

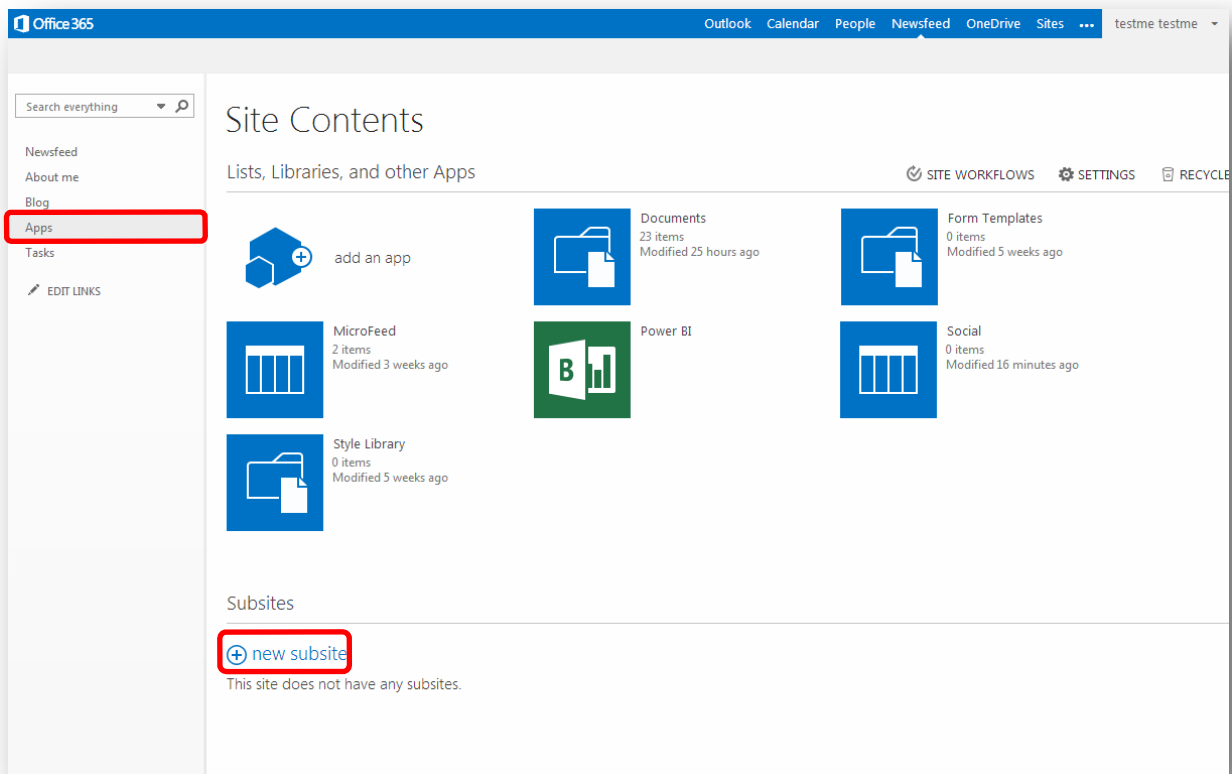
Creating a Website in SharePoint

SharePoint allows you to create your own websites that can be shared with other students. You can also allow other specified students to make changes to your site to create a collaborative website. There are a few templates to choose from and the process is an easy step-by-step process.

Go to your **Newsfeed**.



Click on **Apps** and then create a **New Subsite**.



Fill in the information about your site.

Office 365 Outlook Calendar People Newsfeed OneDrive Sites testme testme

Search everything

Newsfeed
About me
Blog
Apps
Tasks
EDIT LINKS

Site Contents · New SharePoint Site

Title and Description

Title: My Programming Project Site

Description: Welcome to our site!

Web Site Address

URL name: https://knightsucf.edu90751-my.sharepoint.com/personal/team17

Template Selection

Select a language: English

Select a template: Collaboration Enterprise Dual Enterprise

Team Site
Blog
Project Site

A site for managing and collaborating on a project. This site template brings all status, communication, and artifacts relevant to the project into one place.

Permissions

You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.

User Permissions:

Use same permissions as parent site
 Use unique permissions

Create Cancel

If you would like to allow others to be able to edit your site, select unique permissions. When you are done, click **Create**.

Office 365 Outlook Calendar People Newsfeed OneDrive Sites testme testme

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Note: If you select **Use same permissions as parent site**, one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.

Navigation

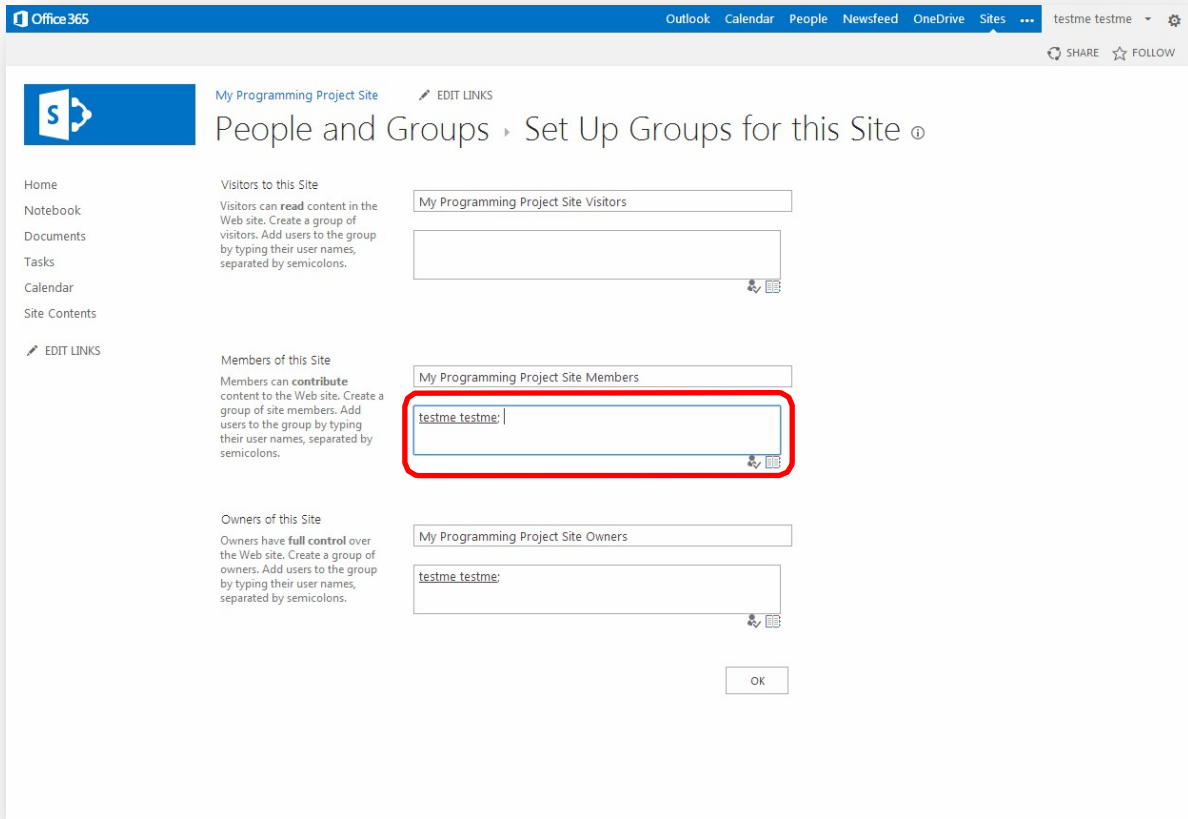
Display this site on the top link bar of the parent site?
 Yes No

Navigation inheritance

Use the top link bar from the parent site?
 Yes No

Create Cancel

Optional: If you selected unique permissions, you can add the individuals you would like to share the site with. You can add by entering their full email address



You now have a SharePoint website.

The screenshot shows a SharePoint website interface. At the top, the Office365 navigation bar includes links for Outlook, Calendar, People, Newsfeed, OneDrive, and Sites. The user's name 'testme testme' and a settings gear are visible on the right. Below the navigation bar, the page title is 'My Programming Project Site' with an 'EDIT LINKS' option. A search box labeled 'Search this site' is located on the right. On the left, a navigation menu lists 'Home', 'Notebook', 'Documents', 'Tasks', 'Calendar', and 'Site Contents', with an 'EDIT LINKS' option below. The main content area features a 'Project Summary' section with a 'Get organized. Edit the task list.' prompt and a timeline for July and August 2014. Below this is a 'Get started with your site' section with six blue tiles: 'Share your site.', 'Working on a deadline?', 'Add lists, libraries, and other apps.', 'What's your style?', 'Your site. Your brand.', and 'Keep email in context.'. The 'Documents' section at the bottom includes action buttons (new, upload, sync, edit, manage, share), a search box, and a table header with columns for Name, Modified, and Modified By. The message 'There are no documents in this view.' is displayed below the table.