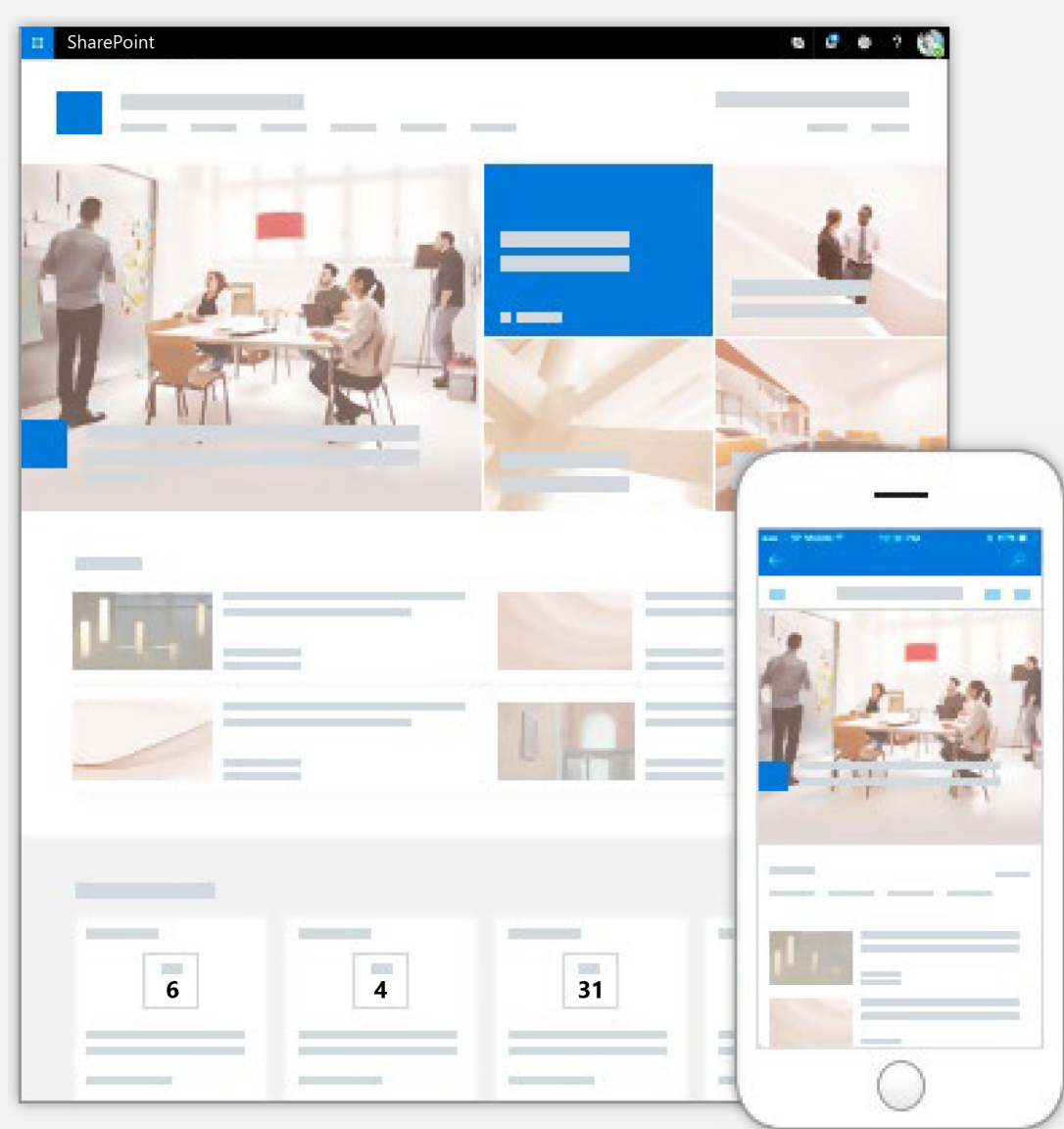


Create a communications site for your campaign



Get your campaign on the same page with a SharePoint communications site. Share the strategy, events, and media assets your team needs all on one page. Learn how to build it with modern SharePoint web parts.

Create the site



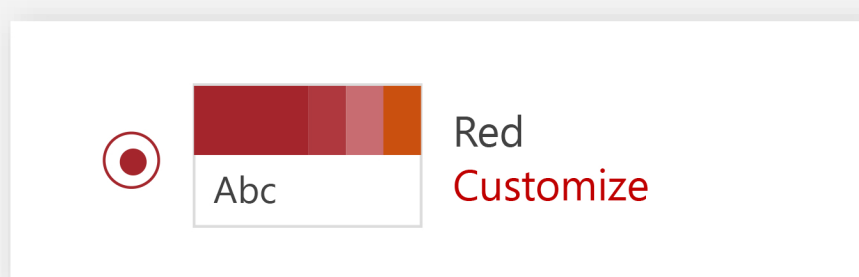
- 1 In SharePoint, choose + **Create site** and select the **Communication site** option.
- 2 Choose the Topic design and type a site name and description.

Add a theme and logo

Add your campaign logo and customize the theme to fit your campaign.

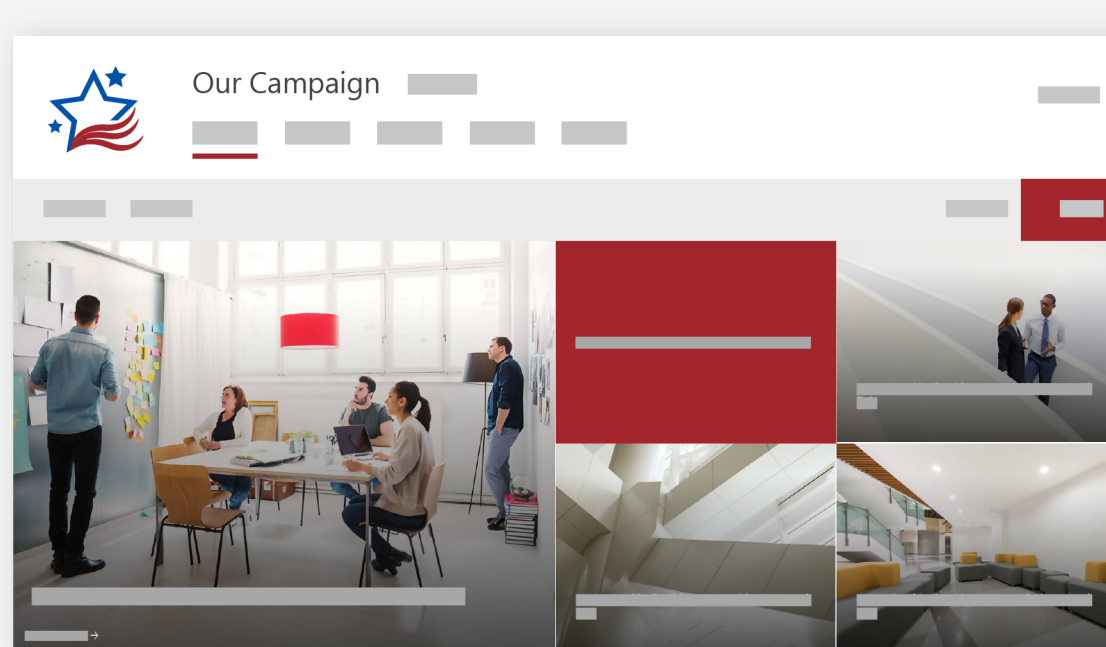
Choose and customize a theme

- 1 On your site, click **Settings** and then click **Change the look > Theme**.
- 2 Select a theme, and then choose **Customize** to change the accent color.



Add a logo

- 1 On your site, click **Settings** and then click **Change the look > Header**.
- 2 Under **Site logo**, choose **Change**.
- 3 Select your logo and choose **Open**.
- 4 Choose **Save**.



Learn more:
aka.ms/ChangeLook

Add your key information and candidate statement

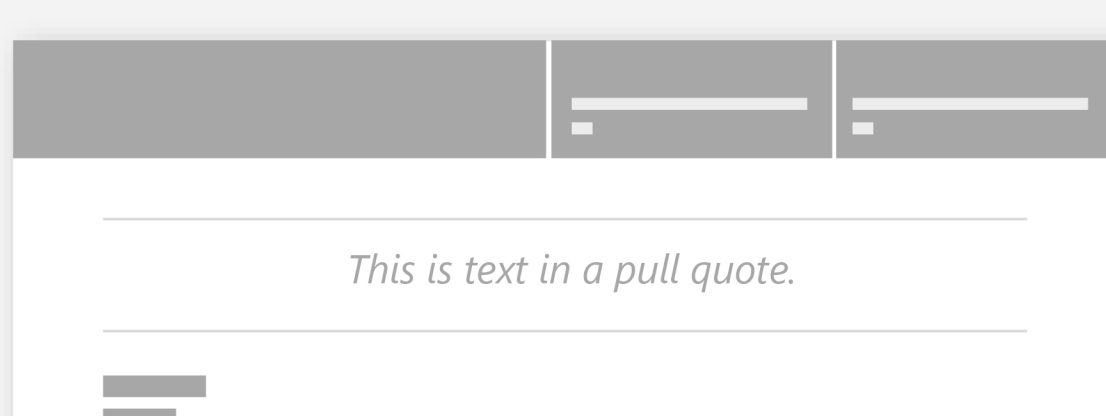
Update the top Hero web part to point to key information for your campaign, such as:

- Strategy information**
- Key messaging**
- Important documents to share**
- Directory**
- FAQ**

Learn more:
aka.ms/HeroWebPart

Add a candidate statement

Share a recent message from your candidate. Use the Text web part to format the text and make this front and center, just under the hero information.



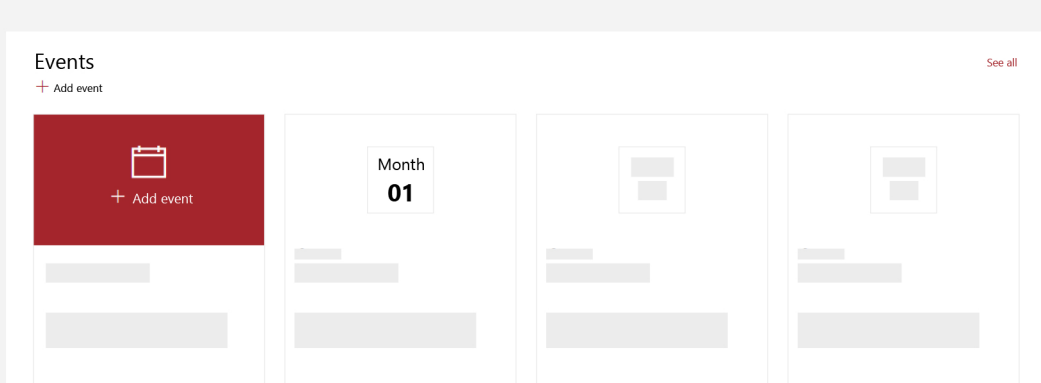
Learn more:
aka.ms/TextWebPart

Add events and images

Add events

Use the Events web part to share information about upcoming events.

Learn more:
aka.ms/EventsWebPart



Add photos and images

Make sure your campaign staff is using approved photos and images – share them to your Communications site using the Image Gallery web part so that staff can quickly browse and find the image they need.

Learn more:
aka.ms/ImageGalleryWebPart

