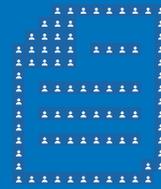
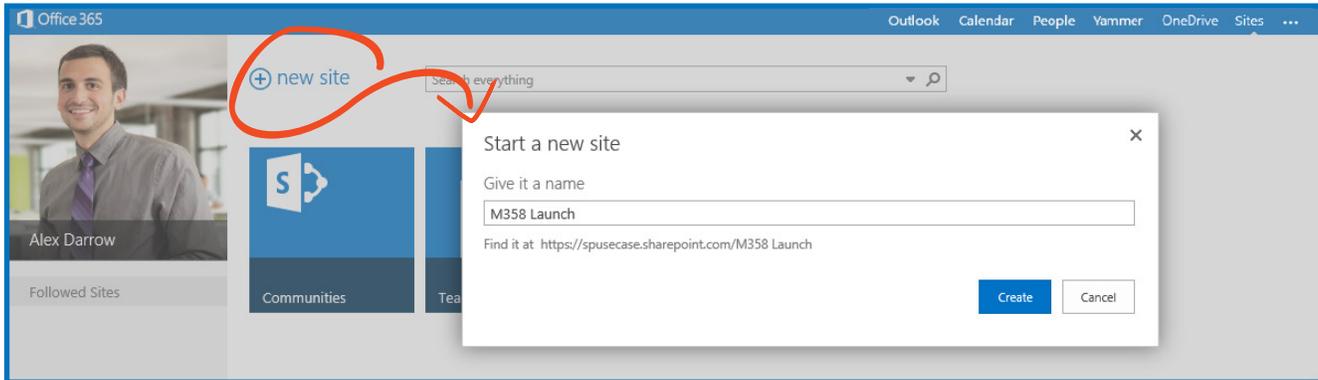


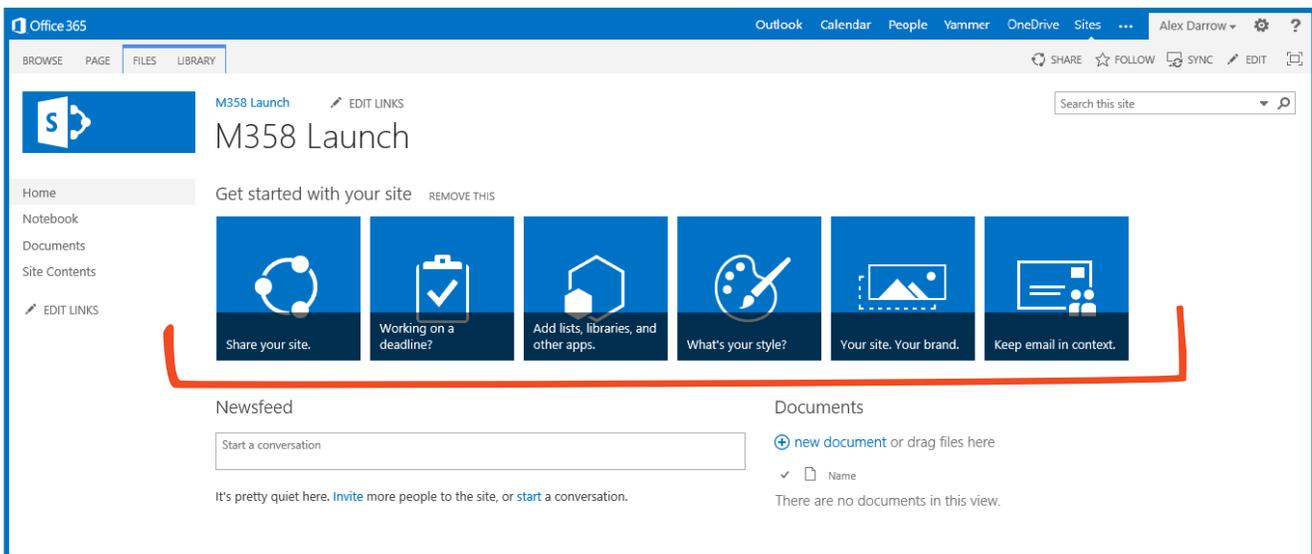
Build your site in a few clicks



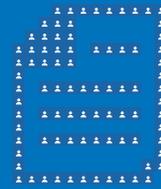
Creating a site is easy—just click new site and give your site a name.



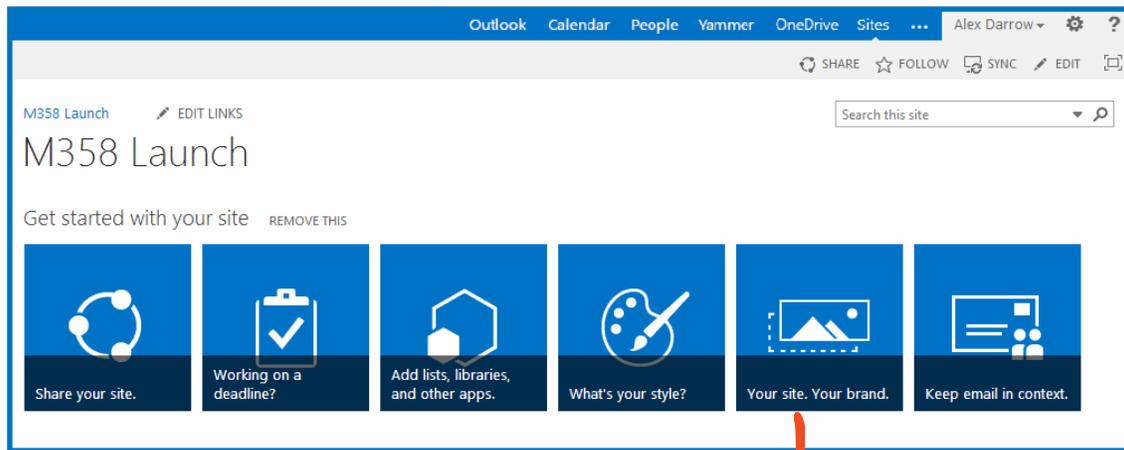
Each site comes with a shared notebook, a newsfeed, and a document library to share content in one place. The getting started tiles help you customize it even further.



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):

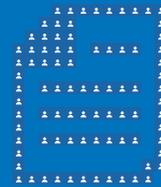
Web Site Address
Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember.
For example, `https://spusecase.sharepoint.com/sitename`

URL name:

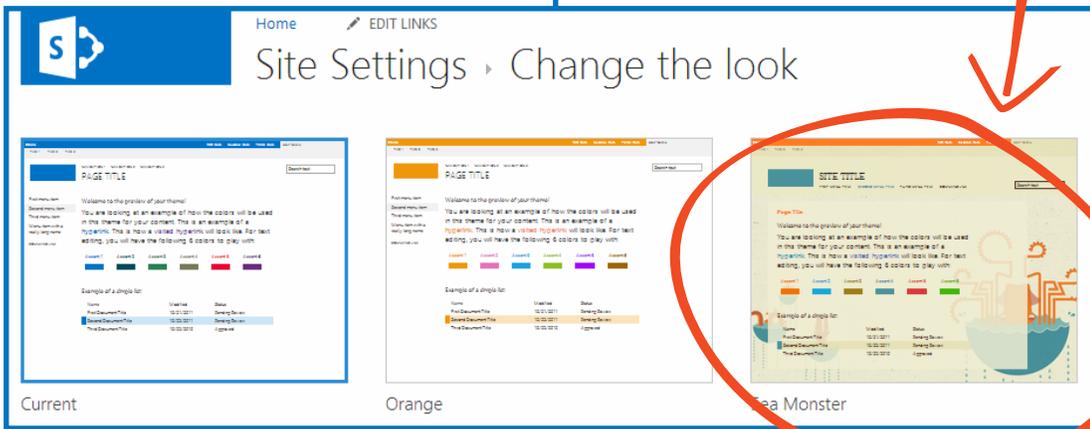
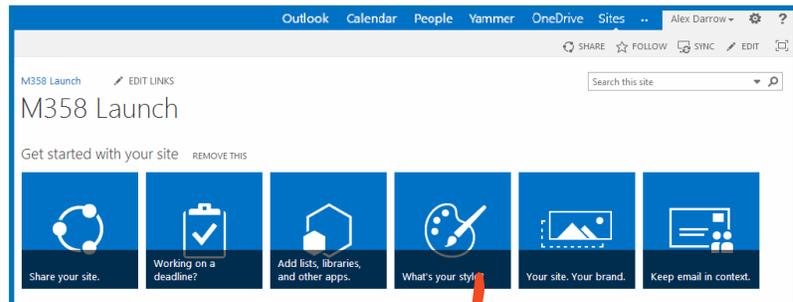
OK Cancel

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

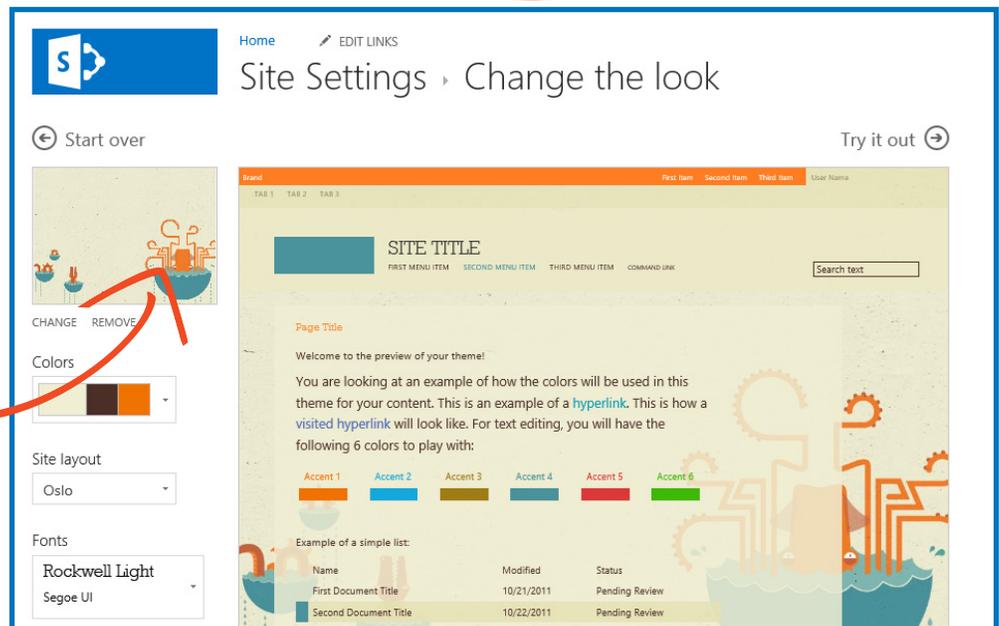
Change the style of your site



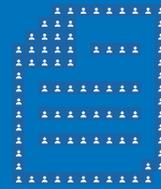
Personalize your site by choosing the look and feel that you want.



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.

Home EDIT LINKS

Site Settings > Change the look

Start over Try it out

Brand First Item Second Item Third Item User Name

TAB 1 TAB 2 TAB 3

SITE TITLE

FIRST MENU ITEM SECOND MENU ITEM THIRD MENU ITEM COMMAND LINK

Search text

CHANGE REMOVE

Colors

Site layout Oslo

Page Title

Welcome to the preview of your theme!

You are looking at an example of how the colors will be used in this theme for your content. This is an example of a [hyperlink](#). This is how a [visited hyperlink](#) will look like. For text editing, you will have the following 6 colors to play with:

Accent 1 Accent 2 Accent 3 Accent 4 Accent 5 Accent 6

This is a preview of your site in the new theme. Do you like what you see?

No, not quite there Yes, keep it

Office 365 Outlook Calendar People Yammer OneDrive Sites Admin Fabrice Canal

BROWSE PAGE SHARE FOLLOW SYNC EDIT

M358 Launch Home Notebook Documents Site Contents EDIT LINKS

Search this site

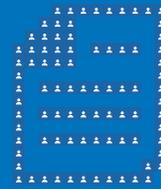
Home

Get started with your site REMOVE THIS

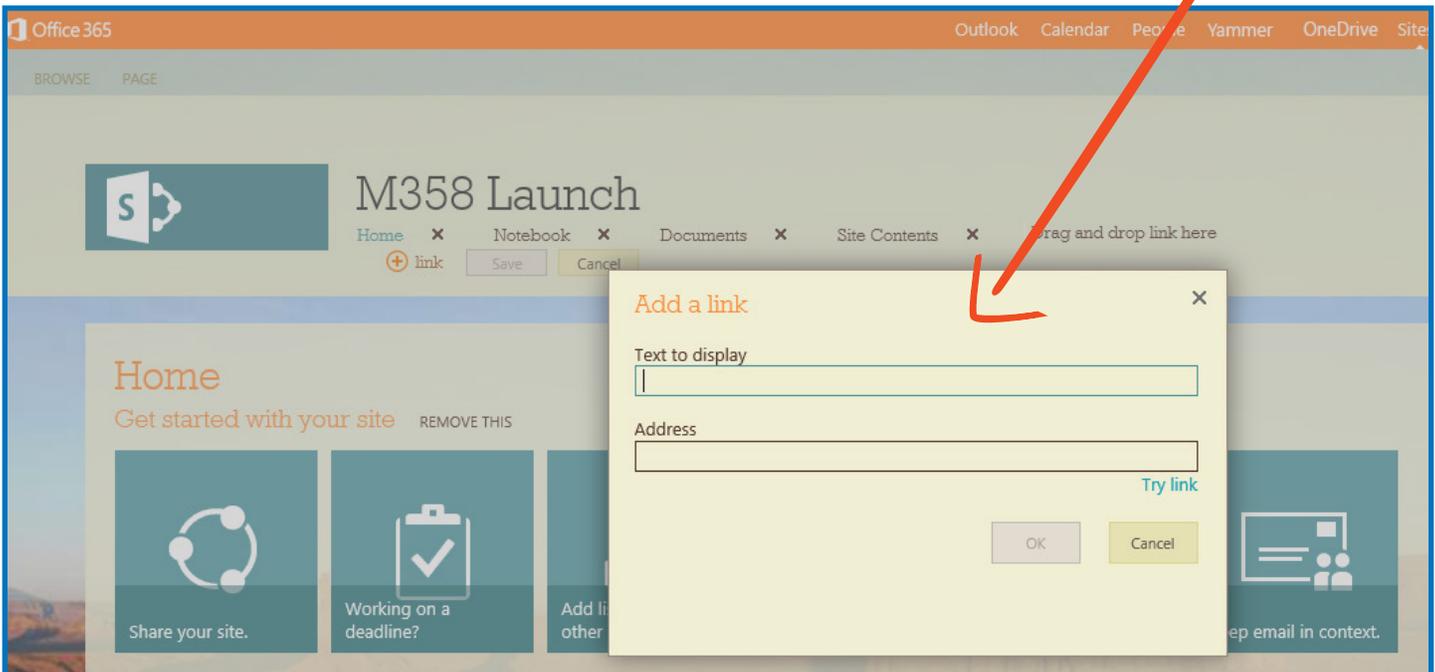
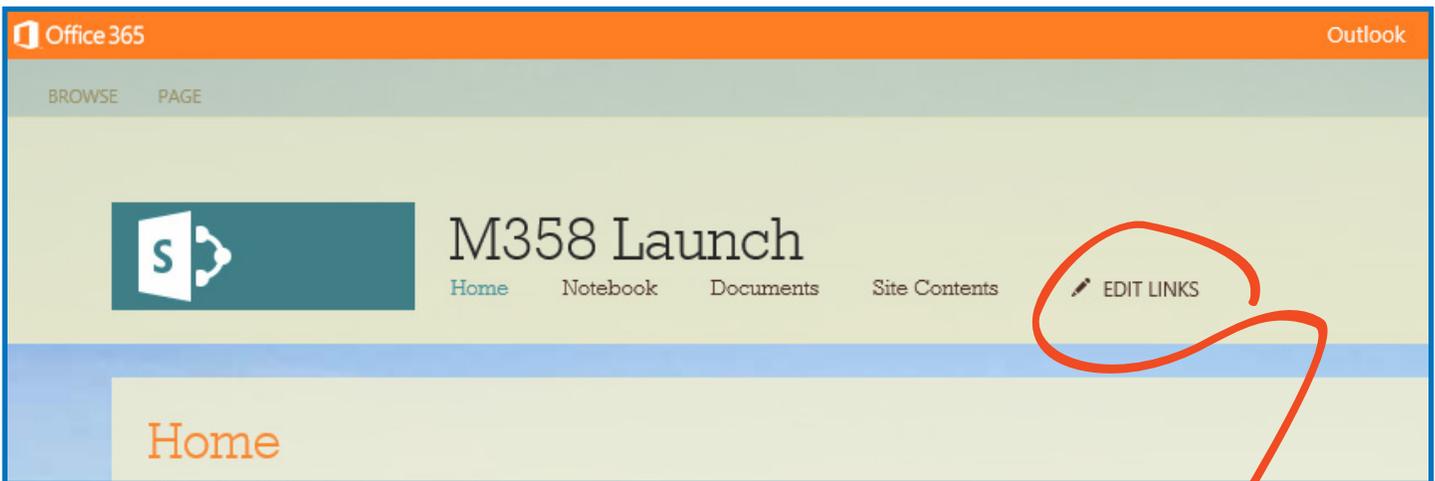
Share your site. Working on a deadline? Add lists, libraries, and other apps. What's your style? Your site. Your brand. Keep email in context.

Newsfeed Documents

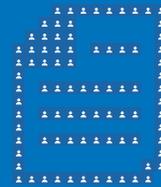
Organize your links



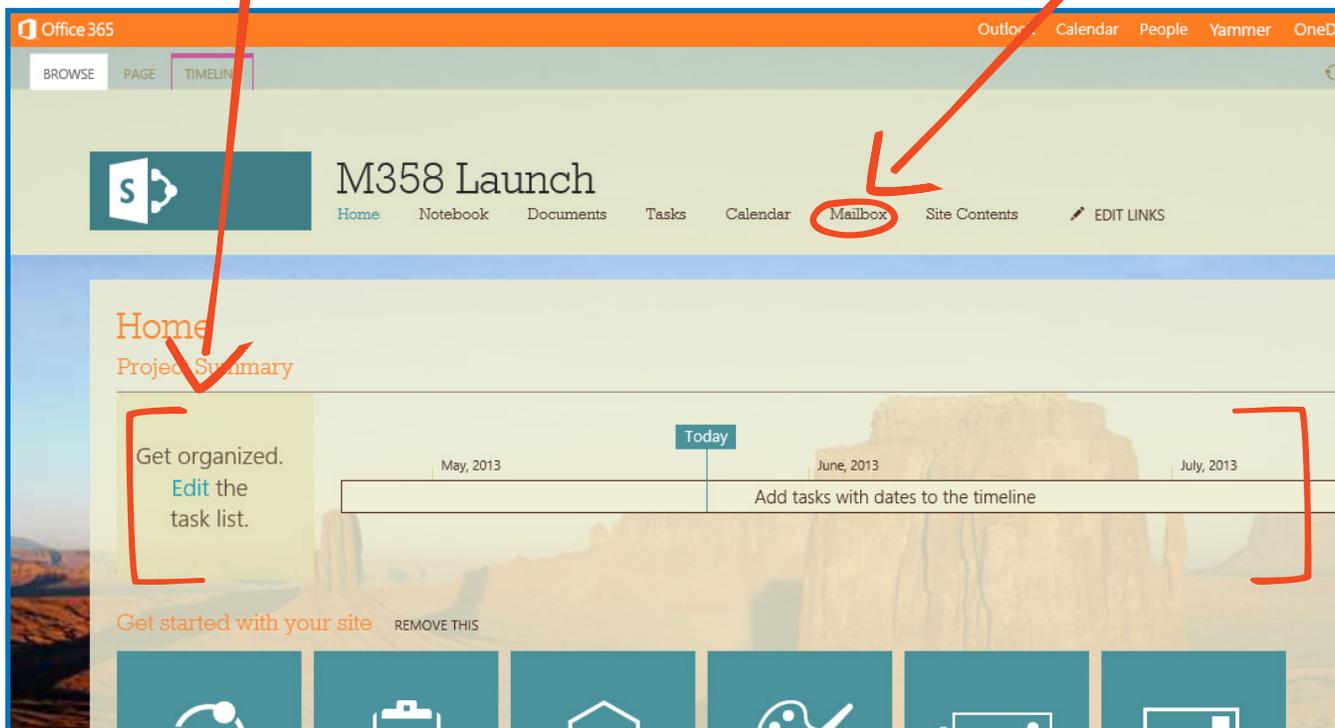
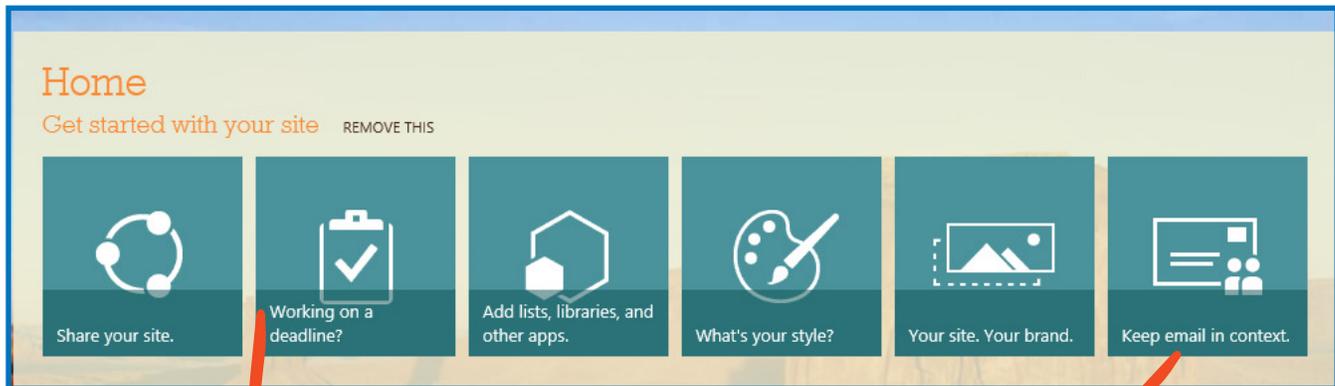
Connect with other useful sites and resources directly from the navigation bar of your site.



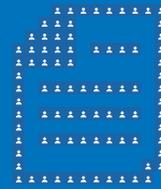
Share tasks, calendars, and email



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.

Get started with your site REMOVE THIS

- Share your site.
- Working on a deadline?
- Add lists, libraries, and other apps.
- What's your style?
- Your site. Your brand.
- Keep email in context.

Your Apps

- Apps You Can Add
- From Your Organization
- Manage Licenses
- Your Requests
- SharePoint Store**

Site Contents ▸ Your Apps

Find an app

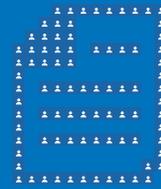
Noteworthy

- Document Library**
Popular built-in app
[App Details](#)
- Custom List**
Popular built-in app
[App Details](#)
- Tasks**
Popular built-in app
[App Details](#)

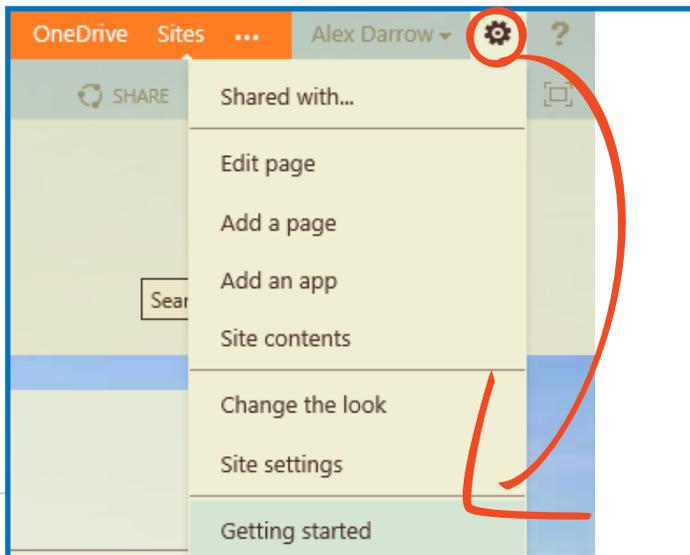
Apps you can add Newest Name

- "Napa" Office 365 Development Tools**
from Microsoft Corporation
[App Details](#)
- Awesome Charts**
from Your IT Team
[App Details](#)
- Document Library**
[App Details](#)
- Form Library**
[App Details](#)

Clean up your work

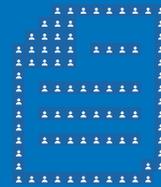


After customizing your site with the apps, logos, and other elements you want, simply hide the getting started tiles in one click.

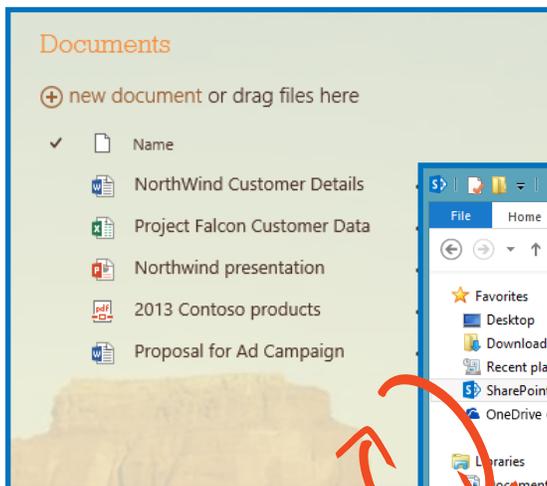
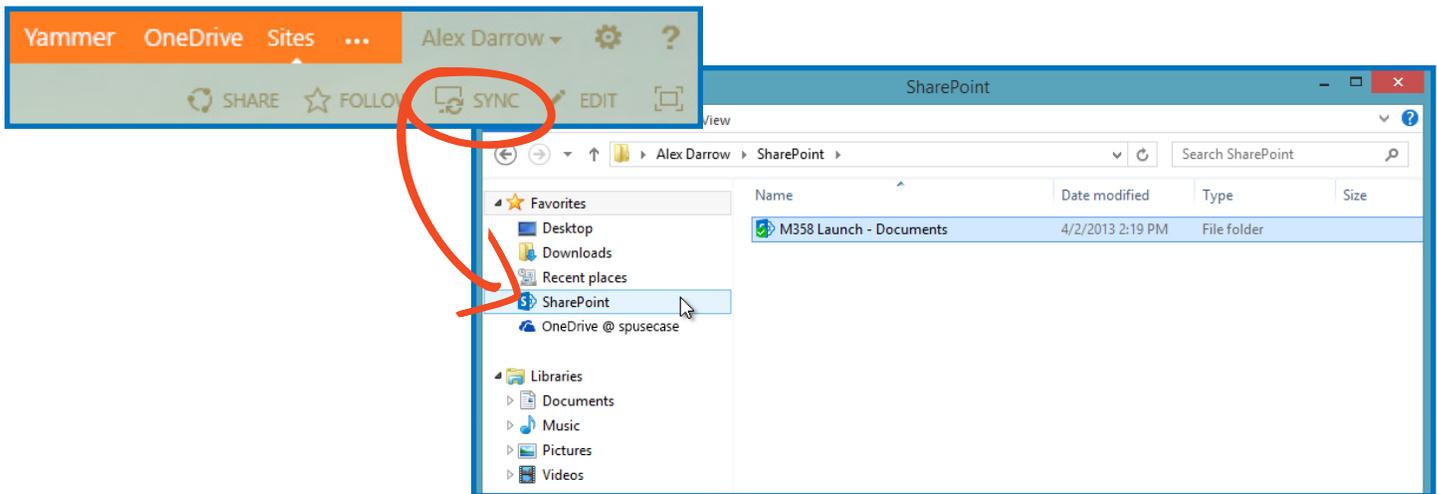


Bring them back whenever you need to.

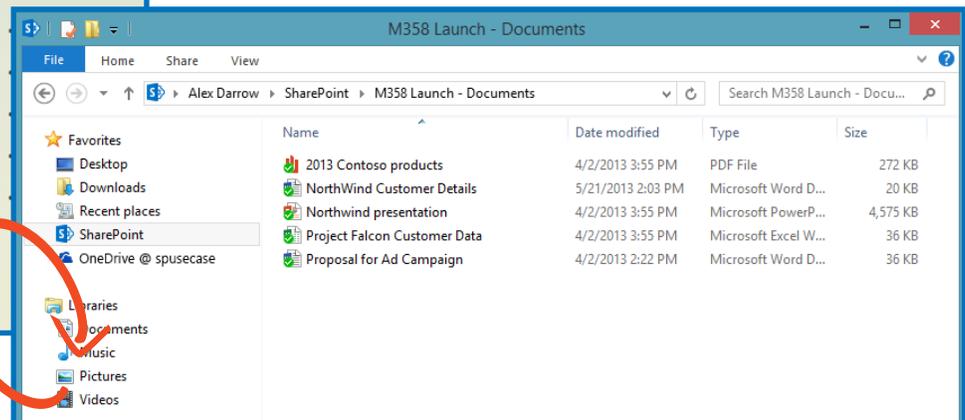
Set up a sync



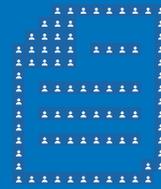
Start to load your site up with resources and set up a sync so that you can access files even when offline.



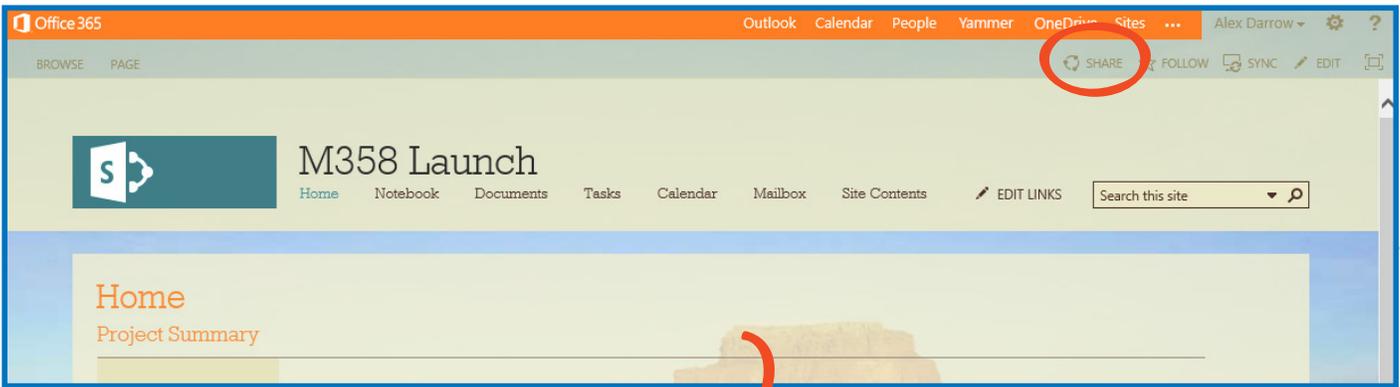
As more resources are uploaded or updated by others, you will always have access to the most up-to-date version.



Share your site

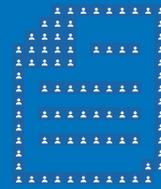


With Office 365, you can invite anyone to your site—whether they're colleagues, partners, or customers.

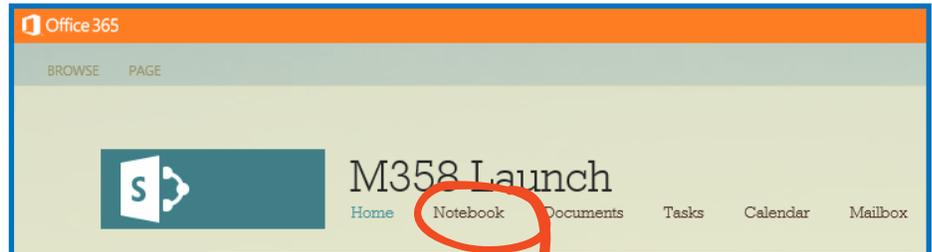


Choose who you want to share your site with by setting permissions.

Take notes together in a single place

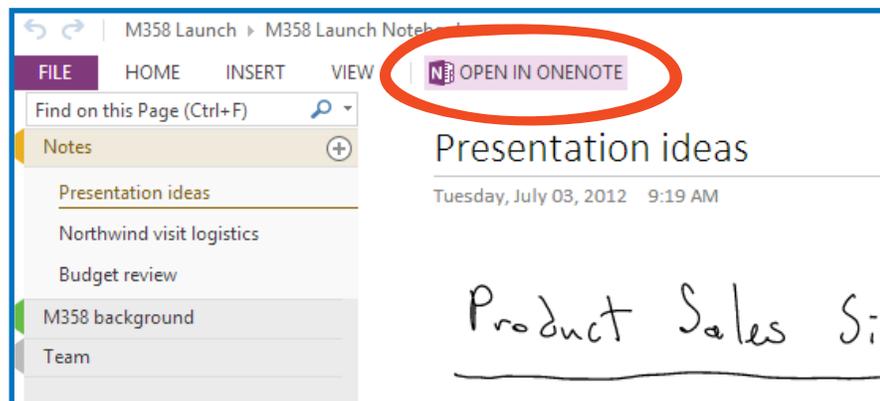


Access the shared notebook from any browser with OneNote Online.

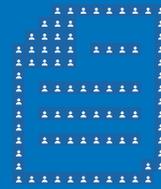


Organize ideas and take notes together at the same time.

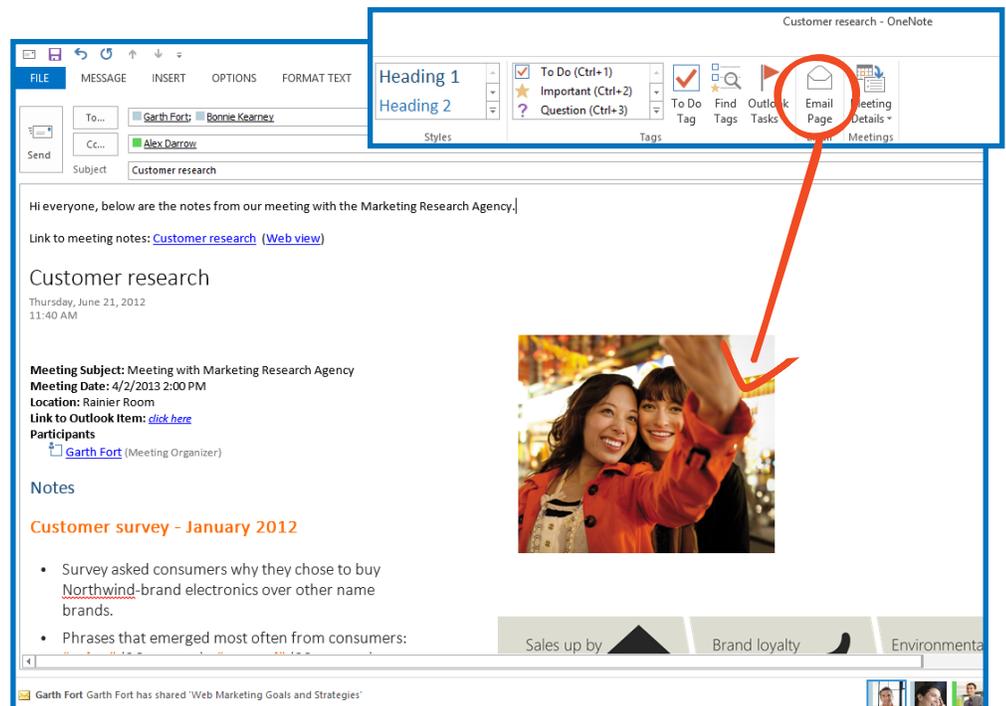
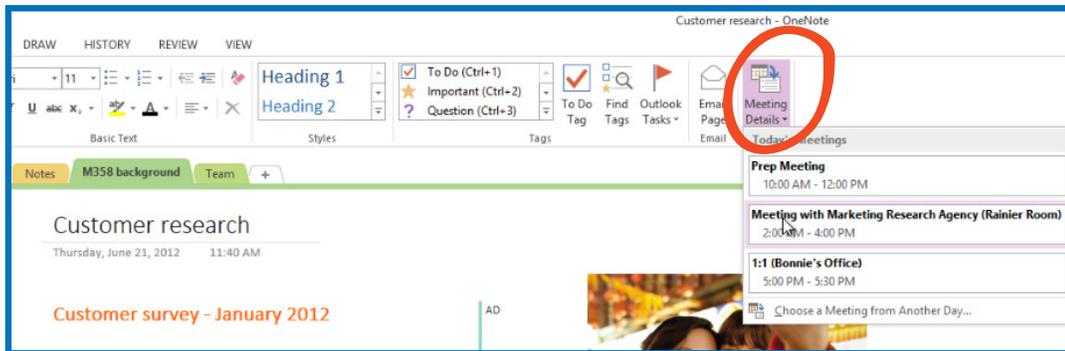
Sync your notebook locally in OneNote to work offline.



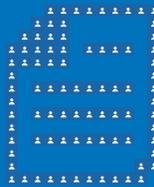
Take notes together in a single place



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

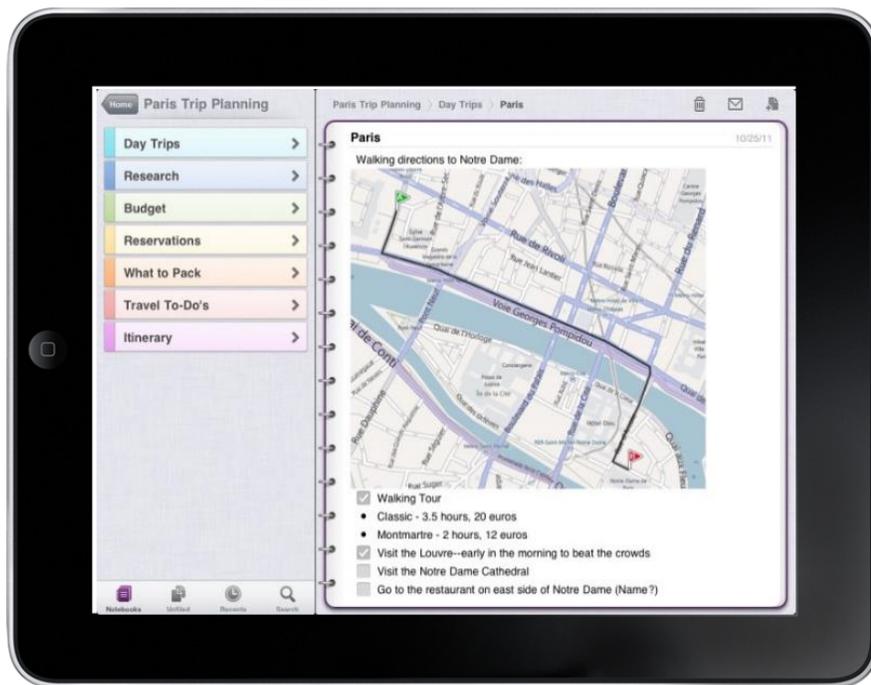
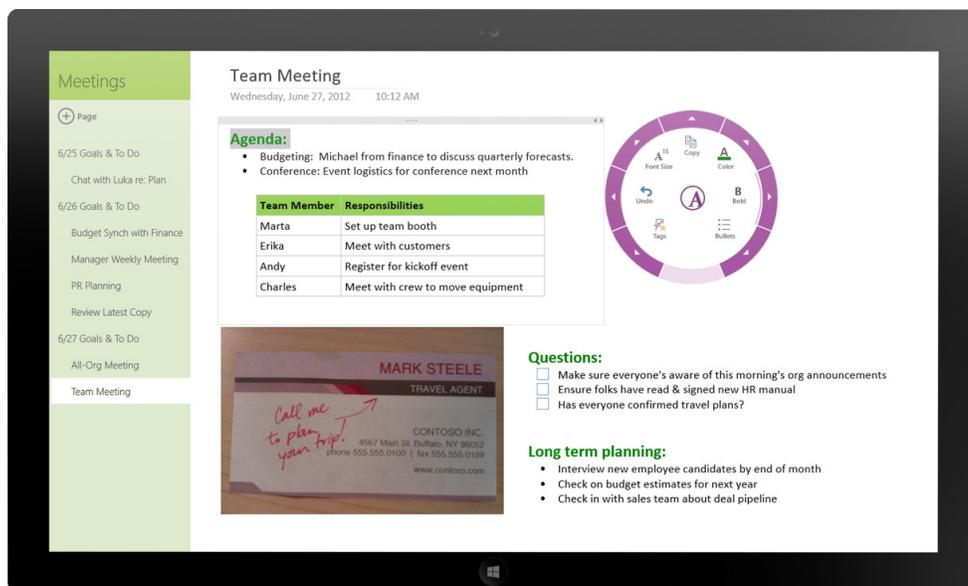
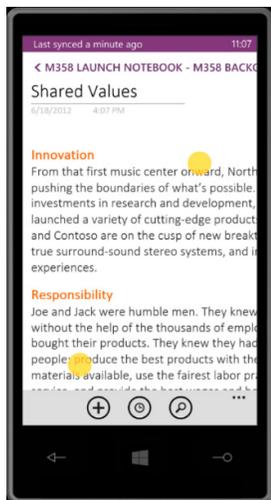


Once you're done, share your notes via email directly.

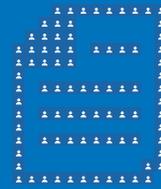


Access your notes while on the go

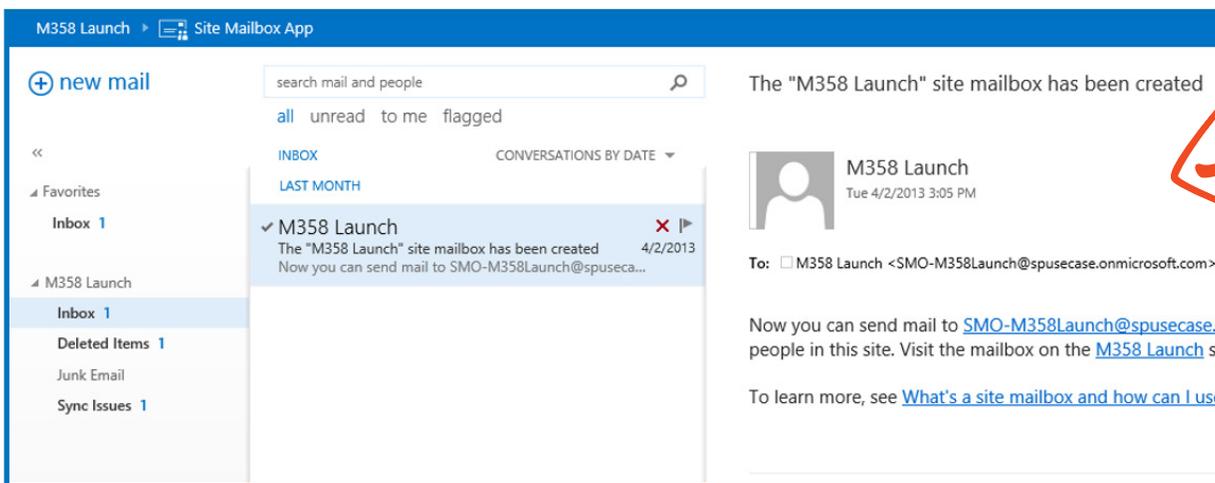
Interact with your notebook across all devices—update, sync, and share it from virtually anywhere.



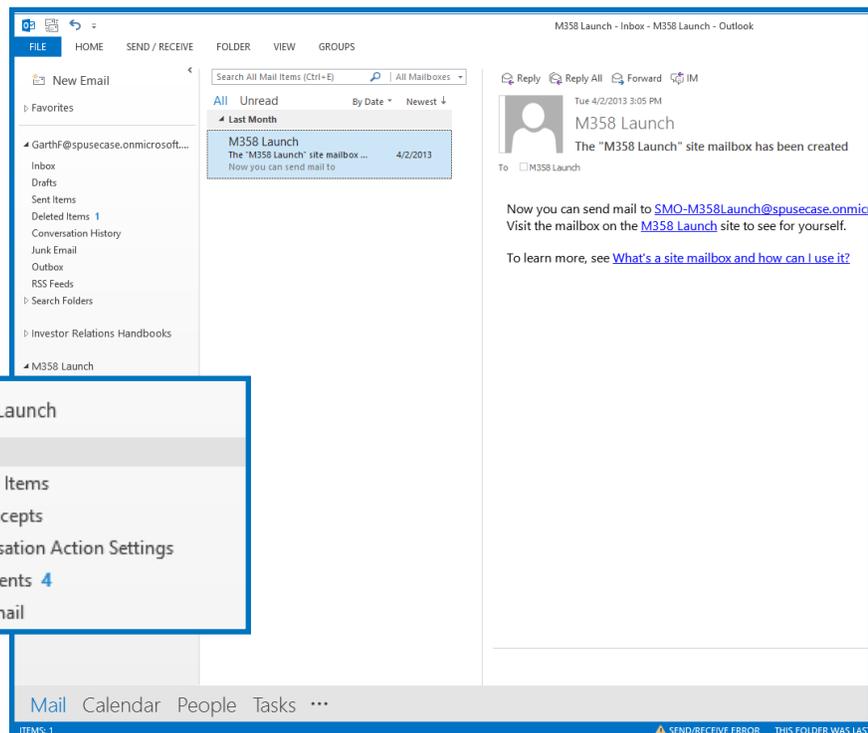
Share email instantly with others



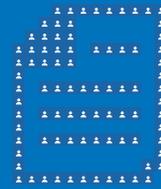
Access the site mailbox directly from your site using the Outlook Web App.



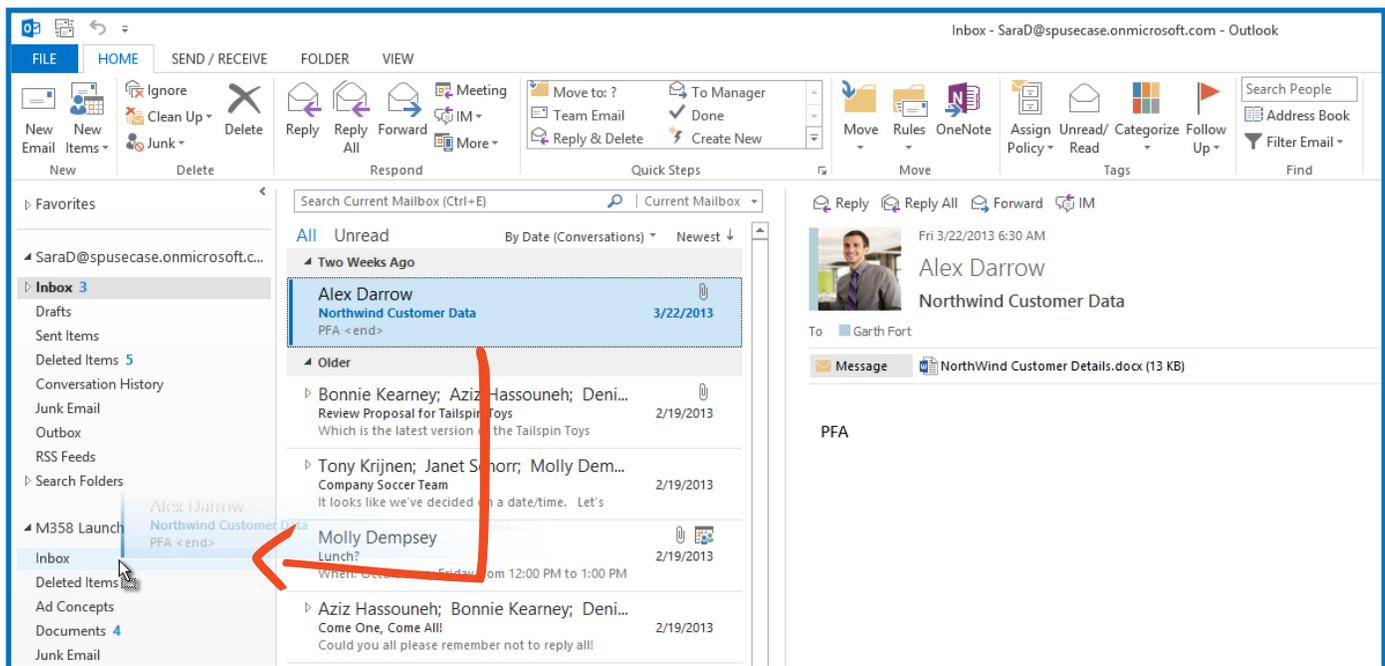
Your site mailbox automatically syncs with Outlook so that you can keep an eye on both personal and shared email, even when you're not on the team site.



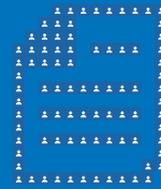
Share email instantly with others



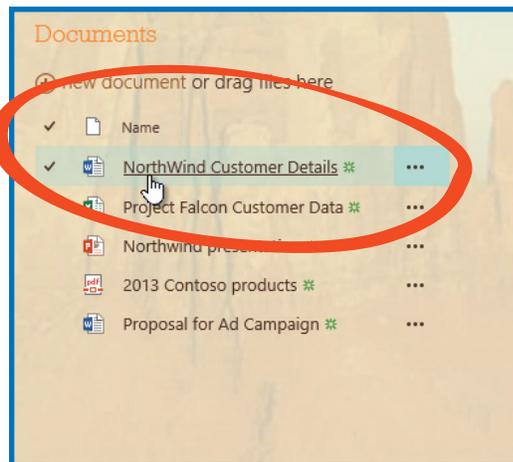
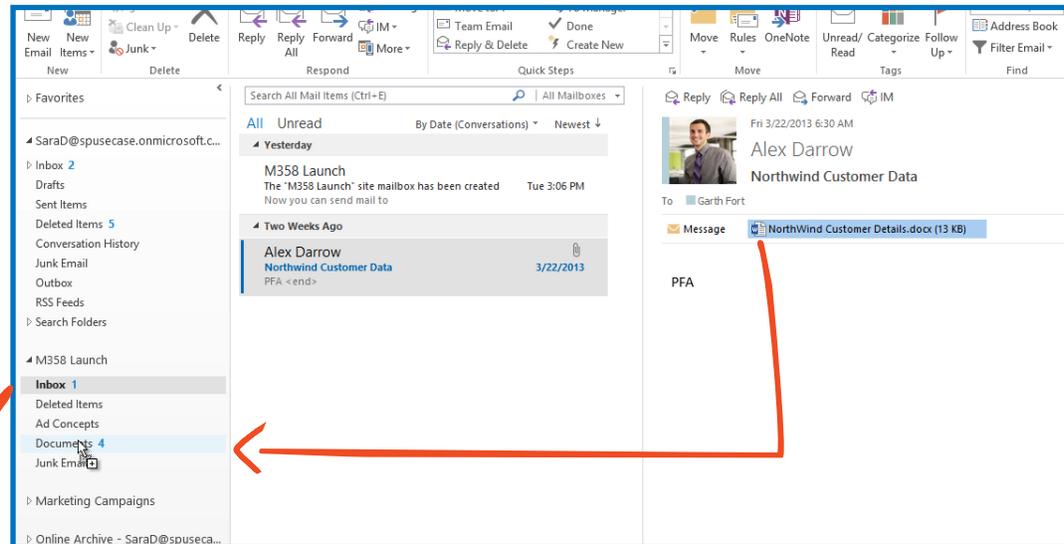
Then, simply drag and drop messages across mailboxes to share them instantly with your team.



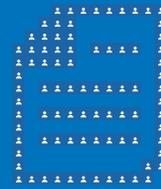
Upload attachments to your site



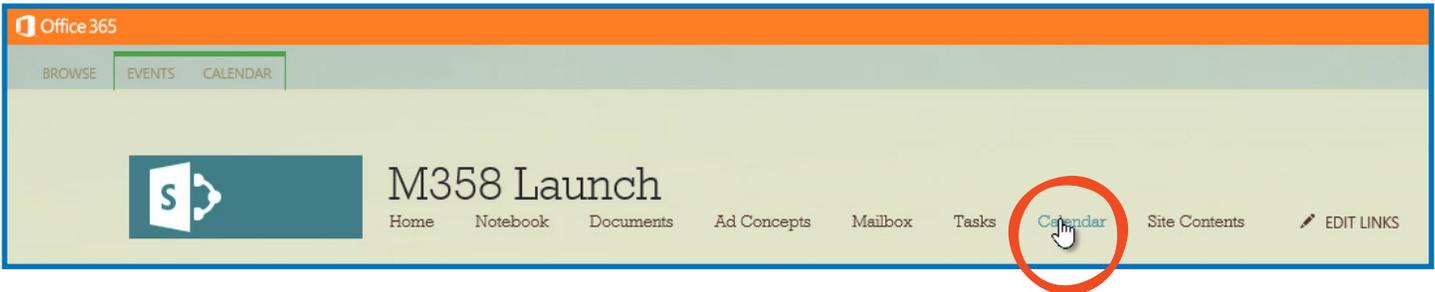
Similarly, drop attachments into the Documents folder in your site mailbox to automatically upload them to your site.



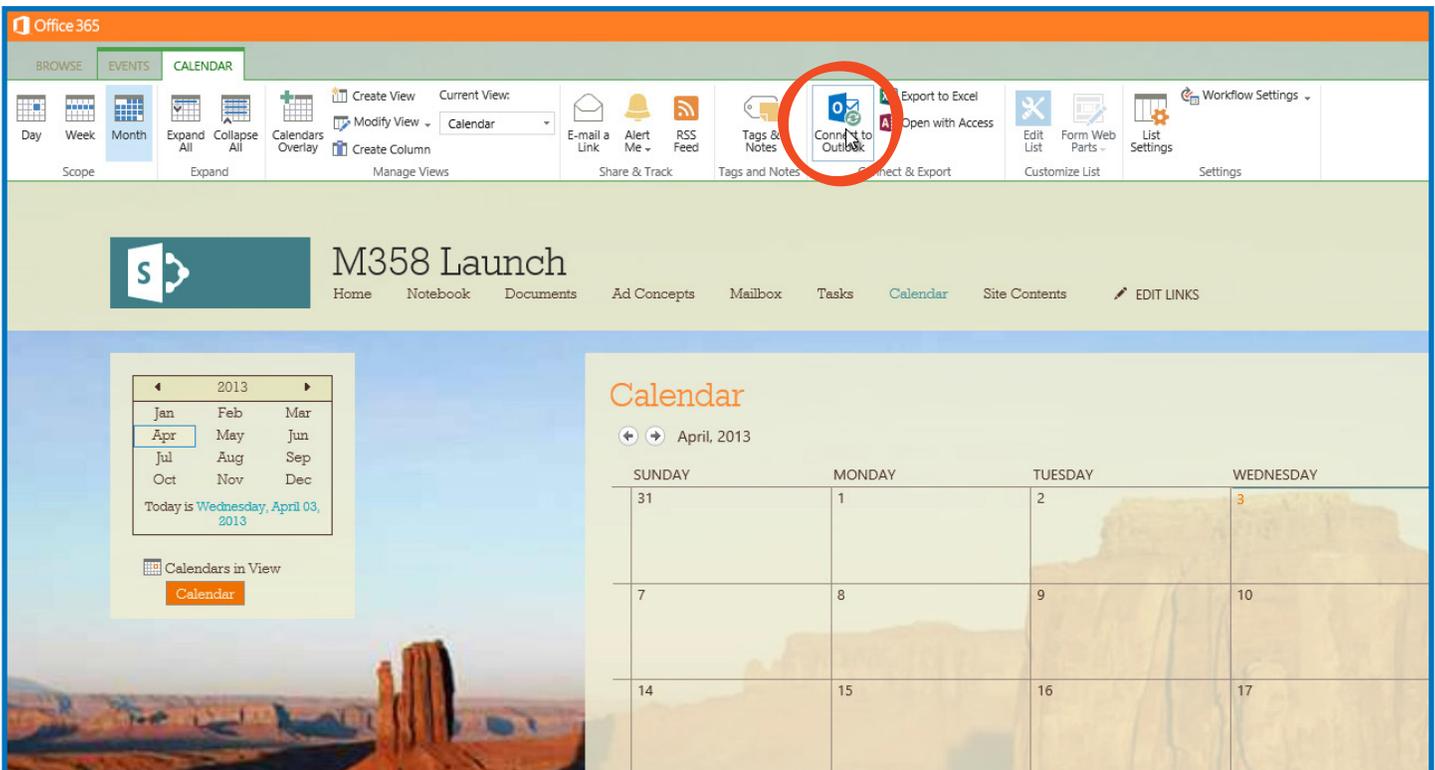
Keep an eye on what's going on



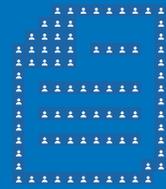
Use the shared calendar to help manage upcoming events, meetings, and travel plans across your team.



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>