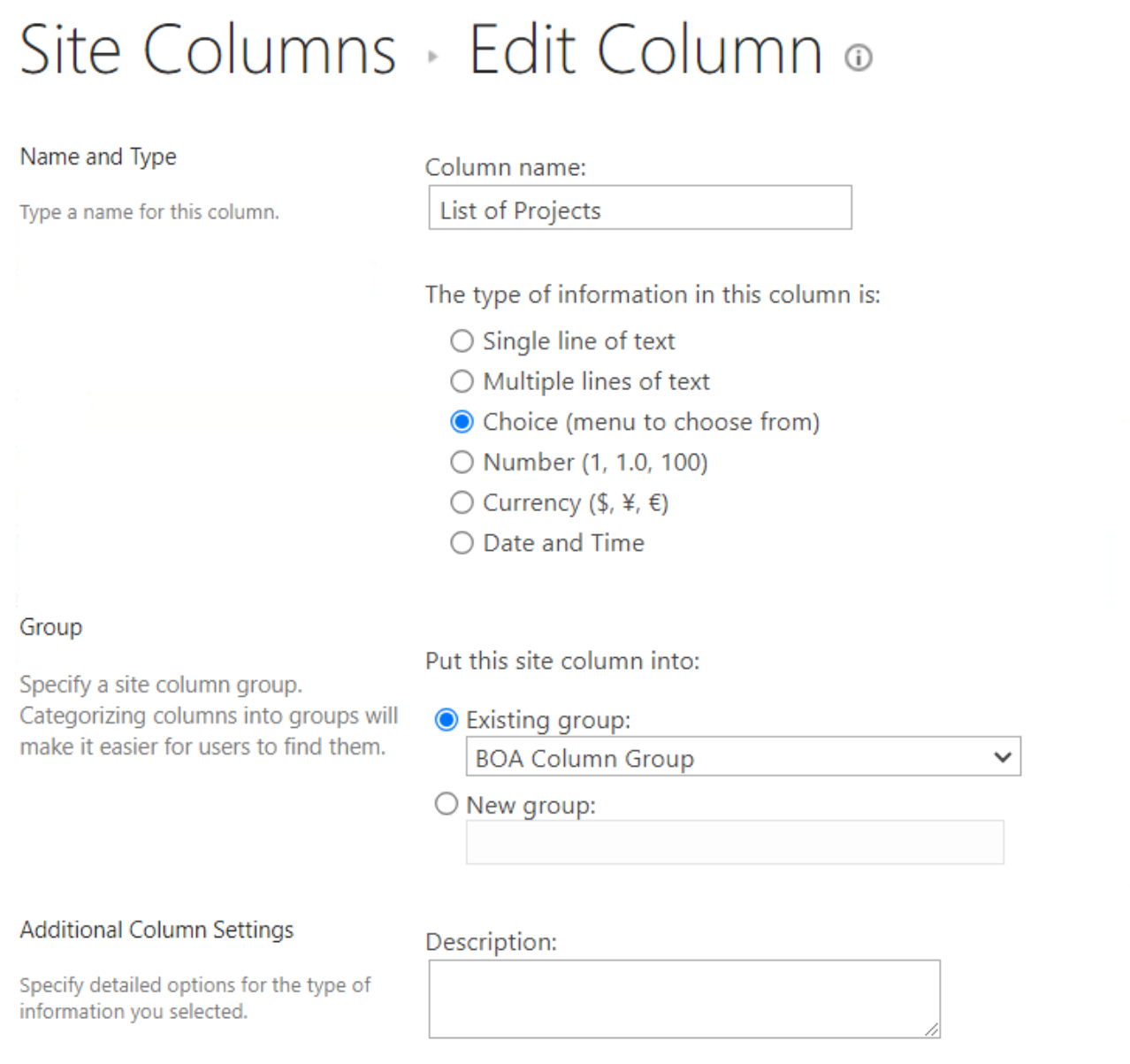
**Create a site column in a list or library**

1. On the home page, select **Settings**  Settings button from SharePoint Online, and then select **Site Settings**. If you don't see **Site settings**, select **Site information,** and then select **View all site settings**. Some pages might require you to select **Site contents**, and then **Site settings**.
2. On the **Site Settings** page, under **Web Designer Galleries**, select **Site columns**.

A screenshot of a web page

Description automatically generated

1. On the **Site Columns** page, select **Create**.
2. In the **Name and Type** section, enter the name that you want in the **Column name** box.



A screenshot of a computer screen

Description automatically generated

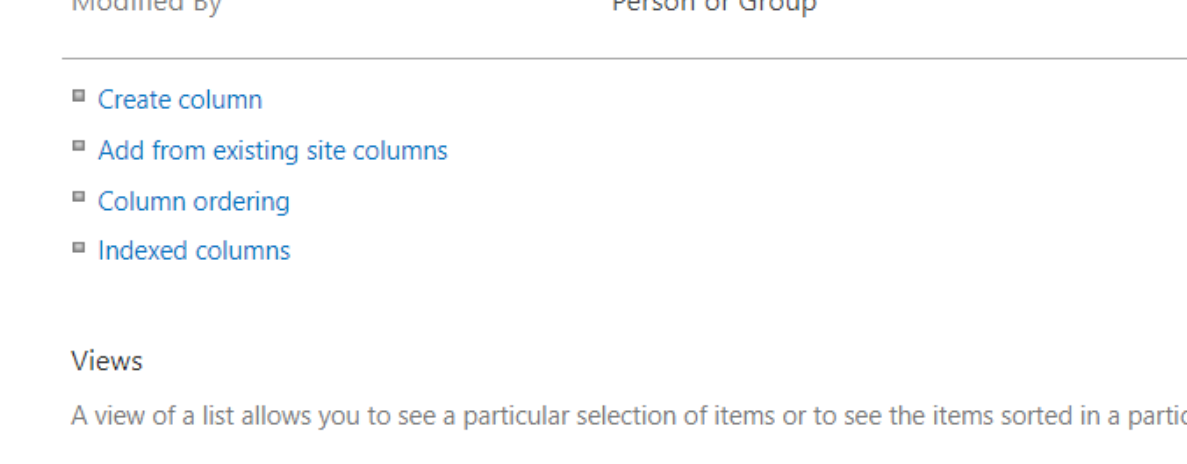
1. Select the type of information you want to store in the column.
2. In the **Group** section, select the existing group in which to store the new site column, or create a new group to store the column.

The list of **Existing groups** can vary with the version of SharePoint, and what groups have been added.

1. In the **Additional Column Settings**section, select the additional column settings you want. The options available in this section differ depending on the type of column that you select in the **Name and Type** section.
2. Select **OK**.
3. Navigate to the list or library you want to create a column in.

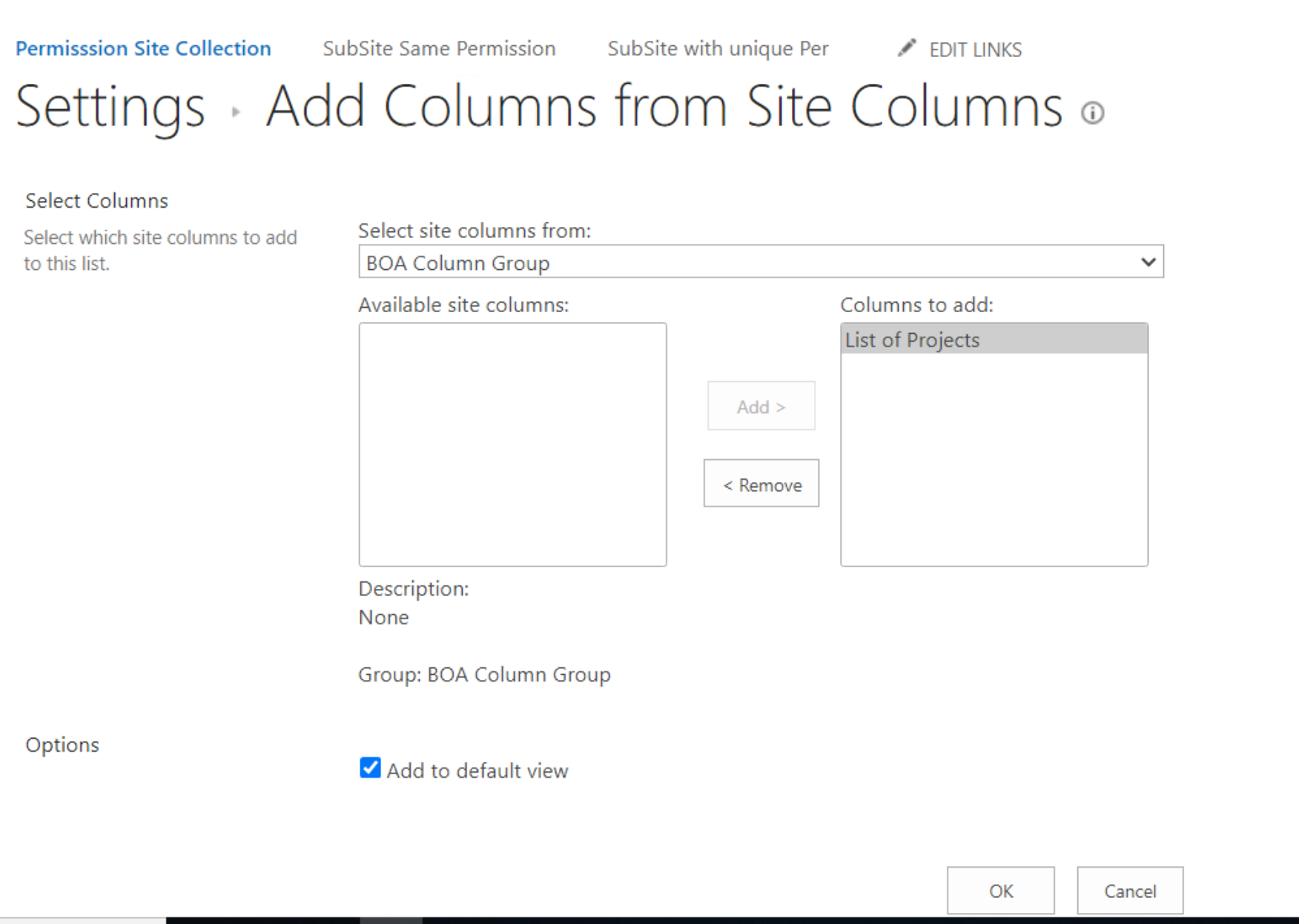
If the name of your list or library does not appear on a page, select **Settings**  SharePoint 2016 Settings button on title bar. >**Site Contents**, and then select the name of your list or library.

1. Select **Settings**  SharePoint 2016 Settings button on title bar. > **List settings** or **Library settings**. Depending on your SharePoint version, you may need to select **More library settings**.
2. On the **Settings** page, scroll down to the **Columns** section, and then select **Add from existing site columns**.
3. On the **Add Columns from Site Columns** page, in the **Select Columns** section, select the group of site columns to choose from in the **Select site columns from** dropdown.



When you select a column group from the list, the available site columns appear in the **Available site columns** list.

1. Select the site columns you want to add, and select **Add**. The columns appear in the **Columns to add** list box. To add the column to the default view, which people on your site automatically see when they first open a list or library, make sure **Add to default view** is selected. Some lists such as the Tasks list also have the option **Add to all content types**, which is selected by default. If you want to add the column to all content types, make sure **Add to all content types** remains selected.

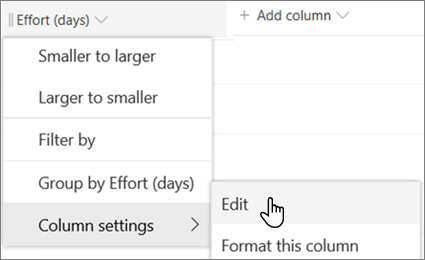


Depending on the type list or library, there may be more settings in the **Options** section. Select the additional options that you want.

1. To save, select **OK**.
2. Go to the list or library that you want to delete a column from.

Or from a SharePoint site, select **Settings** Settings button from SharePoint Online, **Site Contents**, and then select the name of your list or library.

1. Select the column header for the column that you want to delete, and from the menu, select **Column settings** > **Edit**.



1. At the bottom of the Edit Column pane, select **Delete.**
2. To delete the column and the data in the column permanently, select **Delete**.