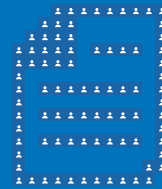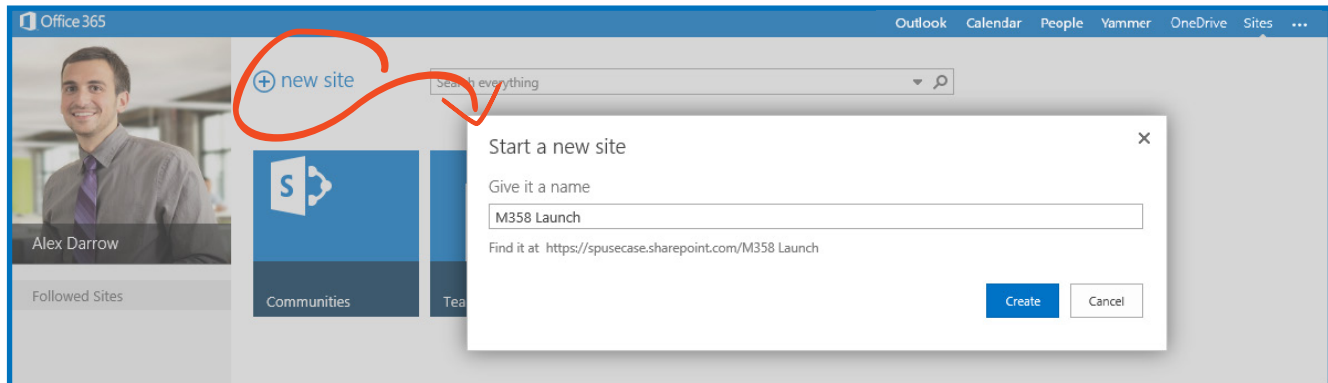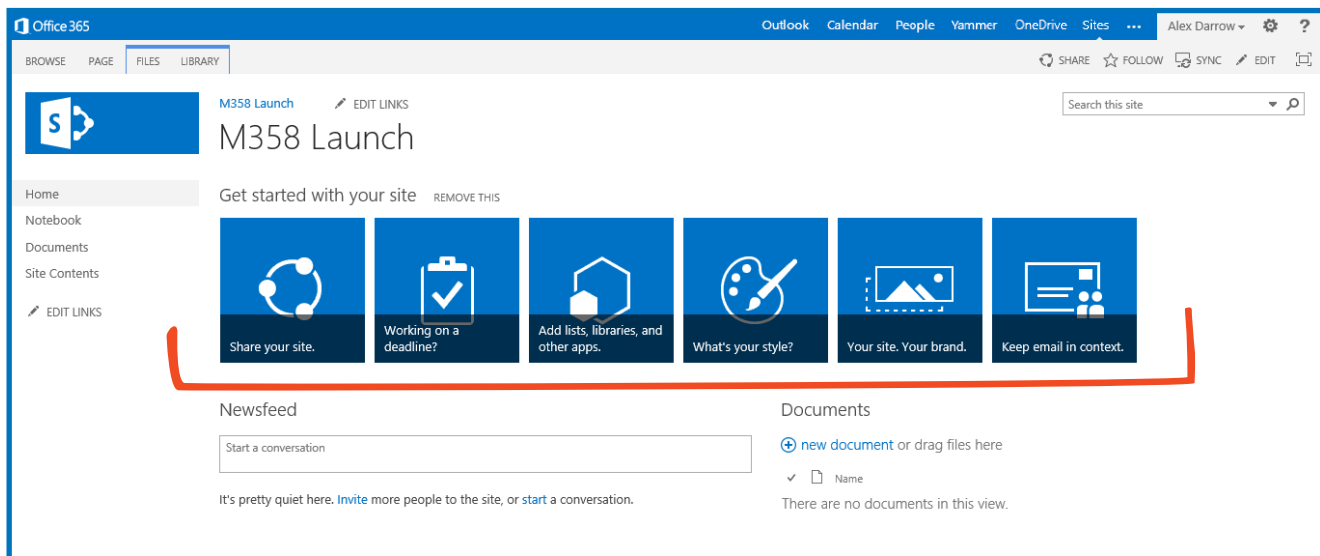Keep everyone on the
same page
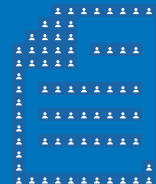
Build your site in a few clicks

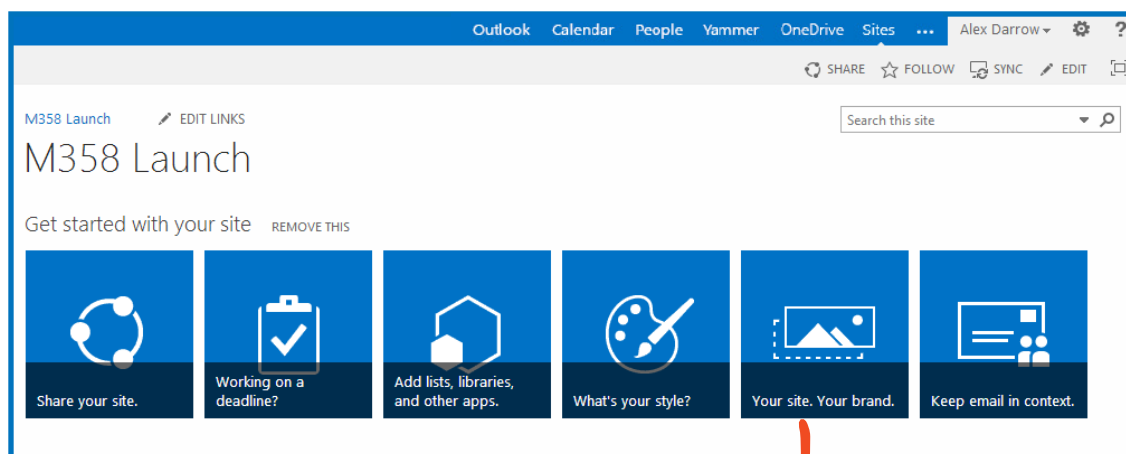Creating a site is easy—just click new site and give your site a name.

Each site comes with a shared notebook, a newsfeed, and a document library to share content in one place. The getting started tiles help you customize it even further.

www.discoversharepoint.com/sites

Make it your own

Customize your site by uploading your logo and adding a title and description.

Here you can even modify the title and the address (URL) of your site.

Change the style of your site

Personalize your site by choosing the look and feel that you want.

Pick up a picture and drop it here to use it as a background.

Test what works for you

Try out different looks and themes, and preview any changes before making them final.

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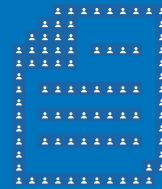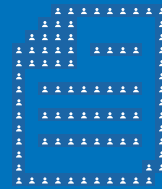
Organize your links

Connect with other useful sites and resources directly from the navigation bar of your site.
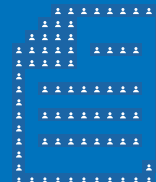
Share tasks, calendars, and email

Add a site mailbox, a tasks list, and a timeline—now you can keep everyone on the same page by instantly sharing email, upcoming meetings, and milestones from one place.
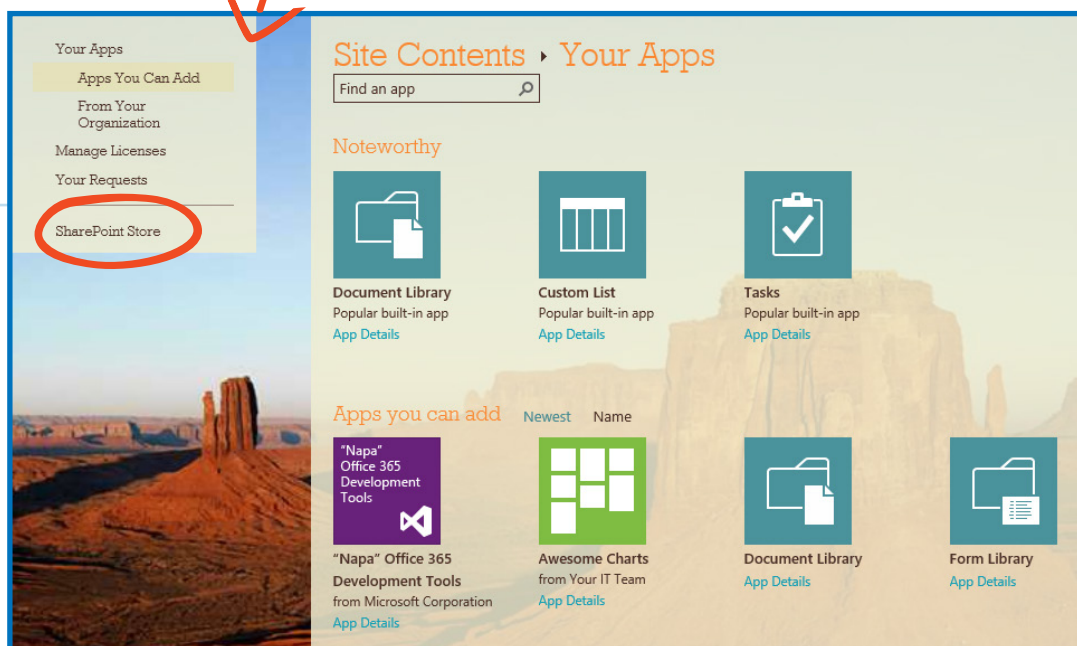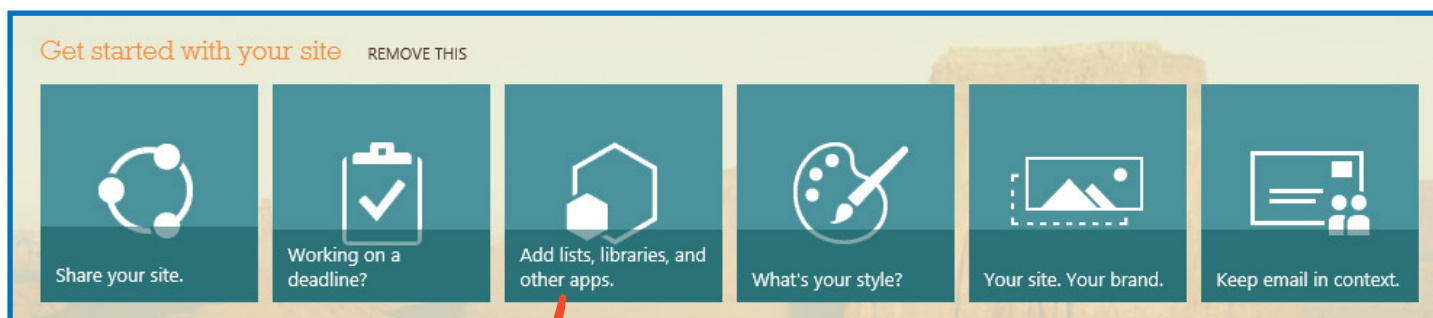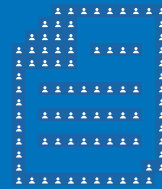
Discover more apps

Customize your site with a whole world of apps managed by your
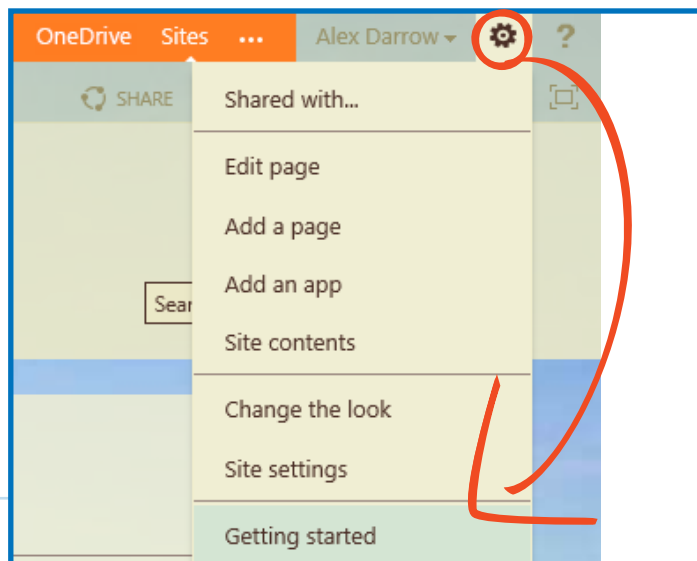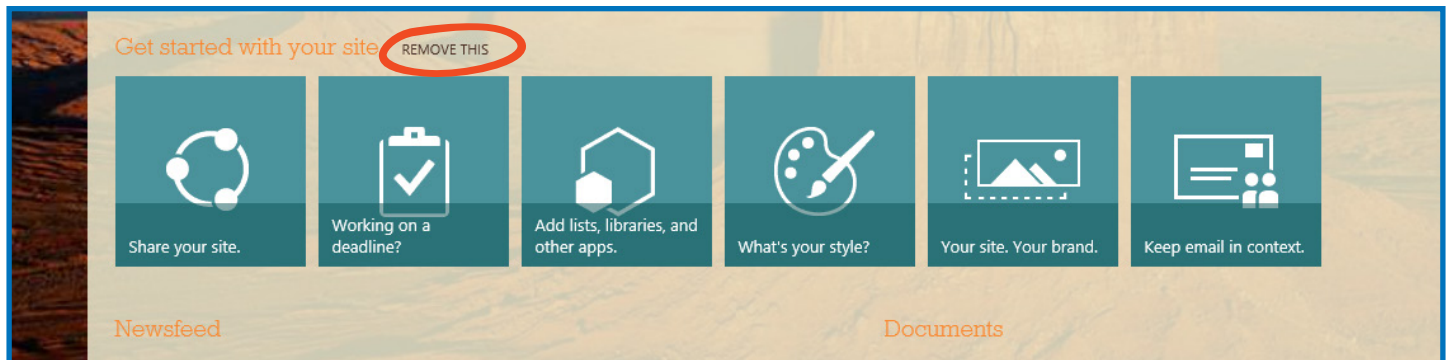IT department or publically available on the SharePoint Store.
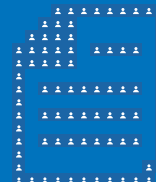
Clean up your work

After customizing your site with the apps, logos, and other elements you want, simply hide the getting started tiles in one click.
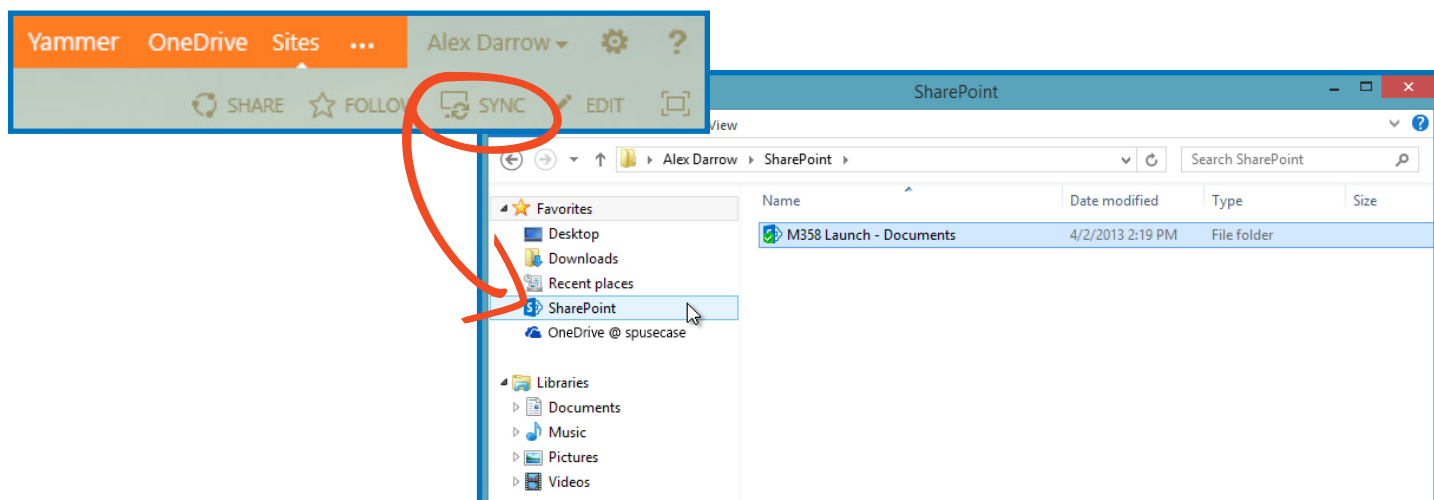

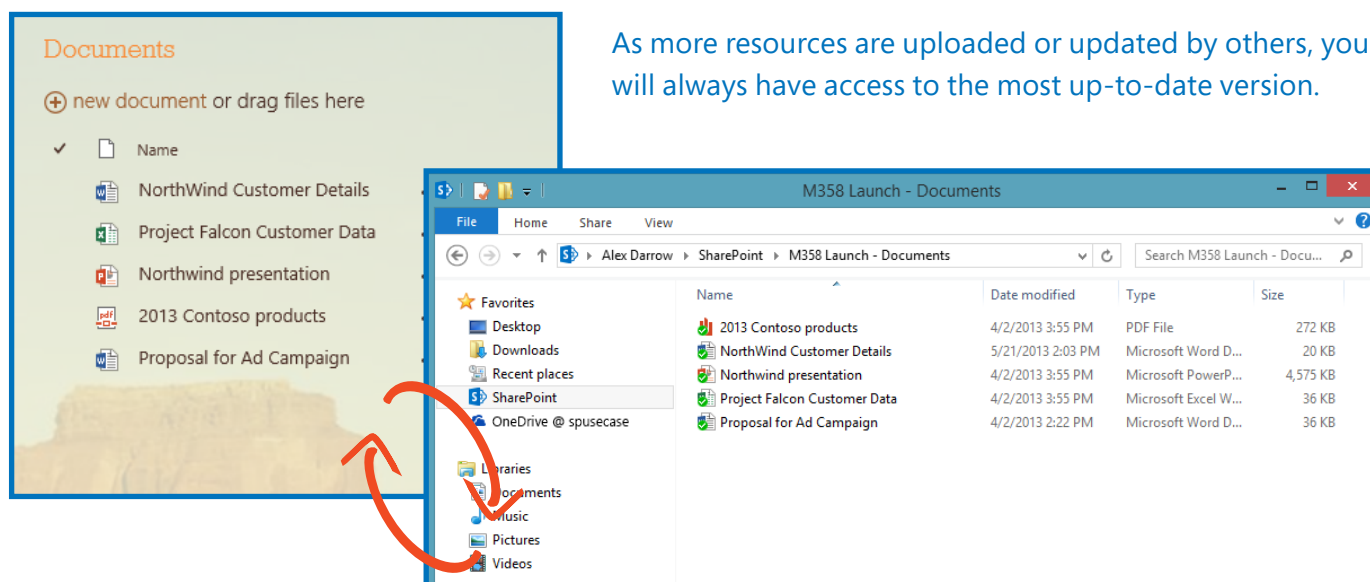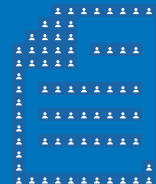Bring them back whenever you need to.

Set up a sync

Start to load your site up with resources and set up a sync so that you can access files even when offline.
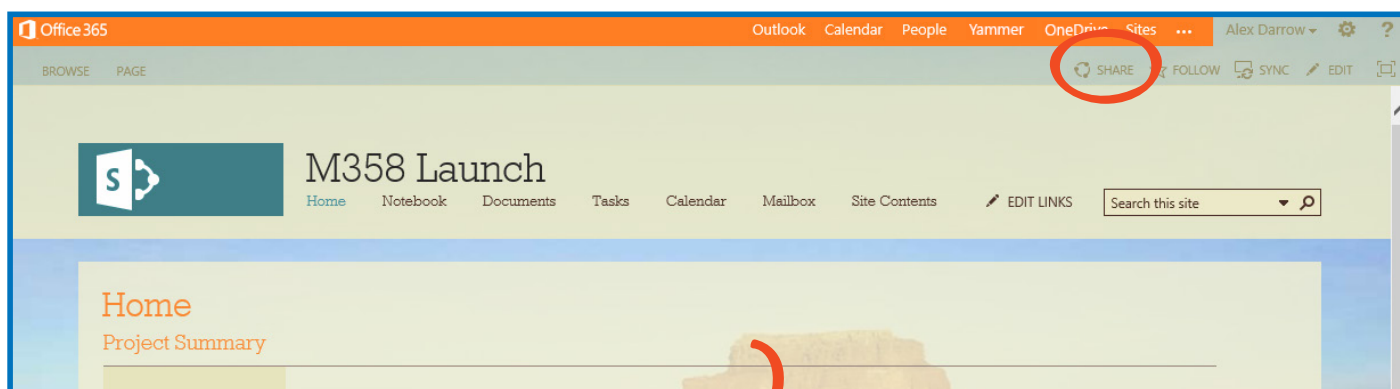

As more resources are uploaded or updated by others, you will always have access to the most up-to-date version.

Share your site

With Office 365, you can invite anyone to your site—whether they're colleagues, partners, or customers.

Choose who you want to share your site with by setting permissions.

www.discoversharepoint.com/sites

Take notes together in a single place

Access the shared notebook from any browser with OneNote Online.

Organize ideas and take notes together at the same time.

Sync your notebook locally in OneNote to work offline.
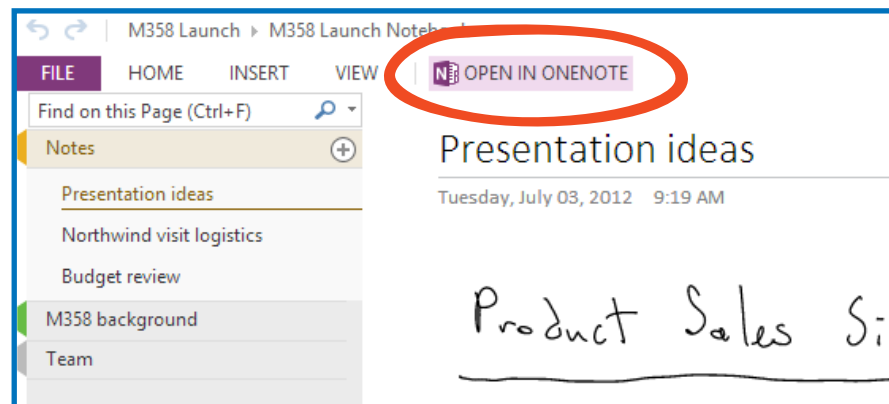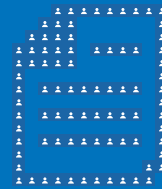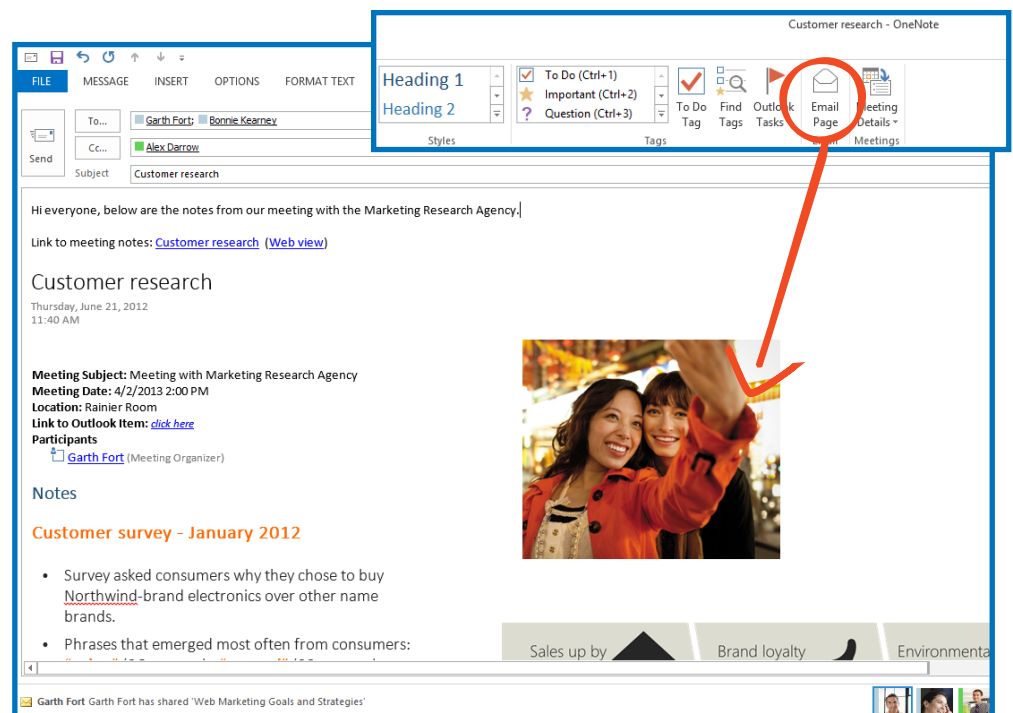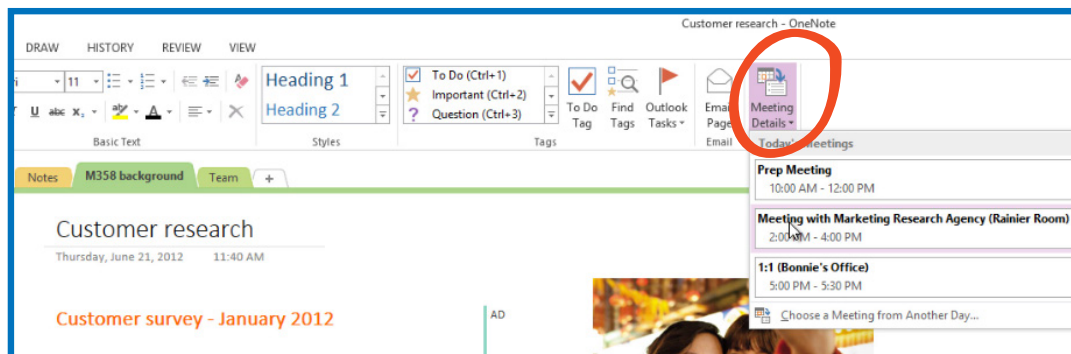
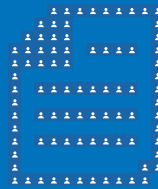# Take notes together in a single place

Quickly include meeting information from your Outlook calendar, and capture notes and action items together.
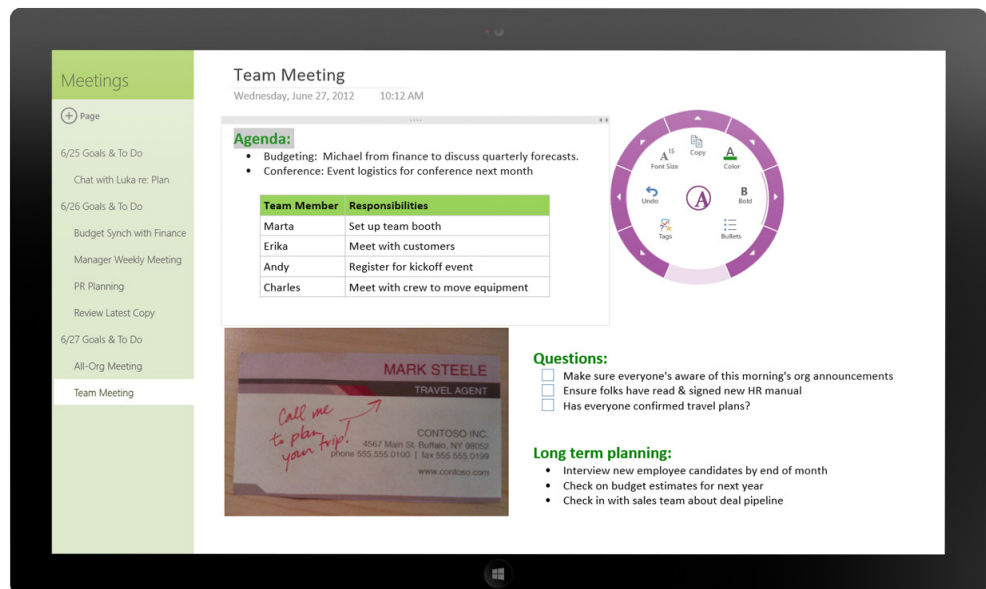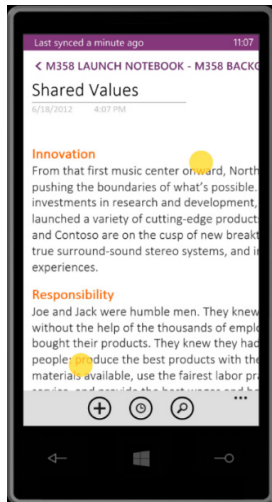

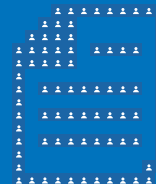Once you're done, share your notes via email directly.

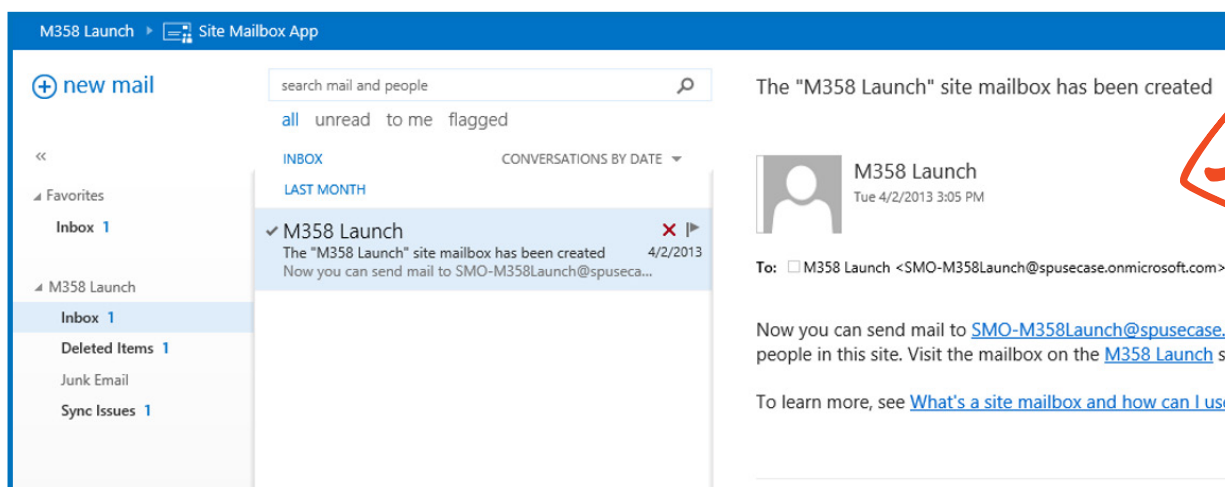# Access your notes while on the go

Interact with your notebook across all devices—update, sync, and share it from virtually anywhere.
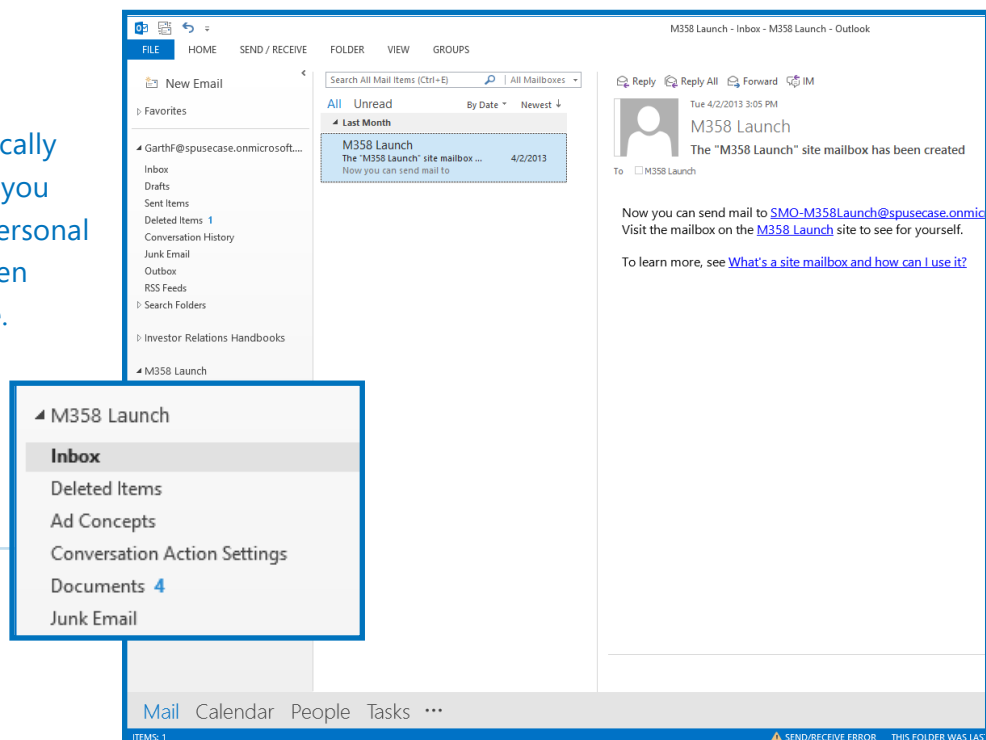
Share email instantly with others

Access the site mailbox directly from your site using the Outlook Web App.
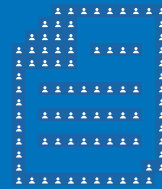

Your site mailbox automatically syncs with Outlook so that you can keep an eye on both personal and shared email, even when you're not on the team site.
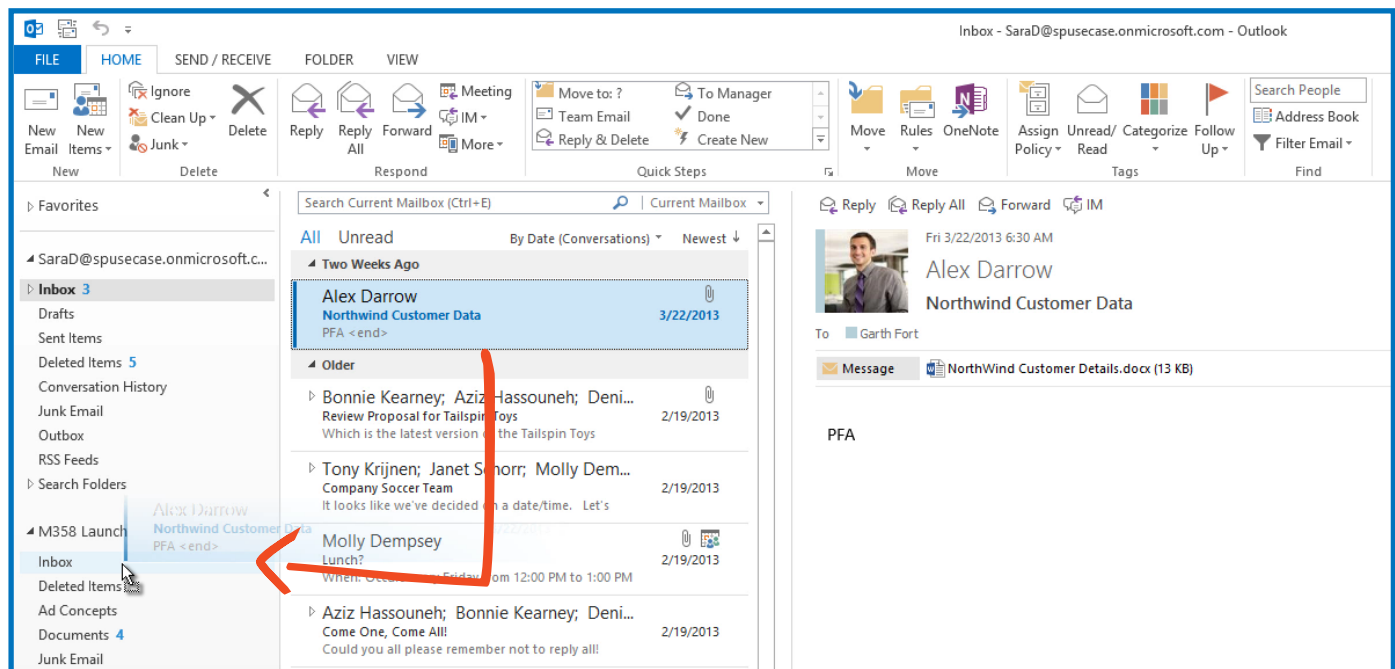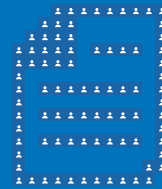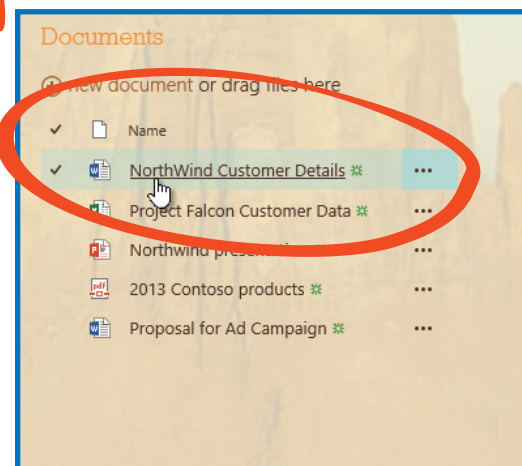
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Share email instantly with others

Then, simply drag and drop messages across mailboxes to share them instantly with your team.

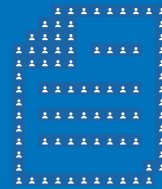www.discoversharepoint.com/sites

Upload attachments to your site
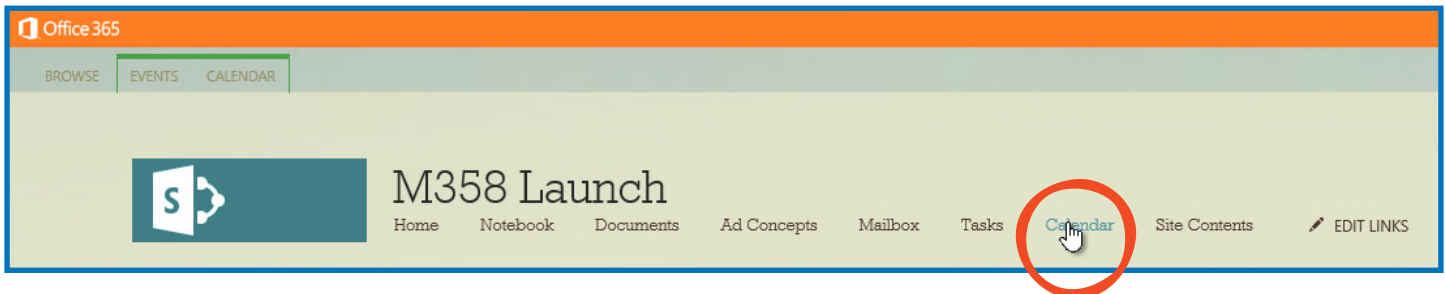
Similarly, drop attachments into the Documents folder in your site mailbox to automatically upload them to your site.
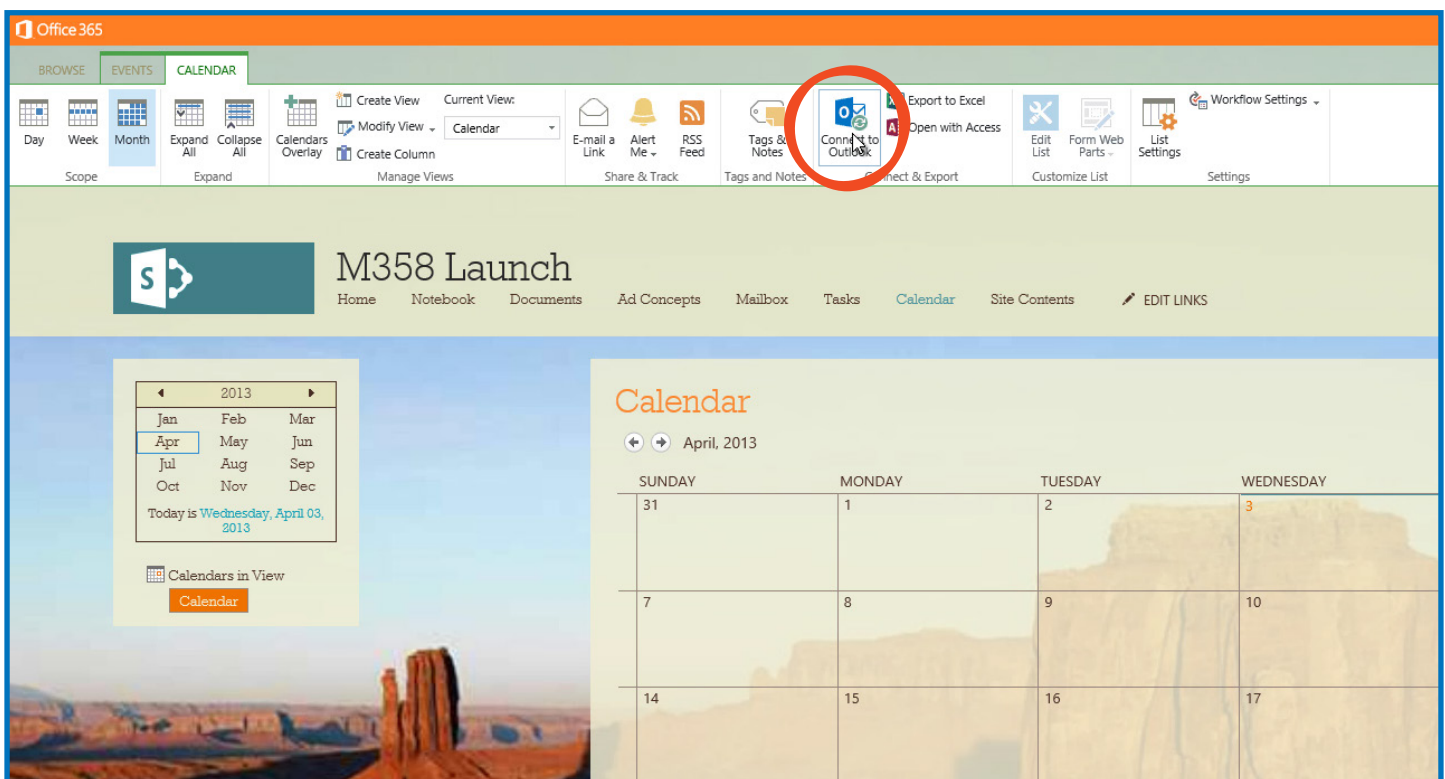

www.discoversharepoint.com/sites
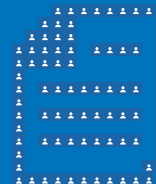
Keep an eye on what's going on

Use the shared calendar to help manage upcoming events, meetings, and travel plans across your team.

Sync your site calendar with Outlook in just one click. Now any calendar updates will sync automatically in both places.

Learn more

Office 365 for Business Learning Center
http://aka.ms/o365learning