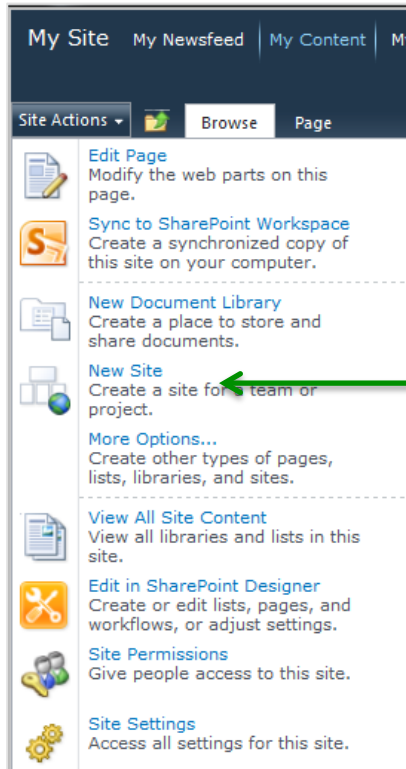


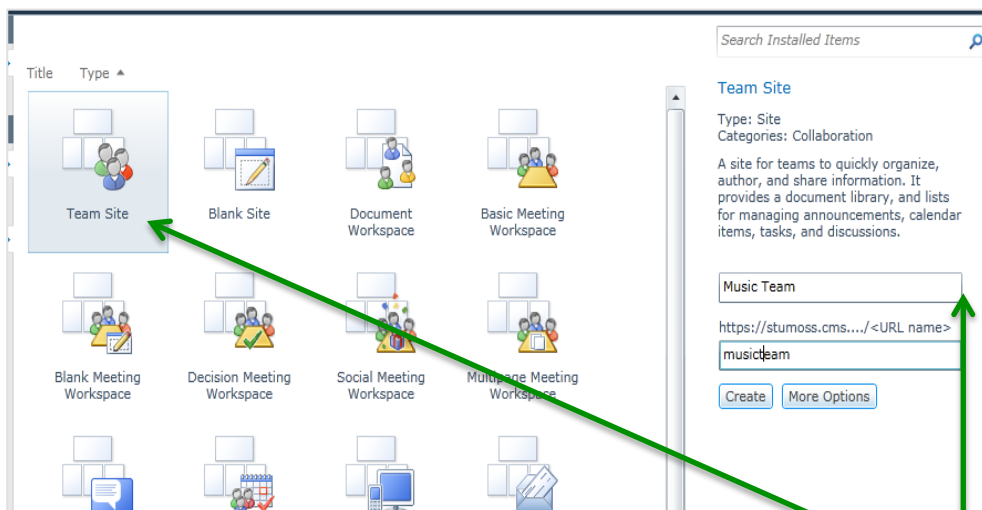
Aim: Create a team site for musicians including as many features as possible.

SharePoint has a function that allows users to create a team website.

1. To create a website, click on **Site Actions**

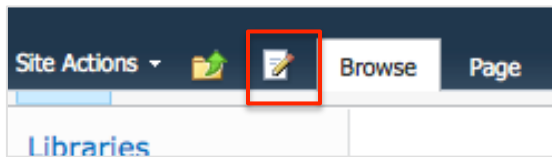


Click on **New Site** to create a team website

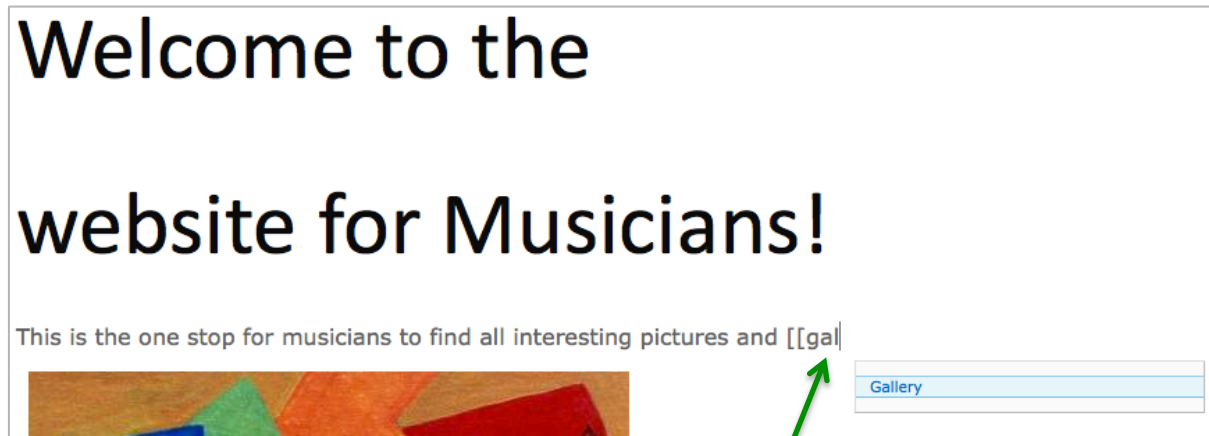


Select **Team Site** and fill in the fields. For example the team page will be called Music Team

By default, SharePoint will create a home page with dummy content, to edit the page click on the edit icon, highlighted below

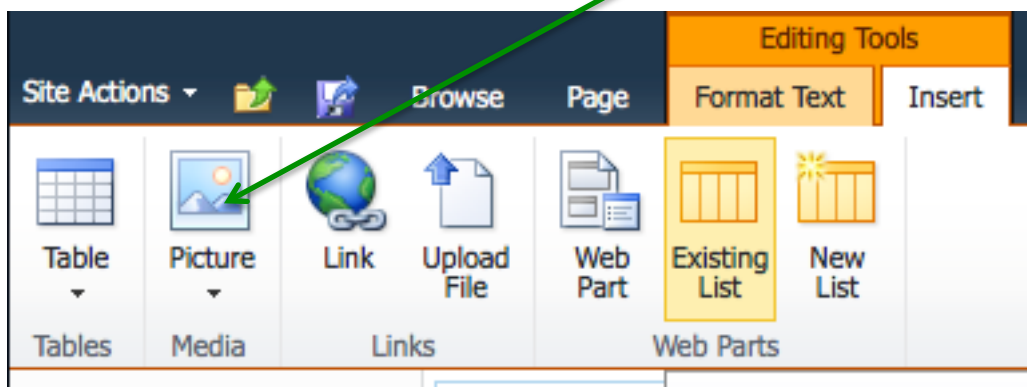


Once you click on edit, the system will present an edit mode to allow users to edit the existing content.

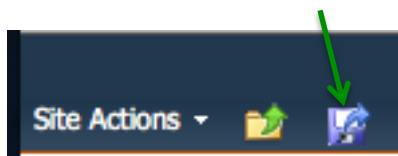


To insert a link to another page in the website type in **[[** and the system will list the pages to link to, for example Gallery

To insert a picture to the home page, click on **insert** and select **picture**



Once completed, click on save



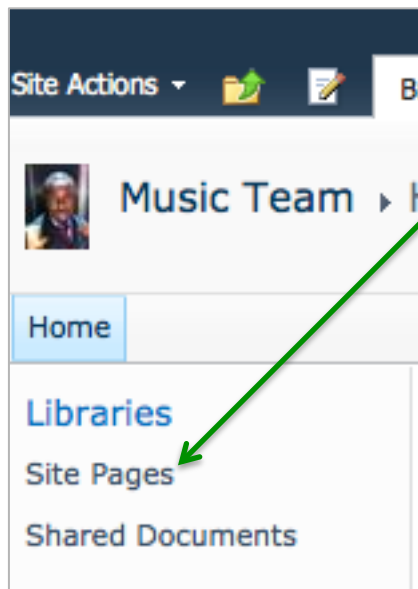
The image below illustrates the home page.

Welcome to the website for Musicians!

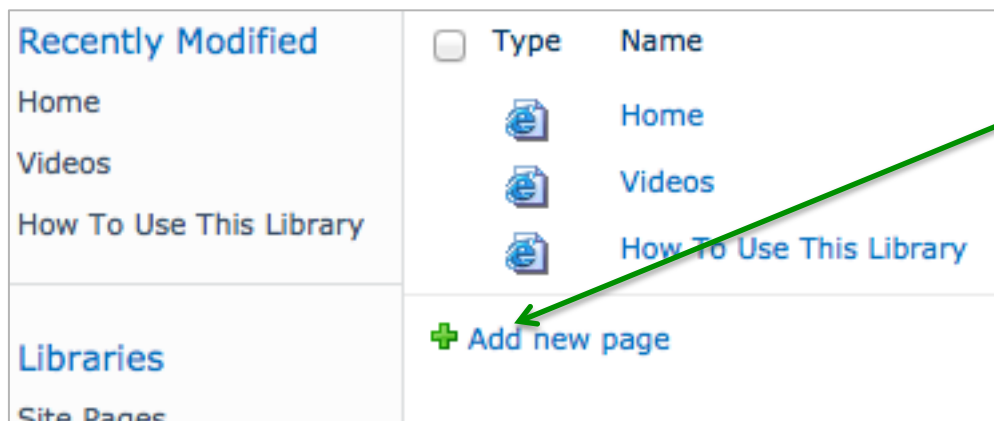
This is the one stop for musicians to find all interesting pictures and [Gallery](#).



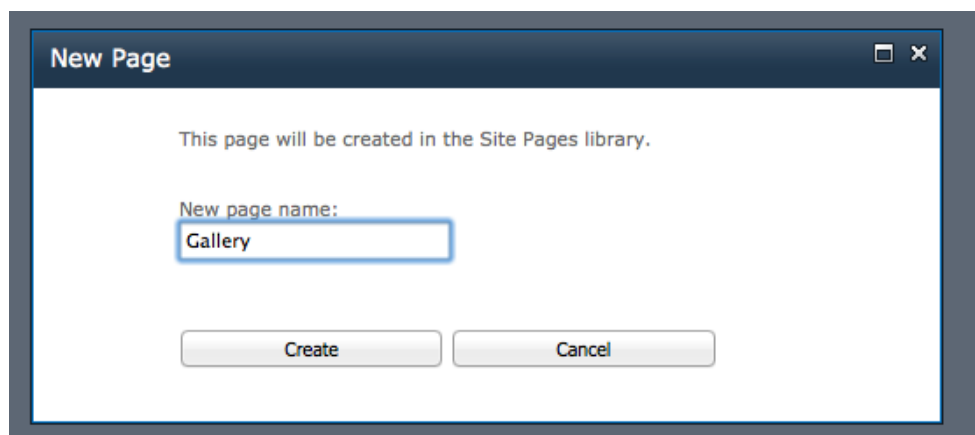
To more pages, click on **site pages**




Site pages



Click Add New
page



**Music Team** ▸ Gallery

Home

Recently Modified

Gallery

Home

Videos

How To Use This Library

Libraries

Site Pages

Shared Documents


Lists


Calendar

Tasks

Discussions

Team Discussion

 Recycle Bin

 All Site Content

Gallery

