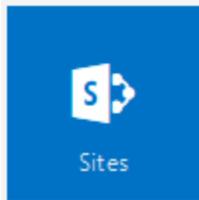
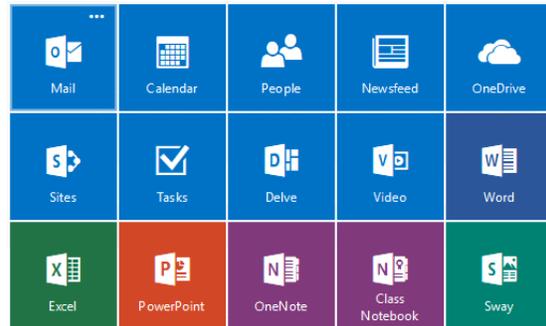


## Instructions for Level 3, and beyond, Subsites

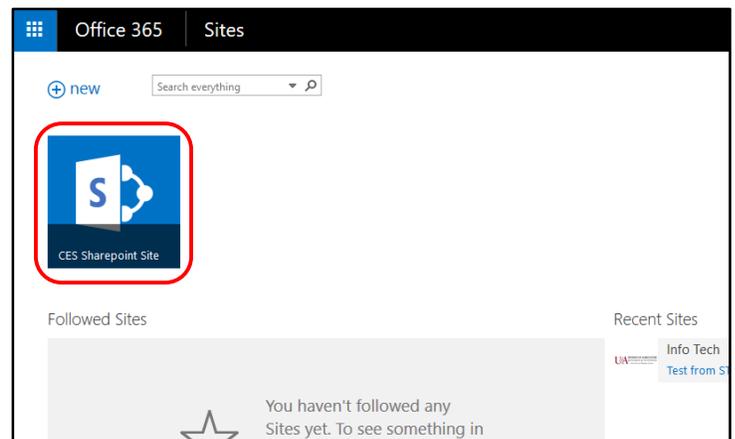
- 1) Login to the online portal at: <http://owa.uaex.edu> or <https://portal.office.com>
- 2) If you logged into OWA, click on the App Launcher (upper left corner). You will see the different apps available to you. When logging into the portal, you will already see the different apps on the page.



- 3) Choose the Site app.

- 4) You will see the main CES Sharepoint Site tile as well as a listing of your Followed Sites and Recent Sites that you have visited.

Click on the CES Sharepoint Site tile.



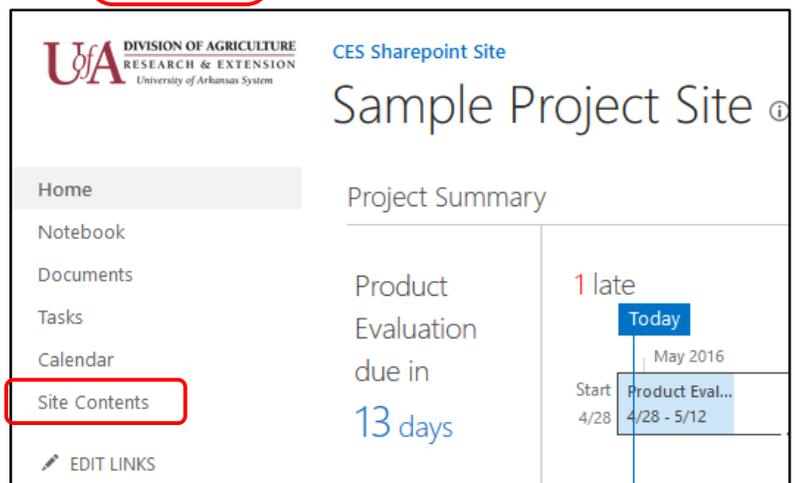
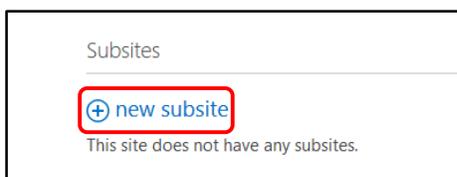
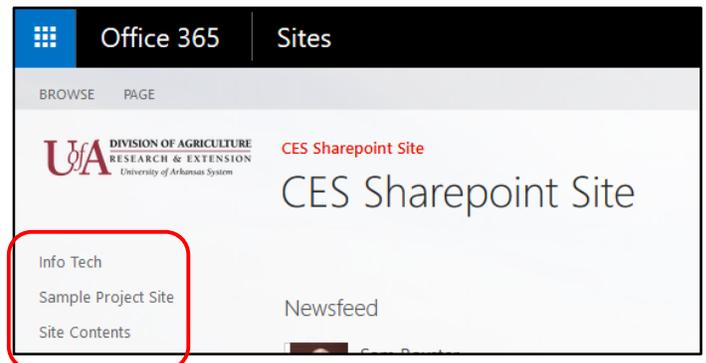
- 5) You will now see the CES Sharepoint Site landing page. On the left navigation you will see the Level 1\Level 2 sites that you have access to.

**Note:** to skip steps 1-5 go to the following URL:

<http://sharepoint.uaex.edu>

You will still be required to login.

- 6) Choose the site that you want to create a Subsite in.
- 7) On the left navigation click on Site Contents.
- 8) At the bottom of the page you will see Subsites. Click on new subsite to create a new site.



- 9) Enter the following information:
- Title
  - Description
  - URL name - **enter shortened acronym**
  - Language – **English**
  - Template – **Team or Project site**
  - User Permissions:
    - Use same permissions as parent site** (*will inherit the same user permissions as the parent site*)
    - Use unique permissions** (*choose this if you want to assign different permissions than the parent site*)
  - Use top link bar from the parent site? **Yes**

10) Click on Create

If you choose “Use Unique Permissions” in the step above, complete step 11 & 12, otherwise go to step 13.

- 11) Set the following permissions by clicking the browse button:
- Sitename Visitors** – users who have read only access.
  - Sitename Members** – users who have read/write access.
  - Sitename Owners** – you should already be listed (since you created the site). You can add more if you choose but it isn’t required.

12) Click on OK when complete.

13) You have now completed your new Subsite. You can start adding content.

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## More Instructions

- [Creating a shortcut to the site/sites](#)
- [Deleting users from site permissions](#)
- [Adding users to site permissions](#)
- [Changing a user's permission group](#)

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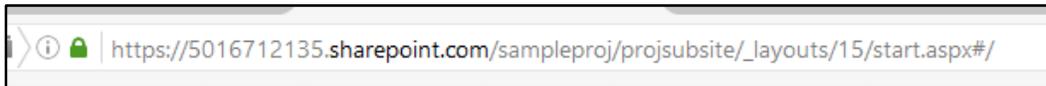
## Creating a shortcut to your site/sites

You have several options for creating a shortcut to your site/sites:

- Option 1 - Browse to your site and bookmark it within your browser. Different browsers have different methods for doing this. You can search the web for directions.
- Option 2 - Create a shortcut on your desktop, instructions below.

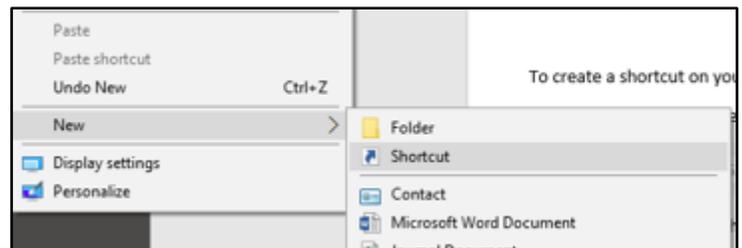
Option 2 - Create a shortcut on your desktop:

1) Copy the complete URL of your site.



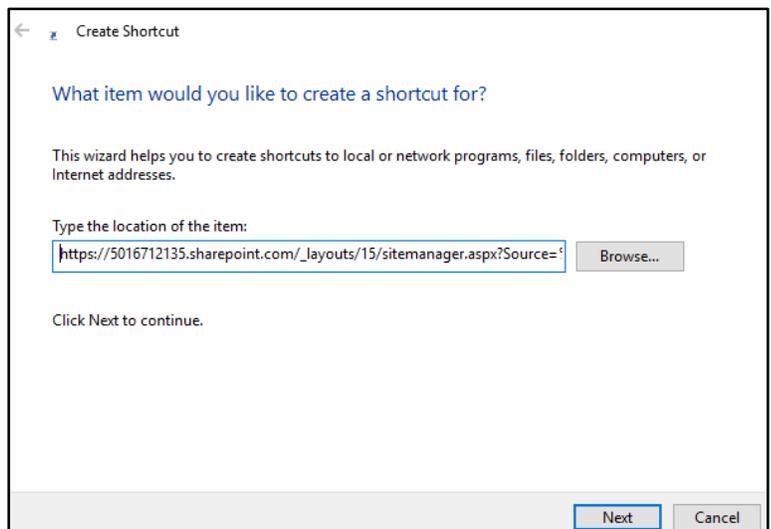
2) Right click somewhere on your desktop.

3) Choose New\Shortcut

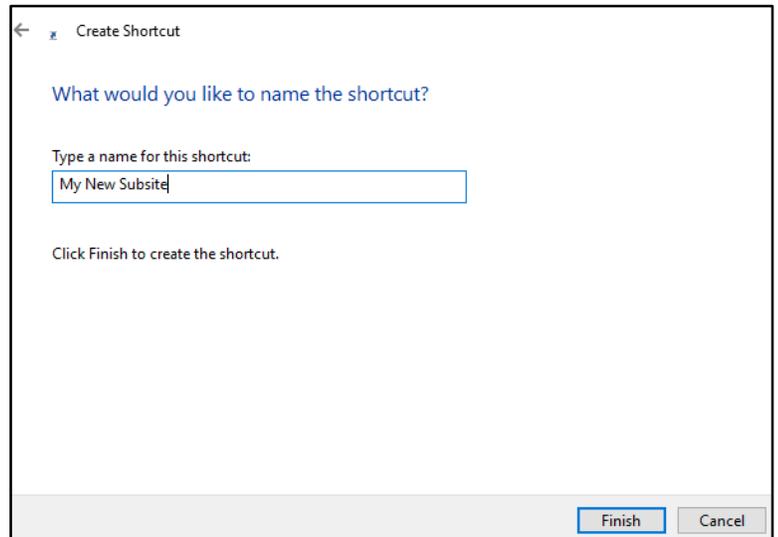


4) Paste your copied URL in the first dialog.

5) Click Next

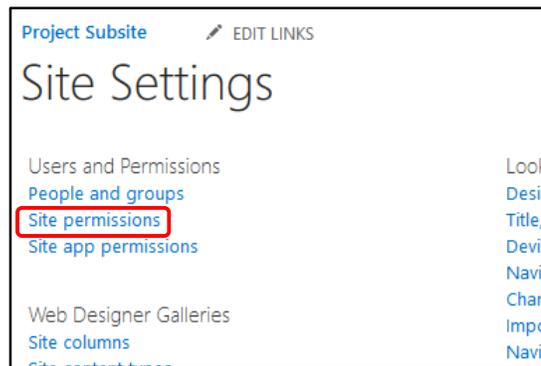
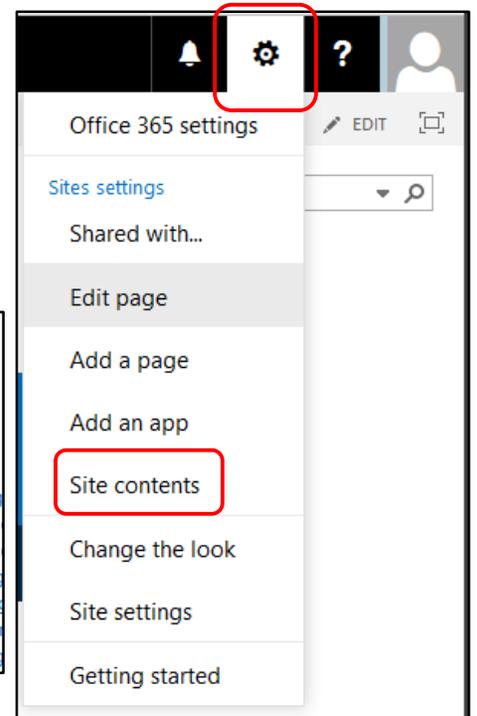


- 6) Type a name for your shortcut and then click on Finish.

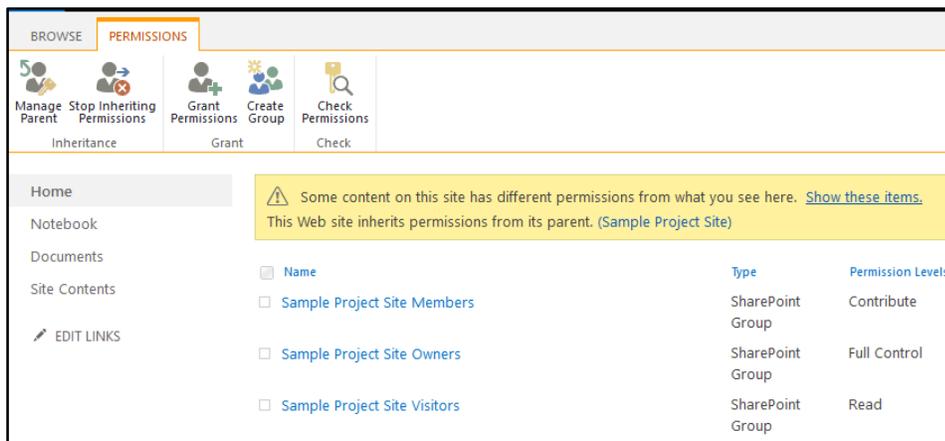


### DELETING USERS FROM SITE PERMISSIONS

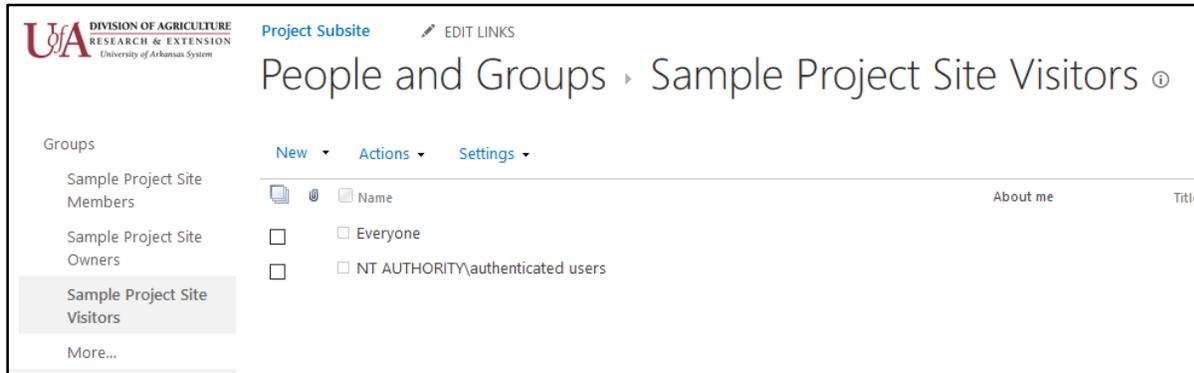
- 1) Login to Office and browse to your site that you want to change user permissions on.
- 2) Click on the Setting gear icon.
- 3) Click on Site Settings.
- 4) Click on Site Permissions.



- 5) On the following screen, choose the group you want to modify (Members, Owners, Visitors)

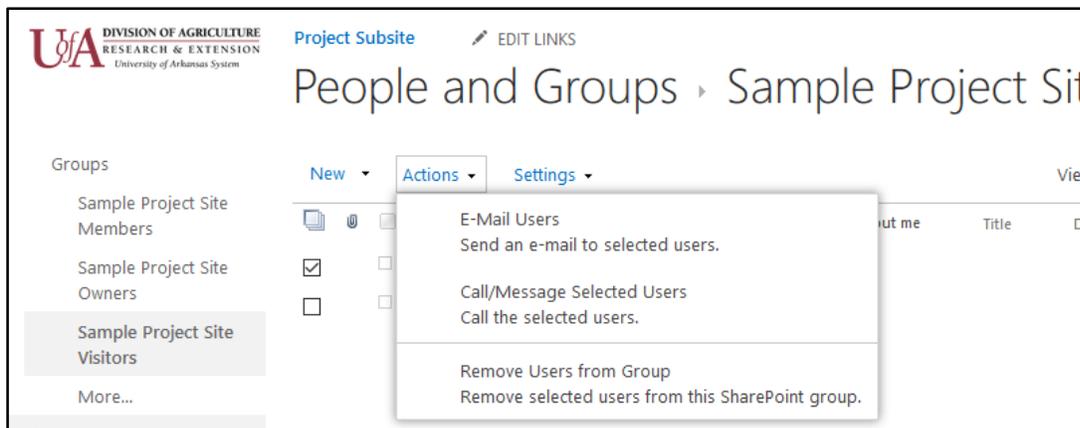


6) You will see a screen similar to the one below:



7) In the list of current users, check the box next to the members you want to delete.

8) Once checked, click on Actions and choose Remove Users from Group and OK.



9) Once complete, click on Home in the left navigation to get back to the site.

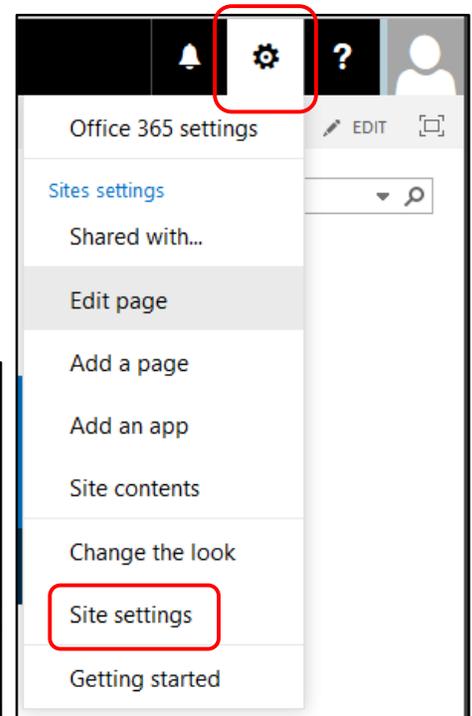
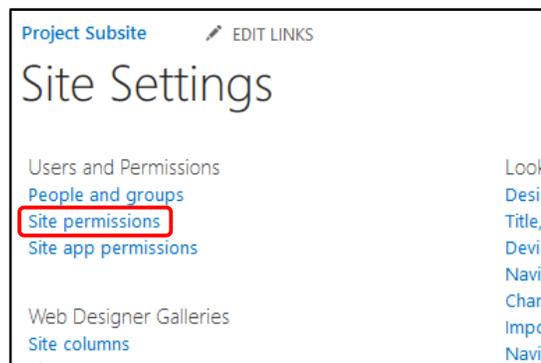
#### ADDING A USER TO SITE PERMISSIONS

1) Login to Office and browse to your site that you want to change user permissions on.

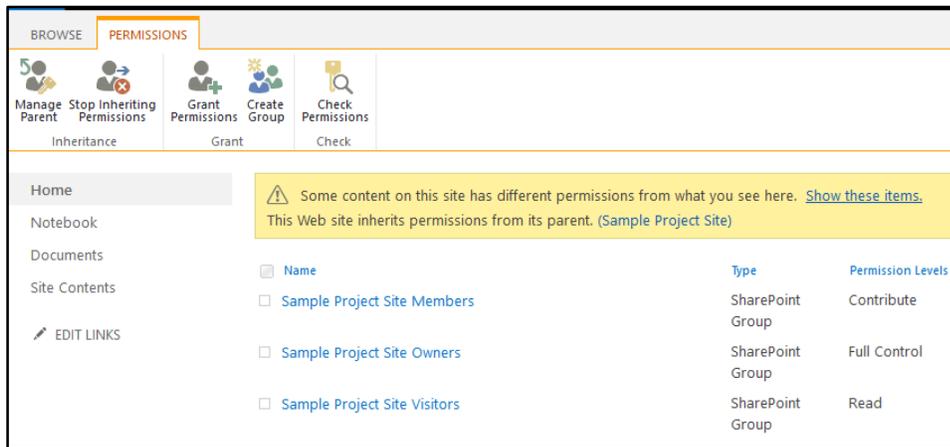
2) Click on the Setting gear icon.

3) Click on Site Settings.

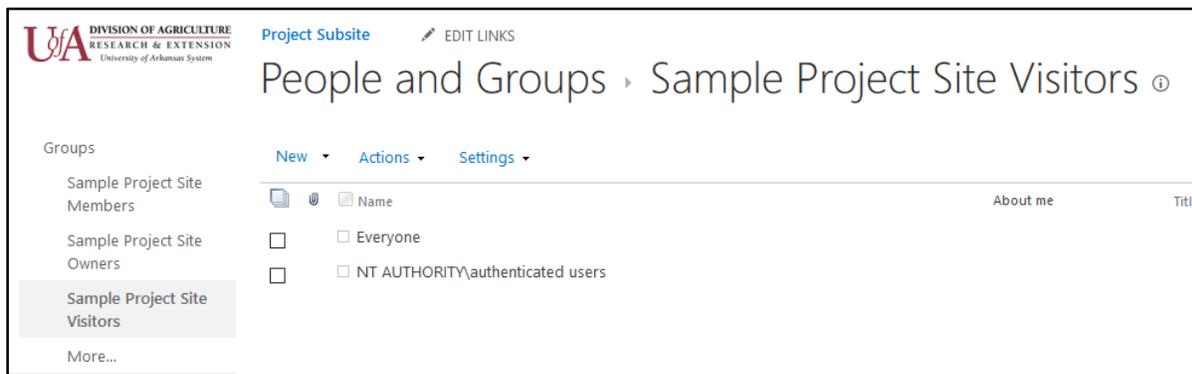
4) Click on Site Permissions.



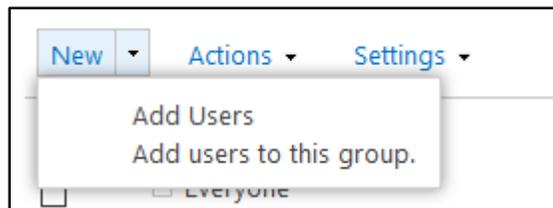
5) On the following screen, choose the group you want to modify (Members, Owners, Visitors)



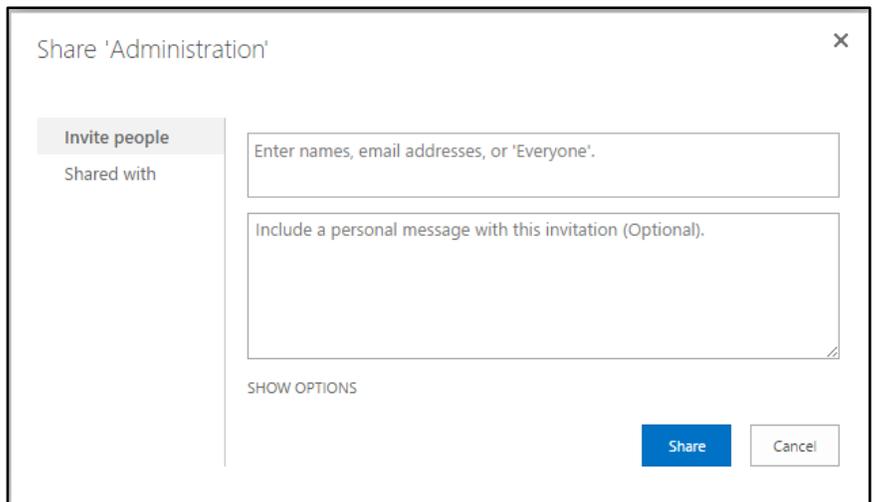
6) You will see a screen similar to the one below:



7) Click on New and Add User.



8) The following dialog appears:

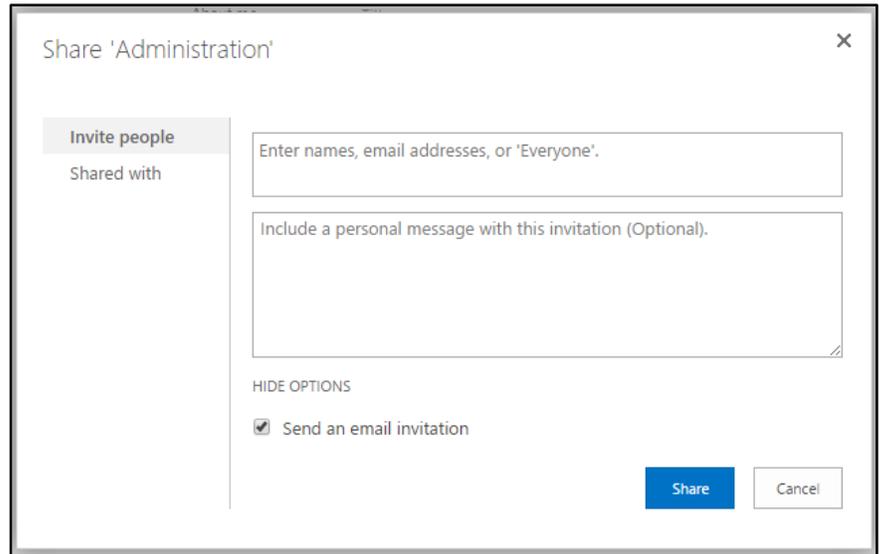


9) Click on SHOW OPTIONS, to show the "Send an email invitation" option. Either check or uncheck this option.

10) To enter new members - click in the top box to enter names.

11) Click on Share when finished.

12) Once complete, click on Home in the left navigation to get back to the site.



The image shows a dialog box titled "Share 'Administration'" with a close button (X) in the top right corner. On the left side, there is a vertical menu with two items: "Invite people" (highlighted in grey) and "Shared with". The main area of the dialog contains a text input field with the placeholder text "Enter names, email addresses, or 'Everyone'". Below this is a larger text area with the placeholder text "Include a personal message with this invitation (Optional)". Underneath the message area, there is a section labeled "HIDE OPTIONS" containing a checked checkbox next to the text "Send an email invitation". At the bottom right of the dialog, there are two buttons: a blue "Share" button and a white "Cancel" button.

### **CHANGING A USER'S PERMISSION GROUP**

In order to change a user's permission group, you will need to delete them from one group and then add them to another group.

*Note:* You can get more instructions for different site settings on our website or by searching the web.