SHAREPOINT 2010 FAQS

How do I create a new Team Site?

In order to create a new Team Site you will need to be the Team Site administrator and have full control of the parent Team Site. If you have these permissions you can follow the procedure below.

To create a new Team Site:

1. From the parent Team Site click Site Actions and choose New Site:

The Create site dialog box will appear:
2. Choose **Team Site** and enter a suitable **title** and **URL** in the spaces provided and click **More Options**. The example below is a SharePoint 2010 Training Team Site:

![Select Team Site](image)

The following screen will appear:

![Enter a title and URL in the spaces provided](image)

![Click More Options](image)

3. Decide whether you want to use **unique permissions** or whether you want to use the **same permissions as parent site** and click on the relevant checkbox:
4. Decide whether you want to use the **top link bar from the parent site**. Please note: it is recommended that you click **Yes** at this point to enable user friendly navigation:

**Navigation Inheritance**

Specify whether this site will have its own top link bar or use the one from its parent.

<table>
<thead>
<tr>
<th>Use the top link bar from the parent site?</th>
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<tr>
<td>Yes</td>
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5. Click **Create**.

The following screen will appear as the Team Site is created. Please note: this may take a couple of minutes:

![Create Team Site Screen](image)

Your new Team Site will be created.

If you chose to inherit permissions from the parent site your new Team Site will open ready for you to add content:
If you chose to use unique permissions you will be prompted to set up groups for your site:

The default groups are Visitors, Members and Owners.

6. Click OK, the groups will be created.

For further instructions on setting permissions please refer to the separate document “How do I assign permissions to my Team Site”.