



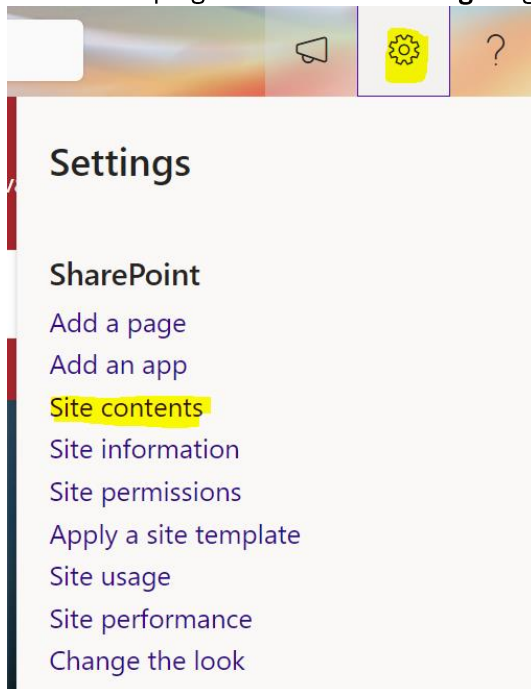
How to create a new site page or homepage

Guidelines for Site Owners

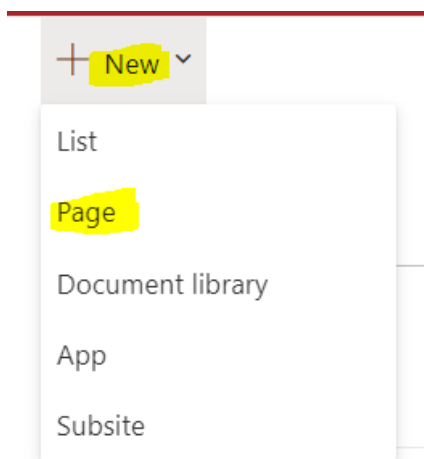
You will most likely want to create a new, customised homepage for your site based on the site content that your team will use the most. Once you set up your page you can update it and add new web parts at any time – you can take your time to get it looking and functioning the way that you and your team want (there is no pressure to get it looking perfect immediately).

To create a new site page:

- Go to your **teamsite**.
- From the top right click on the **Settings** cog and choose **Site contents**:

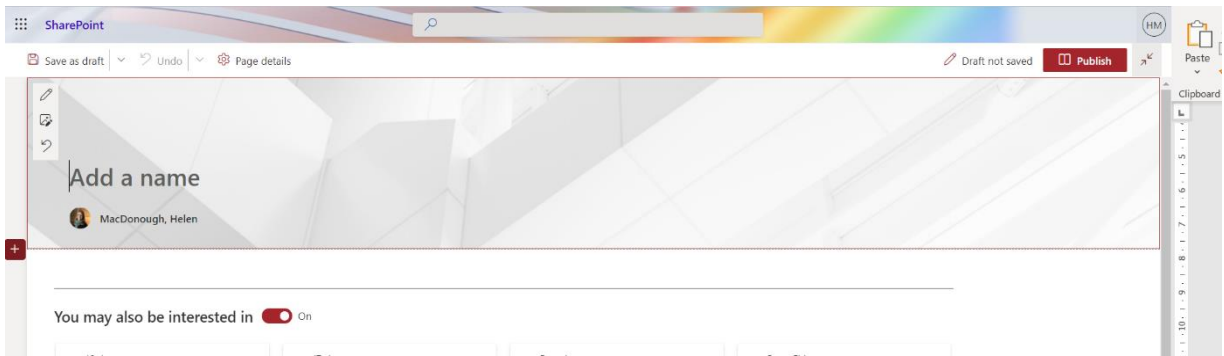


- Click **New** and choose **Page**:

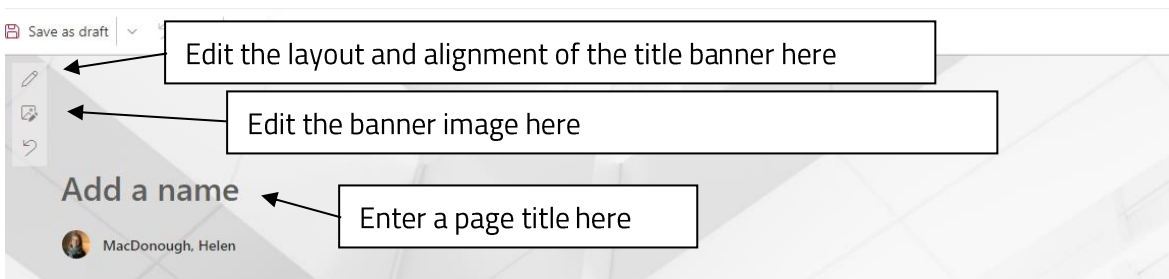


- If prompted choose **Blank** and click **Create Page**.

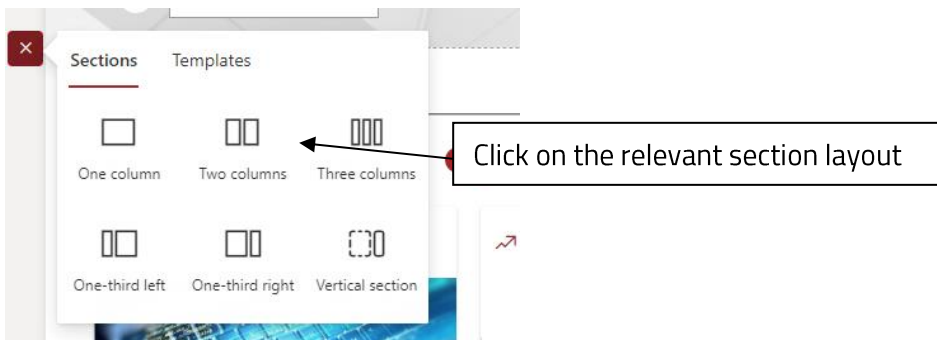
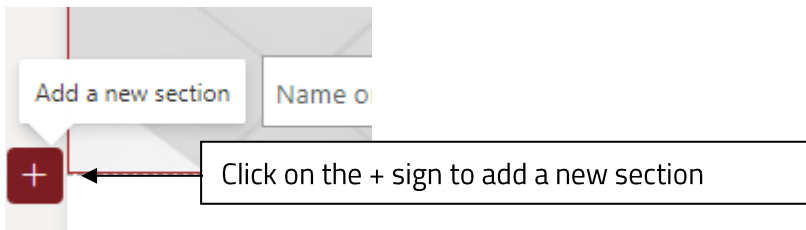
- Your new **blank page** will open and will look something like this:



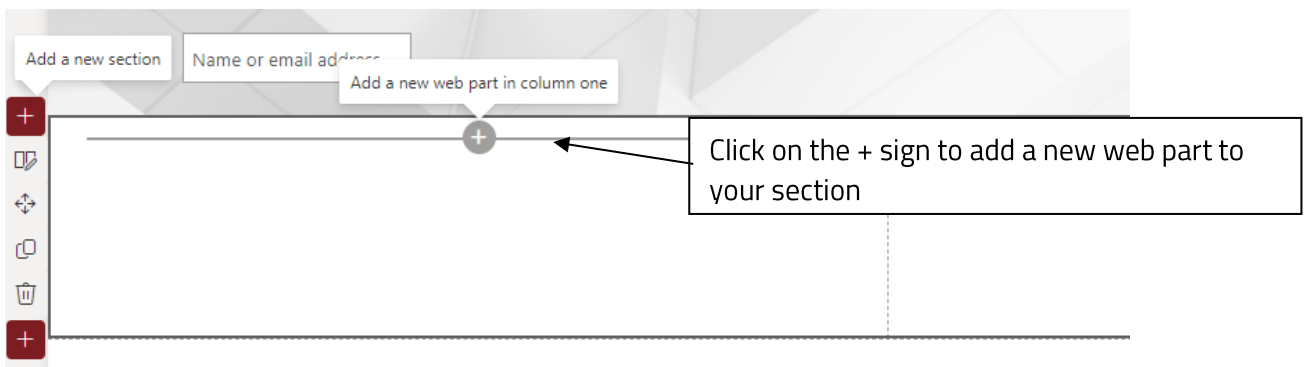
- You can add page **title** and **image**, in the banner section:

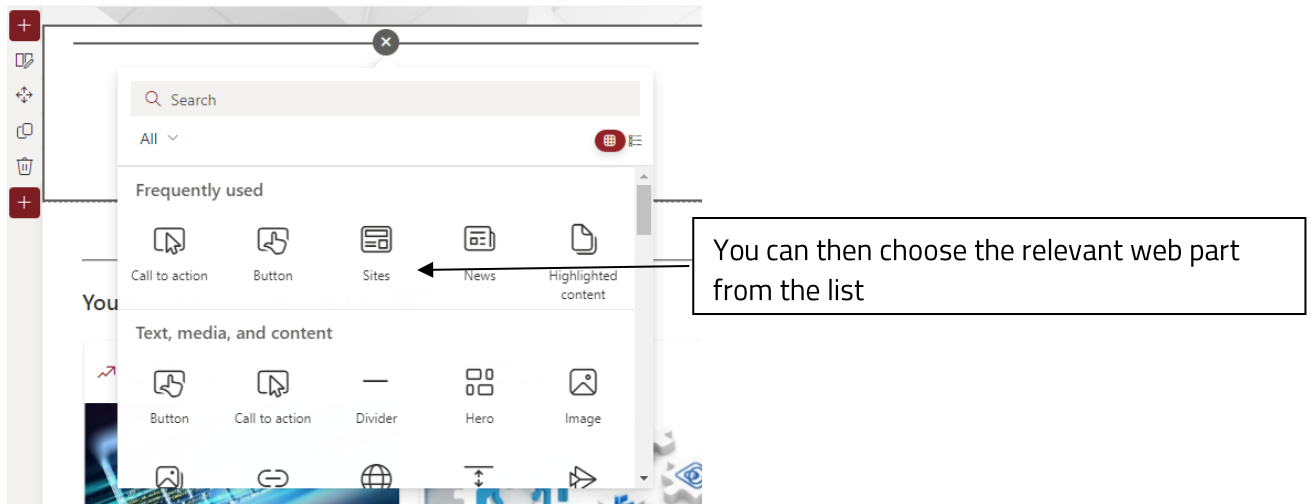


- You can then add page **sections** :



- Once you've added your page section(s), you can add a **web part** to your section:



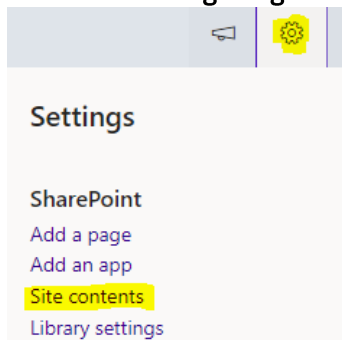


- You can experiment and design the page depending on the requirements of your team.
 - The following video will help you set up your page: [Create a page \(microsoft.com\)](#)
 - This webpage provides information about adding Web Parts, it also includes a list of available Web Parts: [Using web parts on SharePoint pages](#)
- Once you have finished updating your page, click **Publish**:



To make your new customised page your site's homepage:

- Go to the **Settings Cog** and choose **Site Contents**:



- Click on **Site Pages** and locate your new **homepage**.
- Click on the **3 dots** next to your new homepage and choose **Make homepage**:

