

# How to customize your **Microsoft** **SharePoint** **Online** website

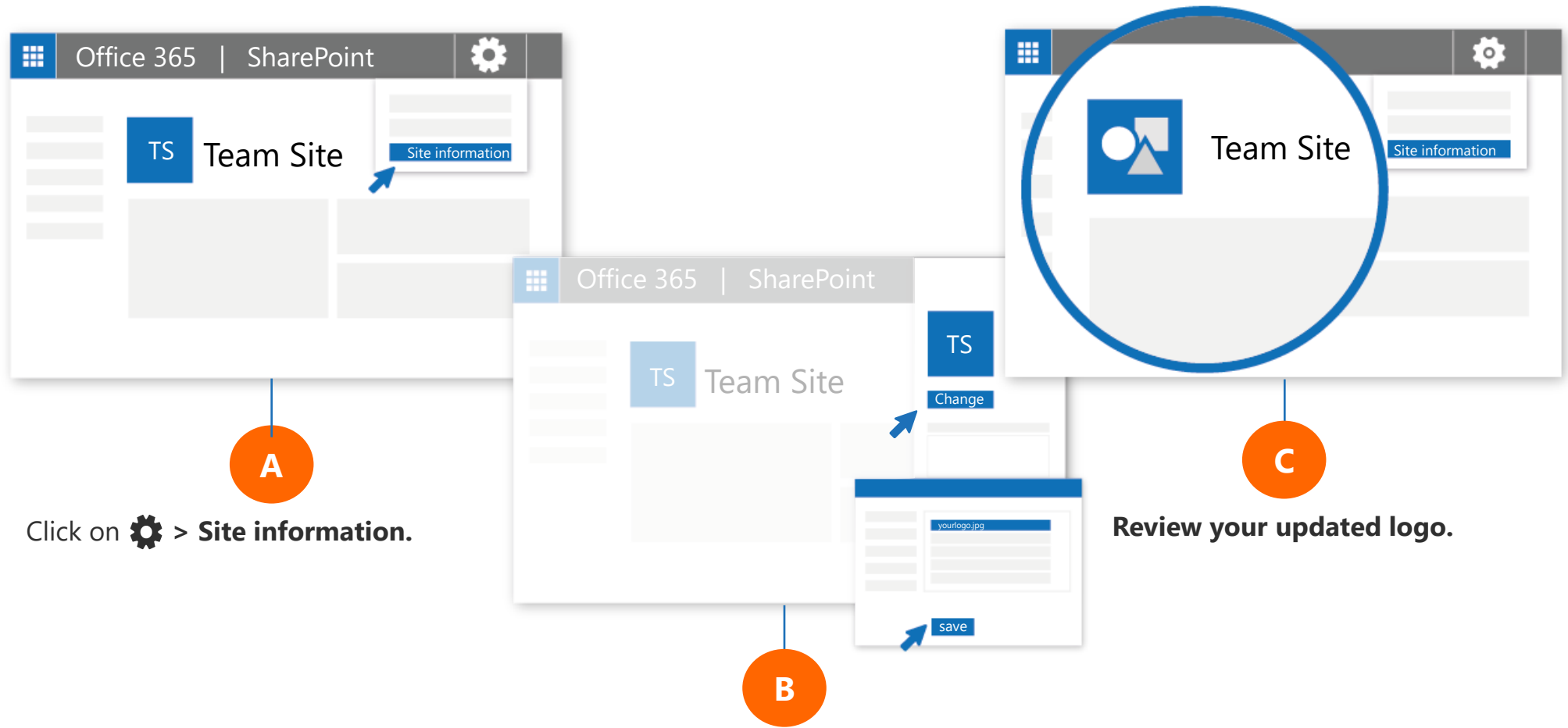


Read these tips to find out how to:

- 1 Customize logo
- 2 Customize navigation
- 3 Customize theme
- 4 Customize page layout
- 5 Customize web parts

# Add Your Company Logo

Here's how to add your own company logo.



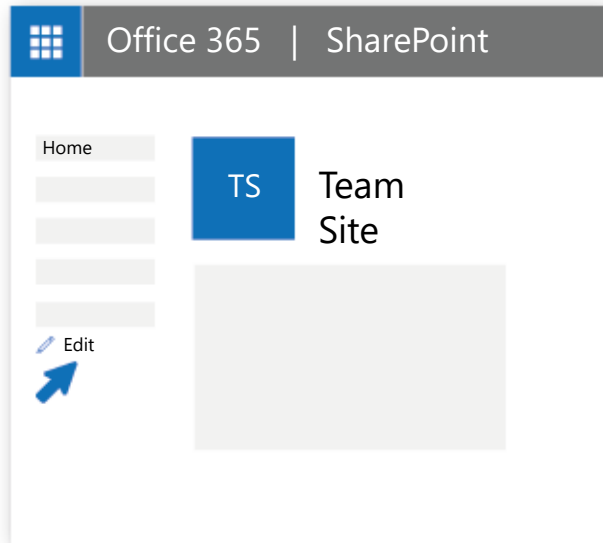
Click on  > **Site information**.

**Review your updated logo.**

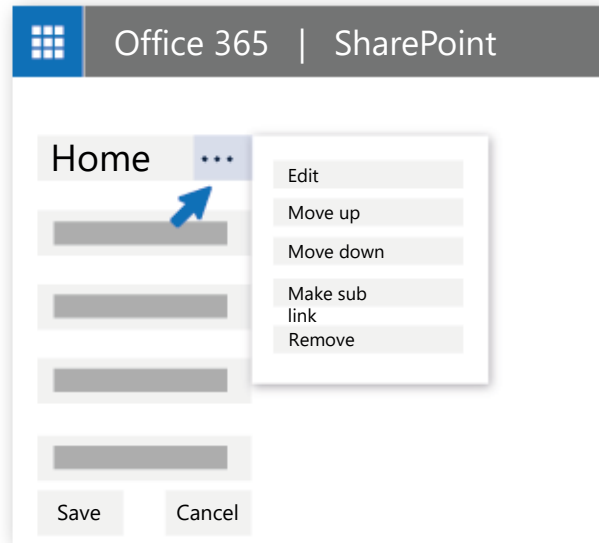
The Site information panel will open. Click **Change**, select the image you want to use, then click **Open** > **Save**. Recommended logo size is 64px x 64px.

# Customize navigation

Here's how to find your SharePoint Online website.



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



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

**Edit** - Changes the address and/or display name

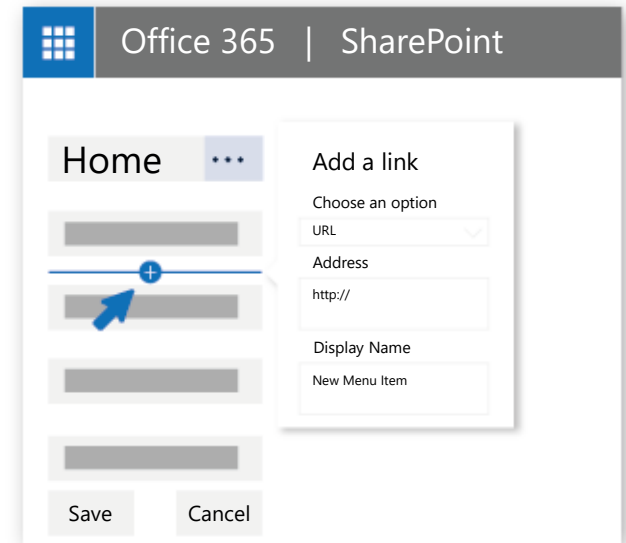
**Move up** - Moves the link up

**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

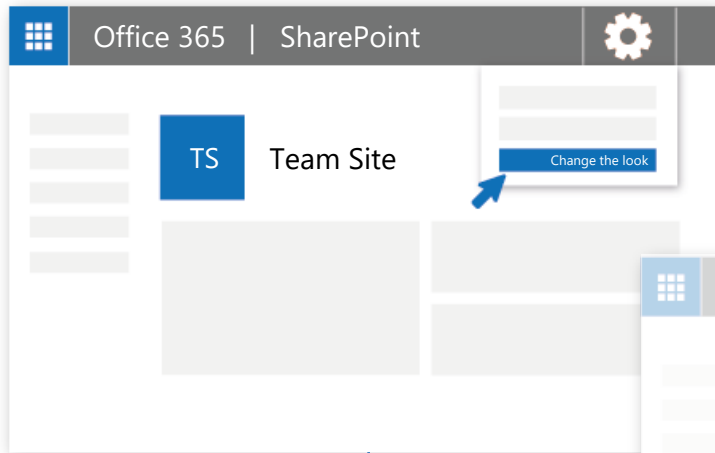
**Remove** - Deletes the menu item



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**.

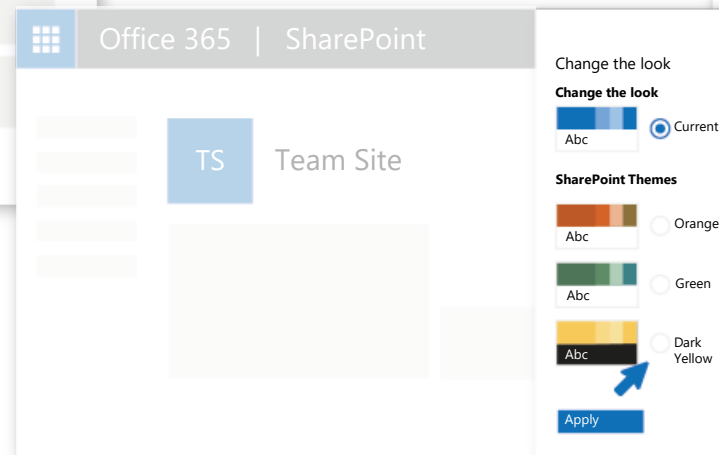
# Customize the theme

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



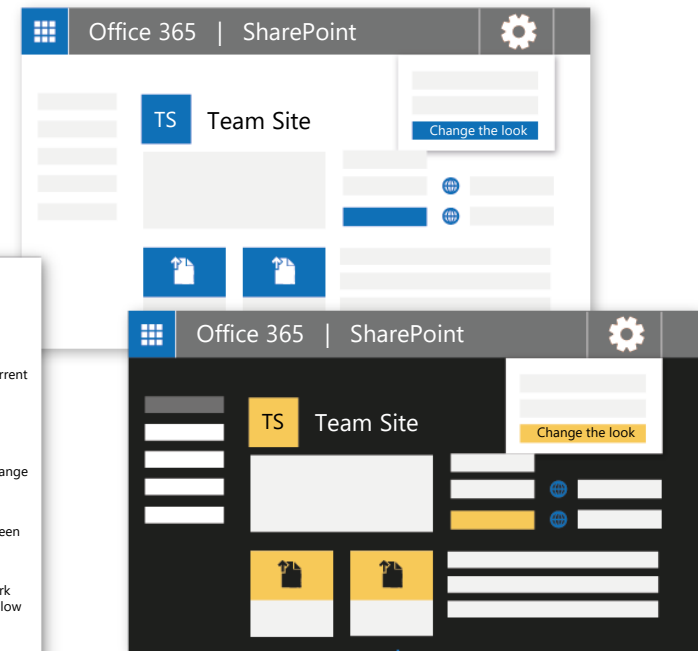
A

Click on  > **Change the look.**



B

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.



C

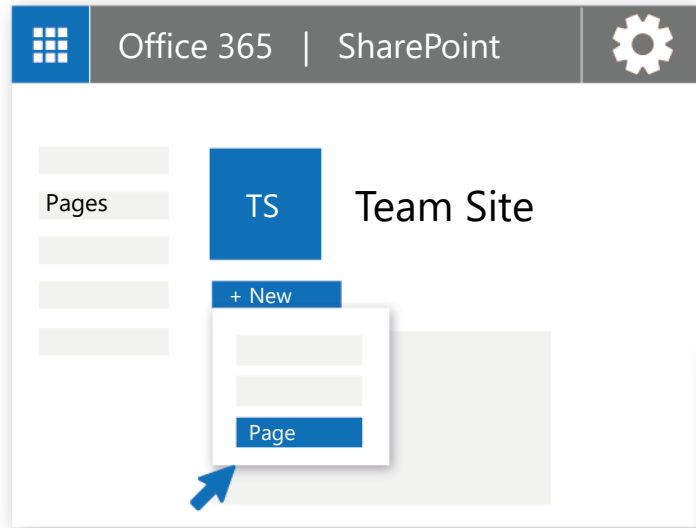
## Before and after

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.

# Add pages

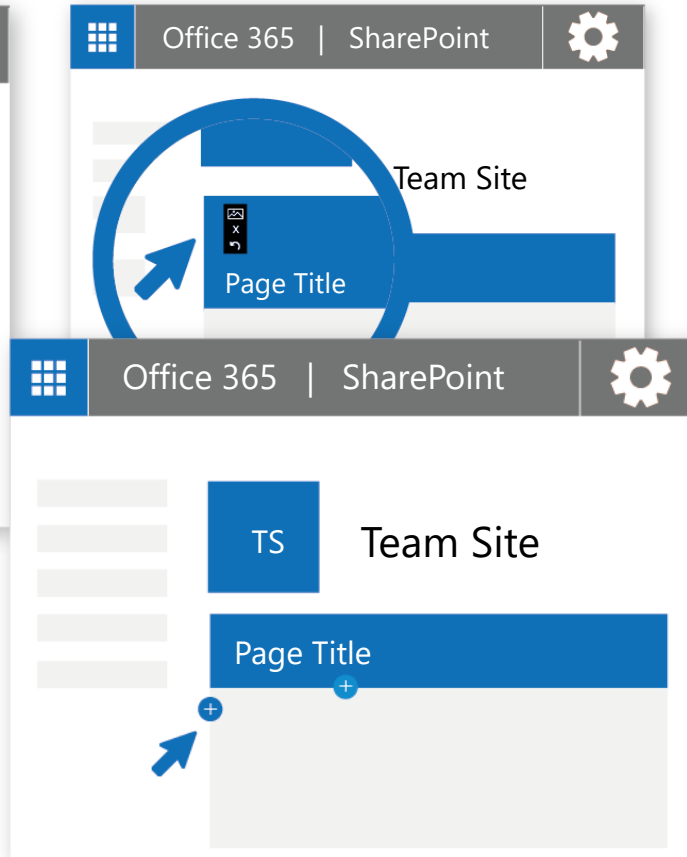
You can easily add new pages and content to your site. Here's how:



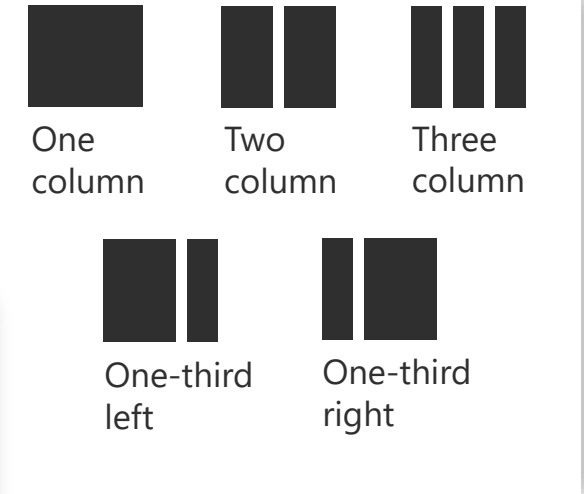
Click on **New>Page**

## 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.



You can add a page title and image

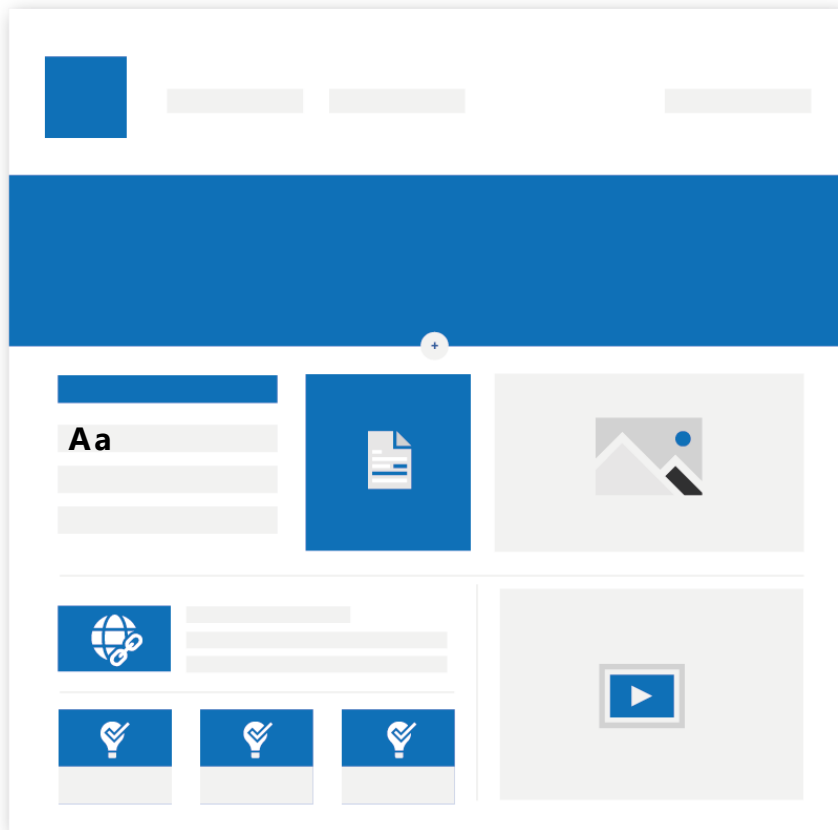


Click the + icon on the left to add sections and columns  
Click the + icon in the center to add web part

# Web parts



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



A

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

## Image

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, see <https://aka.ms/webparts>