



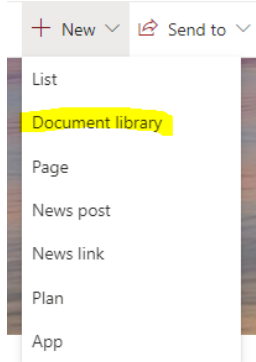
How to add Document Libraries and other content

Guidelines for Site Owners

Once your new Modern SharePoint teamsite has been set up you can add Document Libraries, folders, documents, images, lists etc. as you would in Classic SharePoint.

To add a new Document library:

- From within your SharePoint site click **New** and choose Document library:



- Enter a **Name** and **Description** for your Document Library and click **Create**:

Create document library ×

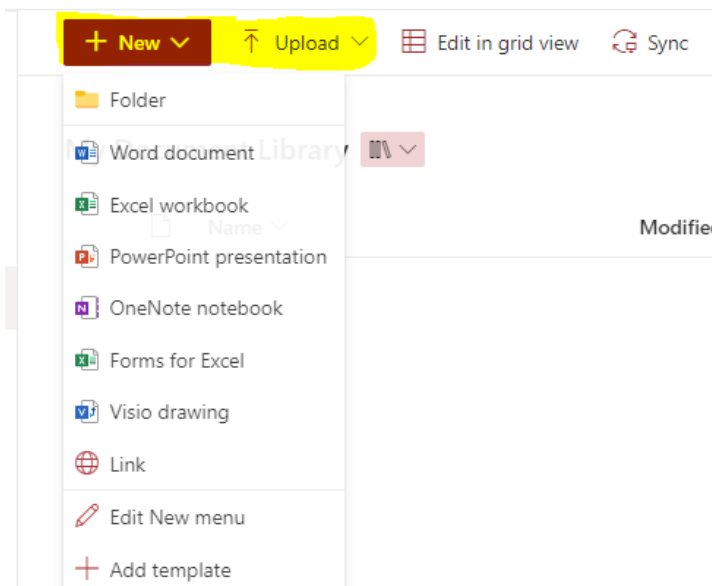
Name *

Description

Show in site navigation

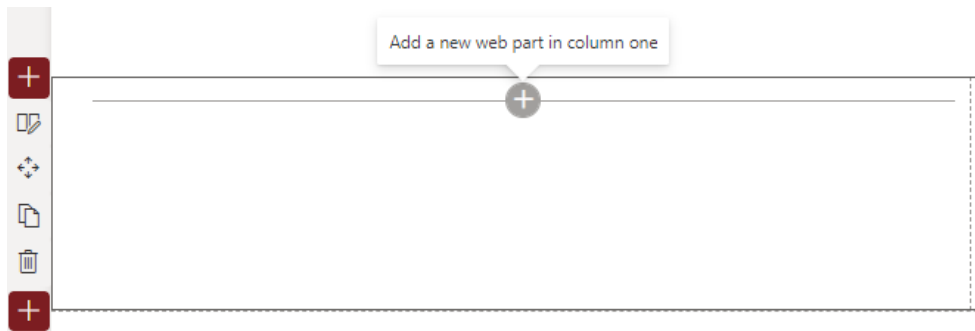
Create

- You can **create** new files or **upload** existing as you would in Classic SharePoint:

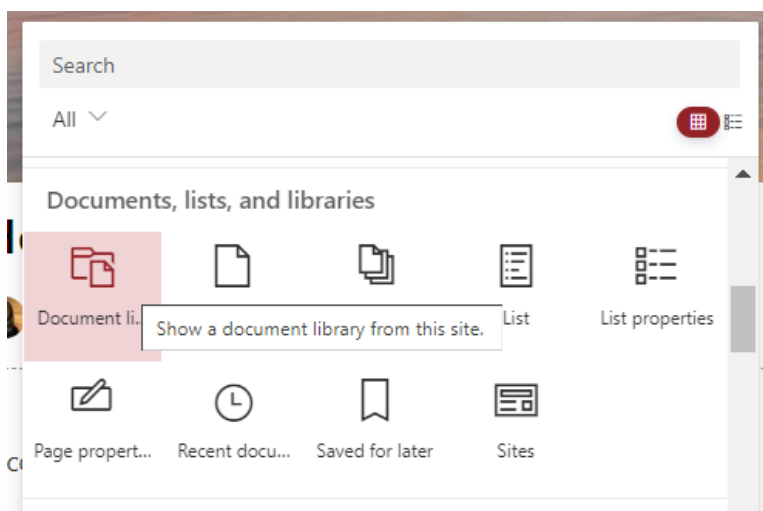


If you want a Document Library to appear on your homepage, you can add it as a Web Part:

- From the top right of your homepage click **Edit**, choose where you would like the Document Library to appear on the page and click on the + sign to add the web part to the relevant column:



- From the list of Web Parts choose **Document Library**:



- You will be prompted to select a Document Library, **select the relevant Document Library** and it will be added to the Web Part.
- Click **Republish** to publish the page.

This web page provides further information about Document Libraries in SharePoint: [Documents and libraries in SharePoint \(microsoft.com\)](https://docs.microsoft.com/en-gb/sharepoint/document-libraries)

This page gives information about Data and Lists: [Data and lists in SharePoint \(microsoft.com\)](https://docs.microsoft.com/en-gb/sharepoint/data-and-lists)