

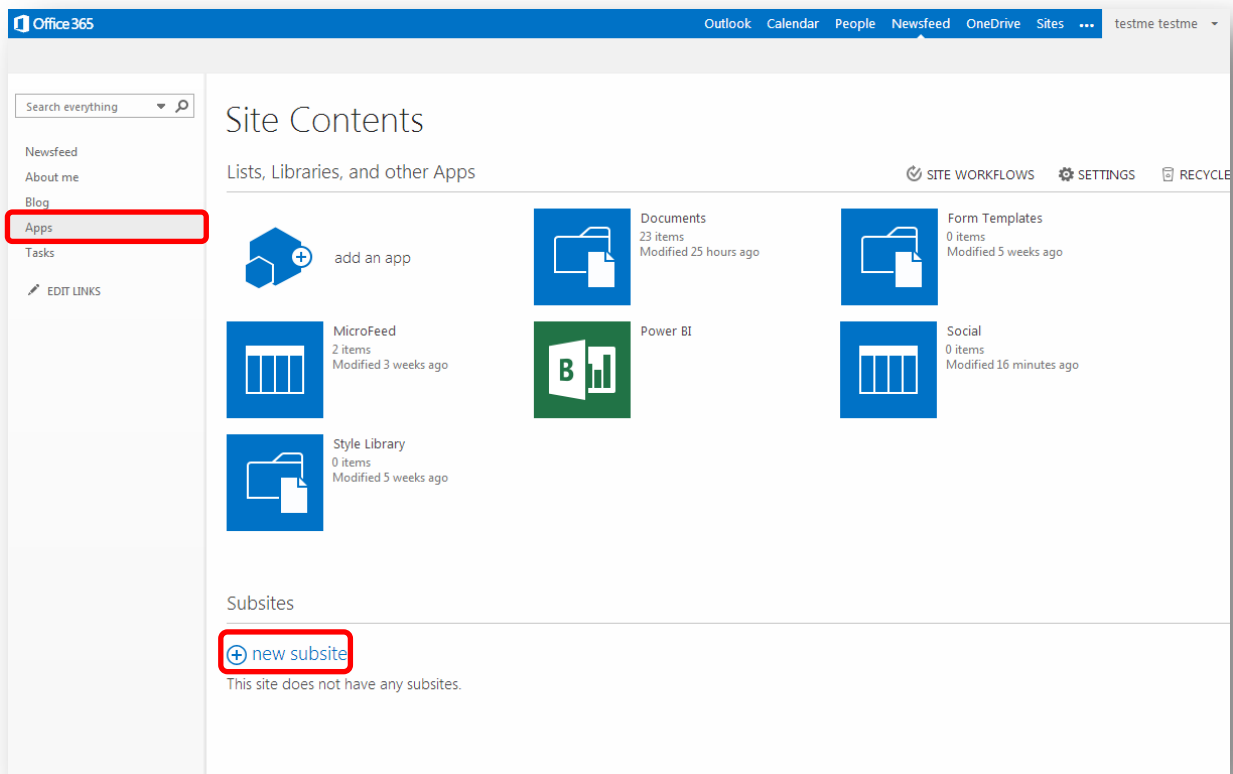
# Creating a Website in SharePoint

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.

The screenshot shows the 'New SharePoint Site' configuration page in Office 365. The page is titled 'Site Contents · New SharePoint Site'. It has a left-hand navigation pane with options like 'Newsfeed', 'About me', 'Blog', 'Apps', 'Tasks', and 'EDIT LINKS'. The main content area is divided into several sections: 'Title and Description' with fields for 'Title' (containing 'My Programming Project Site') and 'Description' (containing 'Welcome to our site!'); 'Web Site Address' with a 'URL name' field (containing 'team17'); 'Template Selection' with a 'Select a language' dropdown (set to 'English') and a 'Select a template' dropdown menu showing 'Team Site', 'Blog', and 'Project Site' (which is selected); 'Permissions' with a 'User Permissions' section where 'Use same permissions as parent site' is selected; and a 'Navigation' section with a checkbox for 'Display this site on the top link bar of the parent site?' (checked) and radio buttons for 'Yes' and 'No'.

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

This screenshot shows the same 'New SharePoint Site' configuration page, but with the 'Project Site' template selected in the 'Select a template' dropdown. The 'User Permissions' section now shows 'Use unique permissions' selected. The 'Navigation' section has the 'Display this site on the top link bar of the parent site?' checkbox checked, with 'Yes' selected. The 'Navigation Inheritance' section has the 'Use the top link bar from the parent site?' checkbox checked, with 'No' selected. At the bottom right, there are 'Create' and 'Cancel' buttons.

**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 ([name@knights.ucf.edu](mailto:name@knights.ucf.edu)).

Office365 Outlook Calendar People Newsfeed OneDrive Sites testme testme

SHARE FOLLOW

My Programming Project Site EDIT LINKS

## People and Groups › Set Up Groups for this Site

Home  
Notebook  
Documents  
Tasks  
Calendar  
Site Contents  
EDIT LINKS

**Visitors to this Site**  
Visitors can **read** content in the Web site. Create a group of visitors. Add users to the group by typing their user names, separated by semicolons.

My Programming Project Site Visitors

**Members of this Site**  
Members can **contribute** content to the Web site. Create a group of site members. Add users to the group by typing their user names, separated by semicolons.

My Programming Project Site Members

testme testme:

**Owners of this Site**  
Owners have **full control** over the Web site. Create a group of owners. Add users to the group by typing their user names, separated by semicolons.

My Programming Project Site Owners

testme testme:

OK

You now have a SharePoint website.

The screenshot shows the SharePoint interface for a site titled "My Programming Project Site". At the top, there is an "Office 365" header with navigation links for Outlook, Calendar, People, Newsfeed, OneDrive, and Sites. The user's name "testme testme" is visible in the top right corner. Below the header, there are "BROWSE" and "PAGE" options, along with "SHARE" and "FOLLOW" icons. The site title "My Programming Project Site" is prominently displayed, with an "EDIT LINKS" option next to it. A search bar labeled "Search this site" is located in the top right. On the left side, a navigation menu includes links for Home, Notebook, Documents, Tasks, Calendar, and Site Contents, along with another "EDIT LINKS" option. The main content area features a "Project Summary" section with a "Get organized. Edit the task list." prompt and a timeline visualization for July and August 2014. Below this, a "Get started with your site" section offers six action cards: "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 provides options to "new", "upload", "sync", "edit", "manage", and "share" documents, and includes a search bar and a table header with columns for Name, Modified, and Modified By. A message states "There are no documents in this view."