



How to customize your Microsoft SharePoint Online website

Read these tips to find out how to:

Customize logo





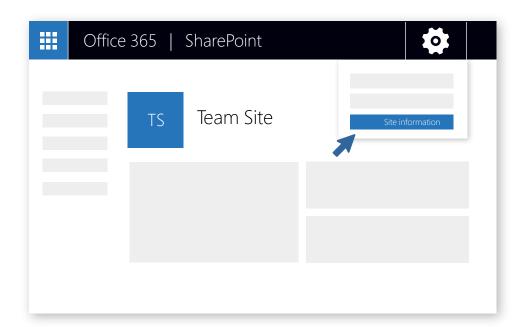




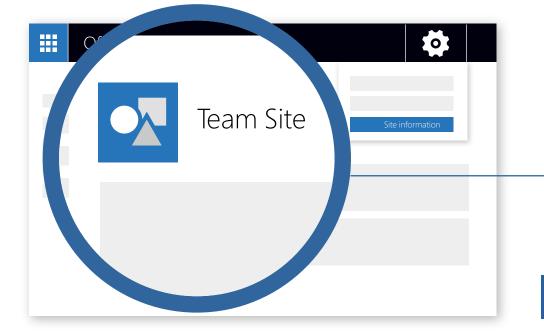


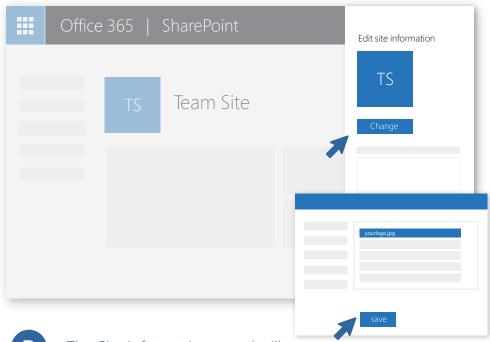
Customize your logo

You can change the logo for your site.



A Click on ♦ > Site information.





The Site information panel will open.
Click **Change**, select the image you want to use, then click **Open > Save.**Recommended logo size is 64px x 64px.

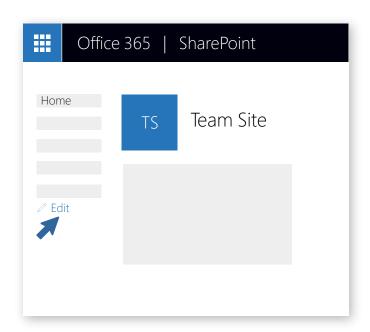
Review your updated logo.

https://aka.ms/customizelogo

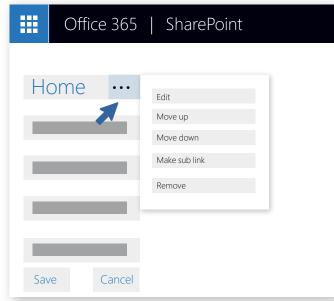


Customize the navigation

You can add, delete, or change the order or position of links on the left-hand (Quick Launch) nav, top nav, or hub nav bar.



To make changes to the nav, click **Edit.**



To edit existing links, click the elipses (...) next to the link.

> **Edit -** Changes the address and/or display name **Move up -** Moves the link up **Move down -** Moves the link down Make sub link - Makes the link a sub link of the link above it

Promote sub link - Converts a sub link to a top-level link **Remove -** Deletes the menu item

To add a new link, click the + icon that appears when you place your mouse pointer above or below a link. In the dialog box that appears, choose URL to add a custom link or choose one of the default items associated with your site. Then click **OK**.

SharePoint

Add a link

URL

Address

Display Name New Menu Item

Choose an option

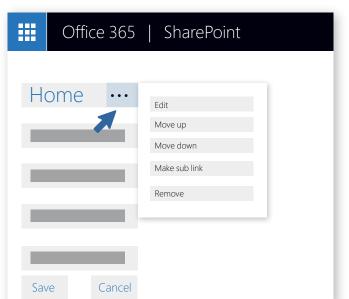
Office 365

Cancel

Home

Save

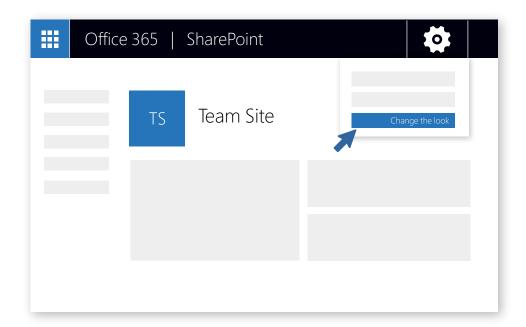
https://aka.ms/customizenavigation

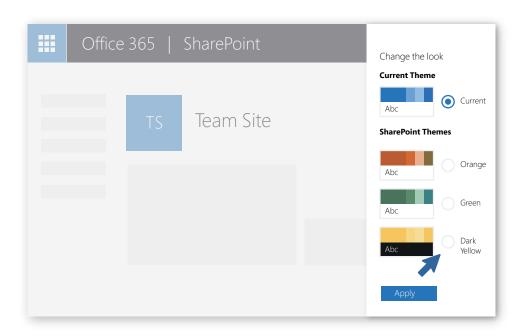




Customize the theme

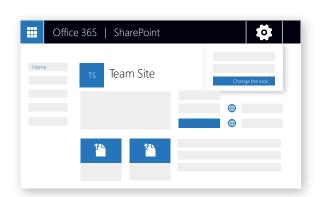
Here's how to change the look of your SharePoint Online website.





A Click the 🌣 > Change the look.

The Change the look panel will open. Select the theme you want to use and then click Apply. If selecting an out-of-the box theme, you can further customize the main and accent colors.





BEFORE AND AFTER

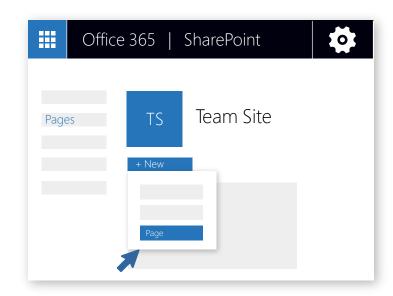
Here's an example of what happens when you choose the Dark Yellow theme for a SharePoint Online team site. The background turns to black, the text switches to white, and the other elements change from blue to yellow.

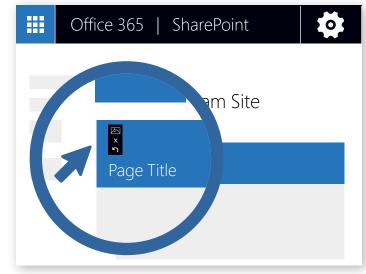
https://aka.ms/changelook

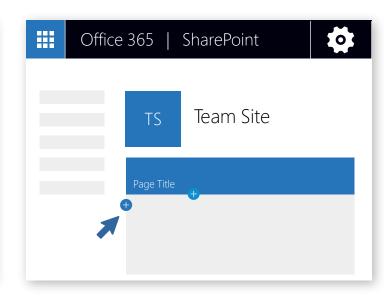


Add pages

You can easily add new pages and content to your site. Here's how:







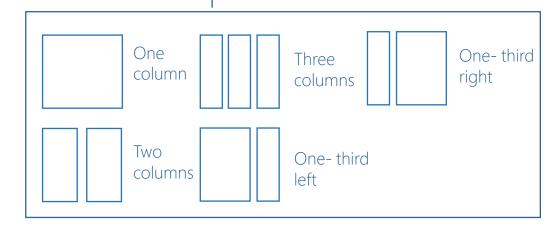
A Click on New>Page

- B You can add a page title and image
- Click the + icon on the left to add sections and columns
 Click the + icon in the center to add web part

Publish

Users on the site won't see the page until you publish it. Published pages are viewable by users who have the appropriate permissions on the site.

https://aka.ms/addpage





Web parts

When designing a page, you can add different elements to build unique and impactful web content.



To add web parts, click the + icon that appears when you hover over the page or within a section in a page.

B Here are some commonly used web parts



Text

Add text and tables to your page



mage

Add an image from a library, upload a new one, or search for one online



Link

Use the Link web part to add a link with a preview to internal or external content



Embed

Enrich your page by displaying content from other web sites



Highlighted content

Dynamically display content based on content type, filtering, or a search string



File viewer

Insert a variety of different file types on your page

Many more web parts are available. To see the full list, click the link below.

https://aka.ms/webparts

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How to customize your Microsoft SharePoint Online website

Read these tips to find out how to:













Customize page layout



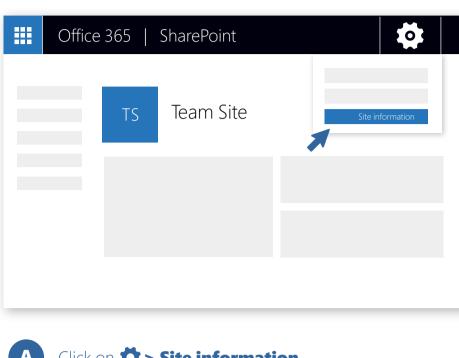
Add web parts

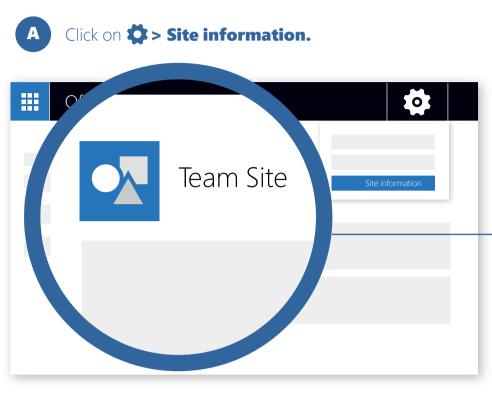


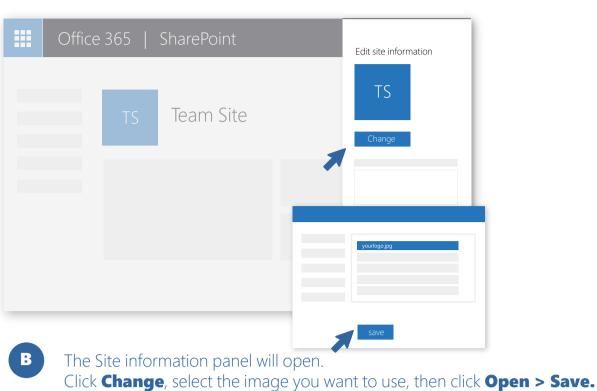




Customize your logo You can change the logo for your site.





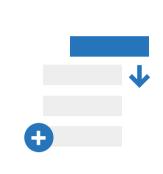


Recommended logo size is 64px x 64px.



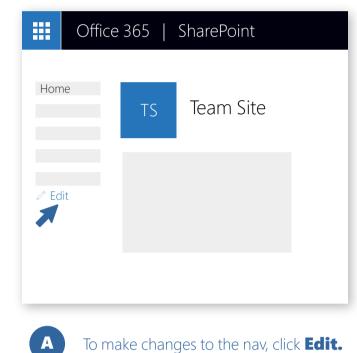
Review your updated logo.

https://aka.ms/customizelogo

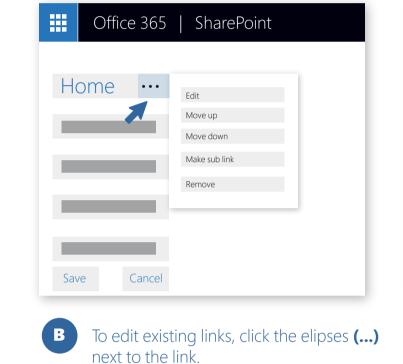


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Customize the navigation

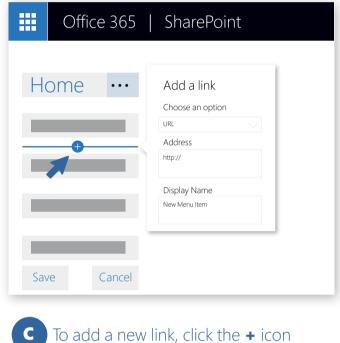






Edit - Changes the address and/or display name In the dialog box that appears, **Move up -** Moves the link up **Move down -** Moves the link down Make sub link - Makes the link a

sub link of the link above it **Promote sub link -** Converts a sub link to a top-level link **Remove -** Deletes the menu item

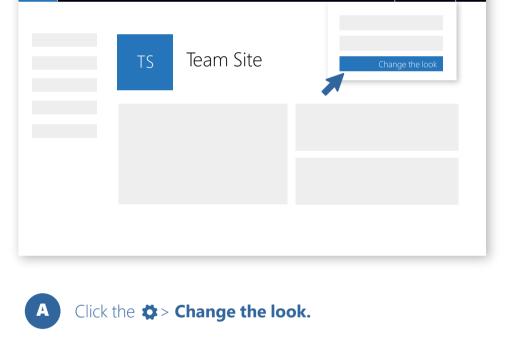


that appears when you place your mouse pointer above or below a link. choose URL to add a custom link or choose one of the default items associated with your site. Then click **OK**.

Office 365

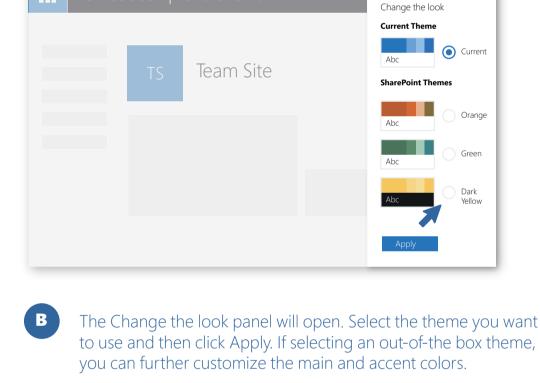






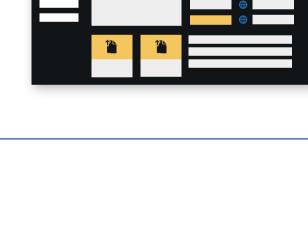


Team Site









Office 365 | SharePoint

Team Site

and the other elements change from blue to yellow.

0

One

Two

column

https://aka.ms/changelook

Office 365

TS

Three

columns

One-third



Office 365

Team Site

SharePoint

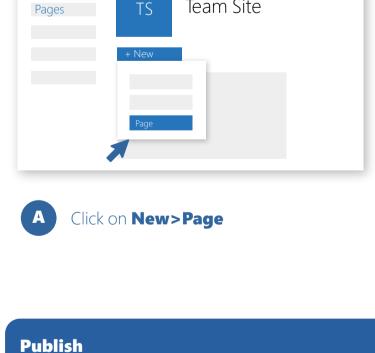
0

Office 365

SharePoint

You can add a page title and image

am Site



Published pages are viewable by users who have

the appropriate permissions on the site.



Page Title

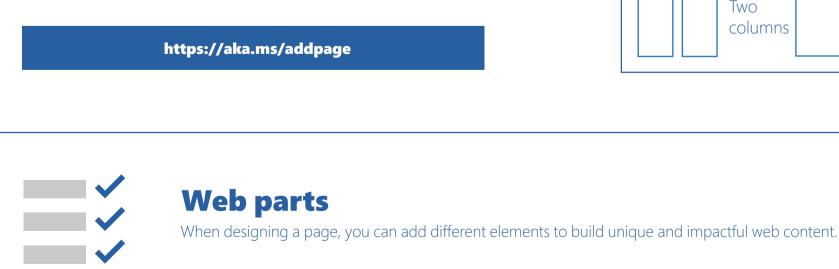


SharePoint

Team Site

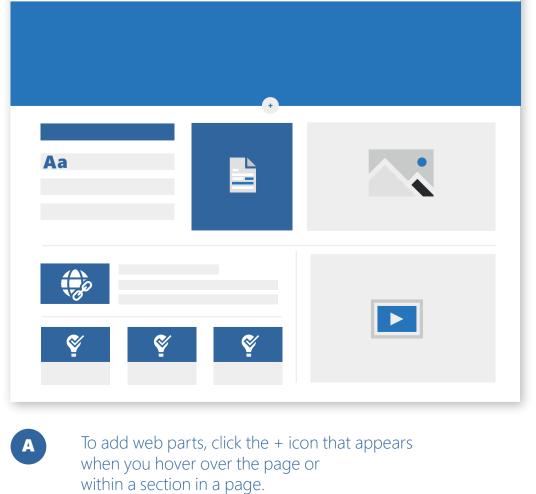
[0]

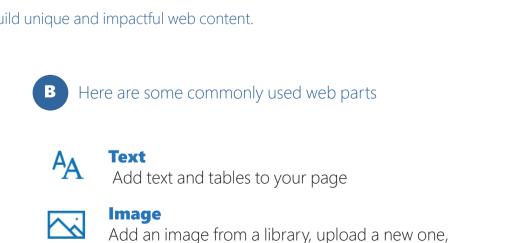
right



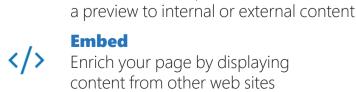








Use the Link web part to add a link with

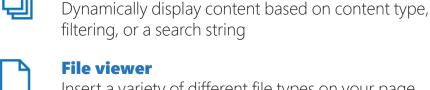


Link

Embed Enrich your page by displaying content from other web sites

Highlighted content

or search for one online



File viewer Insert a variety of different file types on your page

Many more web parts are available. To see the full list, click the link below.

https://aka.ms/webparts