

How to Create a SharePoint 2013 Intranet

Step by Step instructions on how to create a SharePoint intranet for a small company – Contoso Bicycles – with three subsites, each with its own theme but with a common navigation and a link to an external website. One of the subsites will also have an embedded YouTube video on the homepage.

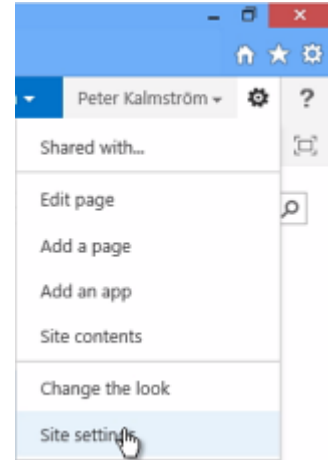
Please also refer to <http://www.kalmstrom.com/Tips/SharePoint2013Intranet.htm>



Start with a blank Site collection.

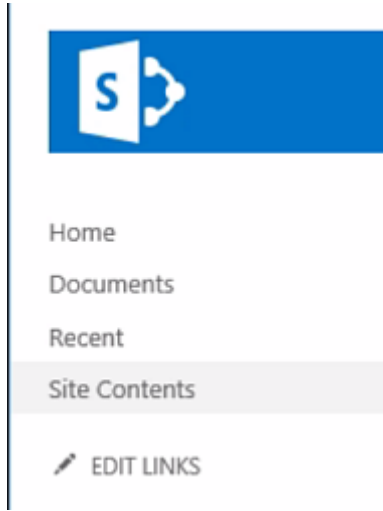
● **Step 1, change the name of the site**

- 1) Click on the settings icon at the top of the page and select **Site settings**
- 2) Click on "Title, description and logo" under Look and Feel
- 3) Enter the title Contoso Bicycle
- 4) Click OK



● **Step 2, create a Sales subsite**

- 1) Click on **Site Contents** in the left navigation bar
- 2) Click on "new subsite"
Subsites
[+ new subsite](#)
- 3) Enter the title Sales for the subsite
- 4) Enter the URL name Sales for the subsite
- 5) Select the Team Site template



Select a template:



6) Click Yes to “Display this site on the top link bar of the parent site”

Navigation

Display this site on the Quick Launch of the parent site?
 Yes No

Display this site on the top link bar of the parent site?
 Yes No

Navigation Inheritance

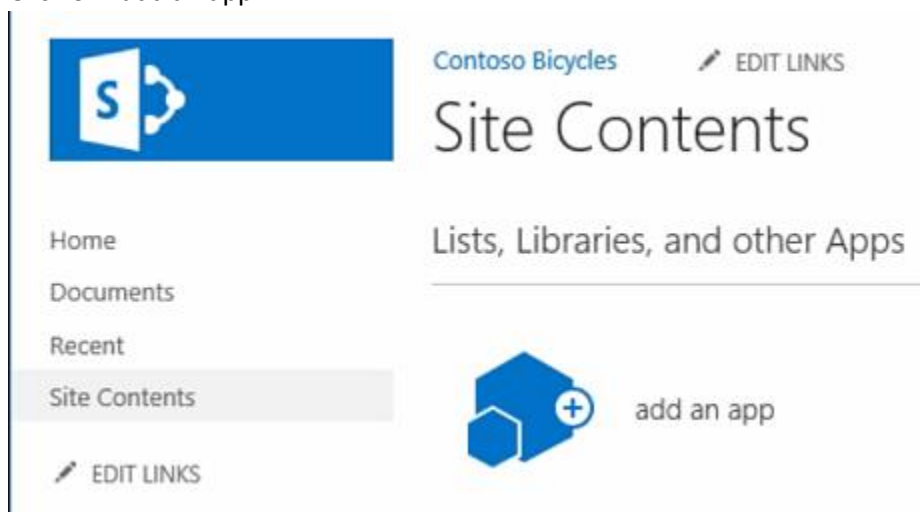
Use the top link bar from the parent site?
 Yes No

● **Step 3, create apps**

1) Create an **Appointments** app

a) Go to **Site Contents**

b) Click on “add an app”



c) Search for “calendar”

d) Select the Calendar app

Contoso Bicycles Sales
Site Contents > Your Apps

Calendar x

1 app matches your search **Newest** Name



Calendar
[App Details](#)

e) Give the name “Appointments” to the app

Adding Calendar

Pick a name
You can add this app multiple times to your site. Give it a unique name.

Name:

[Advanced Options](#)

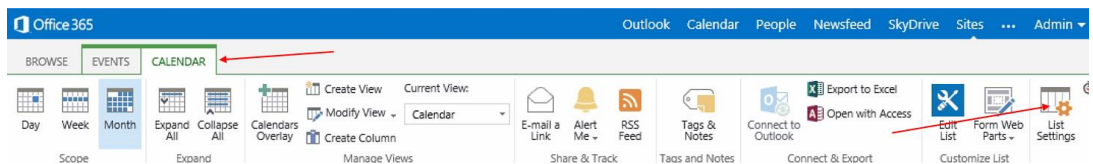
f) Click on the Create button

2) Add the Appointments app to the **Quick Launch** bar

a) Open the Appointments app

b) Select the Calendar tab

c) Click on List Settings



d) Click on the link “List name, description and navigation” under General Settings

e) Click Yes for “Display this list on the Quick Launch?”



Display this list on the Quick Launch?

Yes No

f) Click Save

3) Create a **Tasks** app:

- a) Go to Site Contents
- b) Click on “add an app”
- c) Select the Tasks app
- d) Give the name “Tasks” to the app
- e) Click on the Create button

4) Add the Tasks app to the Quick Launch bar:

- a) Open the Tasks app
- b) Select the List tab
- c) Click on the List Settings button
- d) Click on the link “List name, description and navigation” under General Settings
- e) Click yes for “Display this list on the Quick Launch?”
- f) Click Save

5) Create a **Photos** app:

- a) Go to Site Contents
- b) Click on “add an app”
- c) Search for “pictures”
- d) Select the Picture library app
- e) Give the name Photos to the app
- f) Click on the Create button

6) Add the Photos app to the Quick Launch bar:

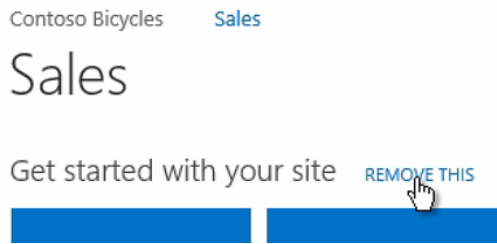
- a) Open the Photos app
- b) Select the Library tab
- c) Click on the Library Settings button
- d) Click on the link “List name, description and navigation” under General Settings
- e) Click yes for “Display this list on the Quick Launch?”
- f) Click Save

● **Step 4, create pages**

1) Remove the default “Get started” content from the Sales subsite start page

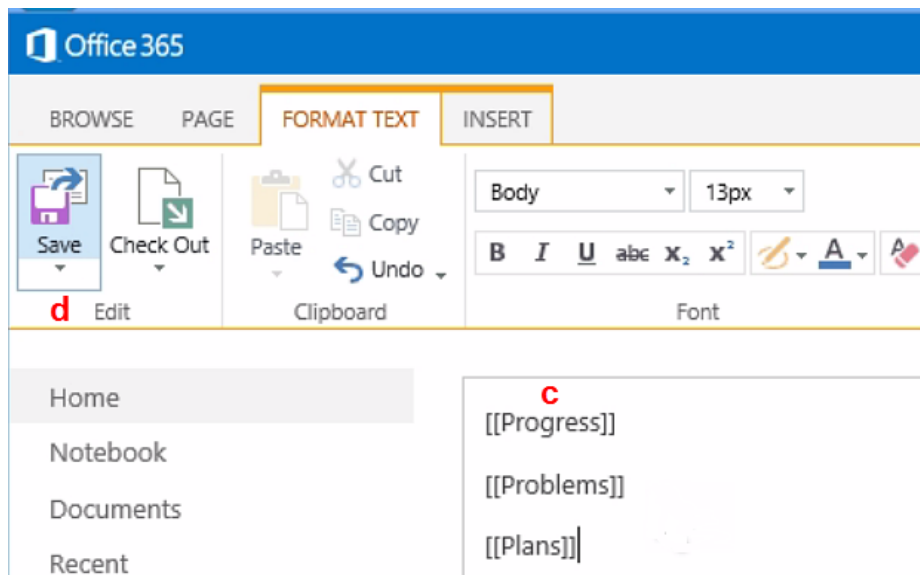
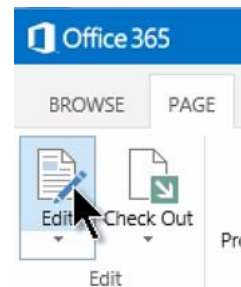
- a) Go to the Sales subsite

- b) Click on “Remove this”



- 2) Create **wikilinks**

- a) Open the Page tab
- b) Click on the Edit button
- c) Write wikilinks to the three pages:
[[Progress]] [[Problem]] [[Plans]]
- d) Click on Save

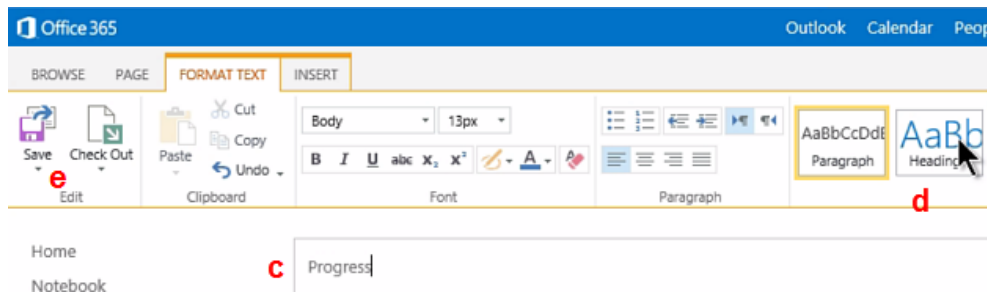


- 3) Create **pages**

- a) Click on the link Progress
- b) Click Create when asked if you want to create the page



- c) Write the name Progress on the page
- d) Add formatting to the Progress heading by clicking a Styles button
- e) Click on Save

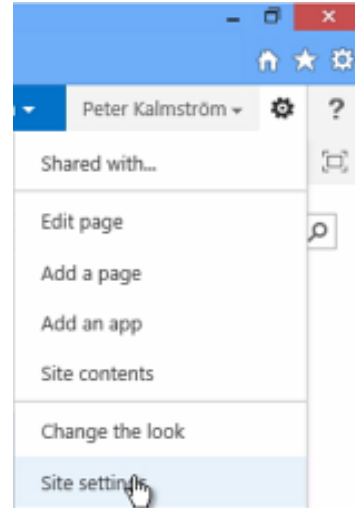


- f) Click on the link Problem
- g) Click Create when asked if you want to create the page
- h) Write the name Problem on the page
- i) Add formatting to the Problem heading by clicking a Styles button
- j) Click on Save

- k) Click on the link Plans
- l) Click Create when asked if you want to create the page
- m) Write the name Plans on the page
- n) Add formatting to the Plans heading by clicking a Styles button
- o) Click on Save

● **Step 5, save the Sales subsite as a template**

- 1) Click on the settings icon at the top of the page and select Site settings
- 2) Click on “Save as template” under Site Actions
- 3) Enter the file name “Department site “
- 4) Enter the template name “Department site “
- 5) Enable “Include Content”, so that the three pages are included in the template
- 6) Click OK



Contoso Bicycles Sales

Site Settings › Save as Template ⓘ

File Name
Enter the name for this template file.

File name:

Name and Description
The name and description of this template will be displayed on the Web site template picker page when users create new Web sites.

Template name:

Template description:

Include Content
Include content in your template if you want new Web sites

Include Content

● **Step 6, create two more subsites from the new Department Site template**

- 1) The **Production** site:
 - a) Go to the root site, Contoso Bicycle
 - b) Open Site Contents
 - c) Click on “new subsite”
 - d) Enter the title Production for the subsite
 - e) Enter a URL name for the subsite

- f) Open the Custom template tab
- g) Select the Department site template

Contoso Bicycles Sales EDIT LINKS

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 Duet Enterprise **Custom**

- Department site
- Contoso Dept Site

- h) Click Yes to “Use the top link bar from the parent site”

Navigation Inheritance

Yes No

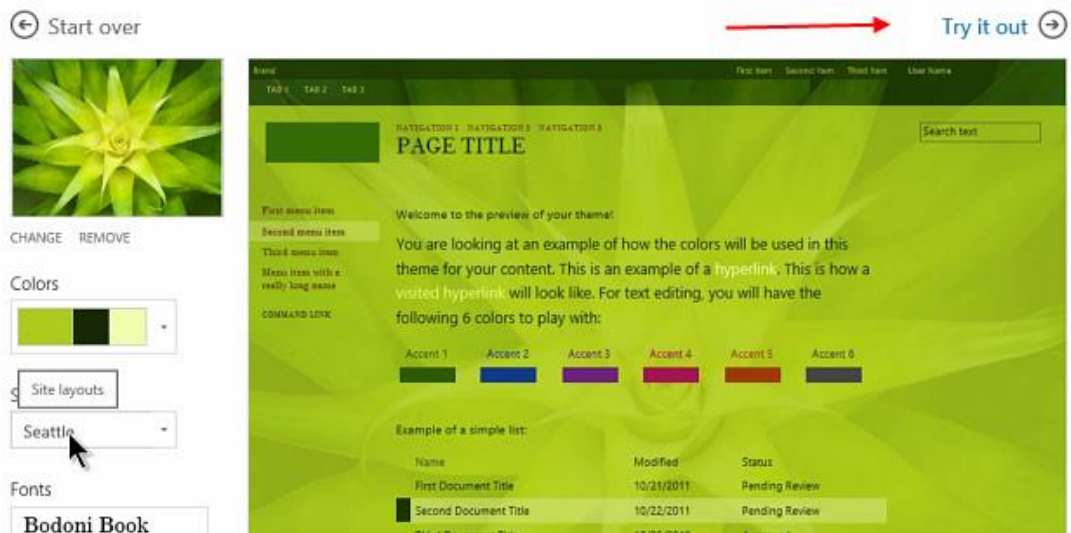
Use the top link bar from the parent site?

- i) Click on Create
- 2) The **Support** site:
- a) Go to the root site, Contoso Bicycle
 - b) Open the Site contents
 - c) Click on “new subsite”
 - d) Enter the title Support for the subsite
 - e) Enter the URL name Support for the subsite
 - f) Open the Custom template tab
 - g) Select the Department site template
 - h) Click Yes to “Use the top link bar from the parent site”
 - i) Click on Create

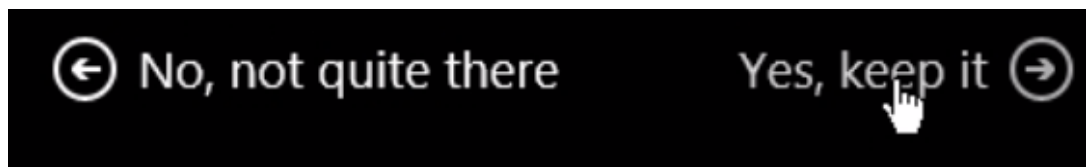
● **Step 7, set different themes for the three subsites**

- 1) Set a theme for the **Support** subsite

- a) Click on the settings icon at the top of the page and select Site settings
- b) Click on “Change the look” under Look and Feel
- c) Select one of the themes that has a Quick Launch
- d) Click on Try it out



- e) Click on Yes, keep it (or go back and change)



- 2) Set a theme for the **Production** subsite
 - a) Click on the settings icon at the top of the page and select Site settings
 - b) Click on “Change the look” under Look and Feel
 - c) Select one of the themes that has a Quick Launch
 - d) Click on Try it out
 - e) Click on Yes, keep it (or go back and change)

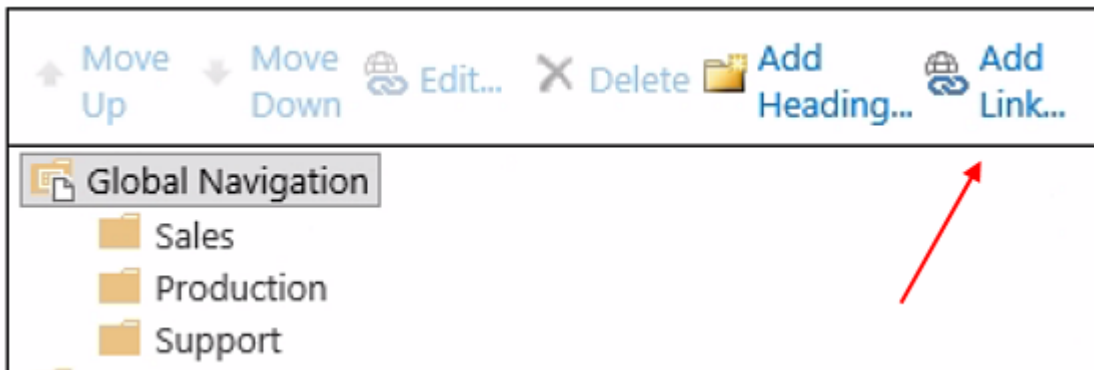
- 3) Set a theme for the **Sales** subsite
 - a) Click on the settings icon at the top of the page and select Site settings
 - b) Click on “Change the look” under Look and Feel
 - c) Select one of the themes that has a Quick Launch
 - d) Click on Try it out
 - e) Click on Yes, keep it (or go back and change)

● **Step 8, insert a link in the top navigation bar that opens in a new window** (only for Enterprise)

- 1) Go to the root site, Contoso Bicycles
- 2) Activate SharePoint Server Publishing Infrastructure
 - a) Click on the settings icon at the top of the page and select Site settings
 - b) Click on the “Site collection features” under Site Collection Administration
 - c) Click on the Activate button at SharePoint Server Publishing Infrastructure to activate it




- d) Go back to the Site Settings of the root site
- 3) Select the new link “Navigation” under Look and Feel
- 4) Click on the Add Link button



- 5) Enter a title
- 6) Enter the URL of the website
- 7) Select to open the link in a new window

Navigation Link ×

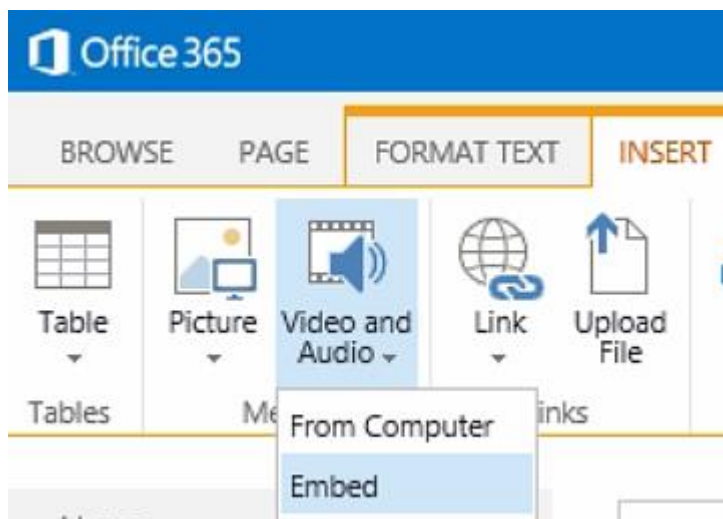
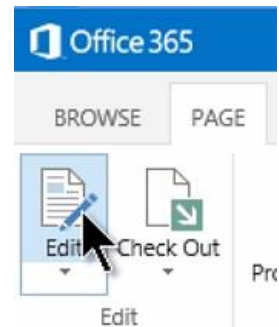
 Edit the title, URL, and description of the navigation item.

Title:	<input type="text" value="Pedalling"/>
URL:	<input type="text" value="http://www.pedalling.com"/> <input type="button" value="Browse..."/>
	<input checked="" type="checkbox"/> Open link in new window

- 8) Click OK
- 9) Click Save

● **Step 9, insert a YouTube video in the homepage of the Sales subsite**

- 1) Open the Sales subsite
- 2) Open the Page tab
- 3) b) Click on the Edit button
- 4) Put the mouse cursor in an area of the page where the video should be inserted
- 5) Open the Insert tab
- 6) Click on Video and Audio
- 7) Select Embed to open the Embed text box



- 8) Get the applicable URL
 - a) Go to www.youtube.com and select a video to embed
 - b) Click on the video or on the title
 - c) Click on Share

- d) Click on Embed
- e) Check the box for HTTPS
- f) Copy the embed link

The screenshot shows a YouTube video player interface. At the top, the video title is "Kanban Task Manager for SharePoint - Introduction" by the channel "kalmstromcom", which has 61 video clips and 174 subscribers. Below the title are buttons for "Gilla" (Like), "Kanalinställningar" (Channel Settings), "Om" (About), "Dela" (Share), and "Lägg till i" (Add to). The "Dela" button is highlighted. Below the share buttons are options to "Dela det här videoklippet", "Bädda in" (Embed), "Skicka e-post" (Send email), and "Delta i en hang" (Participate in a hangout). The "Bädda in" option is selected. A dropdown menu shows "Dela i spellistan från" (Share in playlist from) with "det aktuella videoklippet" (the current video clip) selected. Below this is a text box containing the embed code:

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/8kDH-f36Zdc" frameborder="0" allowfullscreen></iframe>
```

 Below the code box are options for "Storlek på videoklipp:" (Video clip size) with a dropdown menu showing "Anpassad storlek" (Custom size) selected, and a size input field showing "x". There are also checkboxes for "Använd HTTPS" (Use HTTPS) which is checked, and "Aktivera avancerat sek" (Activate advanced security) which is unchecked.

- 9) Paste the copied embed link in the Embed text box

The screenshot shows a text box titled "Embed" with a close button (X) in the top right corner. Below the title is the instruction "Paste some script or embed code below." and a text area containing the embed code:

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/fAzENVgsbPE" frameborder="0" allowfullscreen> </iframe>
```

- 10) Click Insert
- 11) Click Save