

Create a team site



Quick Start Guide

Make it yours

Customize your site by adding new apps, such as a team calendar and mailbox. Make the navigation links just the ones your team requires. If permitted, you can also choose different color schemes and different backgrounds.

Customize the site

The Settings icon is your key to many commands — add an app, create a subsite, and more.

Edit this page

If you have permissions, you can click the **Page** tab to:

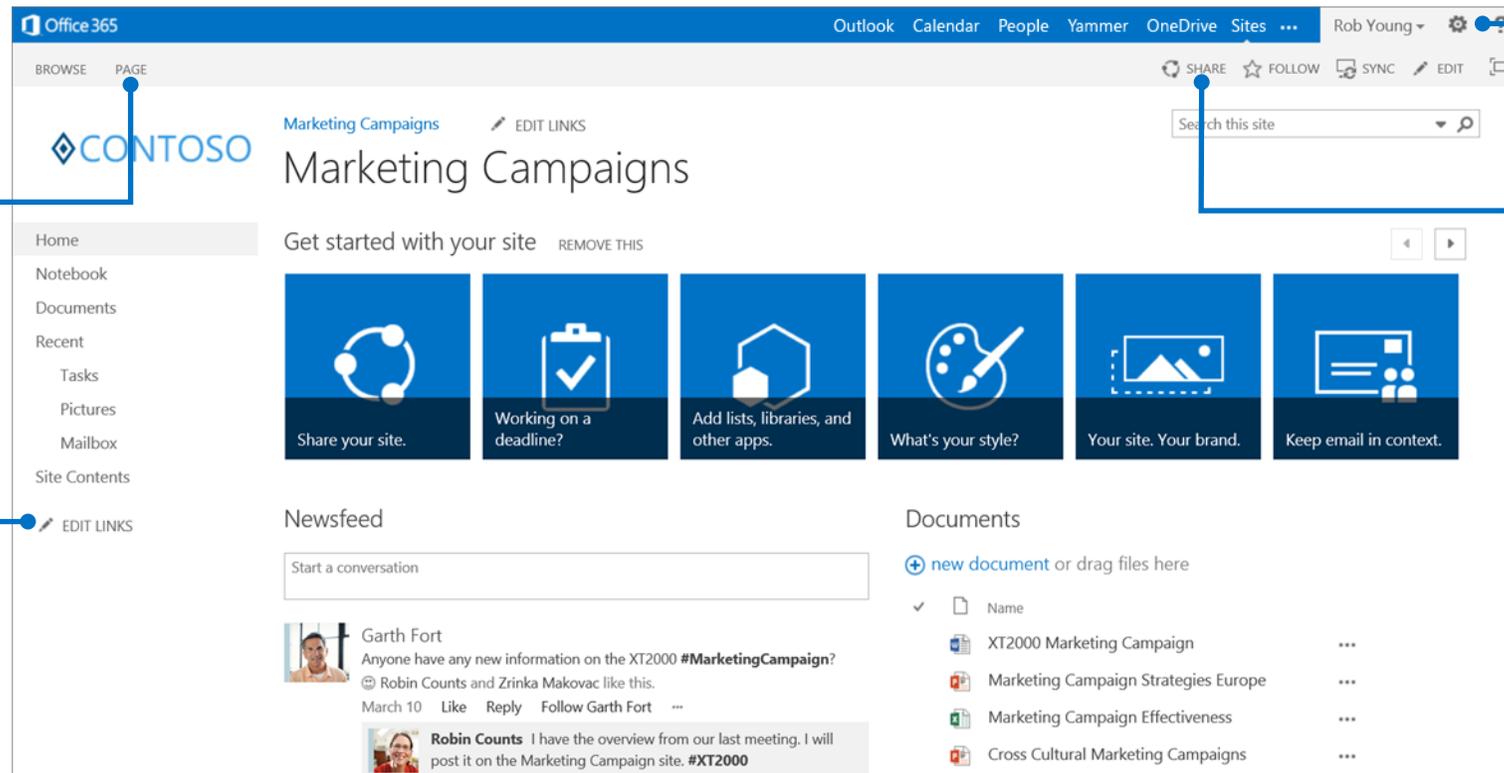
- Add a picture from your computer.
- Insert a table on the page.
- Change text formats.

Edit Links

Go to your email, tasks, or contacts in one click.

Share the site

Invite others to collaborate on this site. In some cases, you can even invite external people.

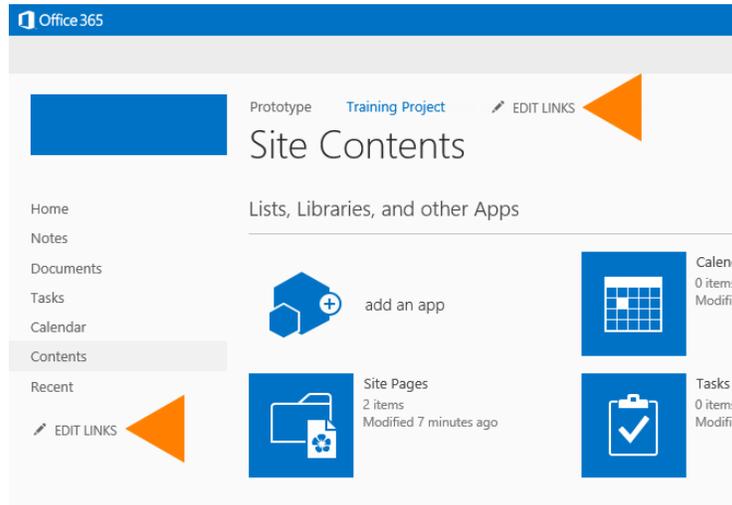


Add a link to the site page

The easiest way to add a link is to drag an app from the Site Contents page to the navigation top links or to the Quick Launch.

Or, you can do the following:

1. Go to the **Site Contents** page: Click **Settings** > **Site Contents**.
2. Click **Edit Links** on the **Quick Launch** or the top navigation, depending on where you want the link.
3. Click the app you want to add, and drag it to where you want it.



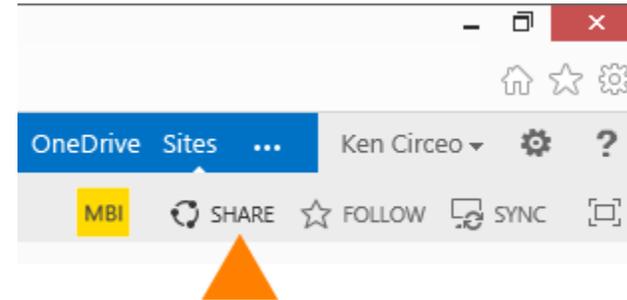
You can also add a link to a URL

1. Click **Edit Links** on the **Quick Launch** or the top navigation, depending on where you want the link.
2. Click **Link**.
3. Enter a display name for the link and the URL. Make sure you start the URL with `http://`.
4. Click **OK**, and then click **Save**.

Share a site

You can share a site with other people, and then have Office 365 send them an email with a link to the site.

1. On the site that you want to share, click **Share**.



2. In the **Share** dialog box, type the names of the people in your organization that you want to invite to share your site.
3. Type any message that you want to include with your invitation.
4. Click **Share**.

