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Article



Create A New Sub-Site Under SharePoint Using Office 365

By **Abdul Rasheed Feroz Khan** on **Aug 05 2016**

Introduction

This article will help you to add a new sub-site under your site collection page to work with and add some content for it.

Note: Make sure that you have worked on my previous articles before stepping into this demo.

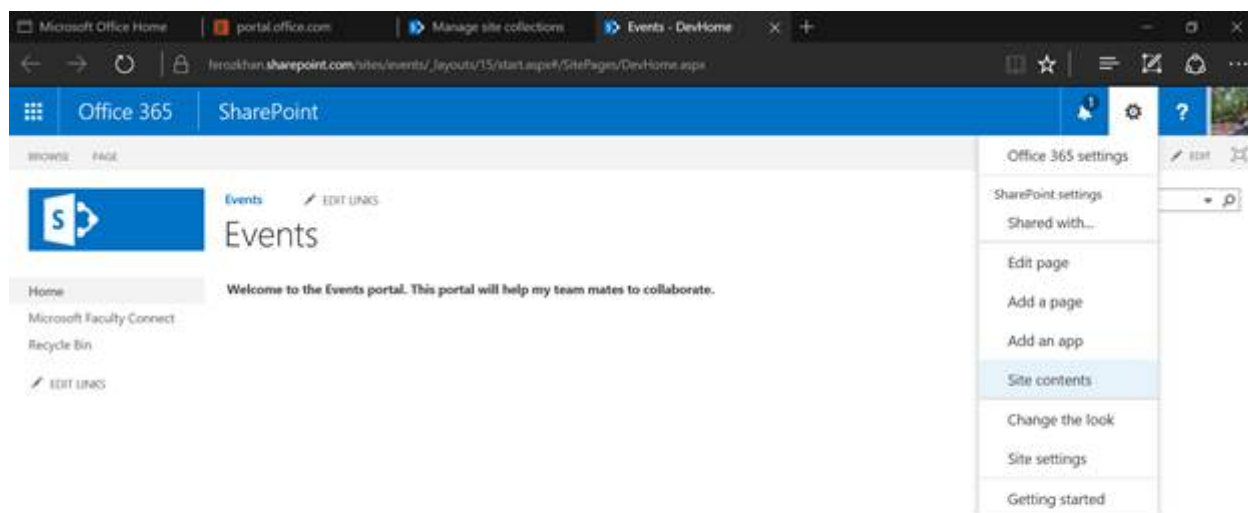
Links:

- [Kick-start to SharePoint and Access a free trial](#)
- [Creating a Site Collection using Office 365 in SharePoint](#)
- [Customizing your site collection with new pages and content at SharePoint](#)

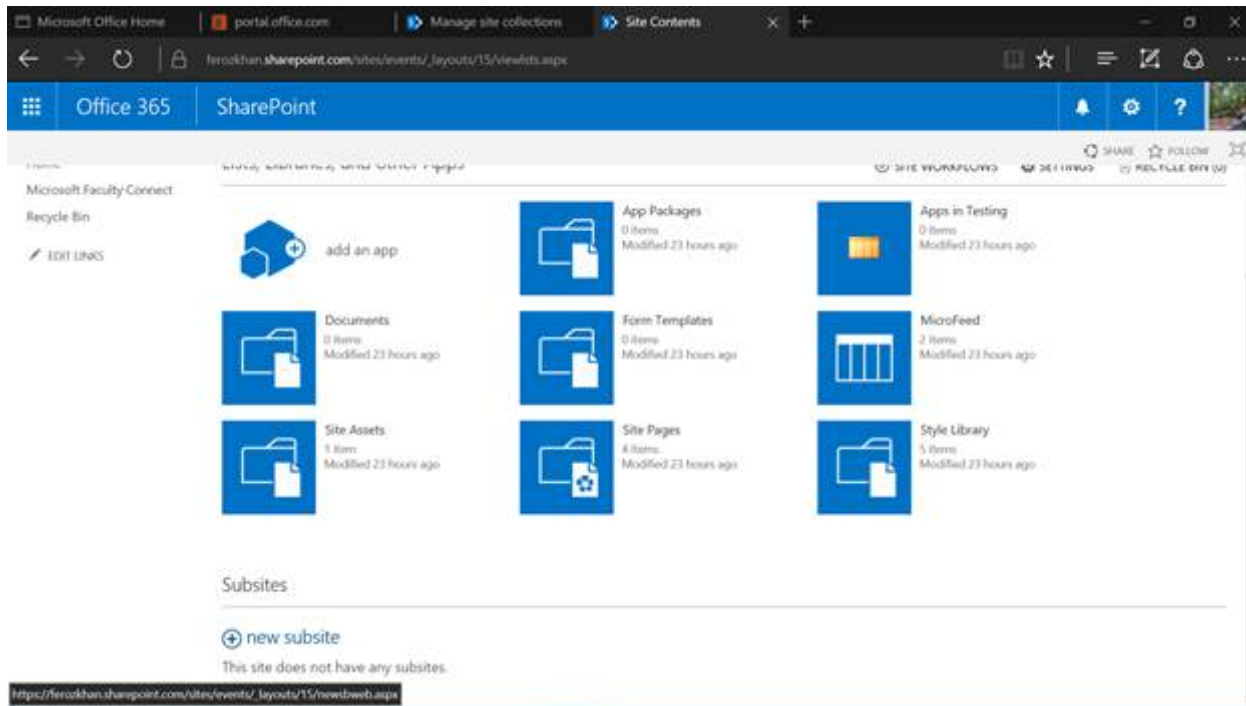
Developer Requirements

Office 365 subscription with SharePoint subscription.

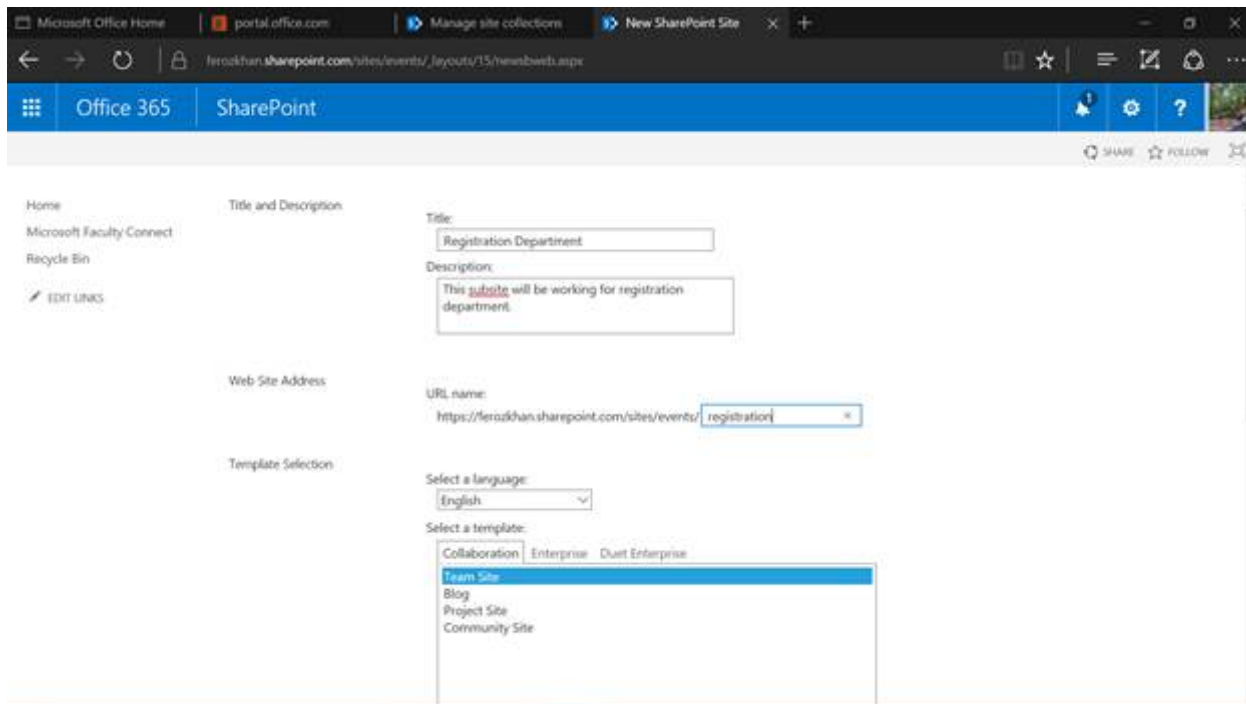
Step 1: Login to your SharePoint site collection page. Here in my case “Events” is my site collection. Now click on settings - Site Contents.



Step 2: Click on Add a new subtitle,



Step 3: Enter contents for all these pages such as Title, Description, Web Site Address, Template Selection, User Permission, Navigation and Navigation Inheritance. Once after configuring click on Create.



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← → ↻ 🔒 ferokhan.sharepoint.com/sites/events/_layouts/15/newsubweb.aspx

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in place to work together with a group of people.

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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.

User Permissions:
☒ Use same permissions as parent site
☐ Use unique permissions

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.

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

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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.

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?
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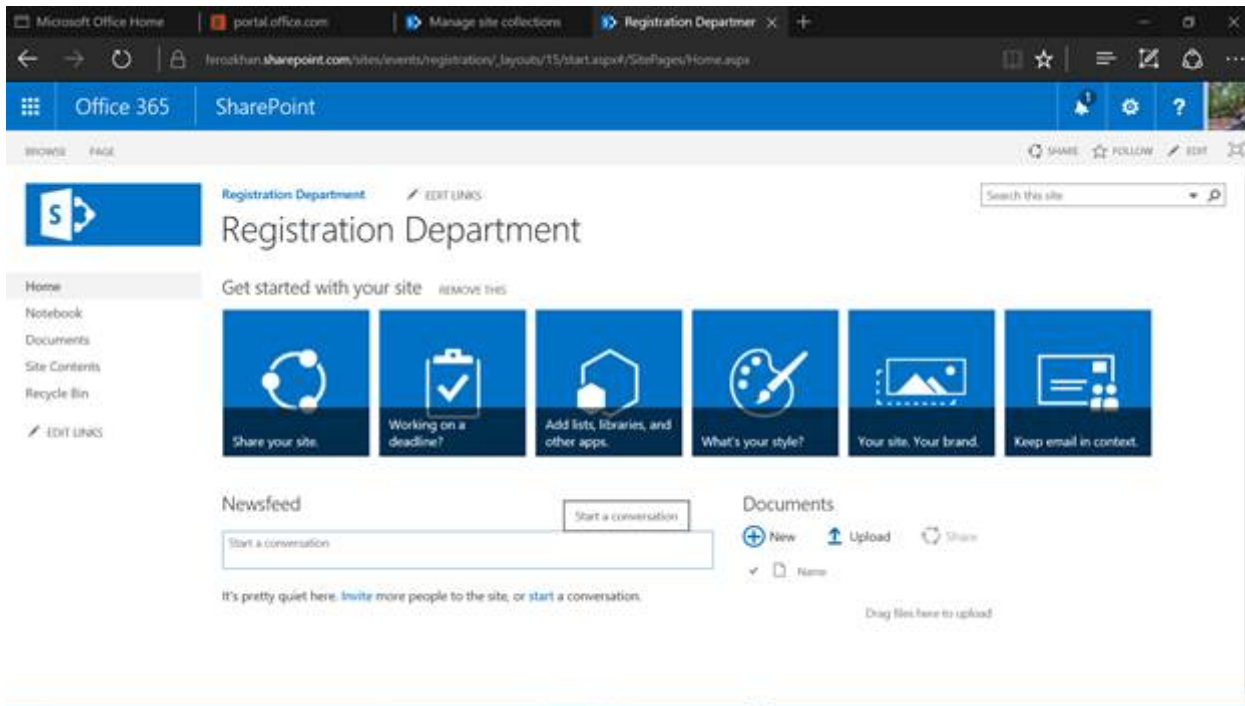
Navigation Inheritance

☐ Use the top link bar from the parent site?
☐ Yes ☒ No

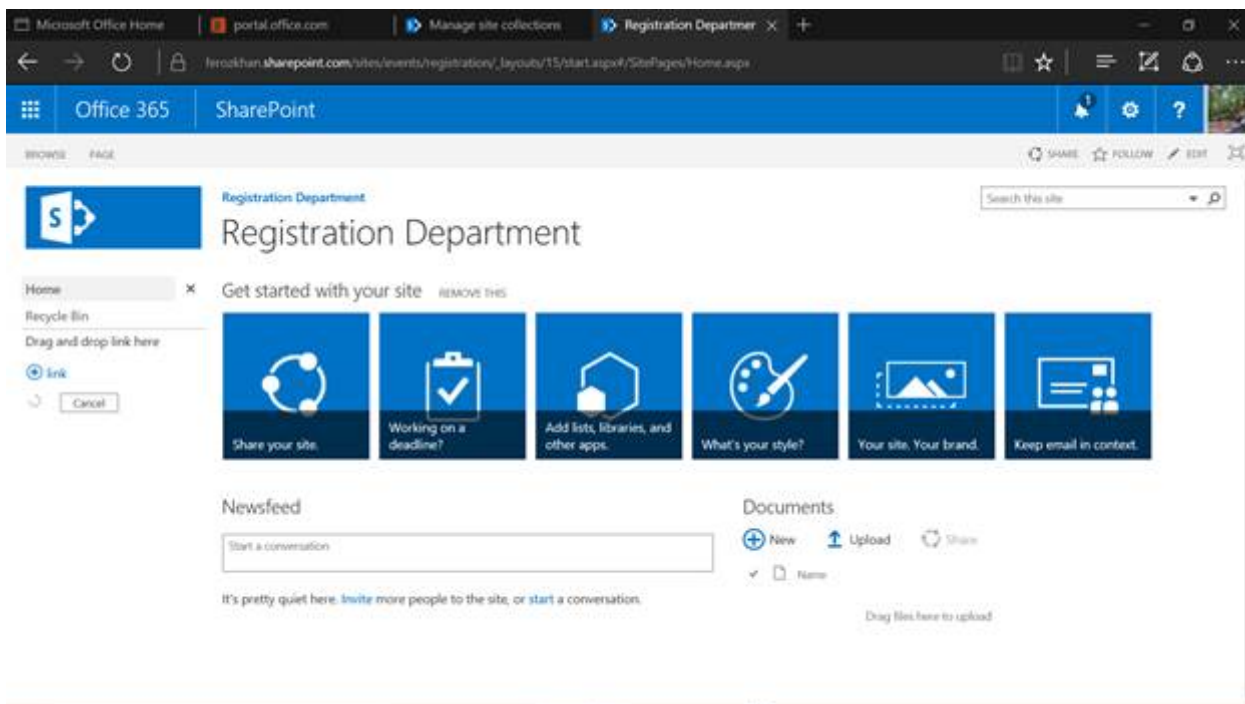
Create Cancel

Step 4: Now your site content page is added with the title of Registration Department. Let's remove the unwanted content at this page and links now.

Click on Edit Links and remove the unwanted links that are visible at the right pane of your page such as Notebook, Documents, Site Contents, etc.,

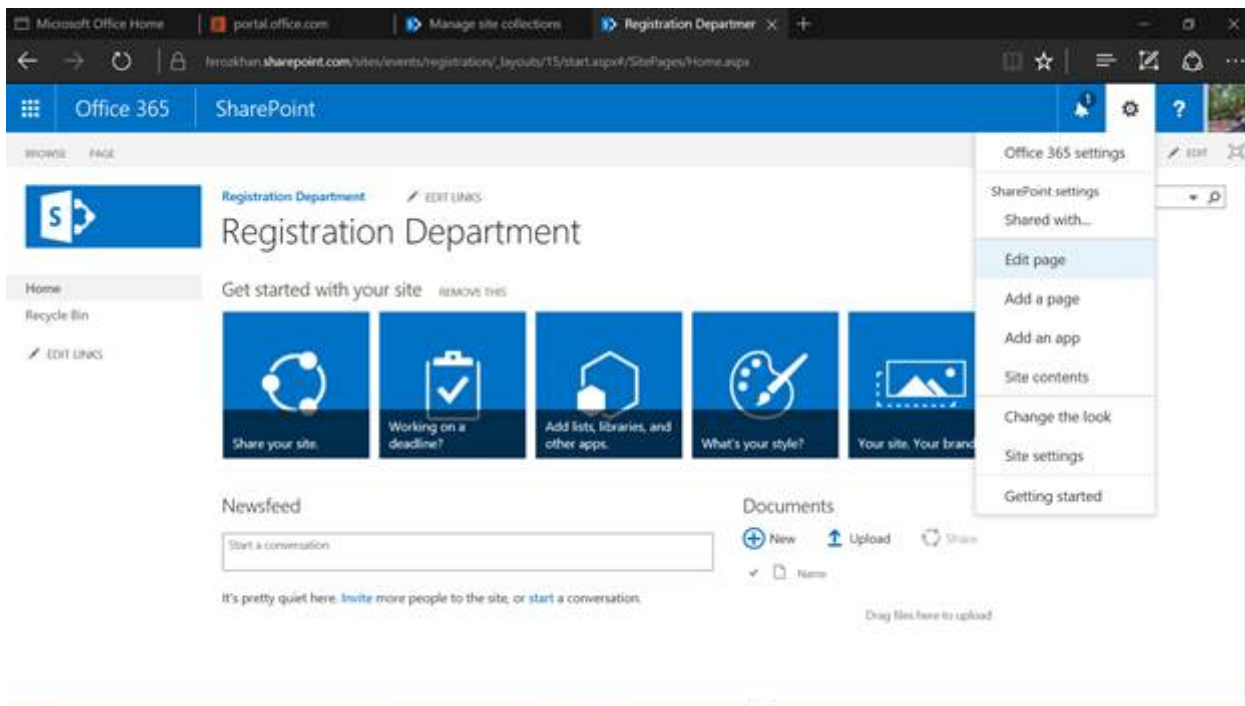


Click on Save once after its removed.

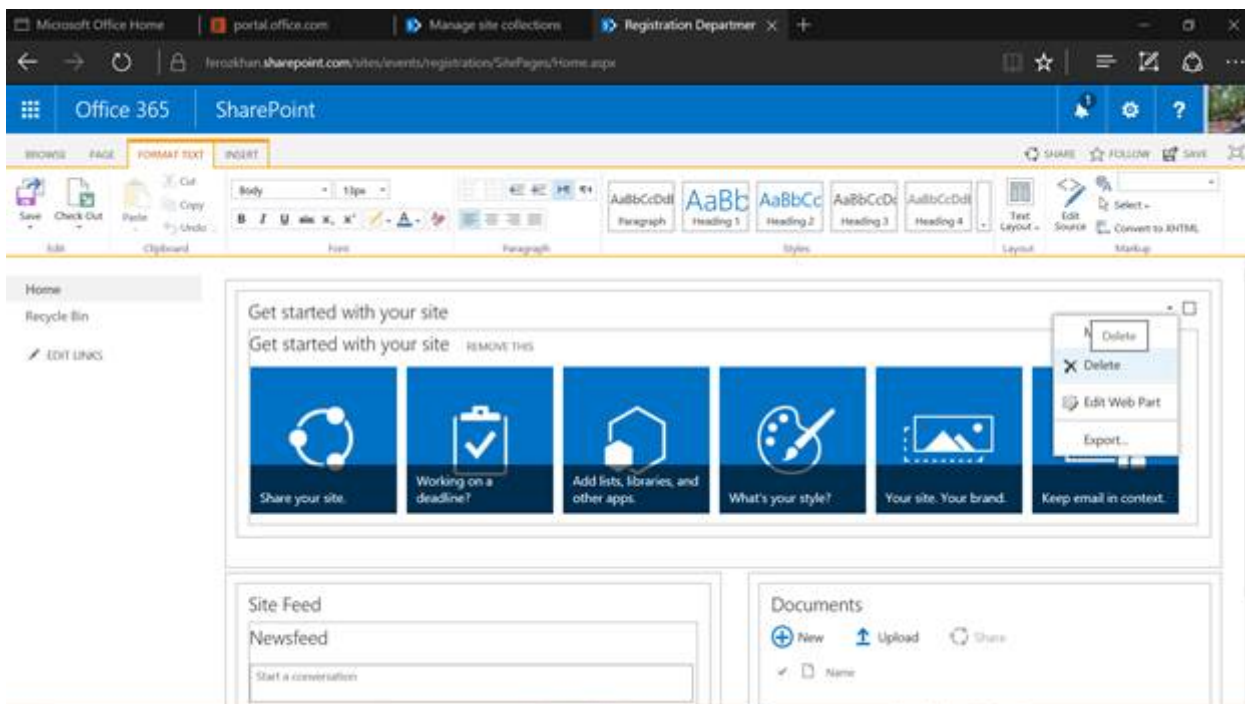


Step 5: Goto Settings option and click on Edit page again to remove the unwanted options available at the page such as Get started with your site, Newsfeed, Documents, etc.,

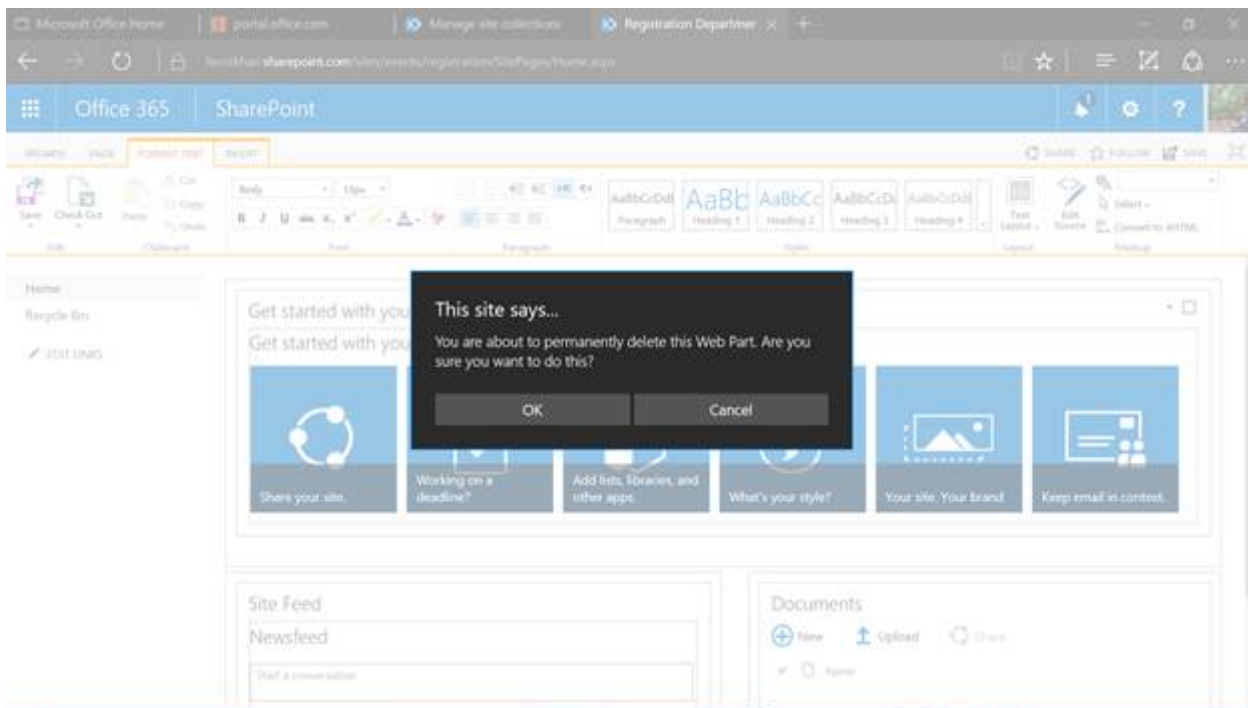
Settings - Edit Page



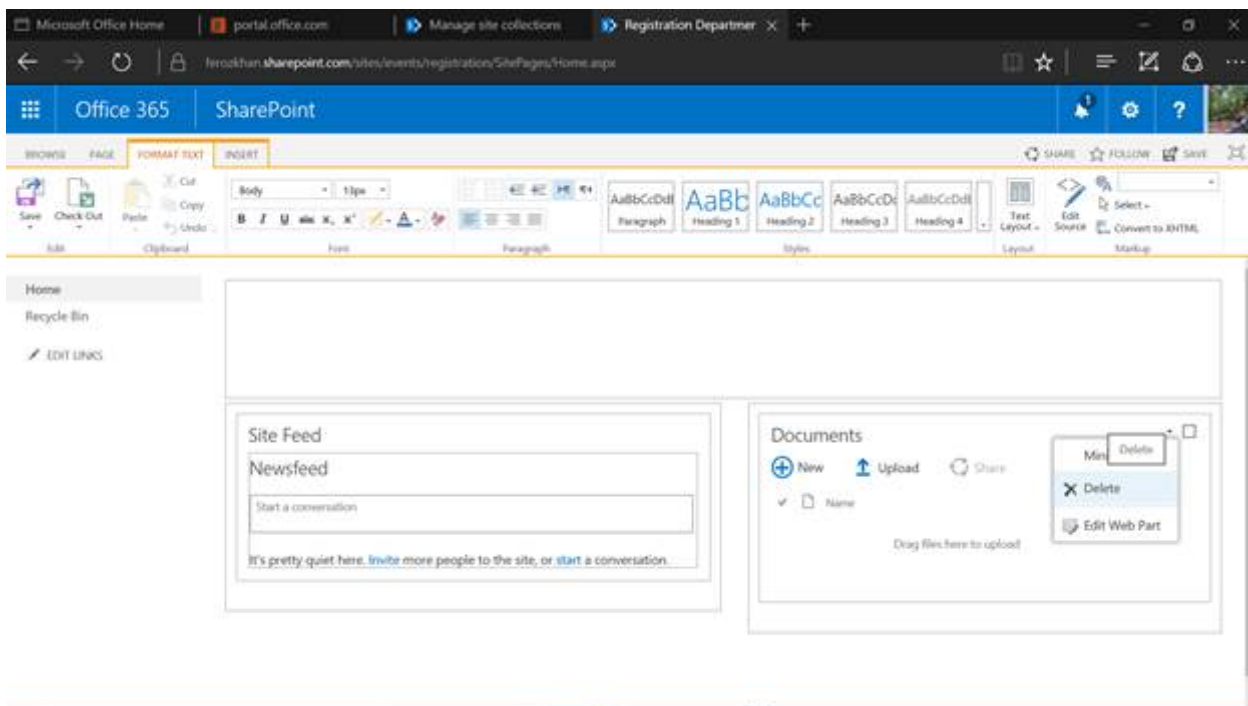
Remove the unwanted panels now by clicking on the left arrow and click on Delete,

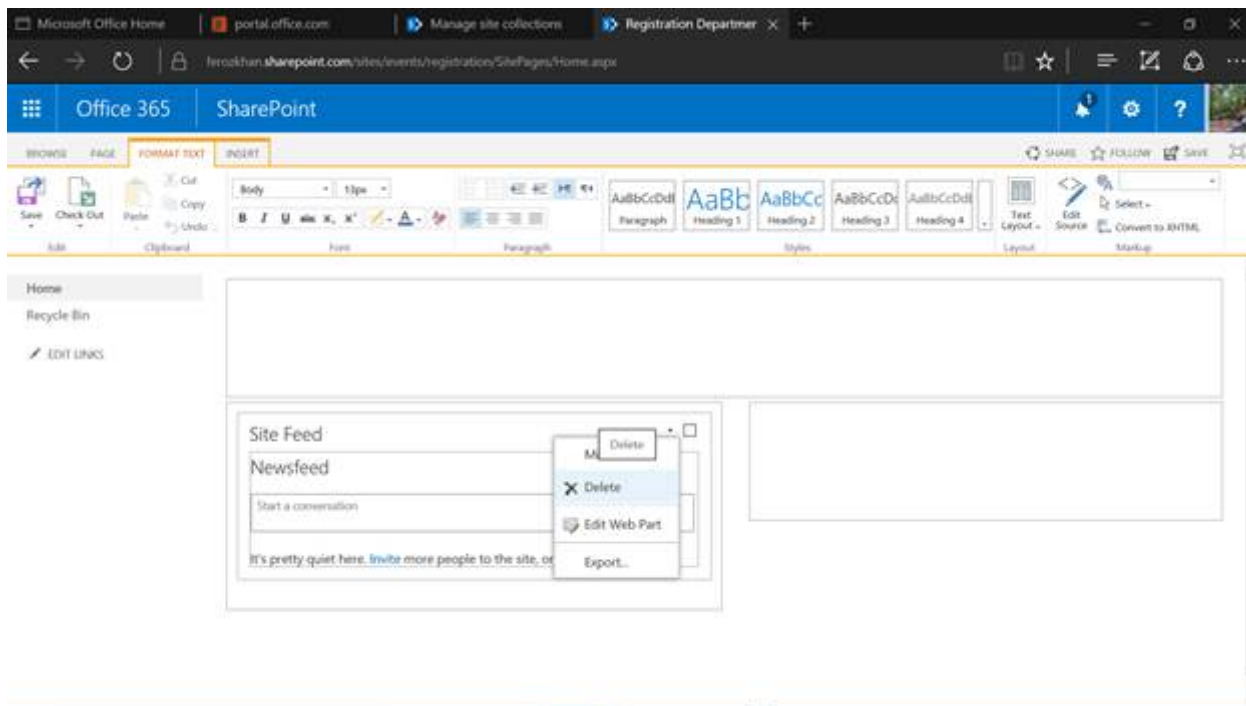


Give OK to remove it.

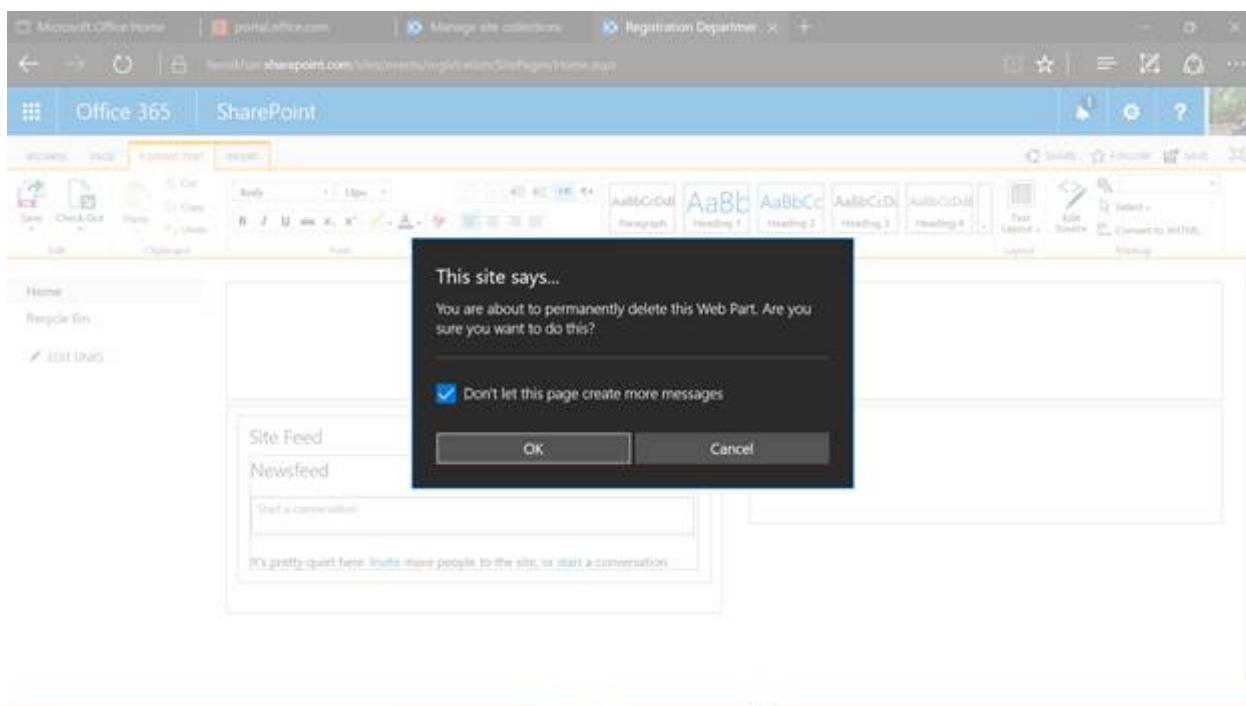


Step 6: Repeat the same to remove documents and Site feed panel.

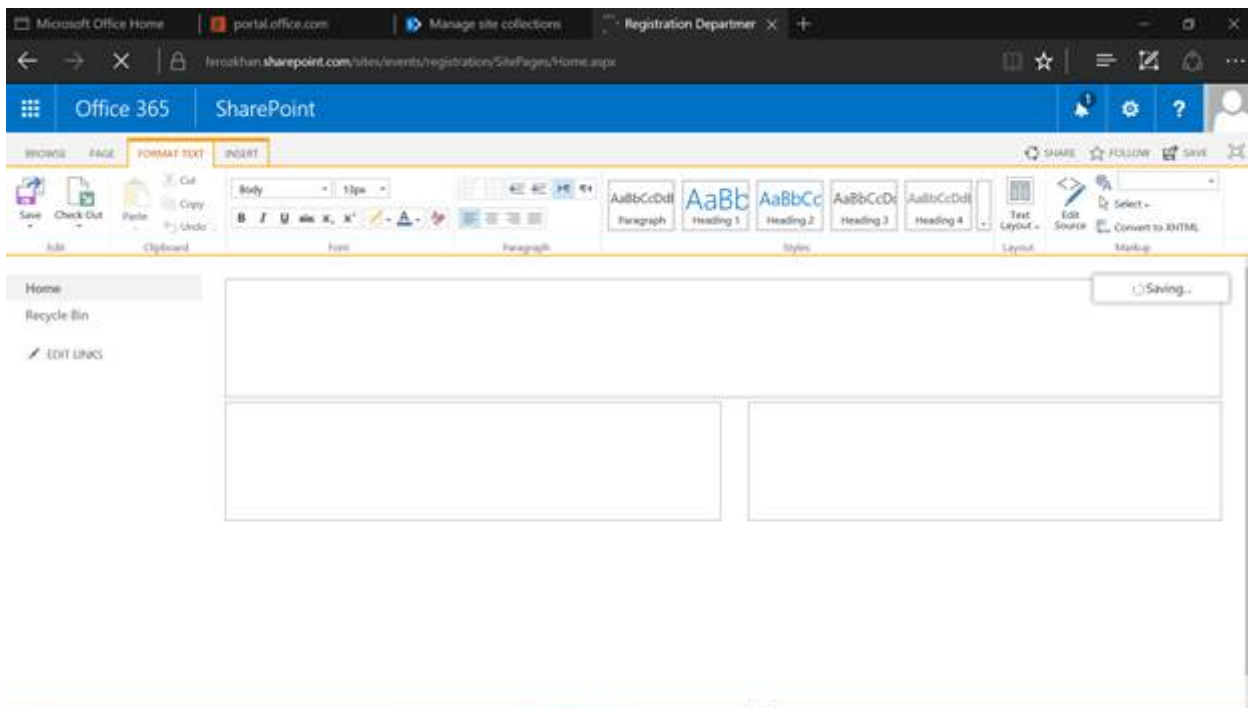




Click on OK to remove it.

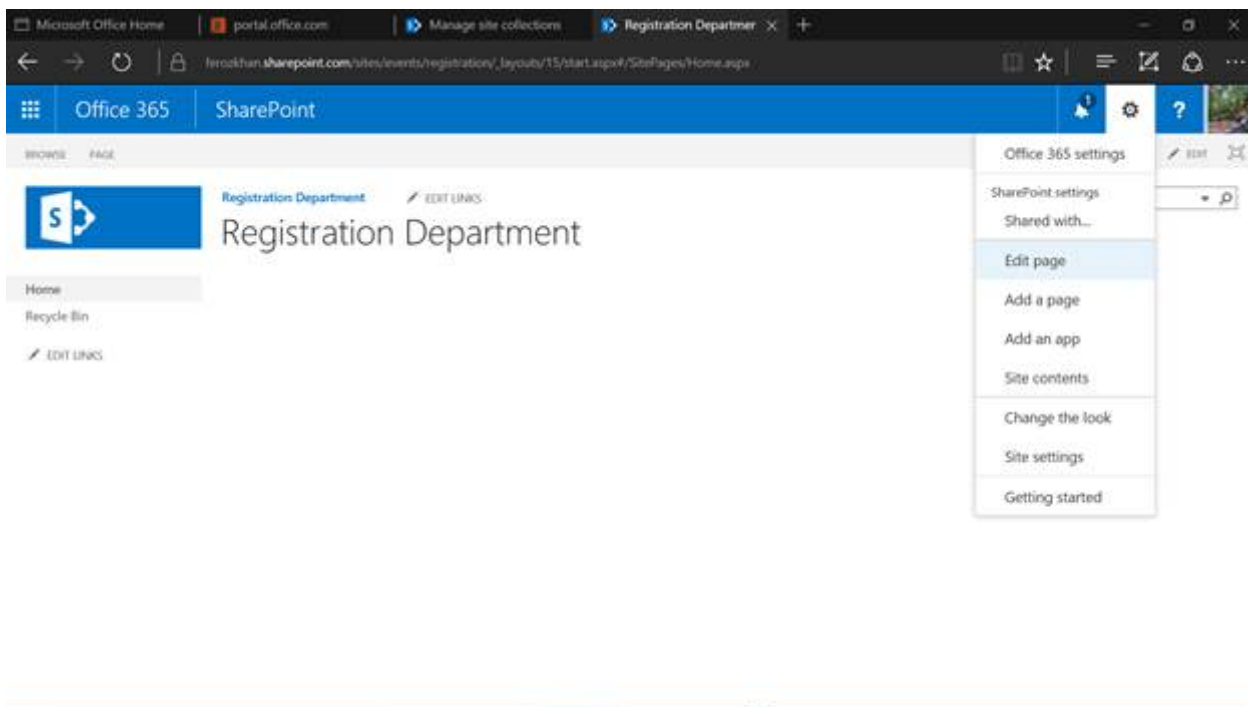


Click on Save to save the changes that you have made.

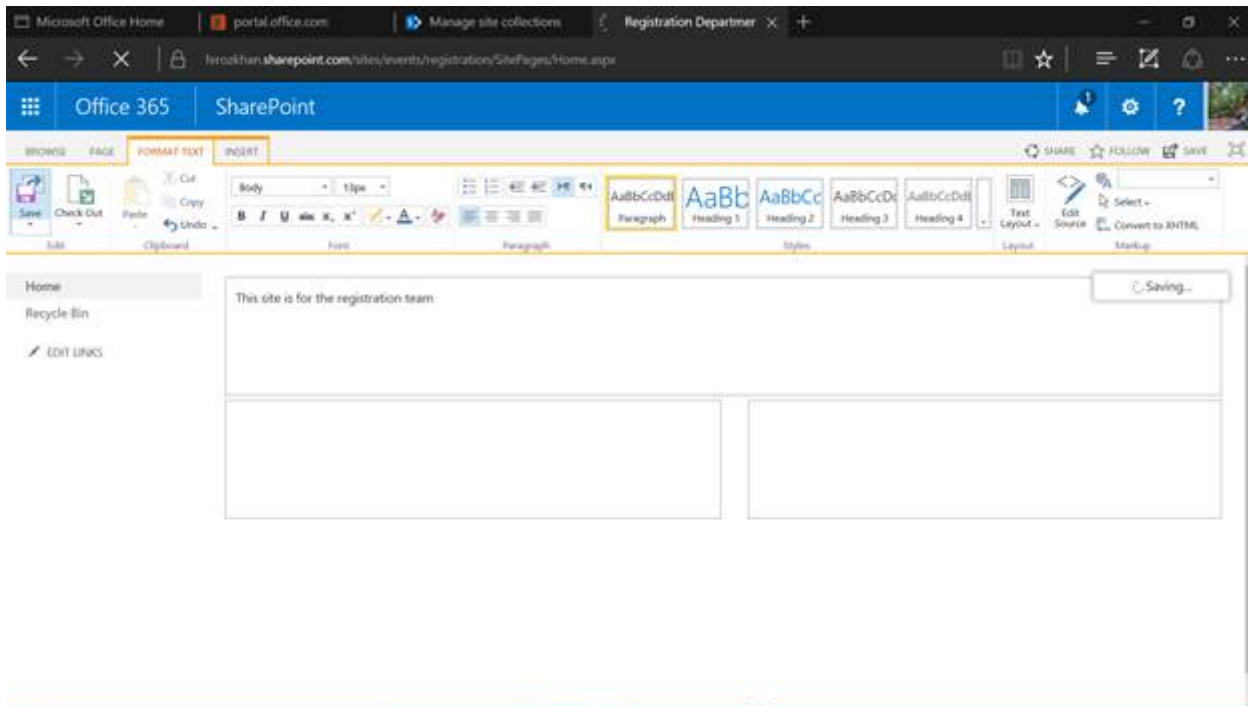


Step 7: Now the content of the page is removed. Let's add some text content on this page now.

Click on Settings - Edit page.



Step 8: Add some content now. Here I have added the content as “This site is for the registration team”. Once after adding it Click on Save.

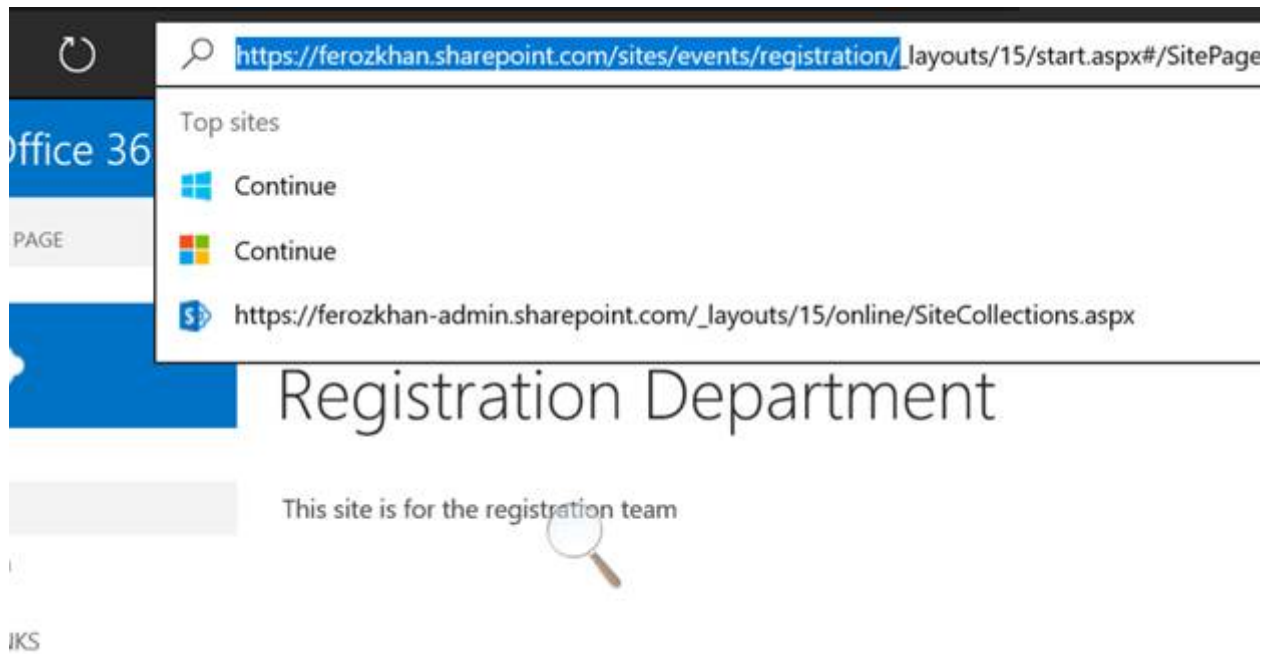


Here your URL comes with a site collection followed by sub-site

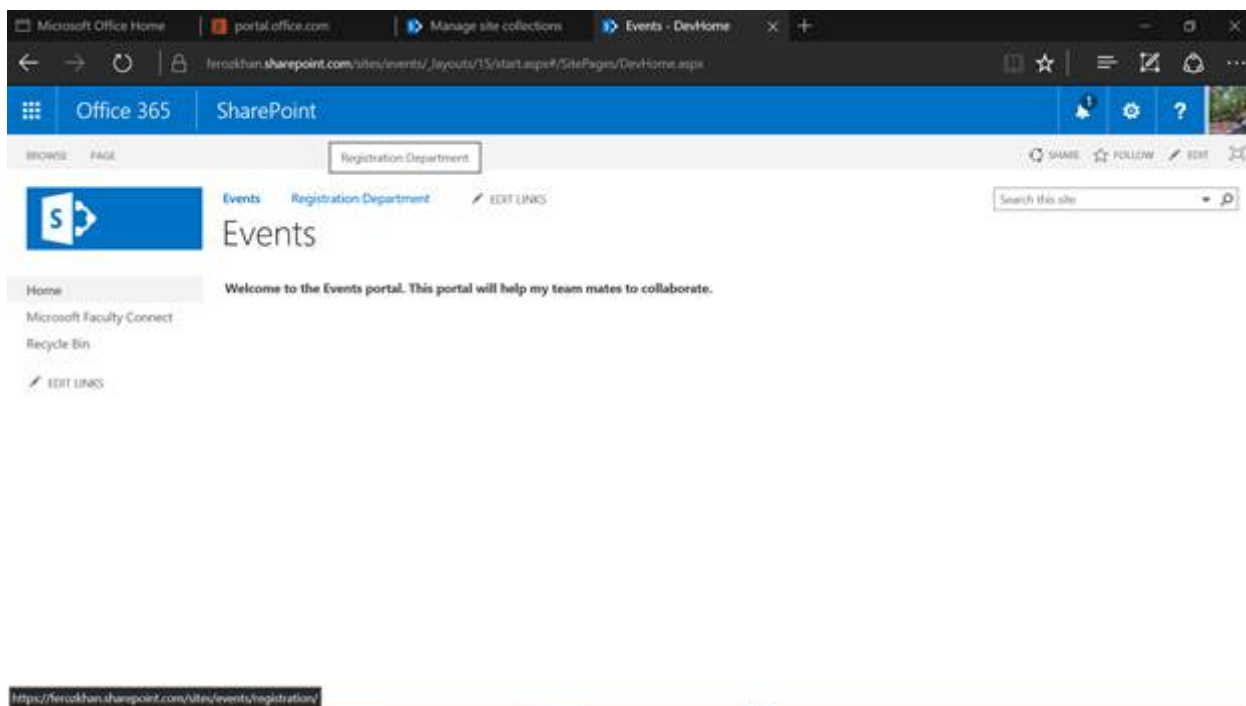
<https://ferozkhan.sharepoint.com/sites/events/registration>

Here <https://ferozkhan.sharepoint.com/sites/events> is my site collection and

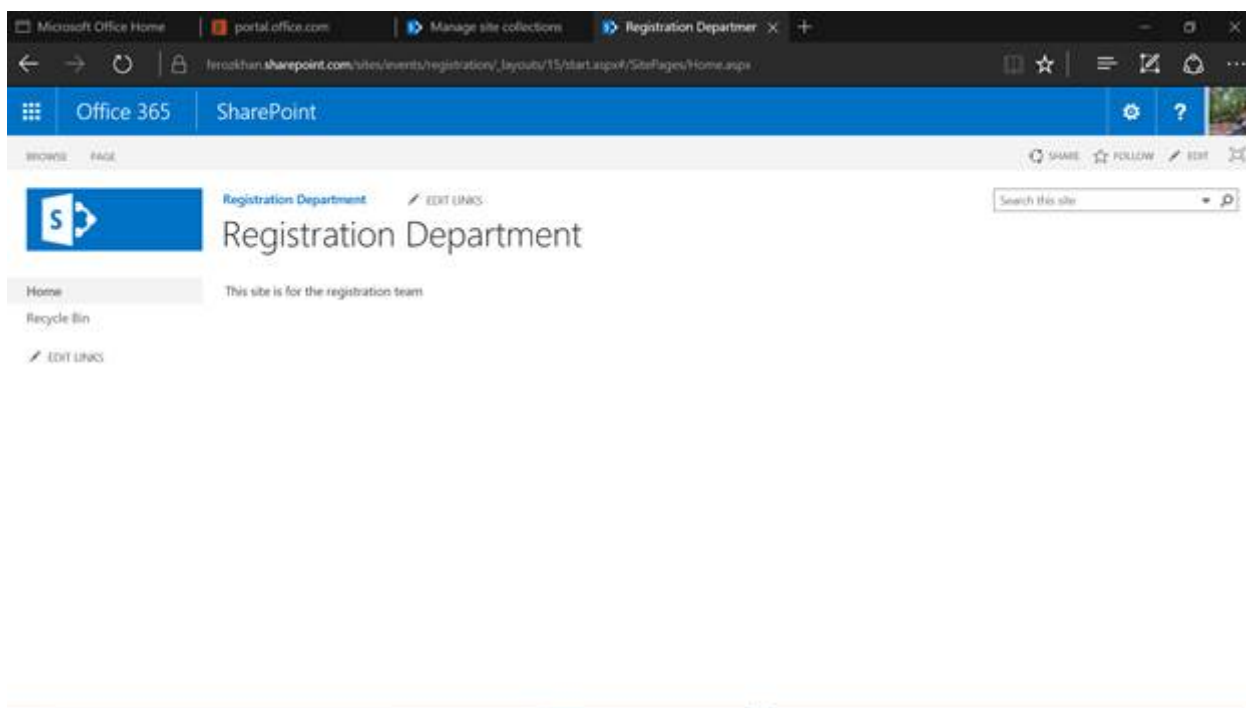
<https://ferozkhan.sharepoint.com/sites/events/registration> is my sub-site.



Step 9: Let's go to <https://ferozkhan.sharepoint.com/sites/events> which is my home page of site collection, here you can find my sub-site of Registration Department is displayed.



Clicking on Registration Department will take me to the Registration Department sub-site page.



Thank you for using C# Corner