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## Article

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# Complete Customization Of Your Site On SharePoint Using Office 365

By [Abdul Rasheed Feroz Khan](#) on **Aug 22 2016**

## Introduction

This article will help you to customize your site on SharePoint, using Office 365 with the page navigation links, Title, Logo, links order etc.

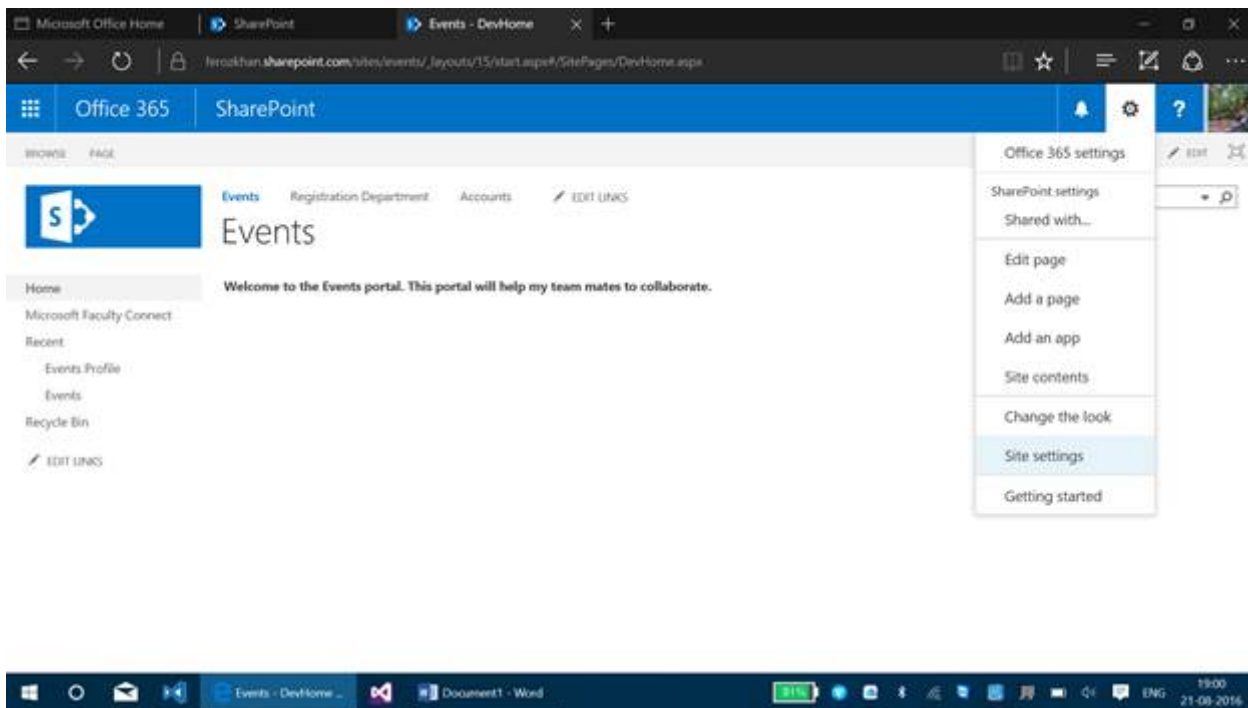
**Note:** Here, I will be working with the existing site, which I have created with SharePoint on Office 365. Thus, it's better to read my previous article to make sense about what is SharePoint, creating a site collection, and customizing your site collection with the new pages and content.

## 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.](#)
- [Managing your site on SharePoint with Office 365.](#)
- [Adding Event Calendar Site Page on SharePoint.](#)

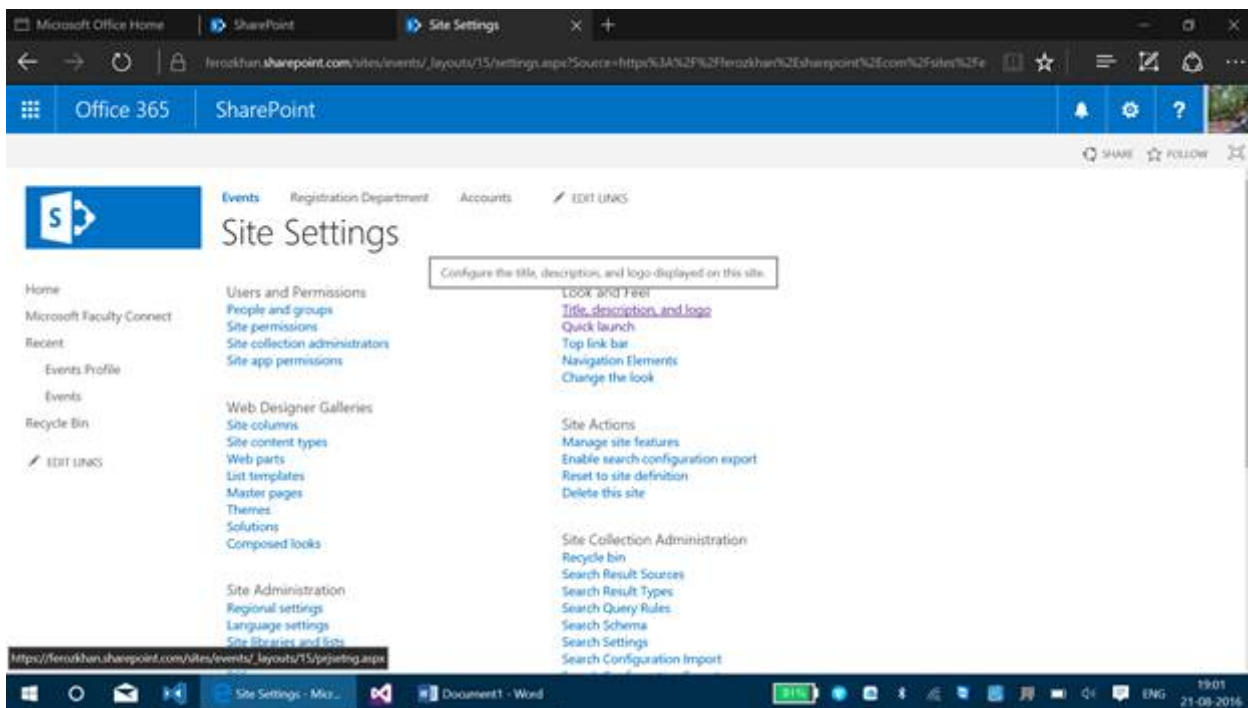
Follow the steps, given below:

**Step 1:** Open your SharePoint page that you have created. Here, in my case, I will be using the Events page, which I have created in my previous demo. Goto Settings Panel - Site Settings.

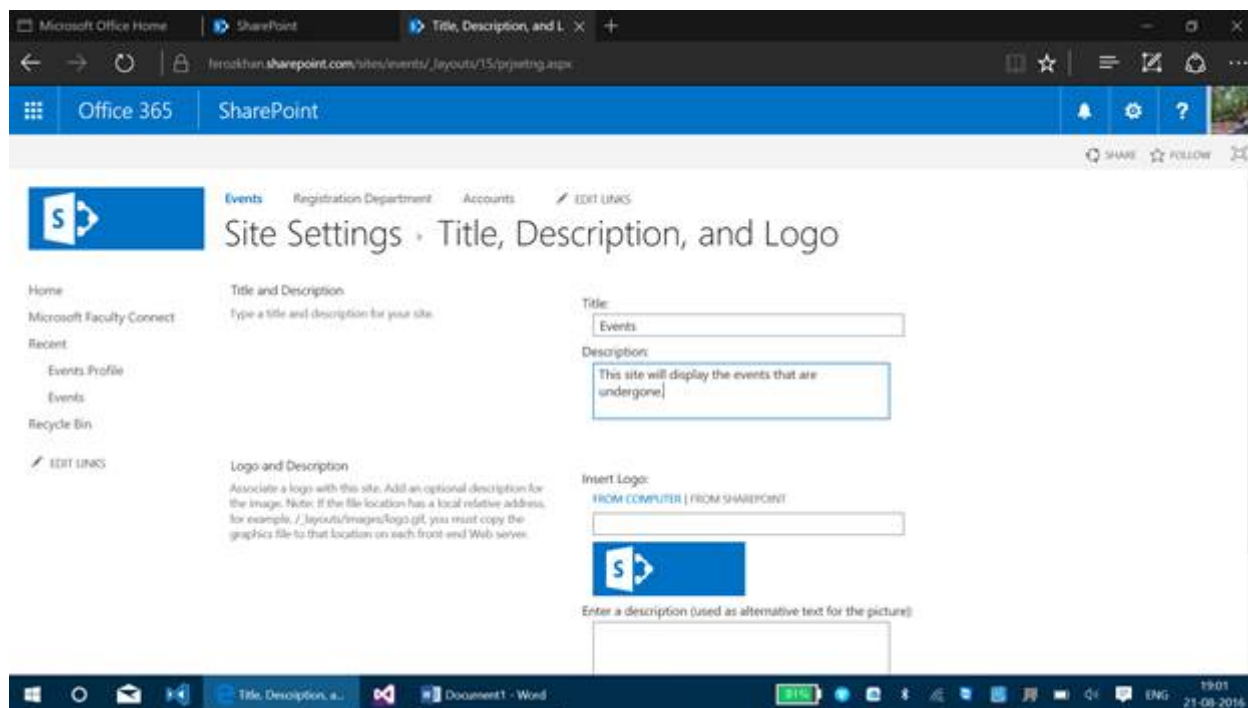


This Site Settings panel will help you to customize your site for any extent, which you expect. Let's go with the Look and Feel panel now.

**Step 2:** Click on Title, description and logo.



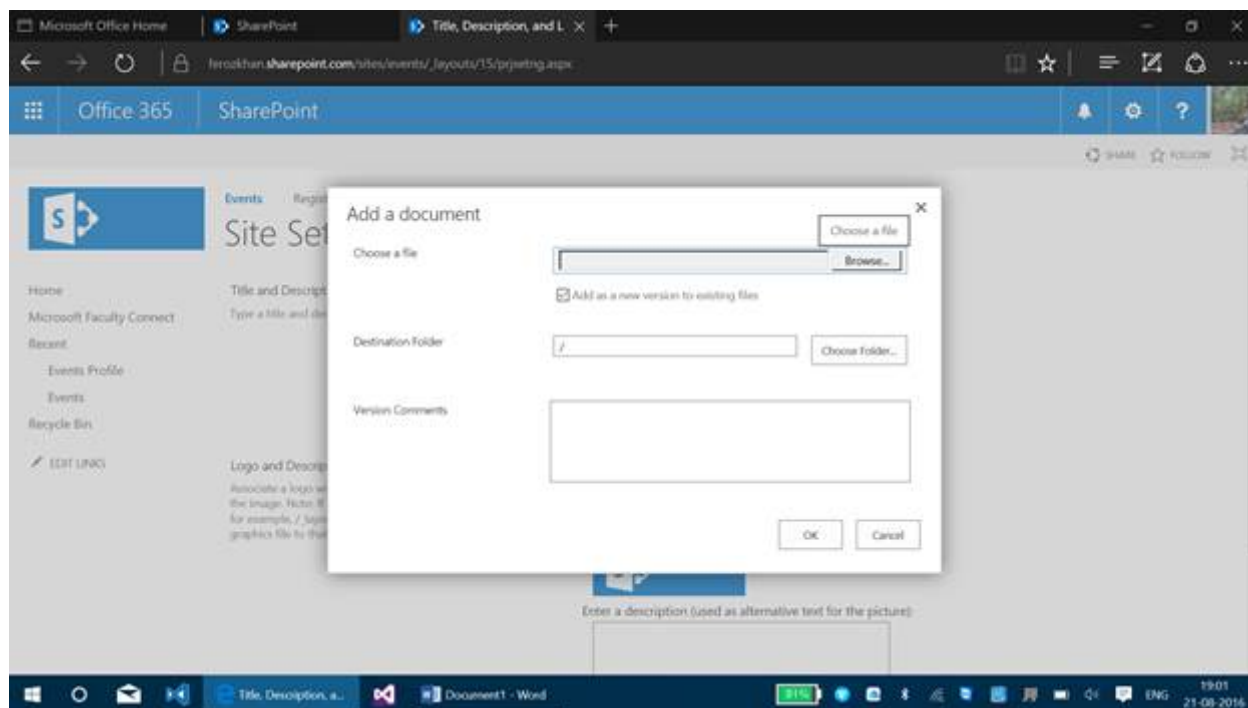
Enter the description for your Title, logo, etc.

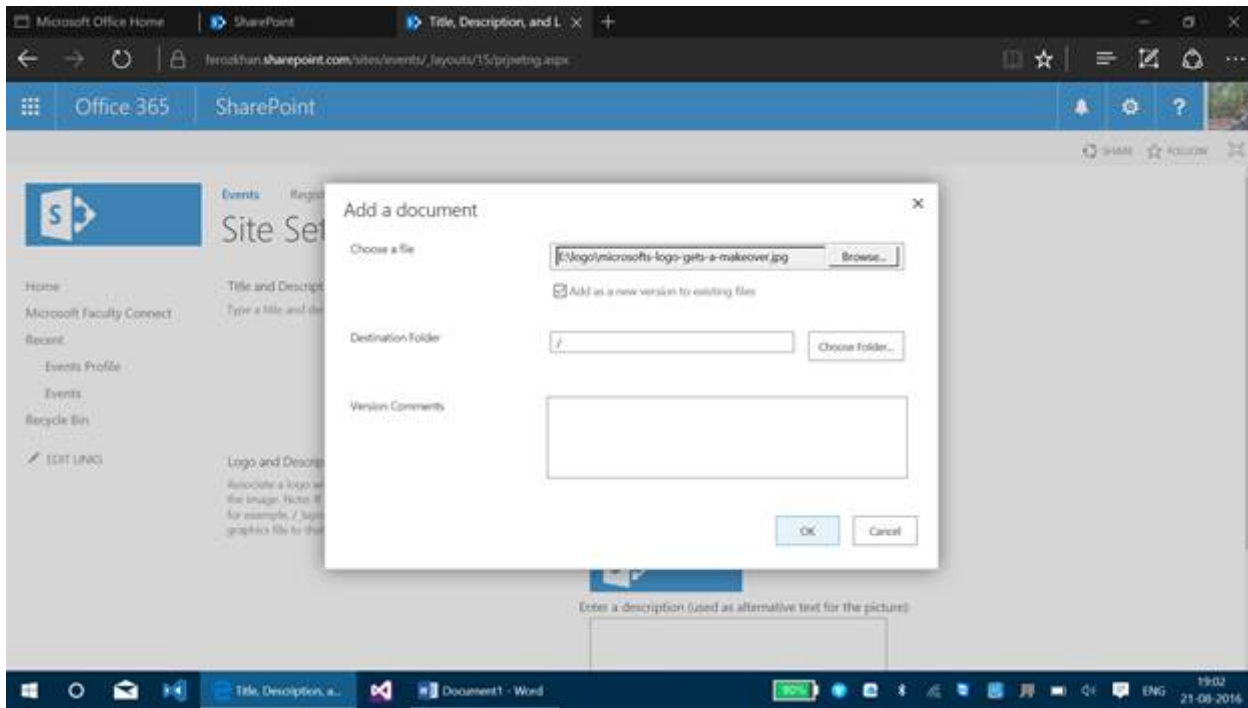


You can insert the logo, either from Computer or From SharePoint,

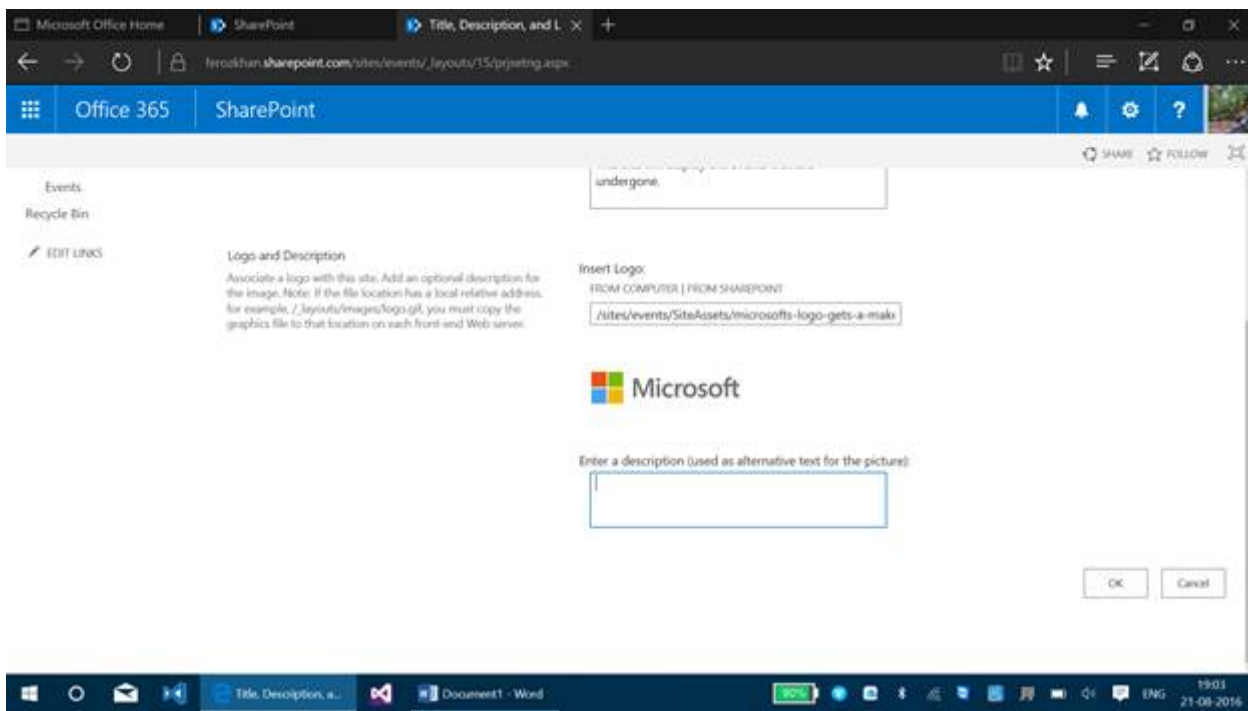
- *From Computer:* This allows you to upload your own image from your computer.
- *From SharePoint:* This allows you to upload your image, which you have already on your SharePoint.

Here, we will be using My Computer to upload the image for the Logo. Click Browse and select your file, followed by OK button.



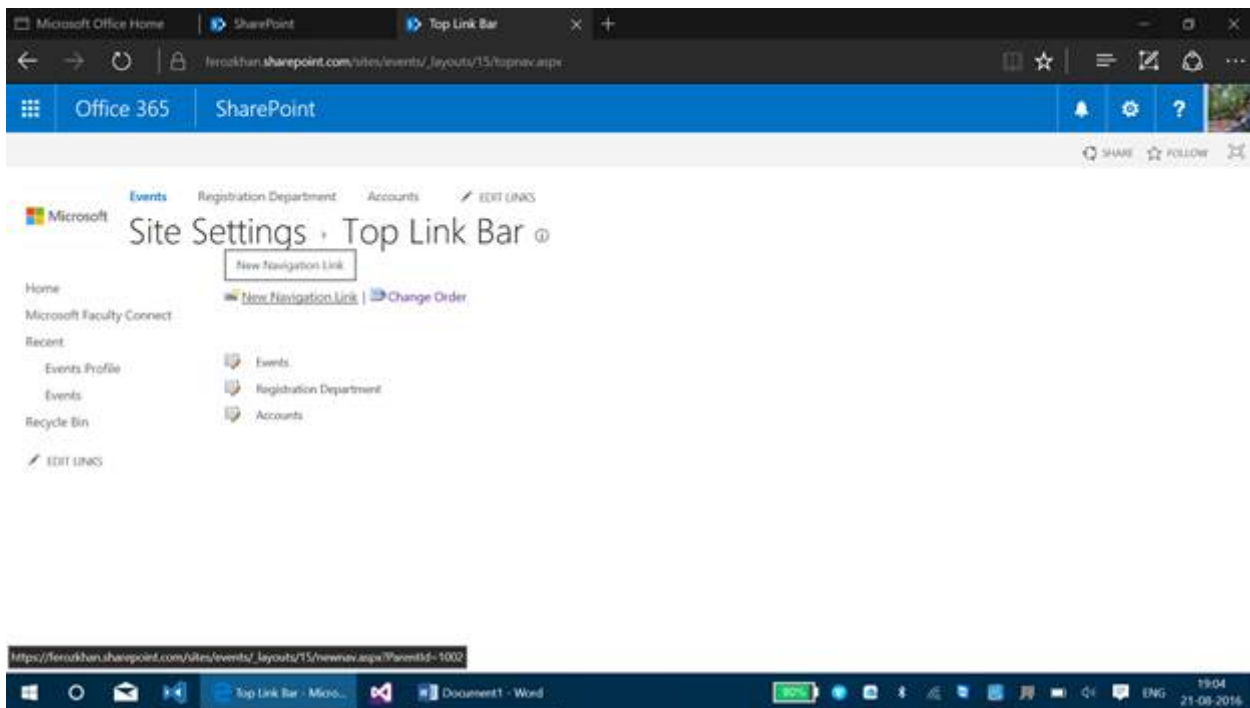


You can enter any description for the logo, which you have added and is followed by OK Button.

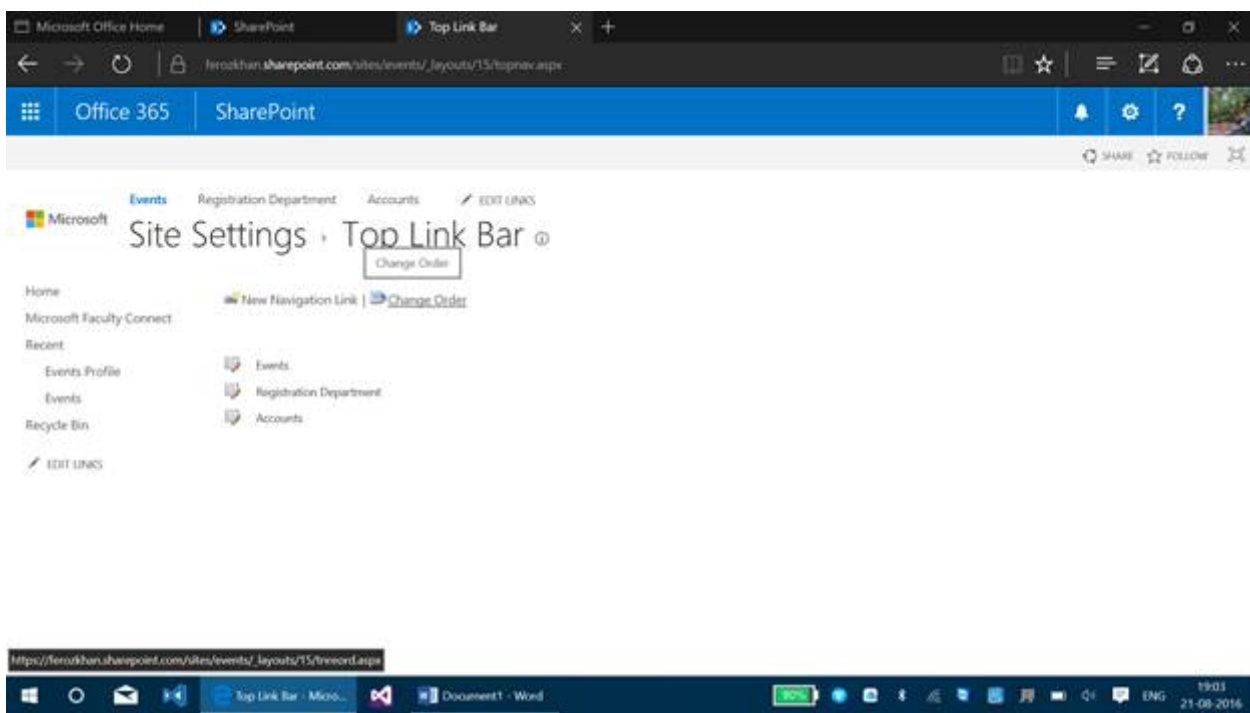


**Step 3:** Now, move back to Site Settings and click Top Link Bar. Here, you can change the order of the navigation link. Now, we have an order of Events, Registration Department, Accounts. Let's change it now.

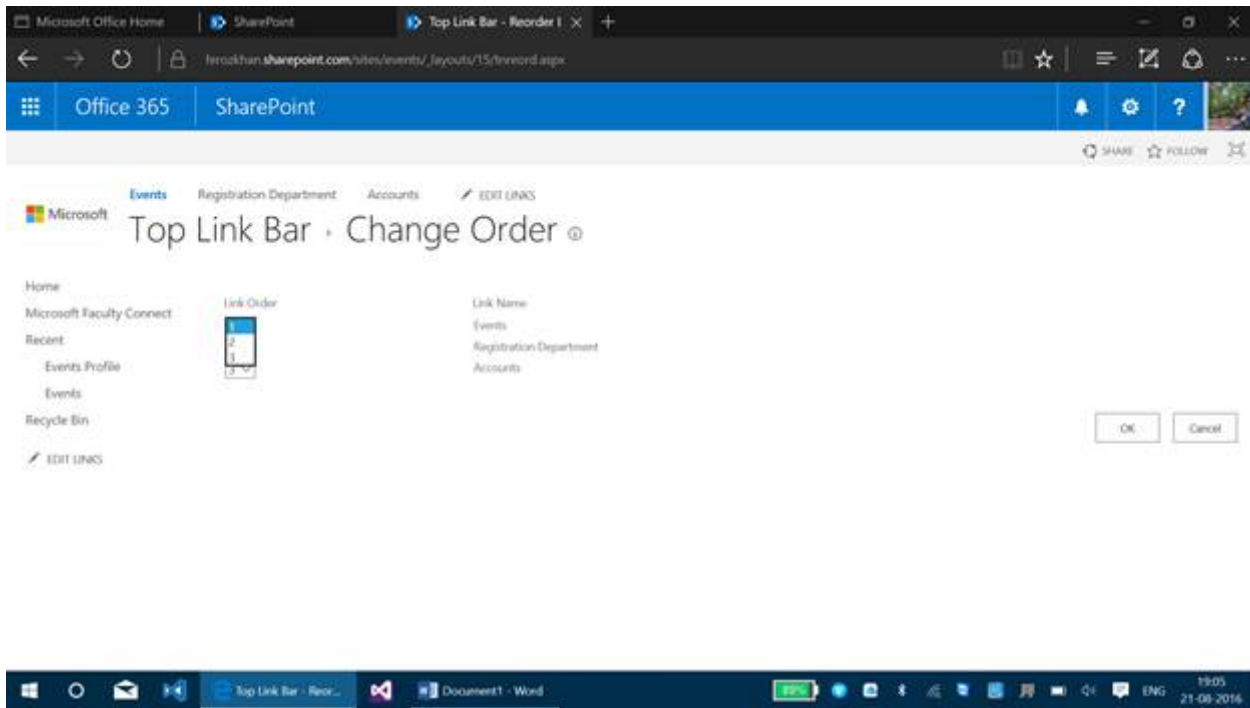
You have two options here- one is to create a new navigation link and the another link to change the order.



Click Change Order.



Select the link order for the priority, which you want to change and is appropriate to the navigation link, which you have.

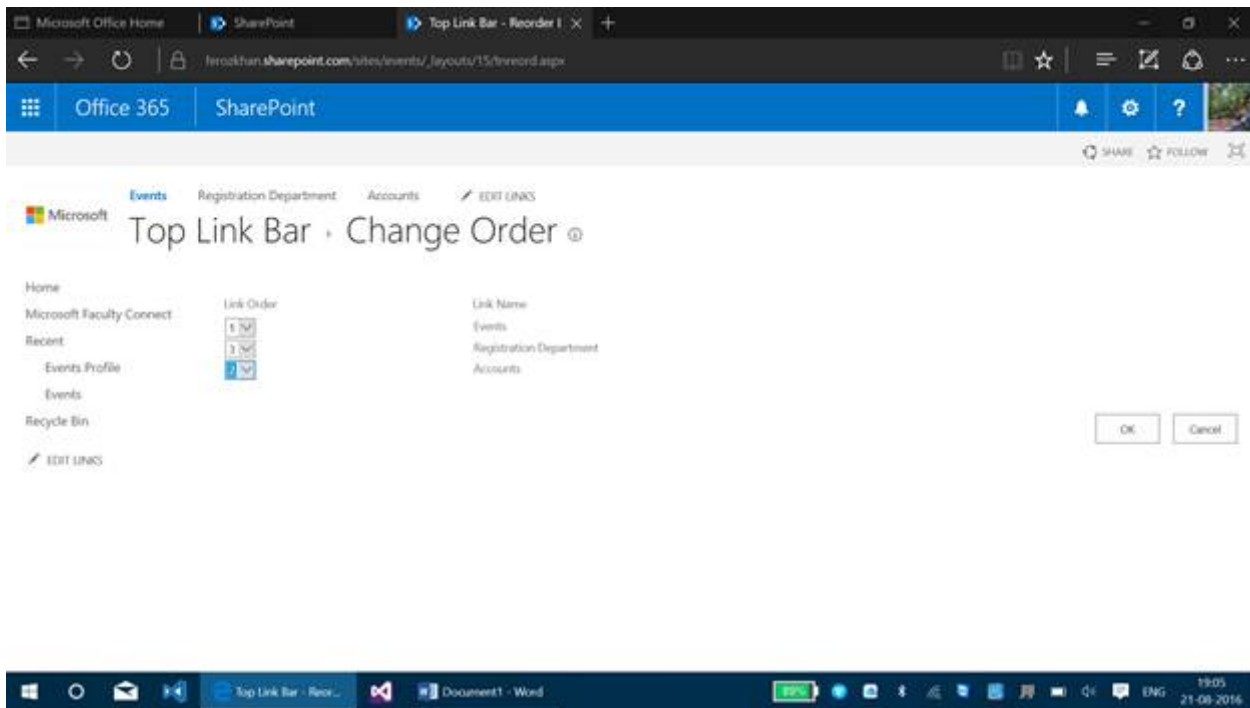


Let's set 1 for Events.

3 for Registration Department.

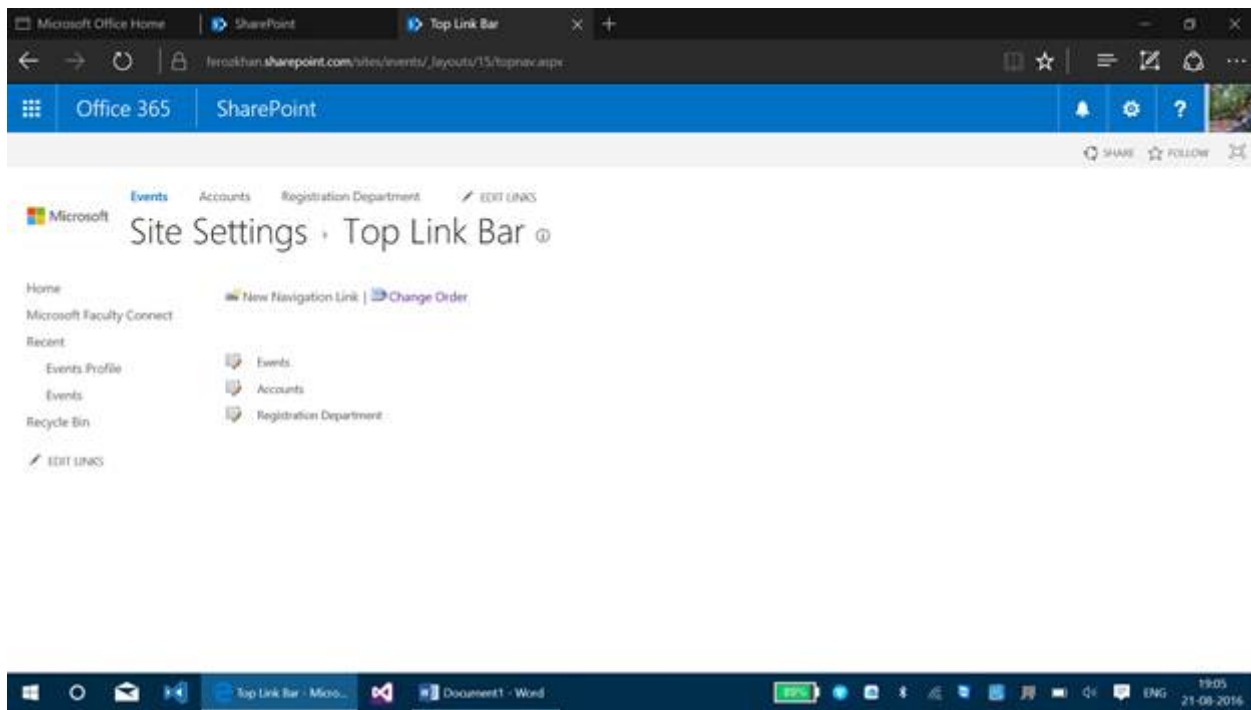
2 for Accounts.

Click OK Button.



Now, you can find the navigation links have changed as:

- Events.
- Accounts.
- Registration Department.



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