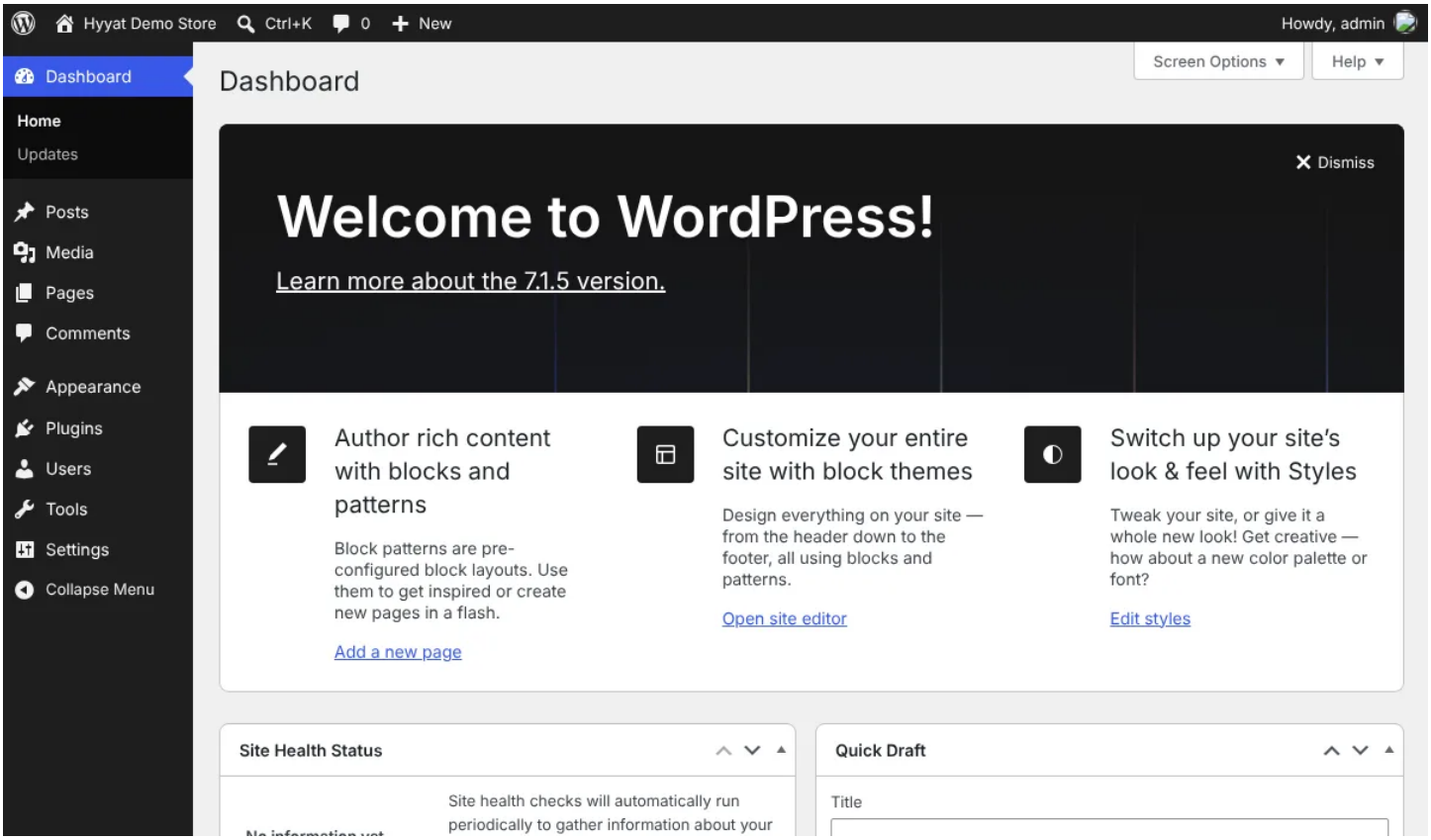
The usual login address is `yourdomain.com/wp-admin`, which takes you to `wp-login.php`. If WordPress is installed in a subfolder such as blog, it becomes `yourdomain.com/blog/wp-admin`.



A common mistake: Some security plugins move the login page to a custom address. If wp-admin shows “not found”, ask whoever built the site for the new address rather than disabling the security plugin to get around it.

Forgot your password? Click **Lost your password** to get an email. If the email never arrives, resetting it from phpMyAdmin always works.

The three parts of the screen



Part	Where	What it holds
Toolbar	Across the top, in a dark bar	Your site name to visit it, a **New** button for quick content, new comments and your account
Side menu	Down the side	Every section of the site, with sub-items under each
Work area	The middle	Whatever you opened: the post list, the editor or a settings screen

The home screen shows small boxes: a welcome for the current version, **Site Health Status**, and **Quick Draft** to save an idea as a draft. Hide any box from **Screen Options** at the top.

A map of the side menu

Section	What you do there
Posts	Posts, categories and tags: regularly updated content such as news or a blog

Section	What you do there
Media	Every image and file you have uploaded
Pages	Static content: home, about, contact
Comments	Review, approve or delete comments
Appearance	Themes, the editor or Customizer, menus and fonts
Plugins	Install, activate and update plugins
Users	Who can log in and their roles, plus your own profile
Tools	Import, export and Site Health
Settings	Site title, home page, permalinks and privacy

Some plugins add their own sections to the menu, such as an SEO or shop plugin. That is normal; each of those sections manages only that plugin.

The first five steps after logging in

1. **Update WordPress** from **Dashboard › Updates**, then update plugins and themes.
2. **Set the site title and tagline** in **Settings › General**, where you can also add a **Site Icon**; see the site icon guide.
3. **Choose your link format** in **Settings › Permalinks**, pick **Post name** for readable URLs.
4. **Remove what you do not need** the sample post and page, and unused themes and plugins.
5. **Create your first page** with adding a new page.

Try it now: Open **Screen Options** on the home screen, hide a box you do not need, then bring it back. Now you know nothing gets lost in the dashboard.

Terms you will meet here

Term	Meaning
Dashboard	The first screen after login, and a name for the whole admin area

Term	Meaning
Slug	The written part of a URL, such as about in yoursite.com/about
Block	A building piece in the editor: paragraph, heading, image or button

Each section in detail

Posts

All Posts lists your posts with search and filters by date and category, **Add Post** starts a new one, and **Categories** and **Tags** organise them. From the list, Quick Edit changes the title, category or status without opening the editor. More in adding a post and categories.

Media

The library of everything you uploaded: images, PDFs and video, as a grid or a list. Open any image to see its direct URL and set its Alt text and title. An image used in a post stays if you delete the post, but disappears everywhere if you delete it from the library.

Pages

Like posts, but for static content and without categories. The home page is chosen in Reading settings. See adding a page.

Comments

Pending, approved and spam comments. If your site does not need comments at all, turn them off in **Settings › Discussion** to cut down on spam.

Appearance

It depends on your theme type. Block themes have **Editor** for headers, footers, templates, colours and fonts in one place, plus **Fonts** for the font library. Classic themes have **Customize**, **Widgets** and **Menus**. Both have **Themes** to switch themes: installing a theme; menus are in the menus guide.

Plugins

Installed plugins with activate, deactivate, delete and auto-update controls, and **Add Plugin** to install new ones. See installing plugins.

Users

Role	What they can do
Administrator	Everything: plugins, themes, settings and users
Editor	All posts and pages, including other people’s
Author	Write and publish their own posts and upload images
Contributor	Write posts without publishing; they wait for an editor
Subscriber	Their own profile only

Give each person the lowest role that does the job. A writer does not need Administrator, and every extra admin account is one more door if its password is stolen.

Tools

Import and **Export** to move content as an XML file, **Site Health** to check the PHP version, updates and settings and suggest improvements, and privacy tools to export or erase a person’s data on request.

Settings

Screen	Key options
General	Site title and tagline, site icon, site address, admin email, language and time zone
Writing	The default post category
Reading	The home page, posts per page, and the option to discourage search engines
Discussion	Comments and moderation
Media	The image sizes WordPress creates
Permalinks	The URL format

Screen	Key options
Privacy	The privacy policy page

A common mistake: The **Discourage search engines from indexing this site** option in Reading settings. It is useful while building, but leaving it on after launch keeps Google from indexing your site. Make sure it is unticked.

The toolbar up close

When you visit your site while logged in, the toolbar shows at the top there too, with **Edit Page** or **Edit Post** to edit what you are looking at. If it bothers you while browsing, untick **Show Toolbar when viewing site** in your profile.

In WordPress 7 the toolbar also has a quick search, opened with **Ctrl+K**, that takes you to any admin screen by typing its name.

Looking for hosting built for WordPress? See Hyyat Host WordPress hosting.

Our customers asked

What is the WordPress dashboard address?
Your site address followed by `/wp-admin`, such as `example.com/wp-admin`.

How do I switch the dashboard language?
In **Settings** › **General** choose a **Site Language**, or set a language for your account only in **Users** › **Profile**.

Why can’t I see Plugins or Appearance?
Your account has a lower role than Administrator. Ask the site administrator to change it.

Can several people use the dashboard?
Yes. Give each person their own account in **Users** › **Add User** with the right role, rather than sharing one login.

Need this service from Hyyat Host?Our team handles it for you, with support replying to tickets within 24 hours at most.
WordPress HostingWordPress design