

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.

The image shows a web form for creating a new site. At the top right, there are two buttons: 'Create' (highlighted with a red box) and 'Cancel'. The form is divided into several sections:

- Title:** A text input field containing 'New Site'.
- Description:** A large empty text area.
- URL name:** A text input field containing 'http://demo.k12.sd.us/math101/' followed by an empty box.
- Select a template:** A section with three tabs: 'Collaboration', 'Meetings', and 'Custom'. Below the tabs is a list of templates: 'Team Site', 'Blank Site' (highlighted), 'Document Workspace', 'Blog', and 'Group Work Site'.
- User Permissions:** Two radio buttons: 'Use same permissions as parent site' (selected) and 'Use unique permissions'.

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