



Sites—Basic

SharePoint sites are websites that contain different web parts, such as a document library, calendar, list, etc. SharePoint sites can have more than one page to display content to users.

Create a site

1. Click the App Launcher icon.
2. From the App Launcher drop-down, select SharePoint.
3. In the SharePoint area, select Create Site.
4. In the Team Site Name field, enter the appropriate name.
5. To change the group email name, click the Edit icon.
6. The Team Site Address area, lets users know the available URL for the site.
7. From the Privacy Settings drop-down, select the appropriate setting.
8. In the Team Site Description field, type the appropriate description.
9. Click Next.
10. In the Add Additional Owners field, type the appropriate name or email address.
11. Select the appropriate result.
12. In the Add Members field, enter the appropriate name or email address.
13. Select the appropriate result.
14. Click Finish.

How to navigate a site

1. Please note that you must have the appropriate permission levels to create a new Site.
2. From the site page, click the Settings icon.
3. Click Site Settings.
4. In the Site Administration group, click Sites and Workspaces.
5. Click Create.
6. In the Title field, enter a title for the site.
7. In the Description field, enter a description for the site.
8. In the URL Name box, enter a URL for the site.
9. In the Template Selection group, select the appropriate template.
10. In the Permissions area, select the appropriate permissions.
11. To use the same permissions as the parent site, select the Use same permissions as parent site radio button.
12. To use unique permissions, select the Use unique permissions radio button.
13. In the Navigation area, select the appropriate navigation options.
14. In the Navigation Inheritance area, select the appropriate option.
15. Click Create.

If you need more help, please reach out to your division's FSSA Super User or send an email to SharepointRequests@fssa.in.gov with a description of your issue.



Save changes to a site page

1. Changes to pages are automatically saved, but you can also save your pages, and publish your changes to inform other users that a change has been made to the site.
2. To save the changes and close Edit mode, click Save And Close.
3. To publish the changes, click Publish.

Delete a site

1. When a site is obsolete and no longer needed, you can easily delete it from SharePoint.
2. From the site page, click the Settings icon.
3. Click Site Settings.
4. In the Site Actions area, click Delete this site.
5. Click Delete.

If you need more help, please reach out to your division's FSSA Super User or send an email to SharepointRequests@fssa.in.gov with a description of your issue.