

Microsoft SharePoint

Owner: Create a Subsite



Introduction

Create a site or workspace when you want to break out topics into their own area.

Process Summary

- Create a Subsite
- View a Subsite

Create a Subsite

1. From the Home page click on **Sites** in the Quick Launch menu.
2. Click on the **Create** button.
3. Select **Sites and Workspaces** from the Web Pages category.
4. Give your subsite a name by completing the **Title** field (Fig 1, 1).
5. If you would like a description for your subsite complete the **Description** area (Fig 1, 2).
6. In the URL name area type in a name for your subsite (Fig 1, 3).



Note: Do not have spaces in your address.

7. Select the **Template** for the type of subsite you would like to create.

Figure 1

The screenshot shows the 'Create a Subsite' form with the following sections and callouts:

- Title and Description:** Contains 'Title:' and 'Description:' text boxes. Callout 1 points to the Title field, and callout 2 points to the Description field.
- Web Site Address:** Contains 'URL name:' text and a text box with the example 'https://carbon.towson.edu/test/phalstead/'. Callout 3 points to the URL name field.
- Template Selection:** Contains a list of templates: Team Site, Blank Site, Document Workspace, Wiki Site, and Blog. Callout 4 points to this list.

8. To use the same permission as your parent site leave **Use same permissions as parent site** selected (Fig 2, 1).



Note: If you select **Use Unique permissions**, (Fig 2, 1) after you create the site you can set up the permissions. See the permission handout to set up permissions.

9. Select **Yes** for the subsite to be displayed in the quick launch menu of the parent site (Fig 2, 2).
10. Select **Yes** to have the subsite link in the top link bar of the parent site (Fig 2, 3).
11. Select **Yes** if you would like the top link bar to be the same as the parent site (Fig 2, 4).
12. Click **Create** (Fig 2, 5).

Figure 2

Permissions You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users. Note: If you select Use same permissions as parent site , one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.	User Permissions: <input checked="" type="radio"/> Use same permissions as parent site <input type="radio"/> Use unique permissions
Navigation Specify whether links to this site appear in the Quick Launch and the top link bar of the parent site.	<input checked="" type="radio"/> Display this site on the Quick Launch of the parent site? <input type="radio"/> No <input checked="" type="radio"/> Display this site on the top link bar of the parent site? <input type="radio"/> No
Navigation Inheritance Specify whether this site shares the same top link bar as the parent. This setting may also determine the starting element of the breadcrumb.	<input checked="" type="radio"/> Use the top link bar from the parent site? <input type="radio"/> No
<input type="button" value="Create"/> <input type="button" value="Cancel"/>	