Creating a New Sub-Site

While on your home page in SharePoint, click on the Site Actions button and select Create.

Click on the Sites and Workspaces link. This will take you to the set-up page for your new site. In many cases when sub-sites are created, they are for unique groups, so they will have unique permissions. See the image below.

Give the site a title; add a unique URL name for the site. Click on the Collaborate template tab and select Team Site.

Then make sure you select “Use Unique Permissions” as this will break the links to any other sites you manage. It will allow you on the next screen to add the appropriate group members to the site so only that group and you have access.

The display is also important. Follow the instructions to the left and then click on the Create button.
This is the final page. You can add the members of the committee or group as **Members** of the site, and then click on OK. Make sure you are listed as the Owner.