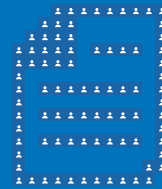
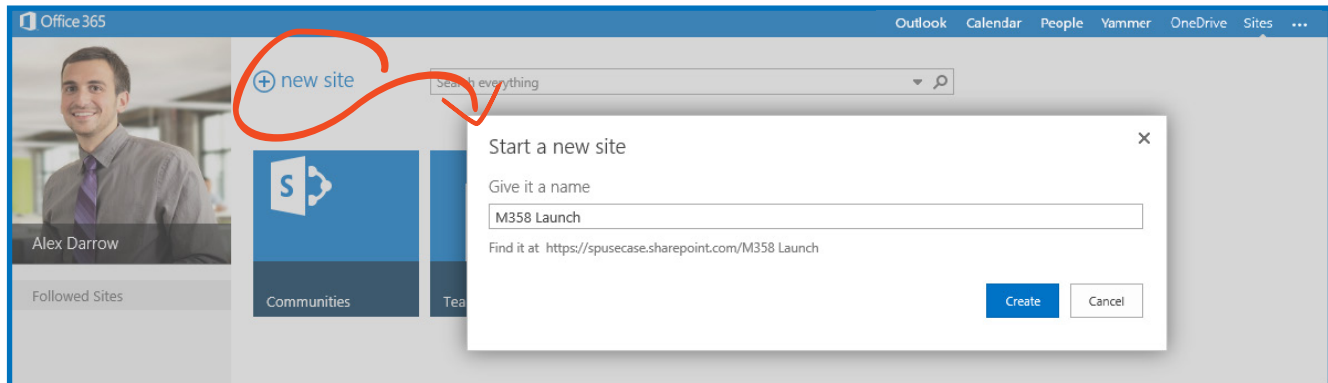


Keep everyone on the  
same page

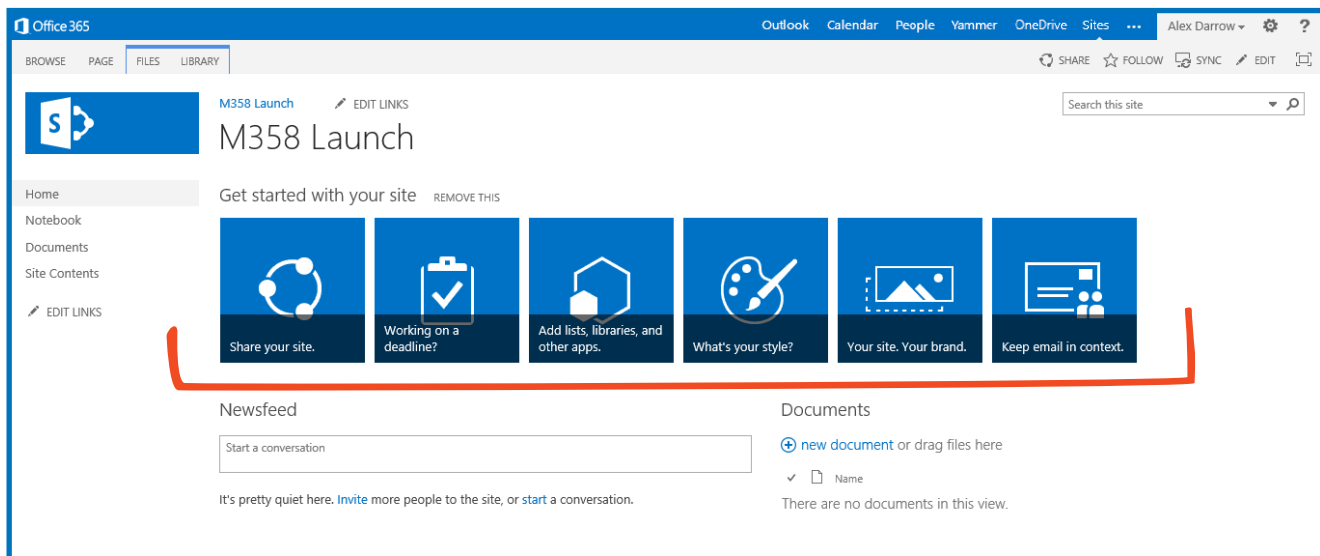
# Build your site in a few clicks



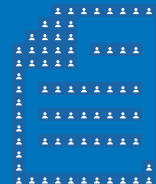
Creating a site is easy—just click new site and give your site a name.



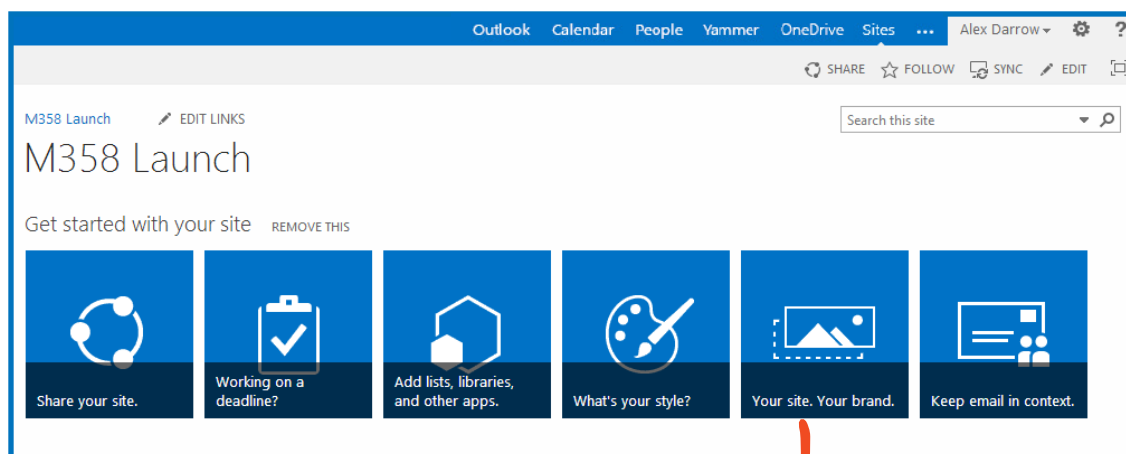
Each site comes with a shared notebook, a newsfeed, and a document library to share content in one place. The getting started tiles help you customize it even further.



# Make it your own



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



Home EDIT LINKS

## Site Settings › Title, Description, and Logo


**Title and Description**  
Type a title and description for your site.

Title:

Description:

**Logo and Description**  
Associate a logo with this site. Add an optional description for the image. Note: If the file location has a local relative address, for example, `./layouts/images/logo.gif`, you must copy the graphics file to that location on each front-end Web server.

Insert Logo:  
FROM COMPUTER | FROM SHAREPOINT



Enter a description (used as alternative text for the picture):

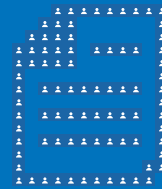
**Web Site Address**  
Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember.  
For example, `https://spusecase.sharepoint.com/sitename`

URL name:

OK Cancel

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.

Current      Orange      **Sea Monster**



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

Start over      Try it out

CHANGE REMOVE

Colors

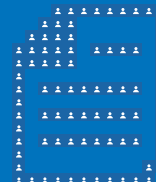
Site layout: Oslo

Fonts: Rockwell Light, Segoe UI

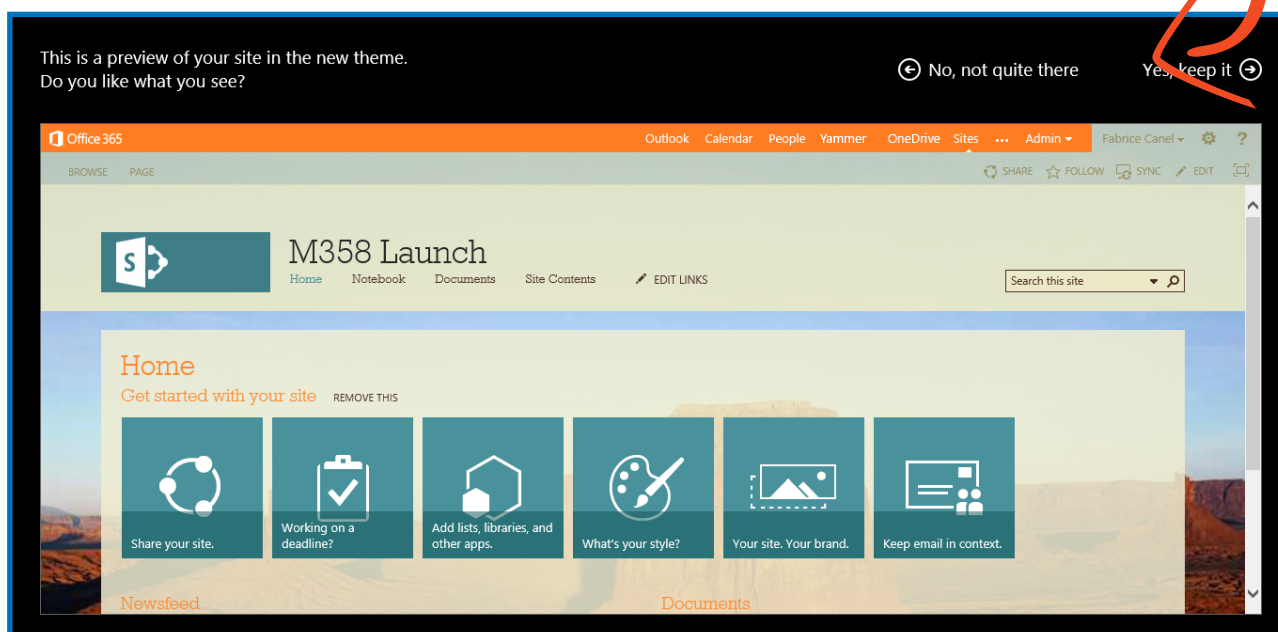
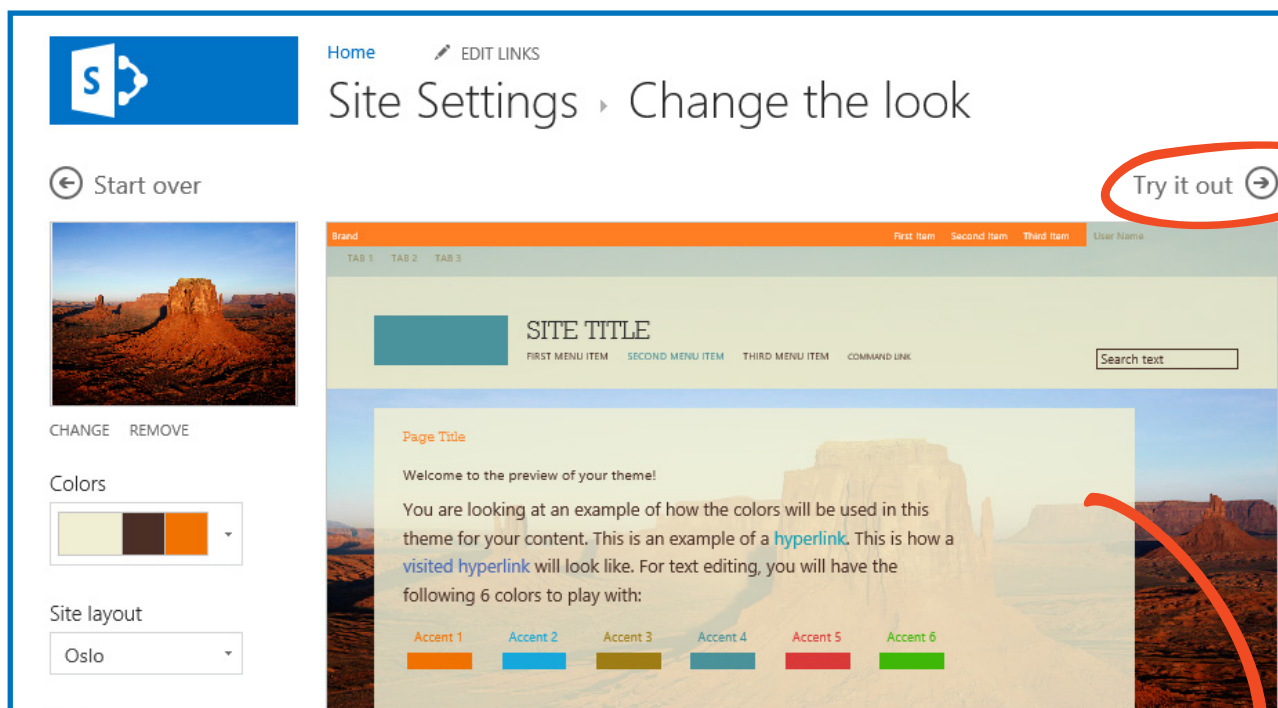
Example of a simple list:

Name	Modified	Status
First Document Title	10/21/2011	Pending Review
Second Document Title	10/22/2011	Pending Review

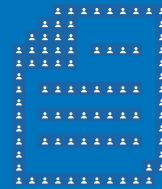
# Test what works for you



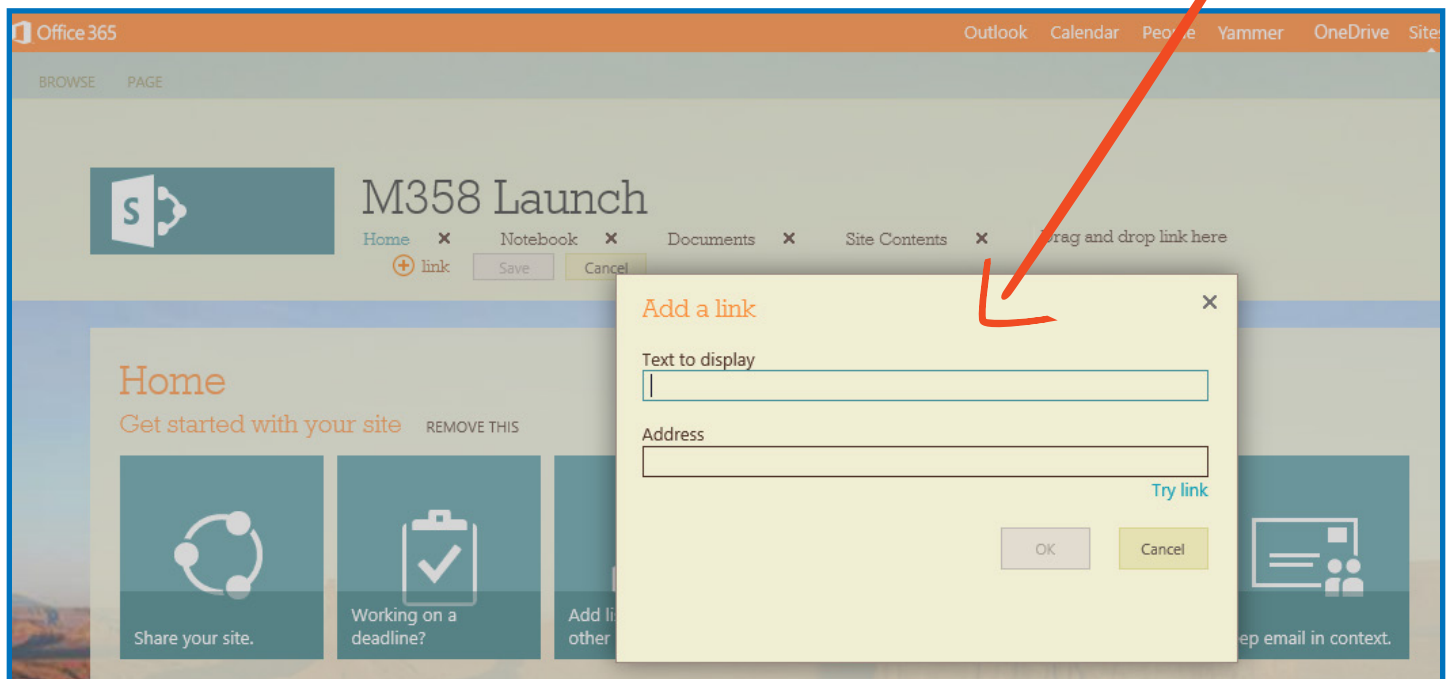
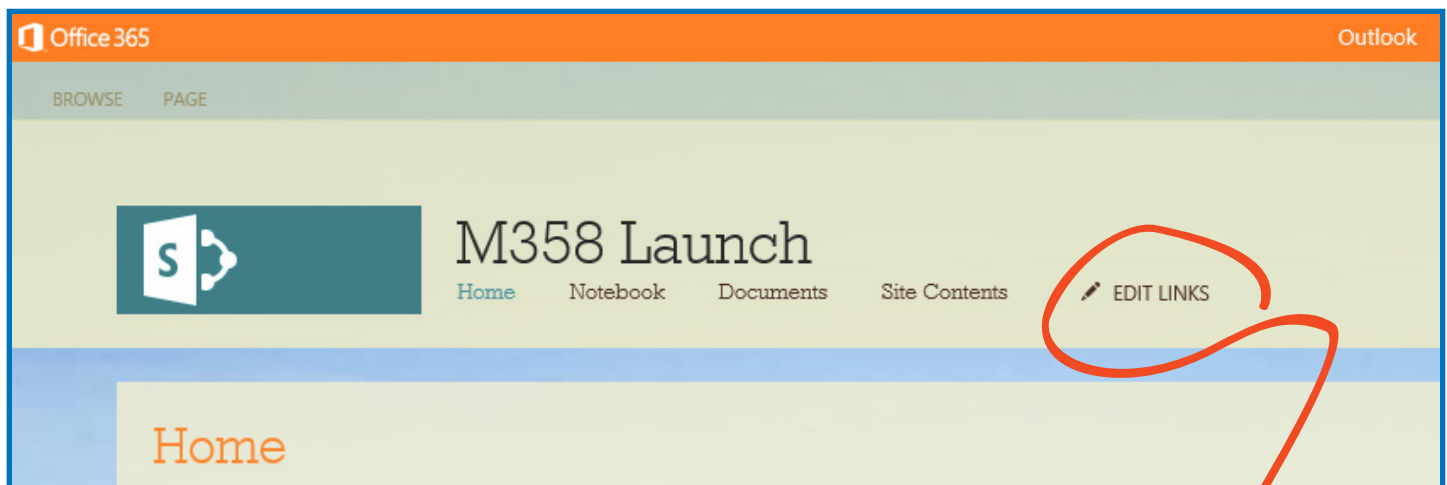
Try out different looks and themes, and preview any changes before making them final.



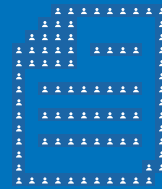
# Organize your links



Connect with other useful sites and resources directly from the navigation bar of your site.



# Share tasks, calendars, and email

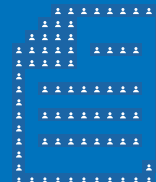


Add a site mailbox, a tasks list, and a timeline—now you can keep everyone on the same page by instantly sharing email, upcoming meetings, and milestones from one place.

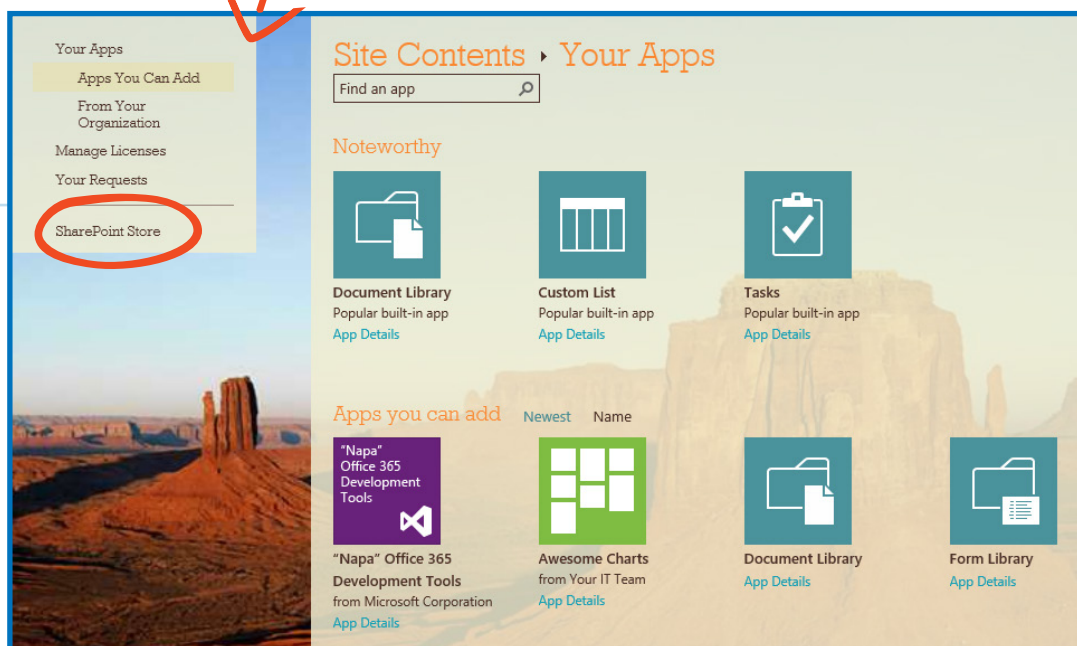
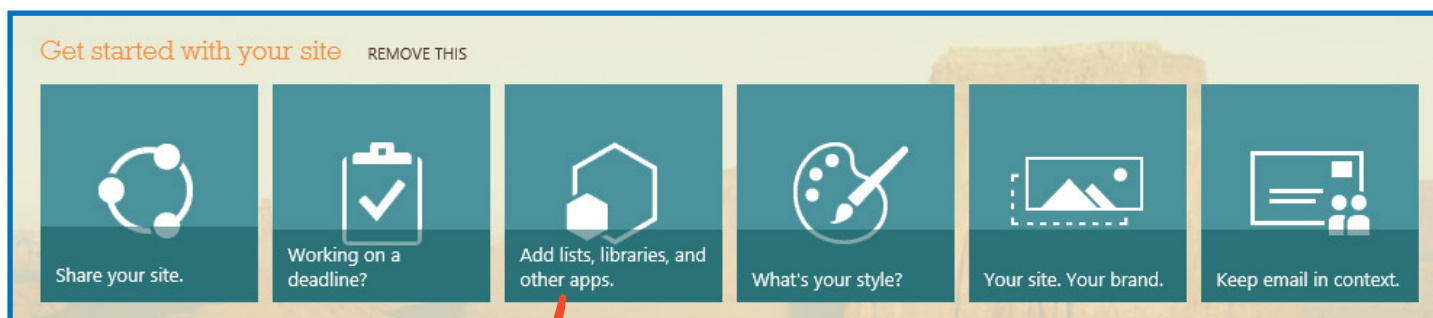
The screenshot displays the SharePoint 'Home' page for a site named 'M358 Launch'. The top navigation bar includes links for 'Outlook', 'Calendar', 'People', 'Yammer', and 'OneDrive'. Below this, a secondary navigation bar contains 'Home', 'Notebook', 'Documents', 'Tasks', 'Calendar', 'Mailbox', 'Site Contents', and 'EDIT LINKS'. The 'Mailbox' link is circled in red, with a red arrow pointing to it from the top right. The main content area features a 'Home' section with a 'Project Summary' card that says 'Get organized. Edit the task list.' This card is bracketed in red. Below the card is a timeline view showing months from May 2013 to July 2013, with a 'Today' marker. At the bottom of the page, there is a 'Get started with your site' section with a 'REMOVE THIS' link and a row of six teal tiles with various icons. A red arrow points from the 'Keep email in context.' tile in the top row of tiles to the 'Mailbox' link in the navigation bar.



# Discover more apps

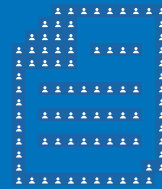


Customize your site with a whole world of apps managed by your IT department or publically available on the SharePoint Store.

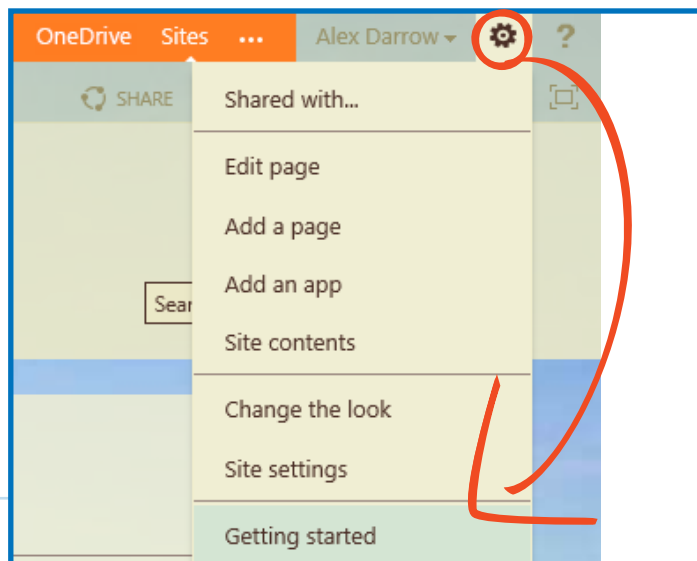
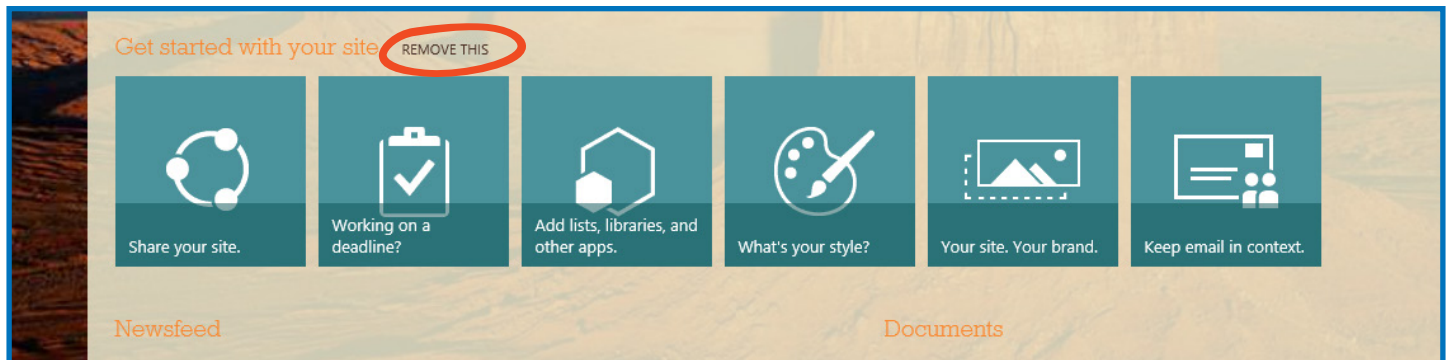




# Clean up your work

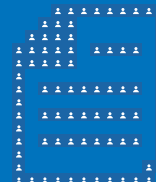


After customizing your site with the apps, logos, and other elements you want, simply hide the getting started tiles in one click.

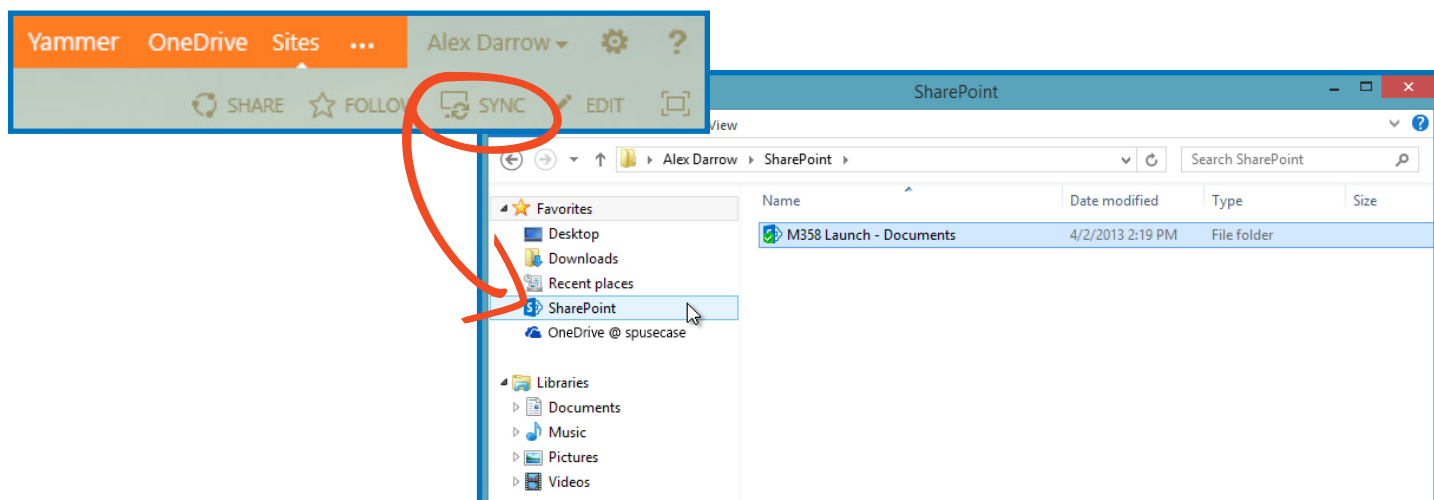


Bring them back whenever you need to.

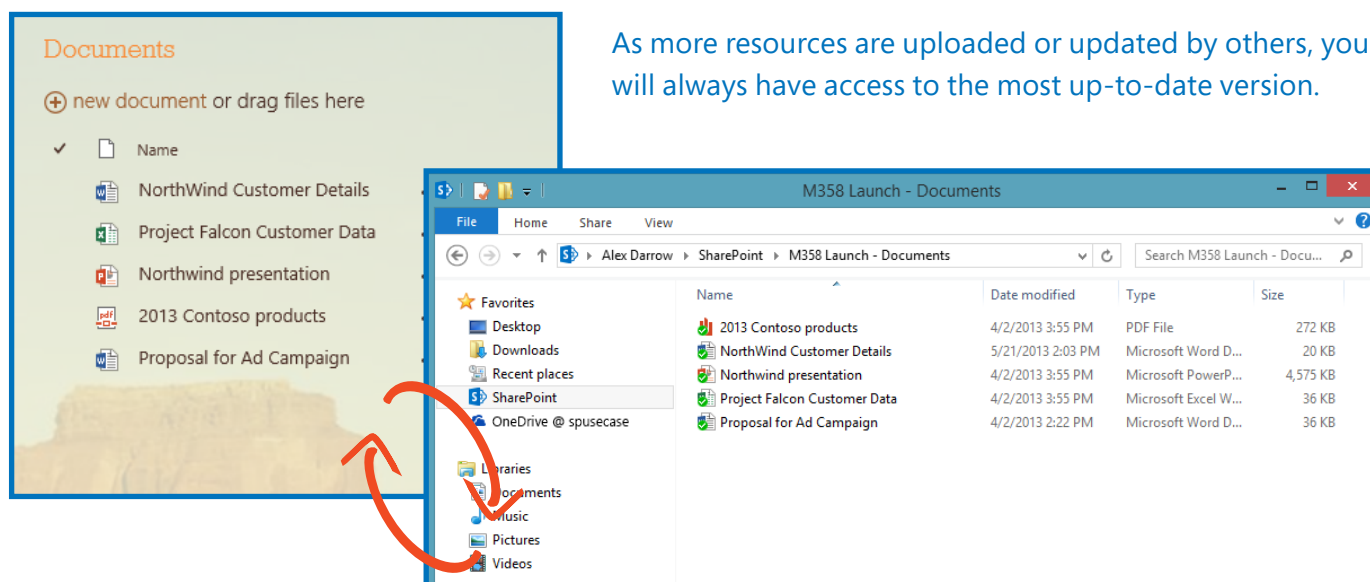
# Set up a sync



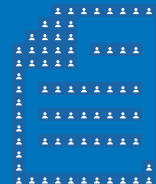
Start to load your site up with resources and set up a sync so that you can access files even when offline.



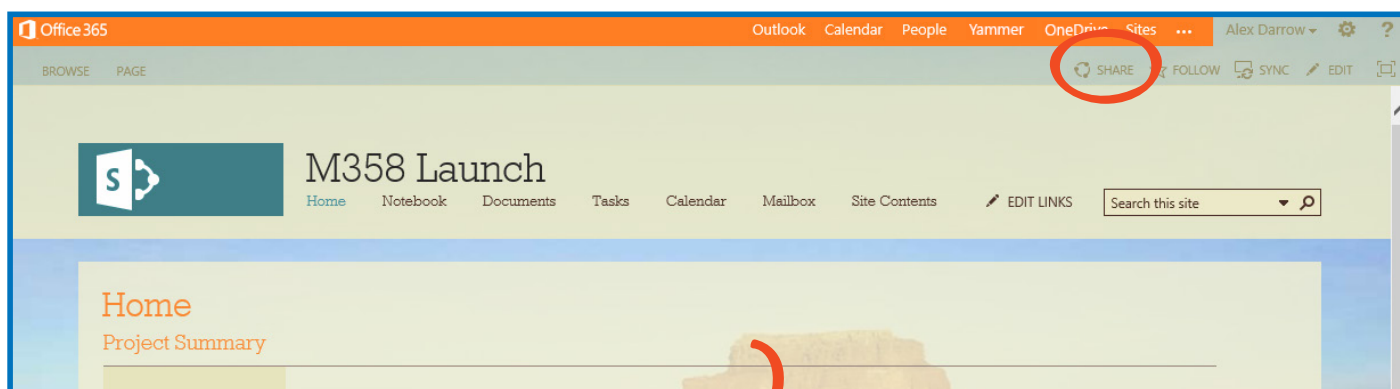
As more resources are uploaded or updated by others, you will always have access to the most up-to-date version.



# Share your site



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



Share 'M358 Launch'

Shared with ☐ Company Administrator

Invite people to 'Edit'

Garth Fort x Sara Davis x Zrinka Makovac x Allie Bellew x Bonnie Kearney x

Include a personal message with this invitation (Optional).

HIDE OPTIONS

☒ Send an email invitation

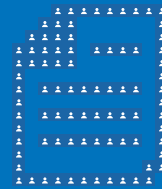
Select a group or permission level

M358 Launch Members [Edit]

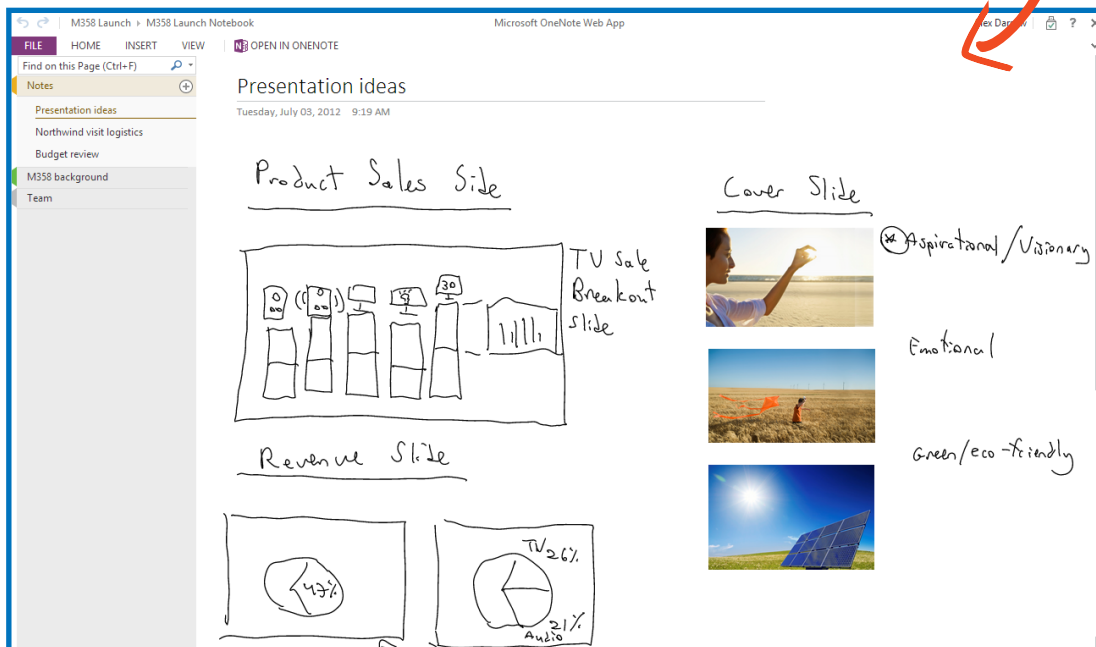
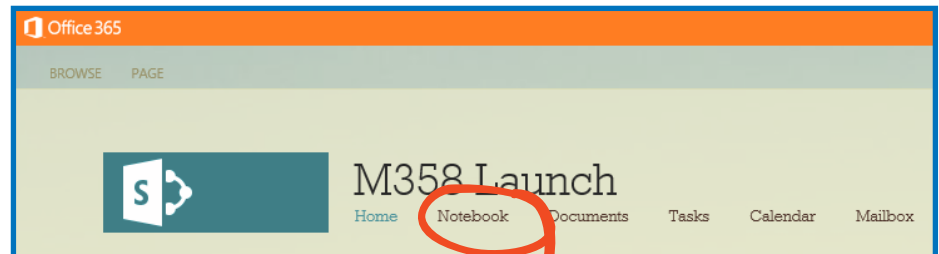
Share Cancel

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

# Take notes together in a single place

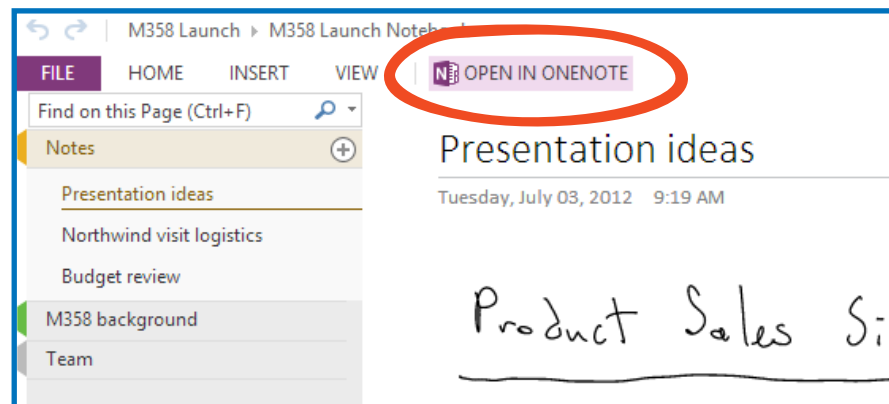


Access the shared notebook from any browser with OneNote Online.

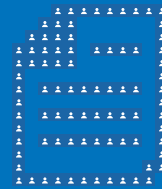


Organize ideas and take notes together at the same time.

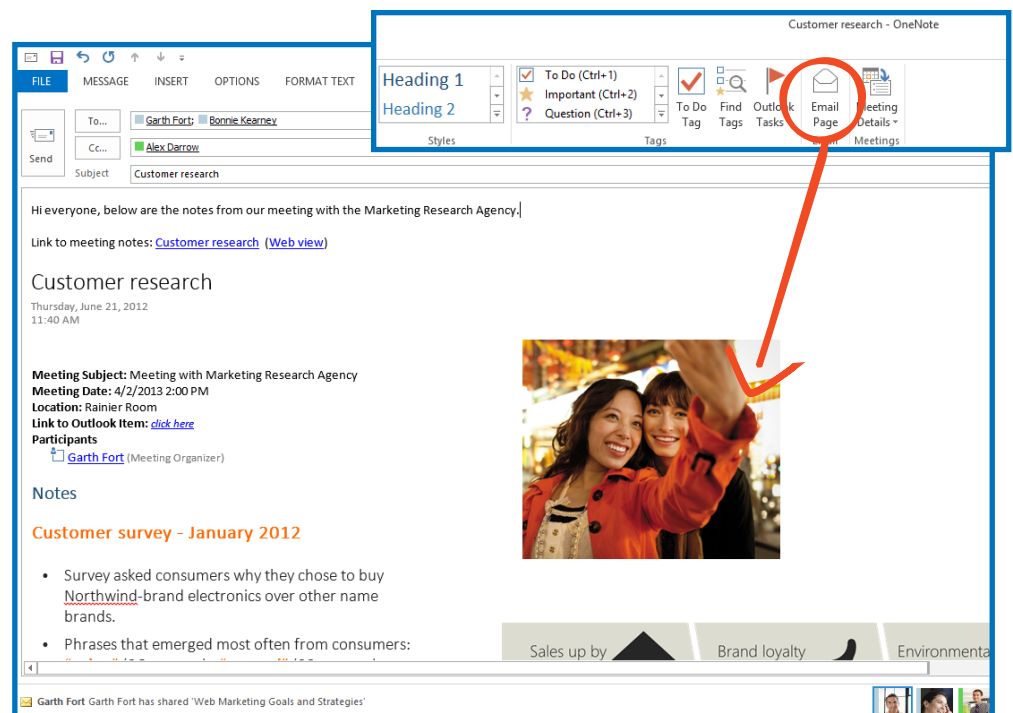
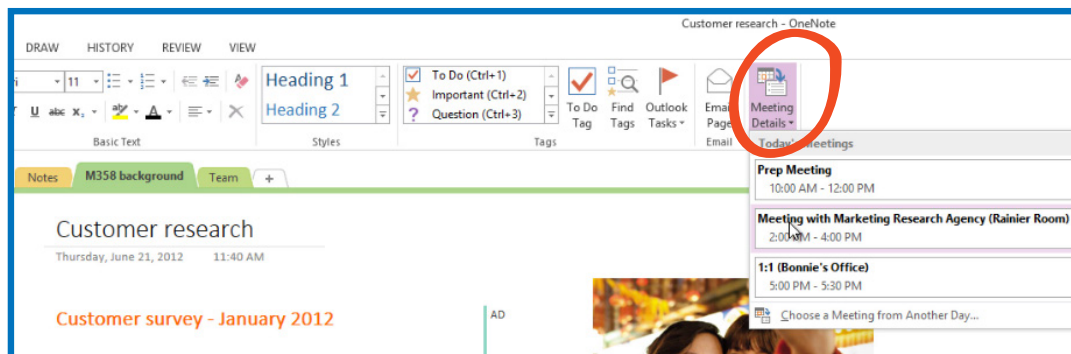
Sync your notebook locally in OneNote to work offline.



# Take notes together in a single place

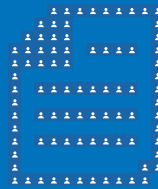


Quickly include meeting information from your Outlook calendar, and capture notes and action items together.

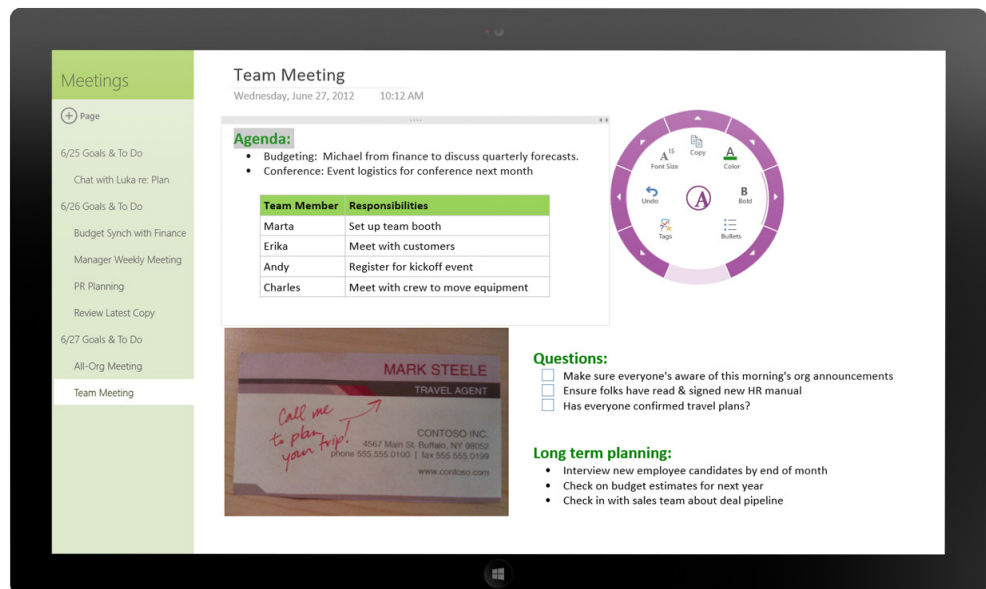
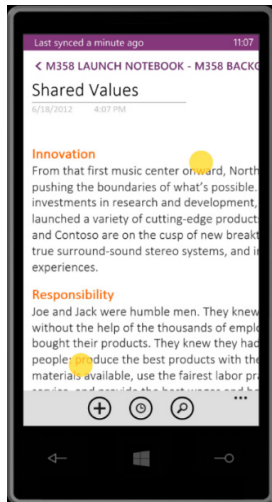


Once you're done, share your notes via email directly.

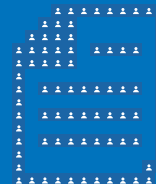
# Access your notes while on the go



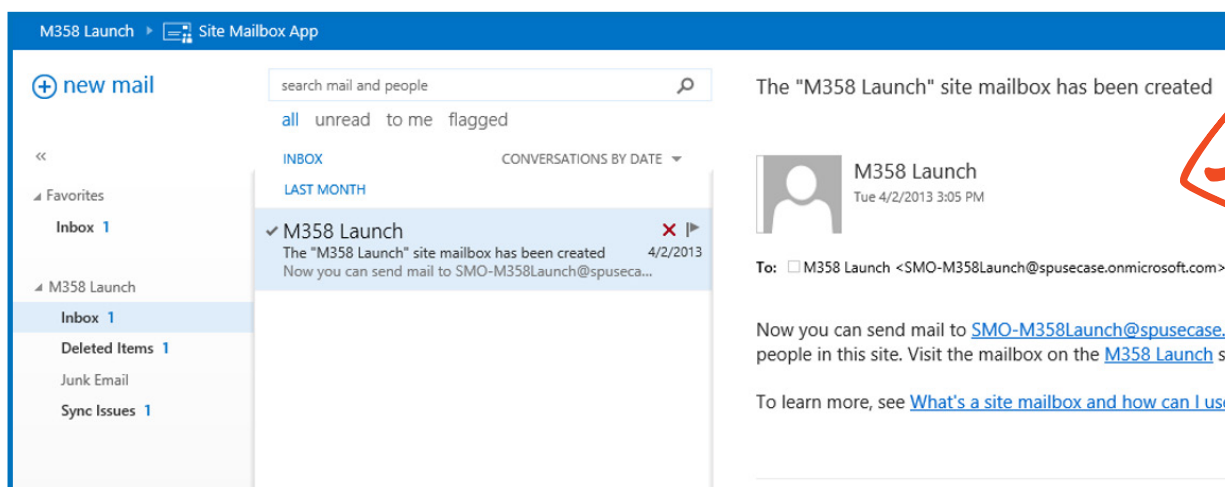
Interact with your notebook across all devices—update, sync, and share it from virtually anywhere.



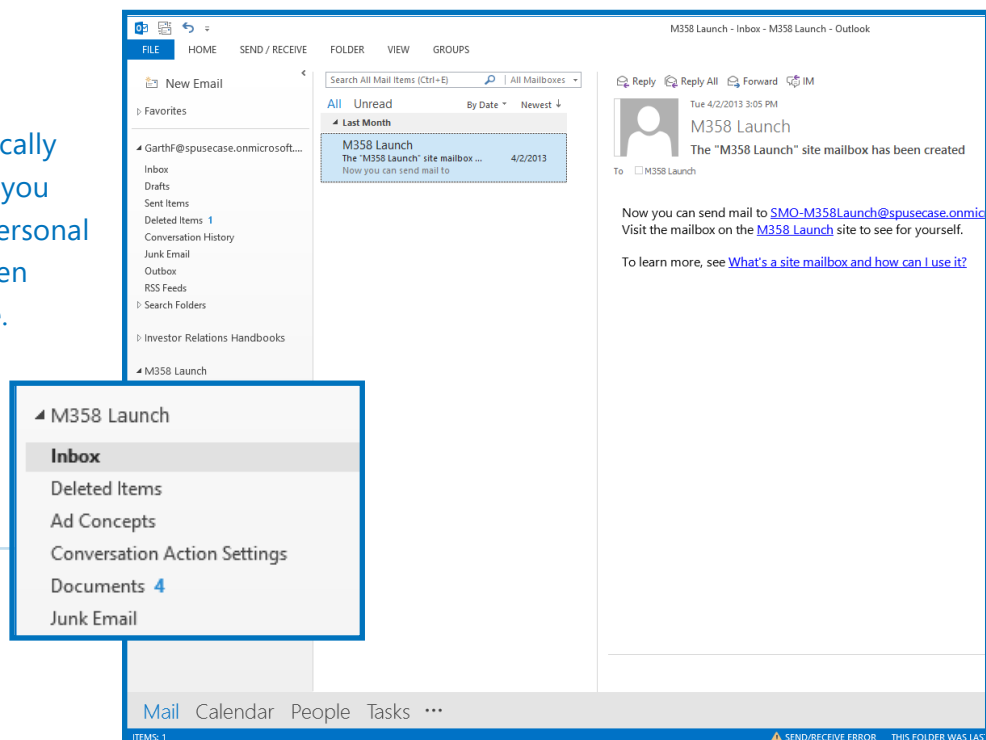
# Share email instantly with others



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

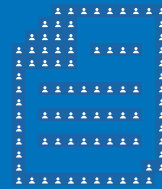


Your site mailbox automatically syncs with Outlook so that you can keep an eye on both personal and shared email, even when you're not on the team site.

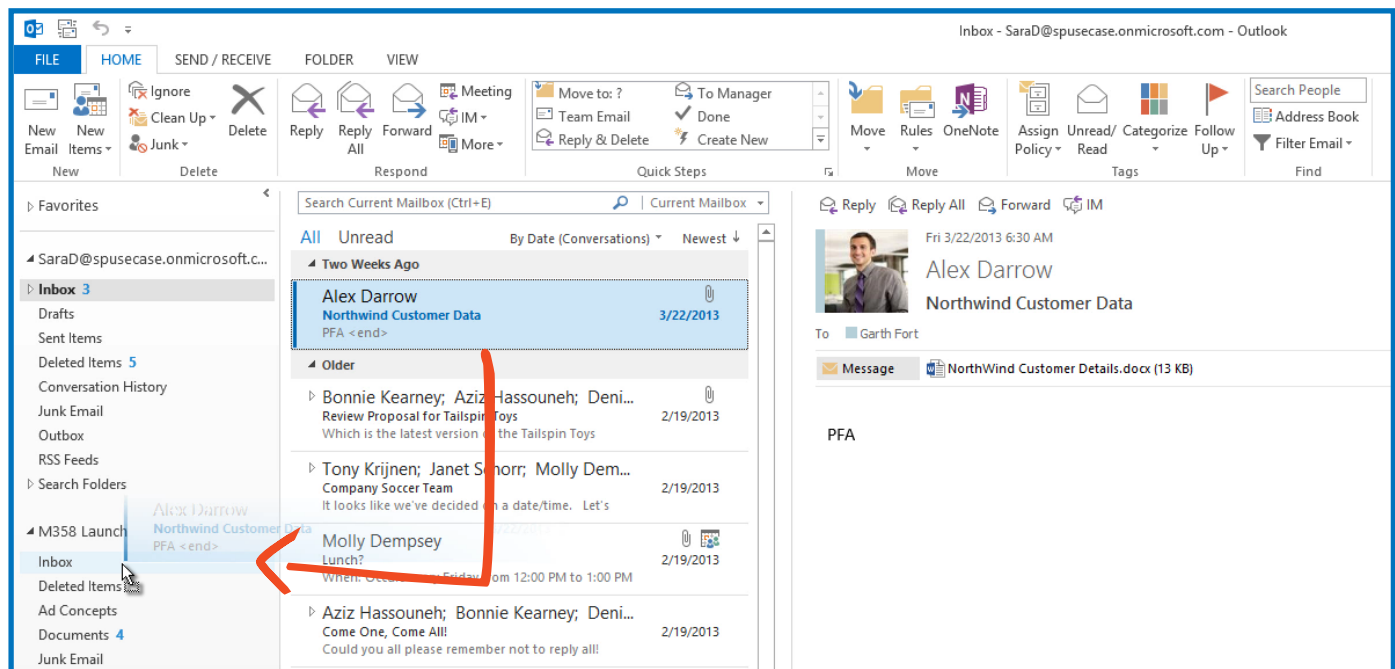




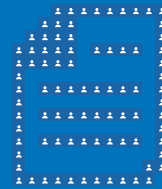
# Share email instantly with others



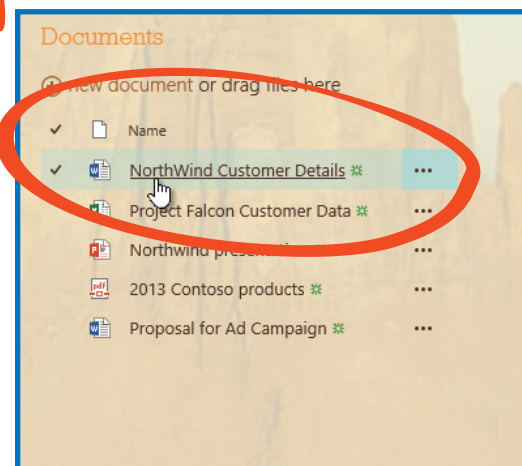
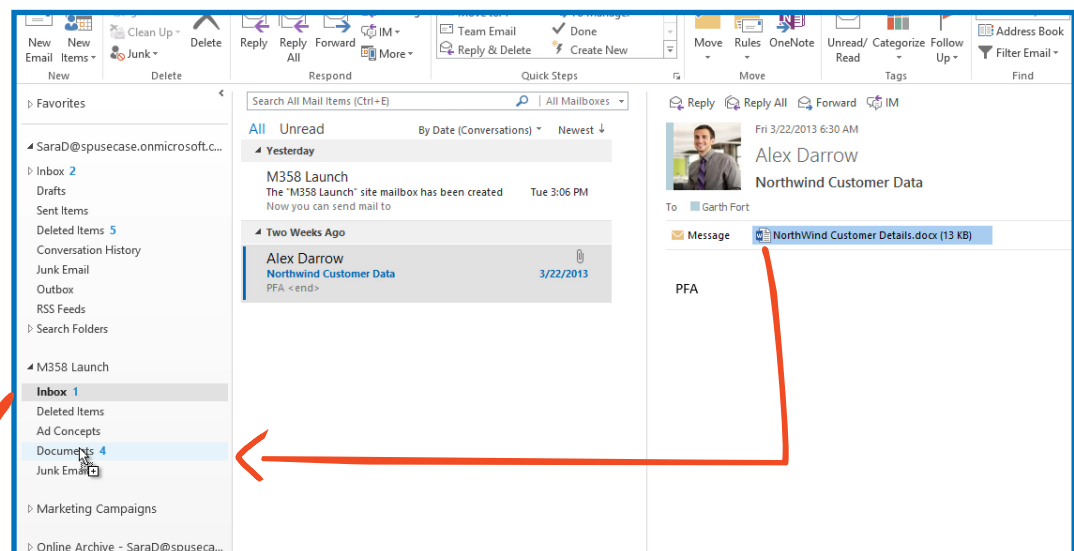
Then, simply drag and drop messages across mailboxes to share them instantly with your team.



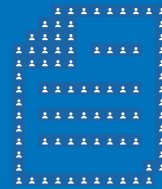
# Upload attachments to your site



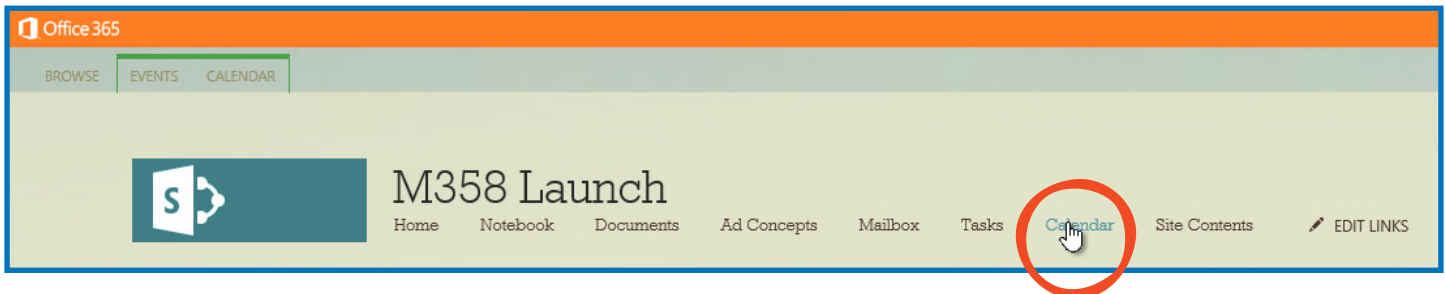
Similarly, drop attachments into the Documents folder in your site mailbox to automatically upload them to your site.



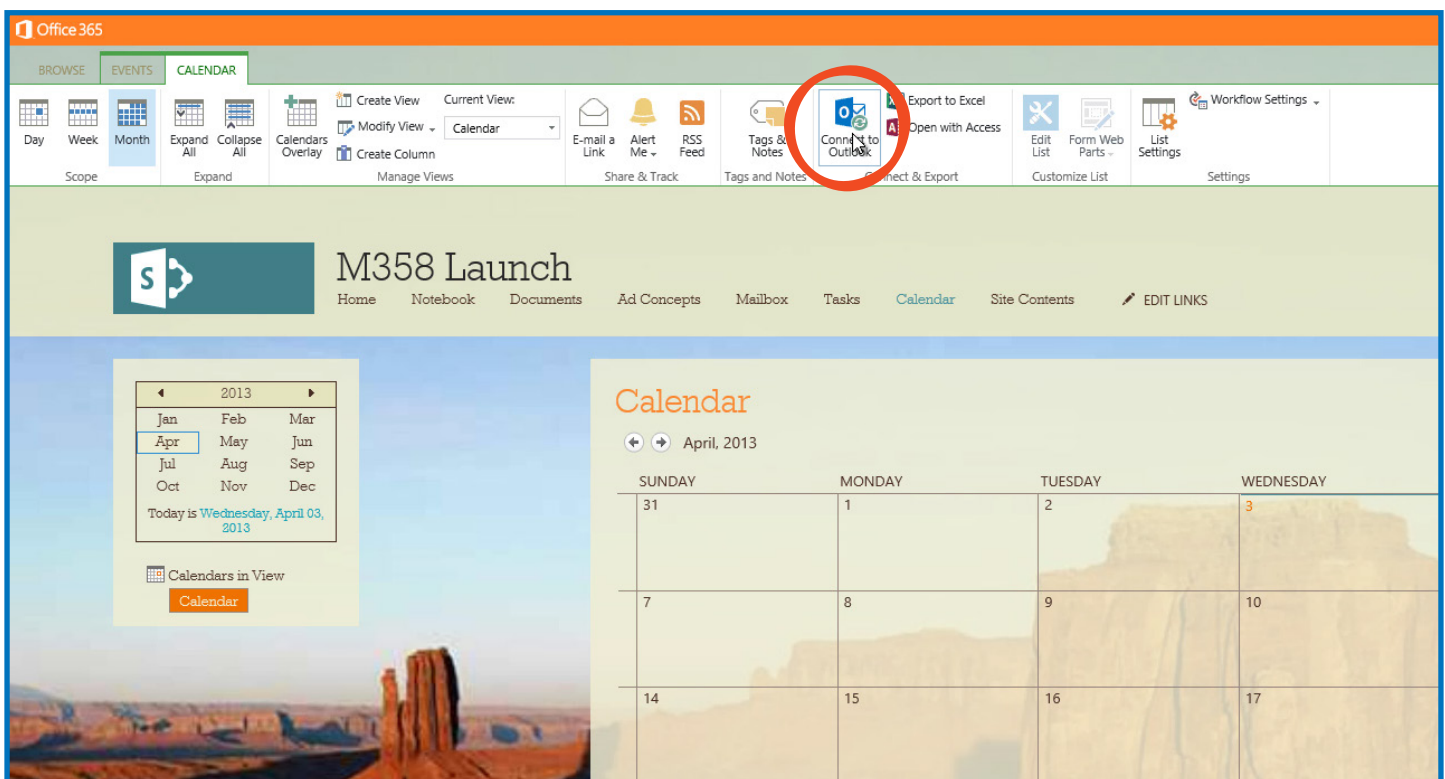
# Keep an eye on what's going on



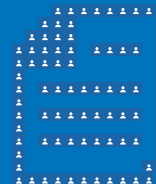
Use the shared calendar to help manage upcoming events, meetings, and travel plans across your team.



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>