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## Article



# Creating A New Subsite And Navigation Link On SharePoint

By **Abdul Rasheed Feroz Khan** on **Aug 11 2016**

**Introduction:** This article will help you to add a subsite and navigation link on SharePoint, using Office 365.

**Note:** Make sure you have worked on my previous article to make sense of what SharePoint is, creating a site collection, and customizing your site collection with the new pages and content.

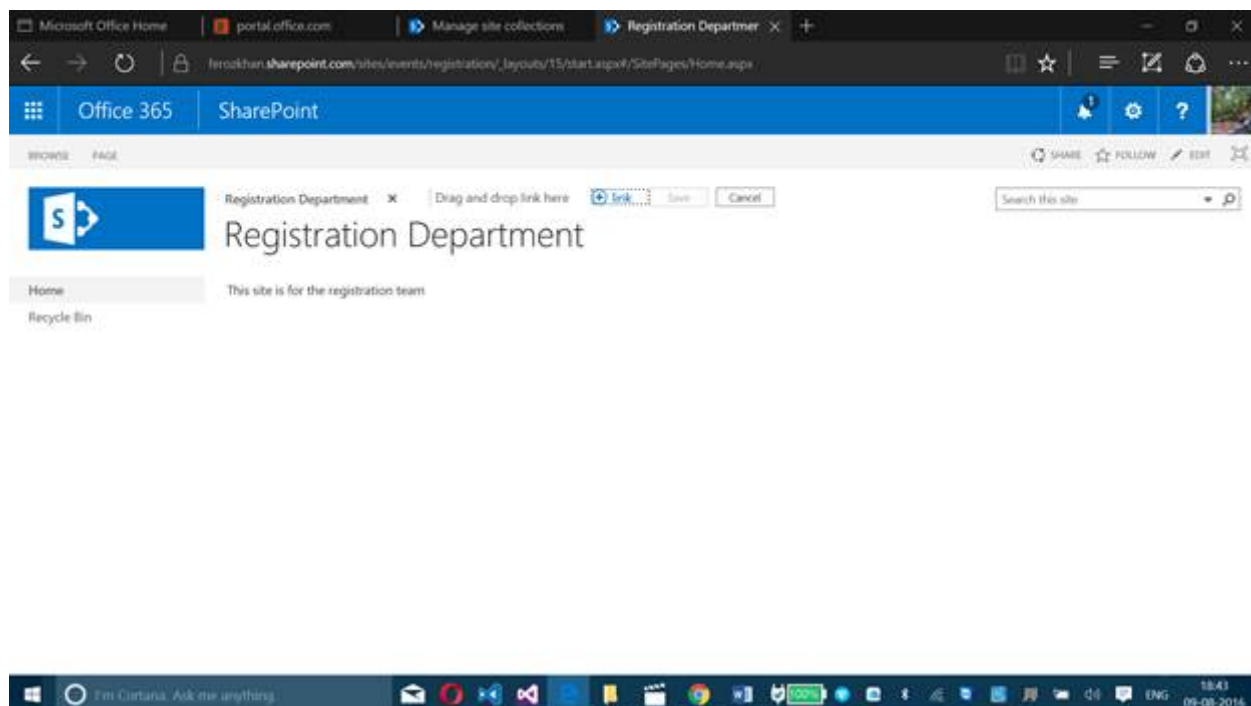
### Links

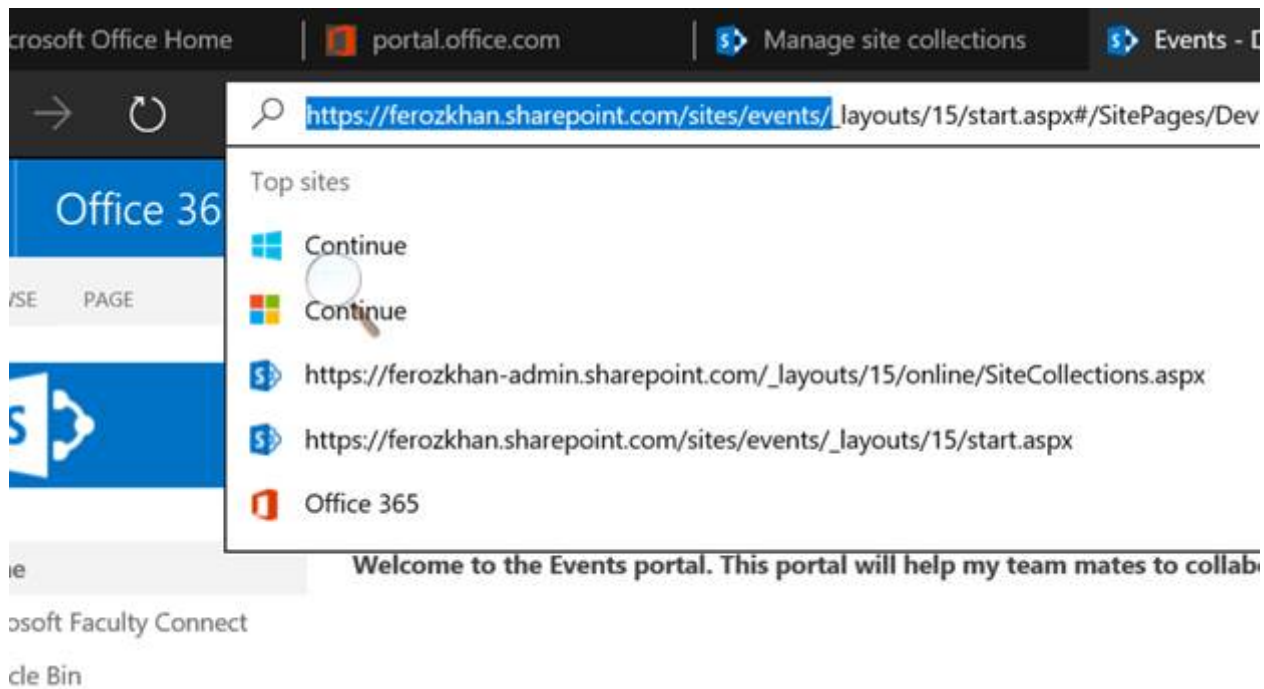
- [Kickstart to SharePoint and access a free trial](#)
- [Creating a site collection using Office 365 in SharePoint](#)
- [Customize your site collection with new pages and content at SharePoint](#)
- [Creating a new subsite under SharePoint using Office 365](#)

Follow the steps now:

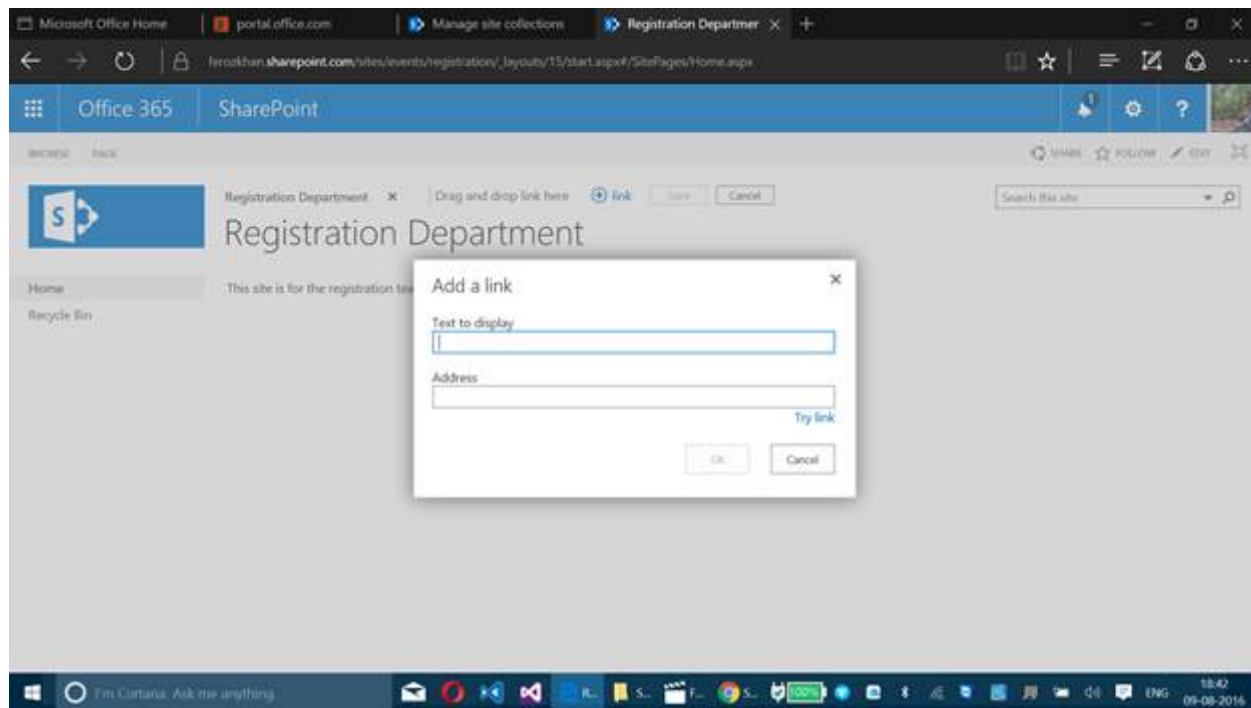
**Step 1:** Open your SharePoint access under Office 365 and open your Site Collection page. Click the page which you just created in the previous demo. Here, in my case, I will be going to Registration Department and will be adding a home link here.

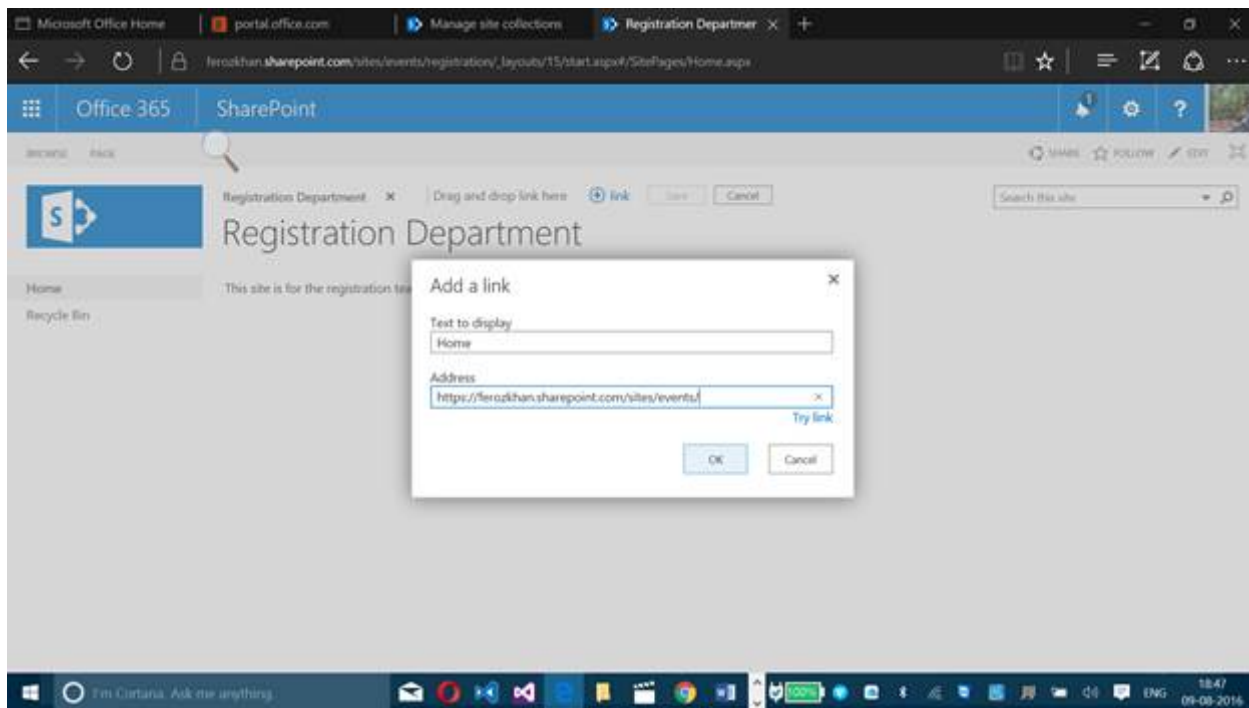
Click Edit and click on the +links option. Here, copy the link of the home page and paste it here.



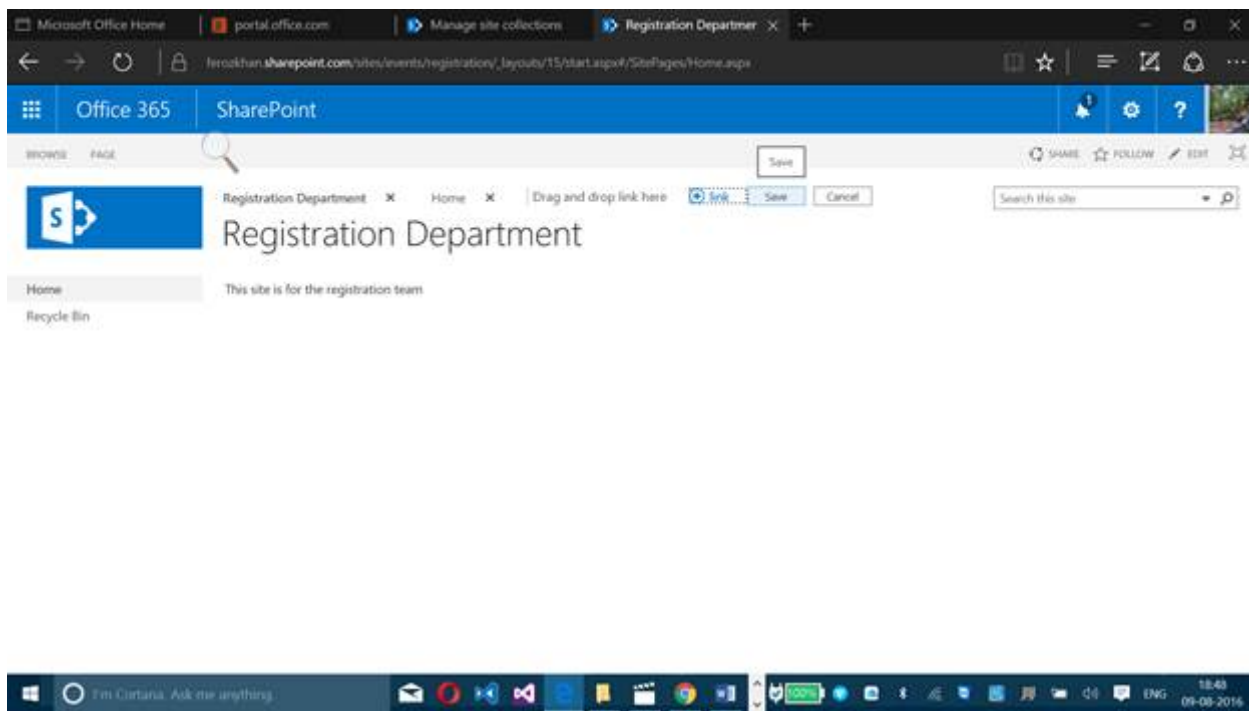


**Step 2:** Under Add a link option, Add text as "Home" under Text to display and under Address, paste the URL, which you copied before for Home page.



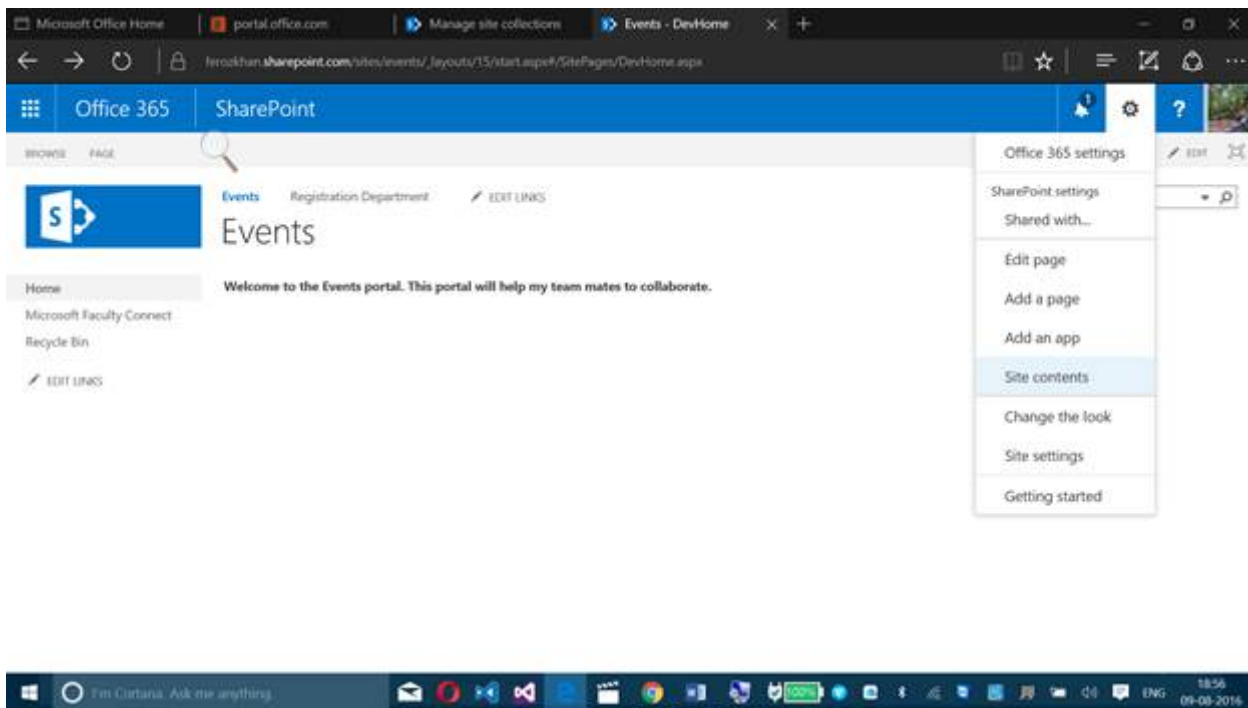


**Step 3:** Click Save button now.

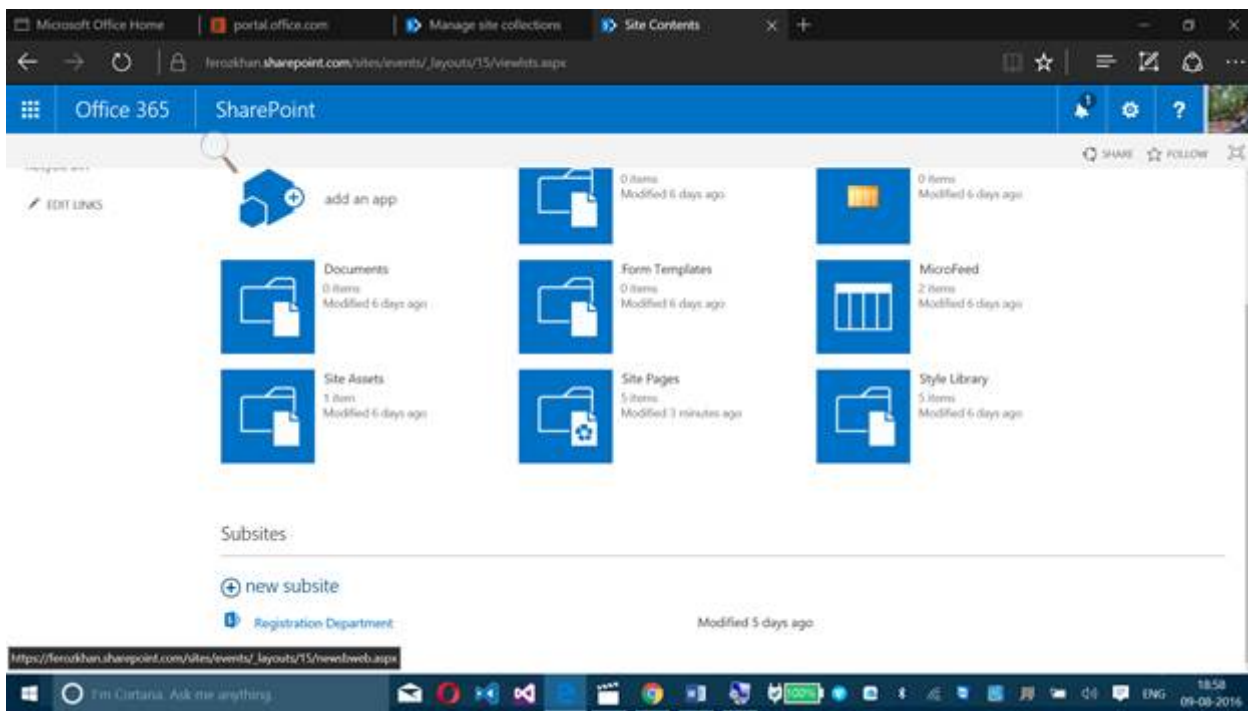


**Step 4:** Now, let's add a new page for Accounts.

Go to Settings option and click Site Contents.



Scroll down and click the new subsite.



Enter details for Title and Description regarding the page which you are going to create, Web site address, Template Selection etc. and click Create.

Microsoft Office Home | portal.office.com | Manage site collections | New SharePoint Site

ferozkhan.sharepoint.com/sites/events/\_layouts/15/newweb.aspx

Office 365 | SharePoint

Home

Microsoft Faculty Connect

Recycle Bin

EDIT LINKS

Title and Description

Title: Accounts

Description: This is for Accounts

Web Site Address

URL name: Accounts

https://ferozkhan.sharepoint.com/sites/events/\_layouts/15/newweb.aspx

Template Selection

Select a language: English

Select a template: Collaboration Enterprise Duct Enterprise

Team Site

Blog

Project Site

Community Site

19:00 09-08-2016

Microsoft Office Home | portal.office.com | Manage site collections | New SharePoint Site

ferozkhan.sharepoint.com/sites/events/\_layouts/15/newweb.aspx

Office 365 | SharePoint

permissions as parent site. too 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.

Navigation

Display this site on the Quick Launch of the parent site?

Yes No

Display this site on the top link bar of the parent site?

Yes No

Navigation Inheritance

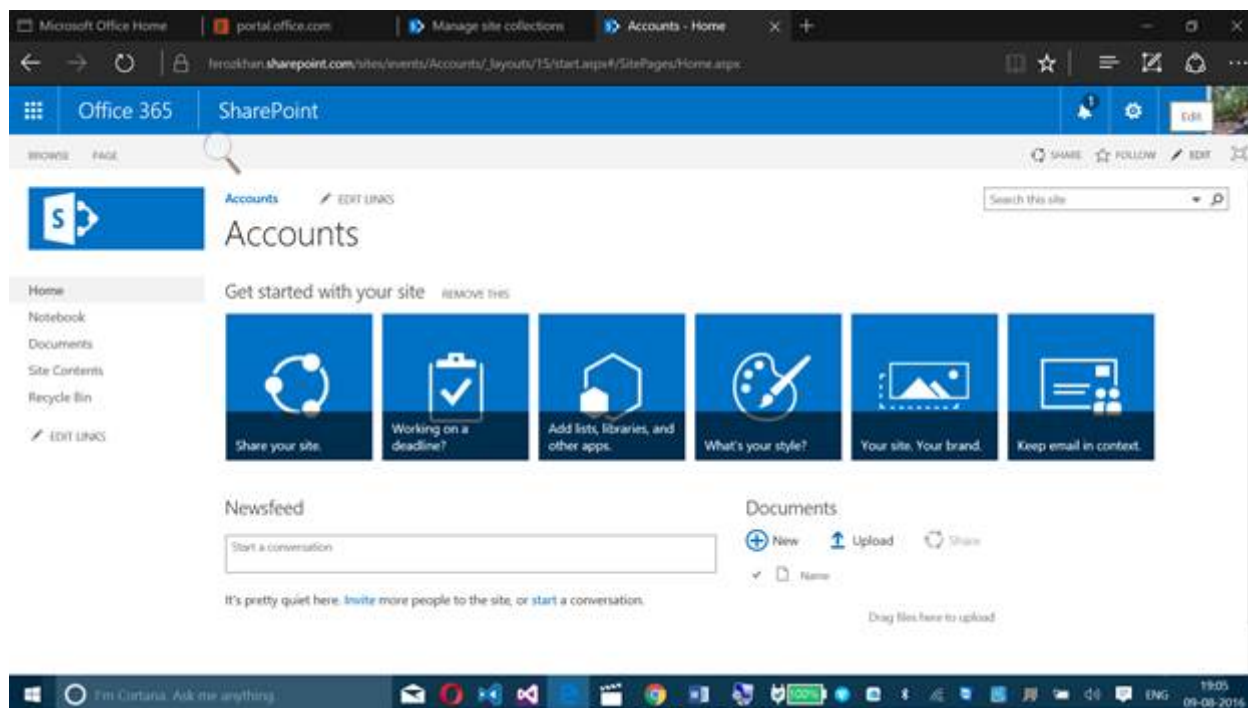
Use the top link bar from the parent site?

Yes No

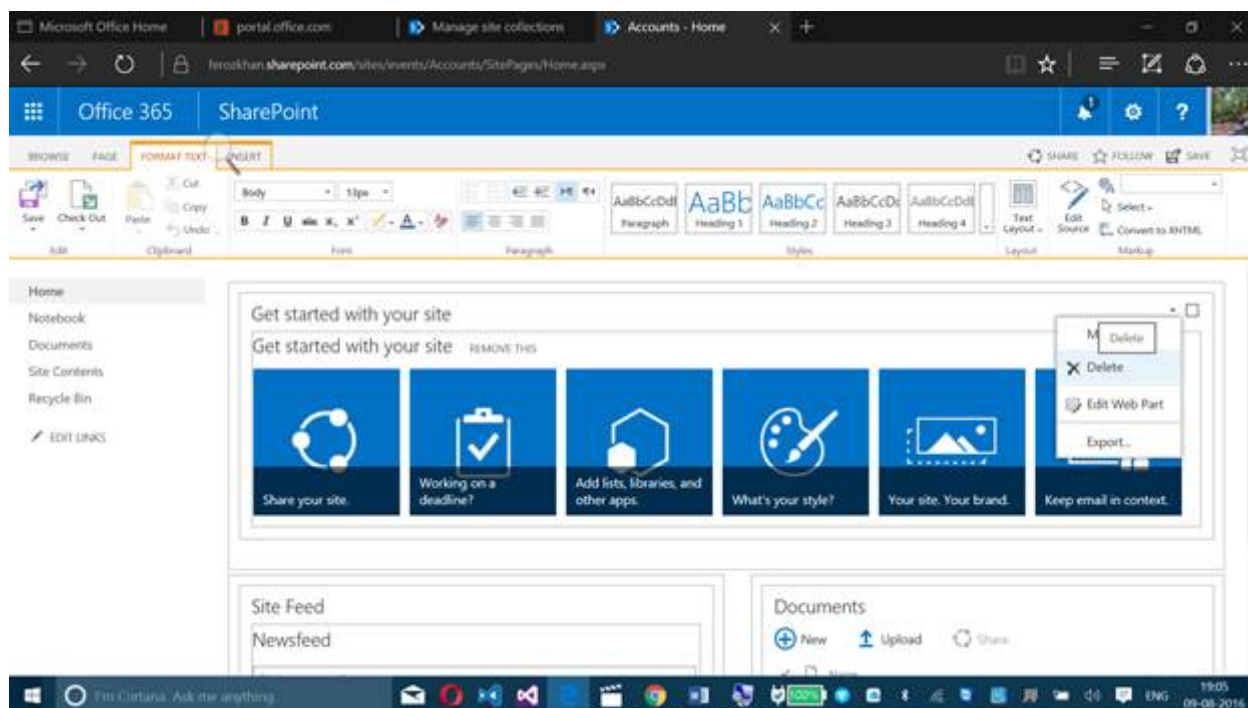
Create Cancel

19:00 09-08-2016

**Step 5:** Click Edit Links and remove the unwanted panels from the page which you have created.

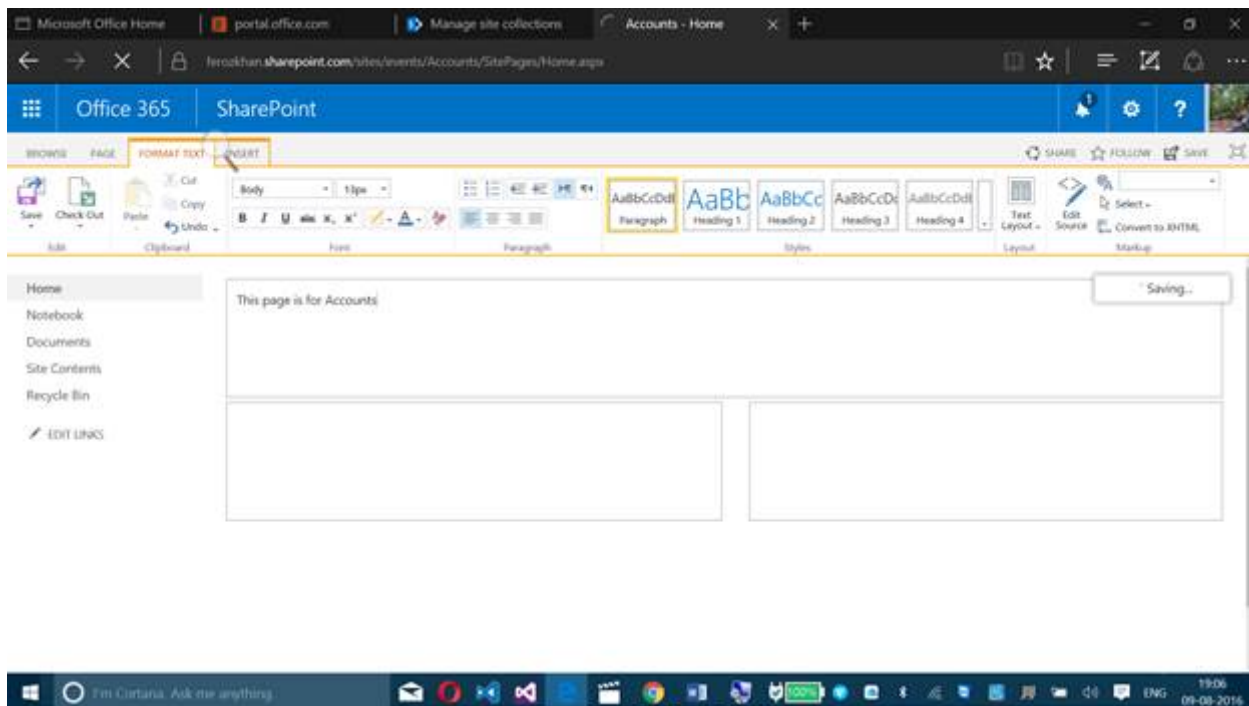
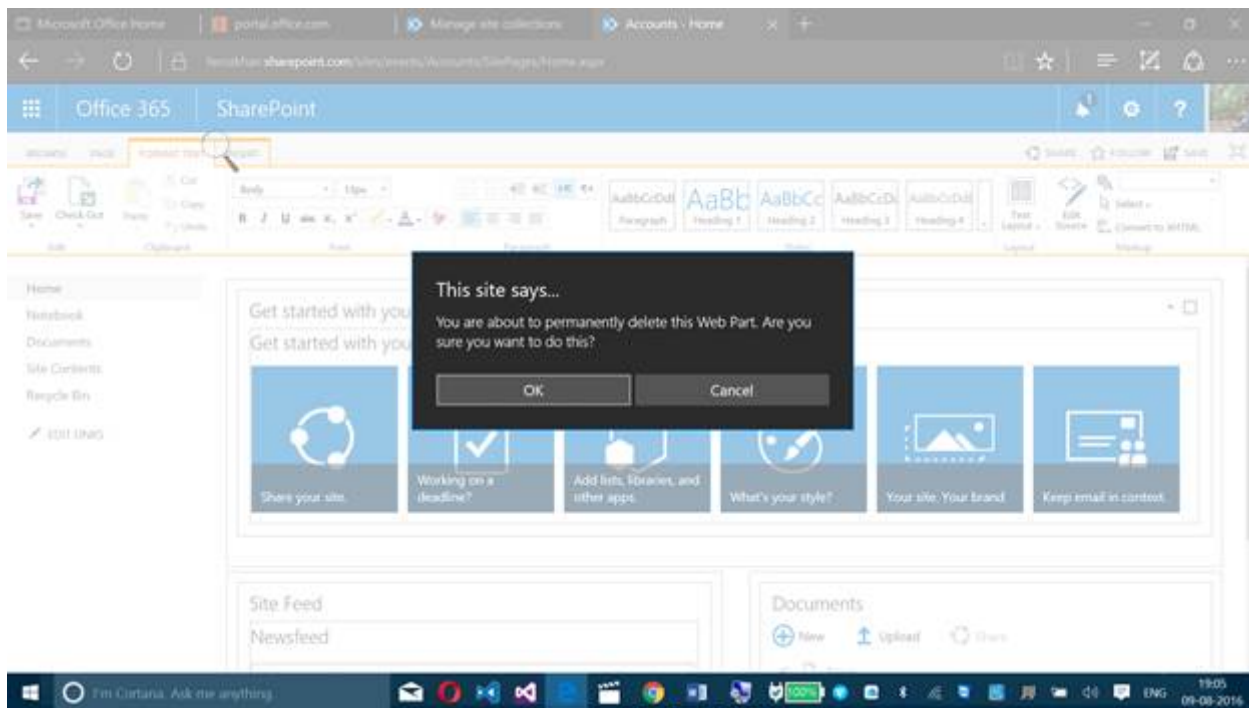


Click the right down arrow and select Delete.



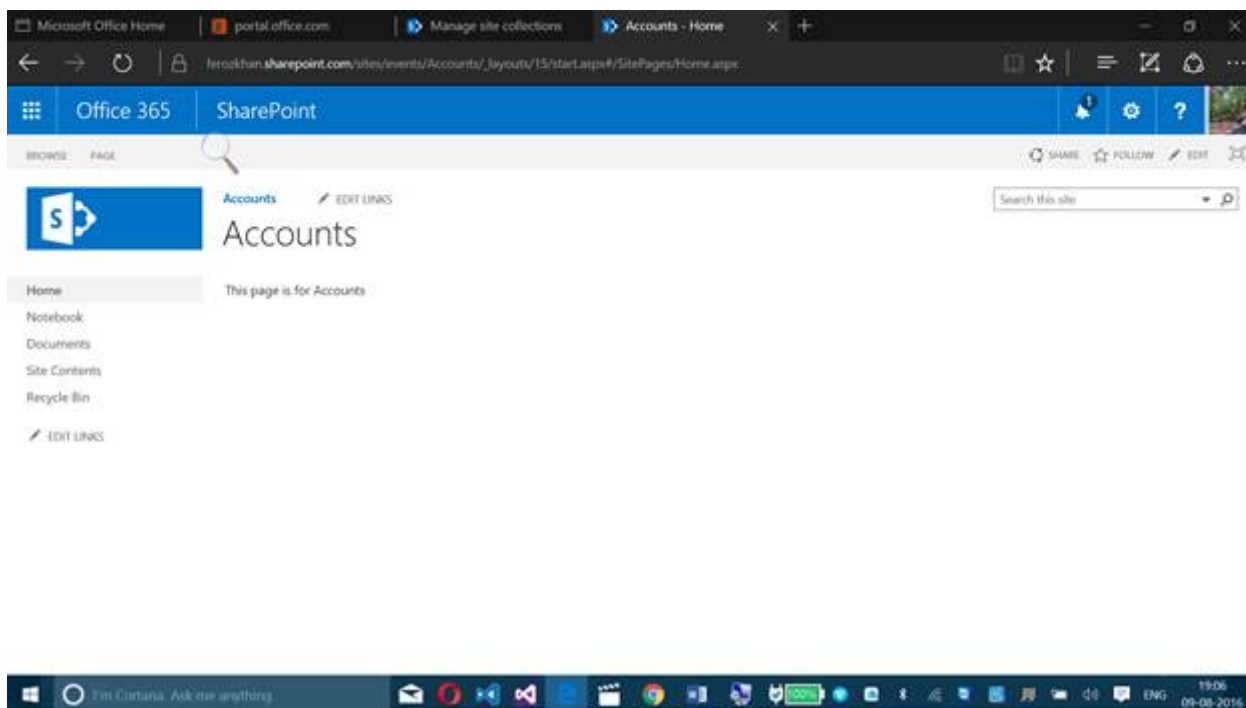
Confirm the deletion by clicking OK.



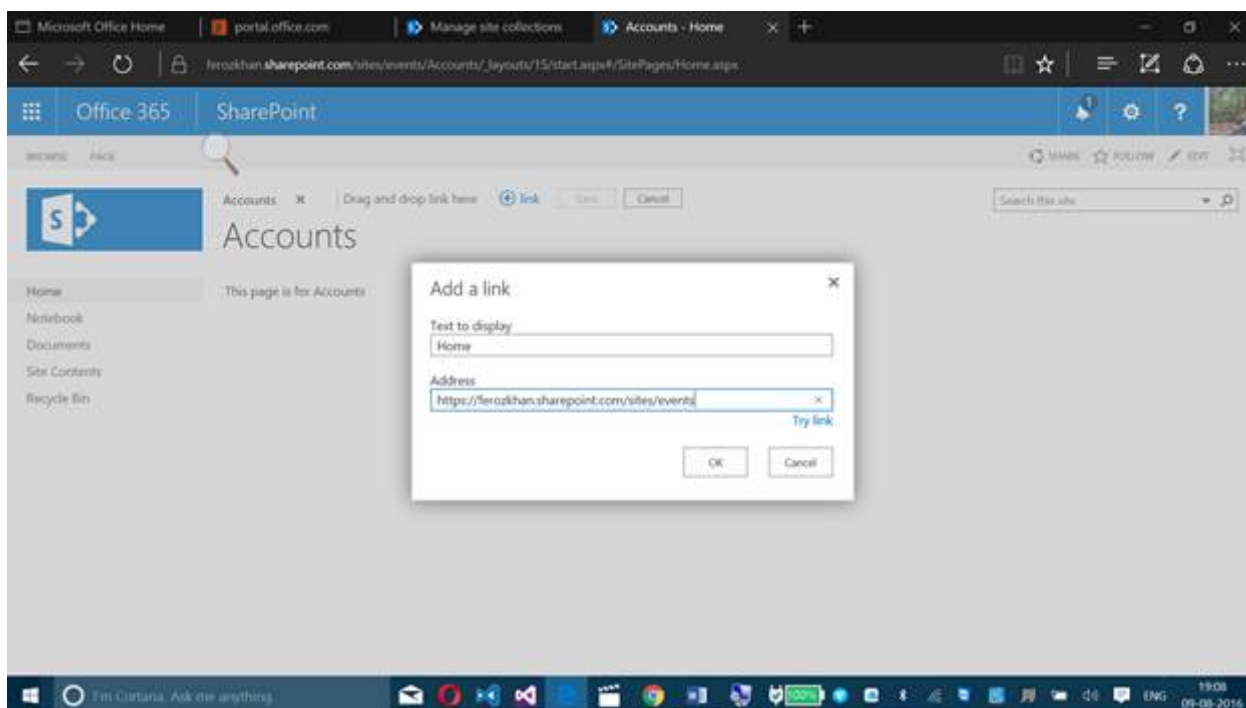


Add some text to display. Here, I will be adding "This page is for Accounts". Now, click Save.

**Step 6:** Click Edit links to add a navigation link for Home page at this Accounts page.

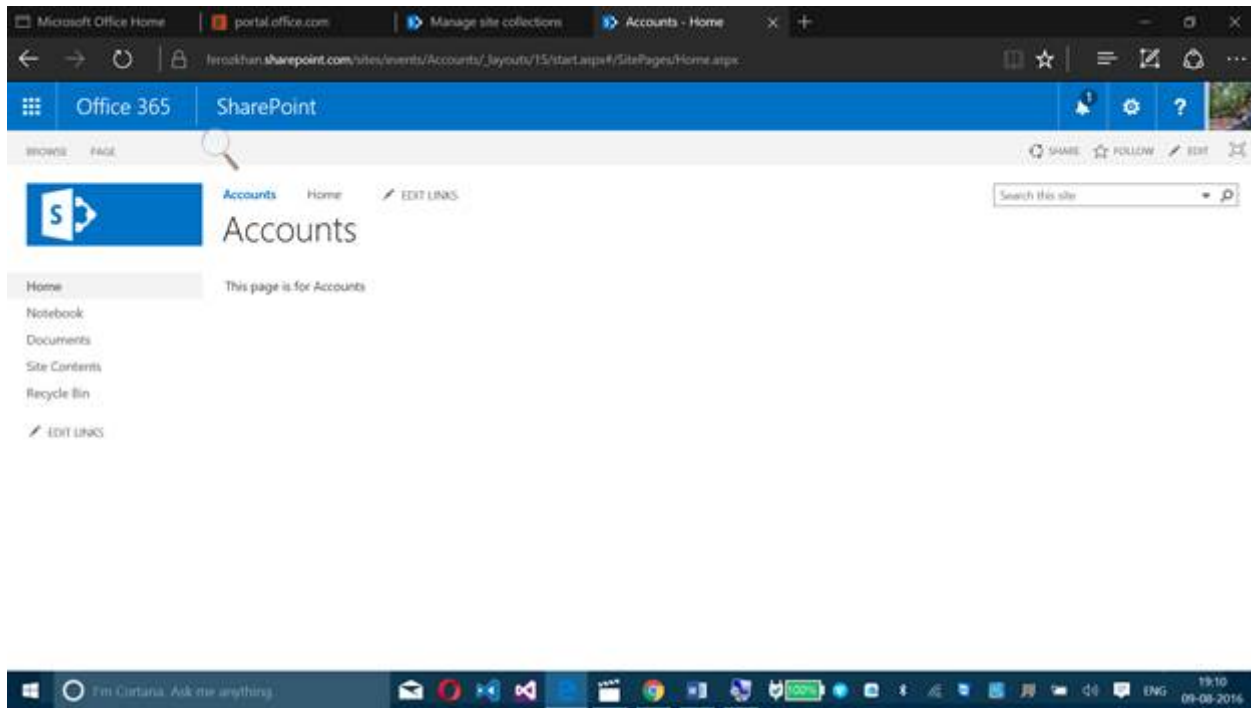


**Step 7:** Add “Home” as Text to display and URL address for the home page. Click OK.



Here, your Home page has been added and you can navigate to the multiple pages, as you require.





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