Instructions for SharePoint 2010 (With 2010 Interface)

1. Navigate to the site in which you want to add another site.
2. Click **Site Actions → New Site**.
3. Select the type of site you would like to create, and click **More Options.**
4. Enter a **Title** and a **Description** for the site.
5. In the **URL name**, enter the last part of the Web address that you want to use for your site.
6. Choose which user permissions you would like and where the links will be located.
7. Click **Create.**

Instructions for SharePoint 2010 (With 2007 Interface)

1. Navigate to the site in which you want to add another site.
2. Click **Site Actions → Create.**
3. Under the **Web Pages** column, click **Sites and workspaces.**
4. Enter a **Title** and a **Description** for the site.
5. In the **URL name**, enter the last part of the Web address that you want to use for your site.
6. Select which template you want to use.

7. Choose which user permissions you would like and where the links will be located.
8. Click **Create.**