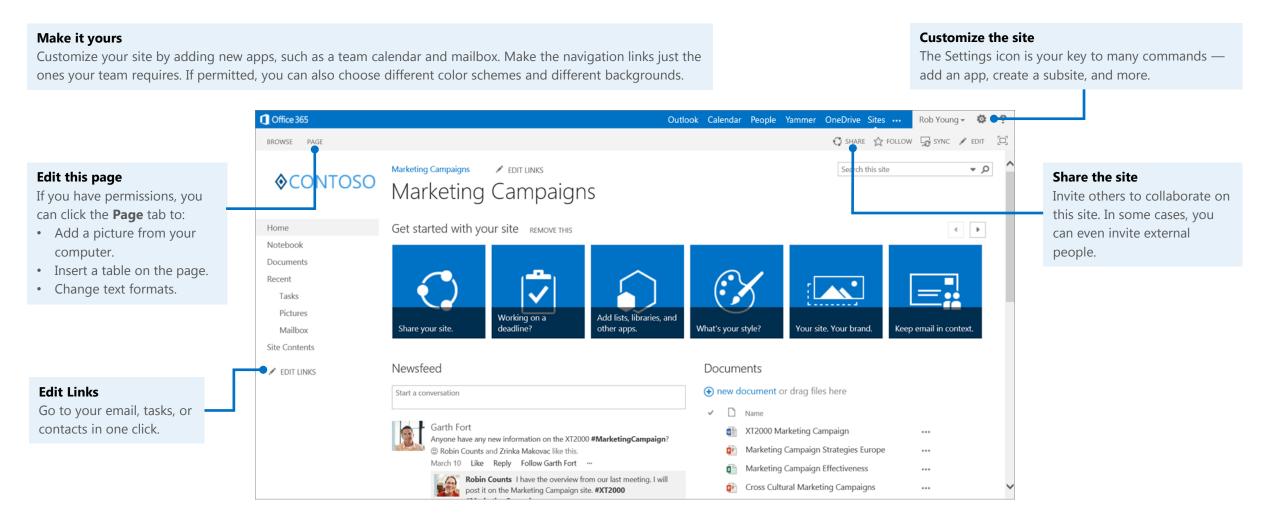
# Create a team site



## Quick Start Guide



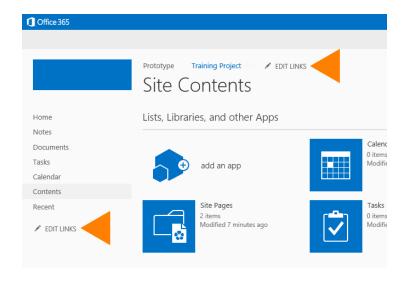
Microsoft

## Add a link to the site page

The easiest way to add a link is to drag an app from the Site Contents page to the navigation top links or to the Quick Launch.

Or, you can do the following:

- Go to the Site
  Contents page: Click
  Settings > Site
  Contents.
- 2. Click **Edit Links** on the **Quick Launch** or the top navigation, depending on where you want the link.
- 3. Click the app you want to add, and drag it to where you want it.



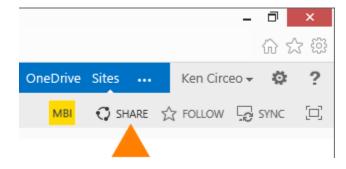
### You can also add a link to a URL

- 1. Click **Edit Links** on the **Quick Launch** or the top navigation, depending on where you want the link.
- 2. Click Link.
- 3. Enter a display name for the link and the URL. Make sure you start the URL with http://.
- 4. Click **OK**, and then click **Save**.

#### Share a site

You can share a site with other people, and then have Office 365 send them an email with a link to the site.

1. On the site that you want to share, click **Share**.



- 2. In the **Share** dialog box, type the names of the people in your organization that you want to invite to share your site.
- 3. Type any message that you want to include with your invitation.
- 4. Click **Share**.

