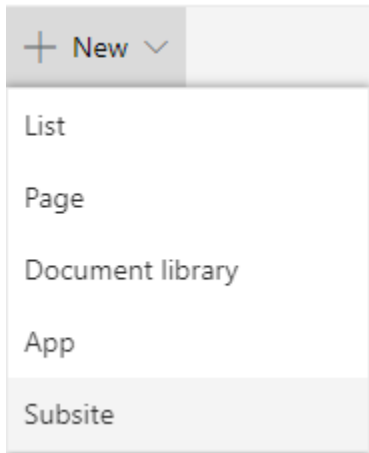


## Steps to create a SharePoint Online subsite

- 1) Click the gear on the upper right corner.
- 2) Click Site contents.
- 3) Click New and then select Subsite.



- 4) Input the following fields to create a subsite
  - **Title**
  - **URL name**
  - Select **Team site (classic experience)** template
  - Select **Use unique permissions**
  - Select **Yes** in “Use the top link bar from the parent site?”
  - Click **Create**

## Site contents ▸ New SharePoint Site

### Title and Description

Title:

Description:

### Web Site Address

URL name:

### Template Selection

Select a language:

Select a template:  
Collaboration Enterprise Publishing Duet Enterprise  
Team site (no Office 365 group)  
**Team site (classic experience)**  
Blog  
Project Site  
Community Site

A site with a classic experience on the home page and no connection to an Office 365 Group.

### Permissions

You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.

### User Permissions:

- Use same permissions as parent site
- Use unique permissions

## Steps to create a SharePoint Online subsite

5) Create **new groups** for subsite and add site owner into owners' group. Then click **OK**.

Subsite ABC  EDIT LINKS

### People and Groups › Set Up Groups for this Site

#### Visitors to this Site

Visitors can **read** content in the Web site. Create a group of visitors or re-use an existing SharePoint group.

Create a new group  Use an existing group

Subsite ABC Visitors



#### Members of this Site

Members can **contribute** content to the Web site. Create a group of site members or re-use an existing SharePoint group.

Create a new group  Use an existing group

Subsite ABC Members



#### Owners of this Site

Owners have **full control** over the Web site. Create a group of owners or re-use an existing SharePoint group.

Create a new group  Use an existing group

Subsite ABC Owners

Test User 1a:



OK