

## Office 365 How To

### ***Create a New SharePoint Page and a Link to It***

#### **Creating the Page**

1. Click the "gear wheel" in the upper right corner
2. Select Add a page
3. Type in what you want the heading of this new page to be (this title will be visible on the page itself)
4. Click Create  
This will take you to the new page already open in edit mode
5. Add text, change format/layout and insert pictures and app parts
6. Click Save (upper right corner) often and before leaving the page
7. To enter edit mode again, click Edit (upper right corner)

#### **Making a Link to a Page You've Created**

1. Click the "gear wheel" in the upper right hand corner
2. Click Site Contents
3. Double click on Site Pages (you may have to scroll down to find this)  
This is where all the pages you've ever created for your site exist
4. Double click the name of the page you want to make a link to
5. Once on that page, click once on the http address bar to highlight the address of this page (it will turn blue)
6. Copy the address (under Edit click Copy, or Command C)
7. Click Edit Links (left side column, bottom unless you've changed the look of your site)
8. Click + link  
In *Text to display* type a name for the link (1-3 words)  
In *Address* click into the rectangle and paste the address of the page you just copied (under Edit click Paste, or Command V)
9. Click OK
10. Click Save (left side column under + link)