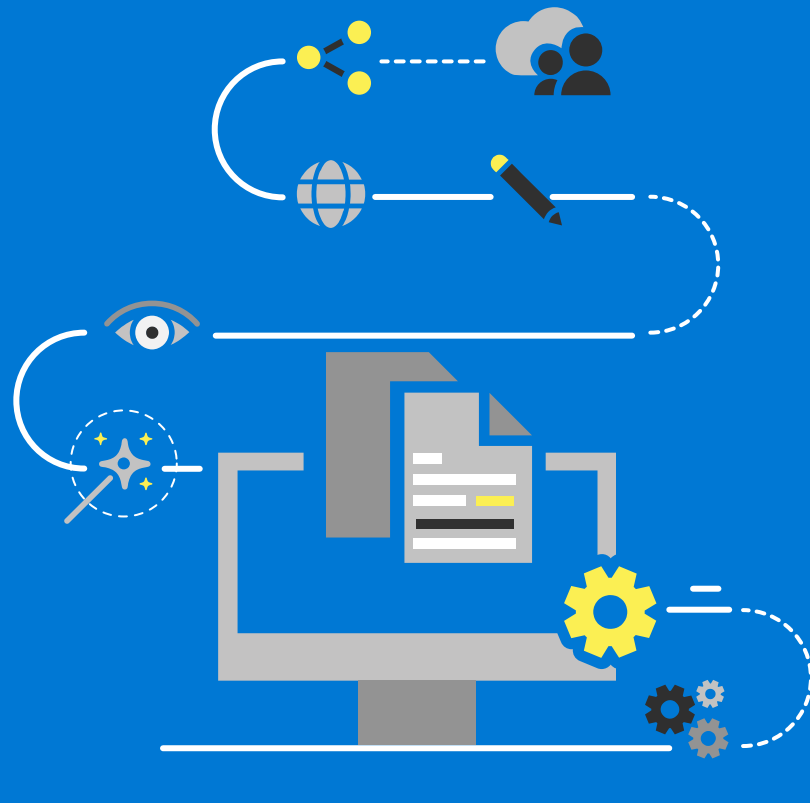


# How to customize your Microsoft SharePoint Online website

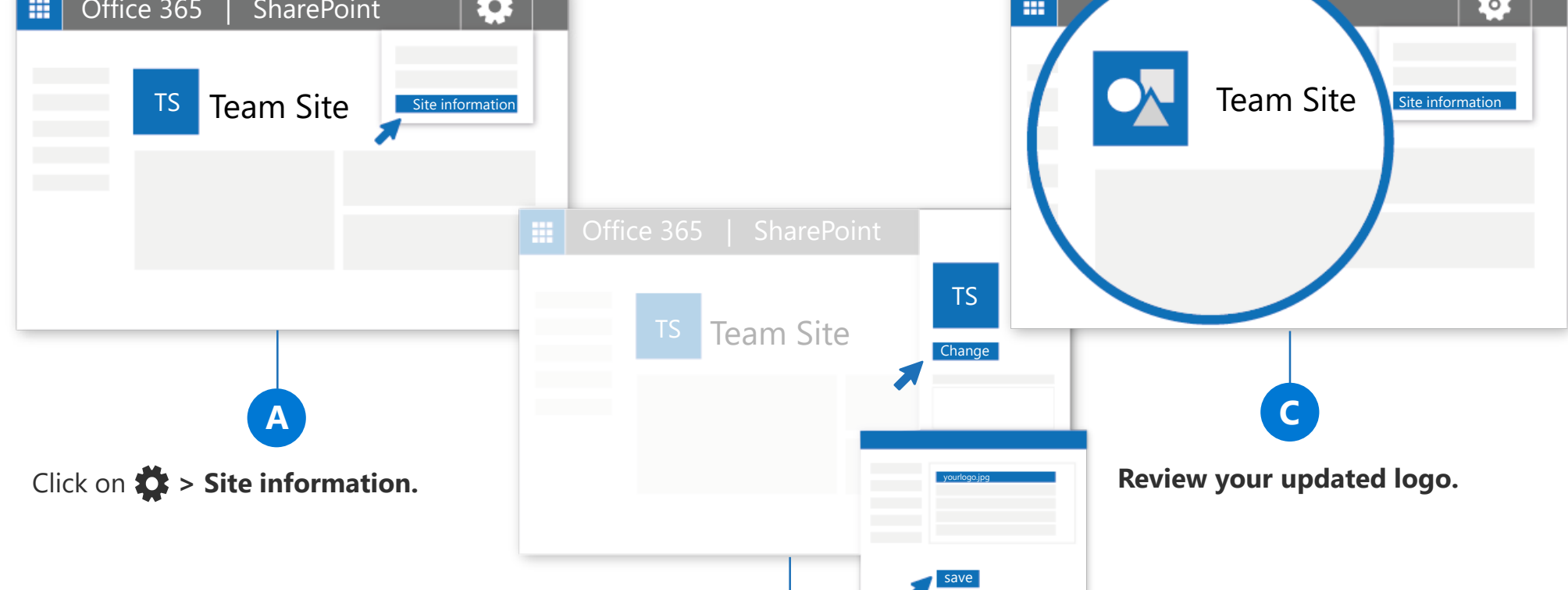


Read these tips to find out how to:

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

## Customize your logo

You can change the logo for your site.



**A** Click on **Site information**.

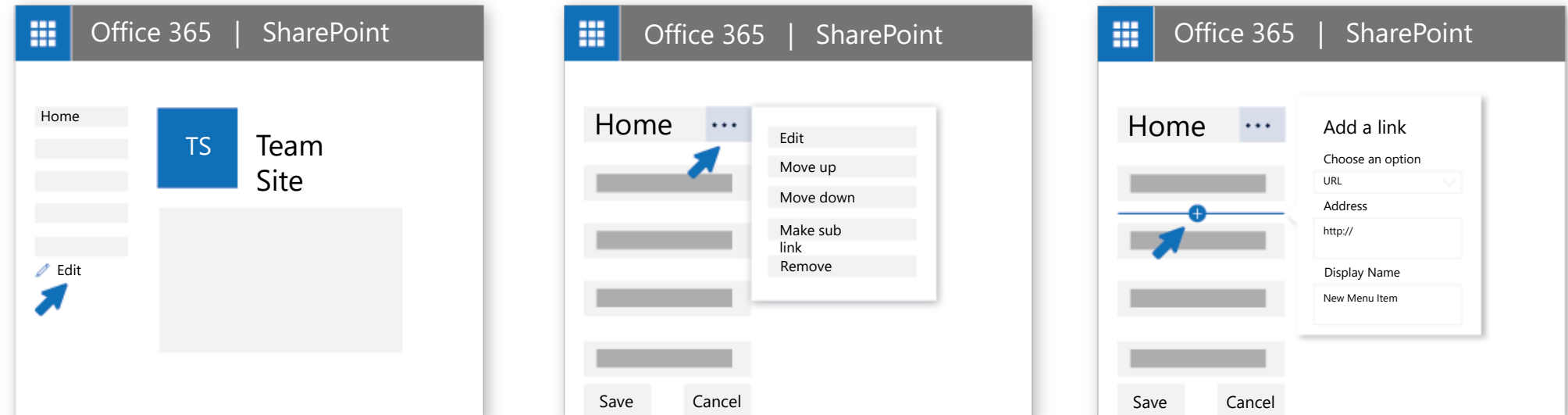
**C** Review your updated logo.

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.

<https://aka.ms/customizelogo>

## Customize the navigation

You can add, delete, or change the order or position of links on the left-hand (Quick Launch) nav, top nav, or hub nav bar.



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

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

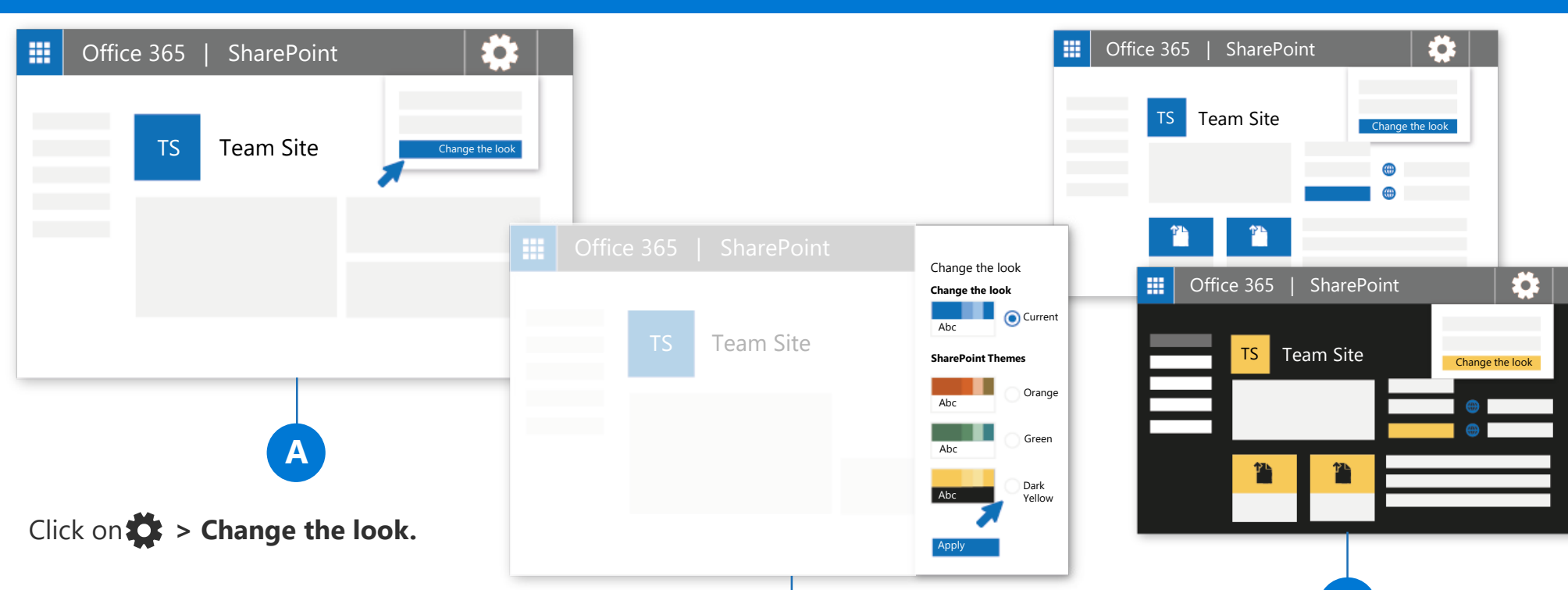
**C** To add a new link, click the + icon that appears when you place your mouse pointer above or below a link. In the dialog box that appears, choose URL to add a custom link or choose one of the default items associated with your site. Then click **OK**.

- 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

<https://aka.ms/customizenavigation>

## Customize the theme

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



**A** Click on **Change the look**.

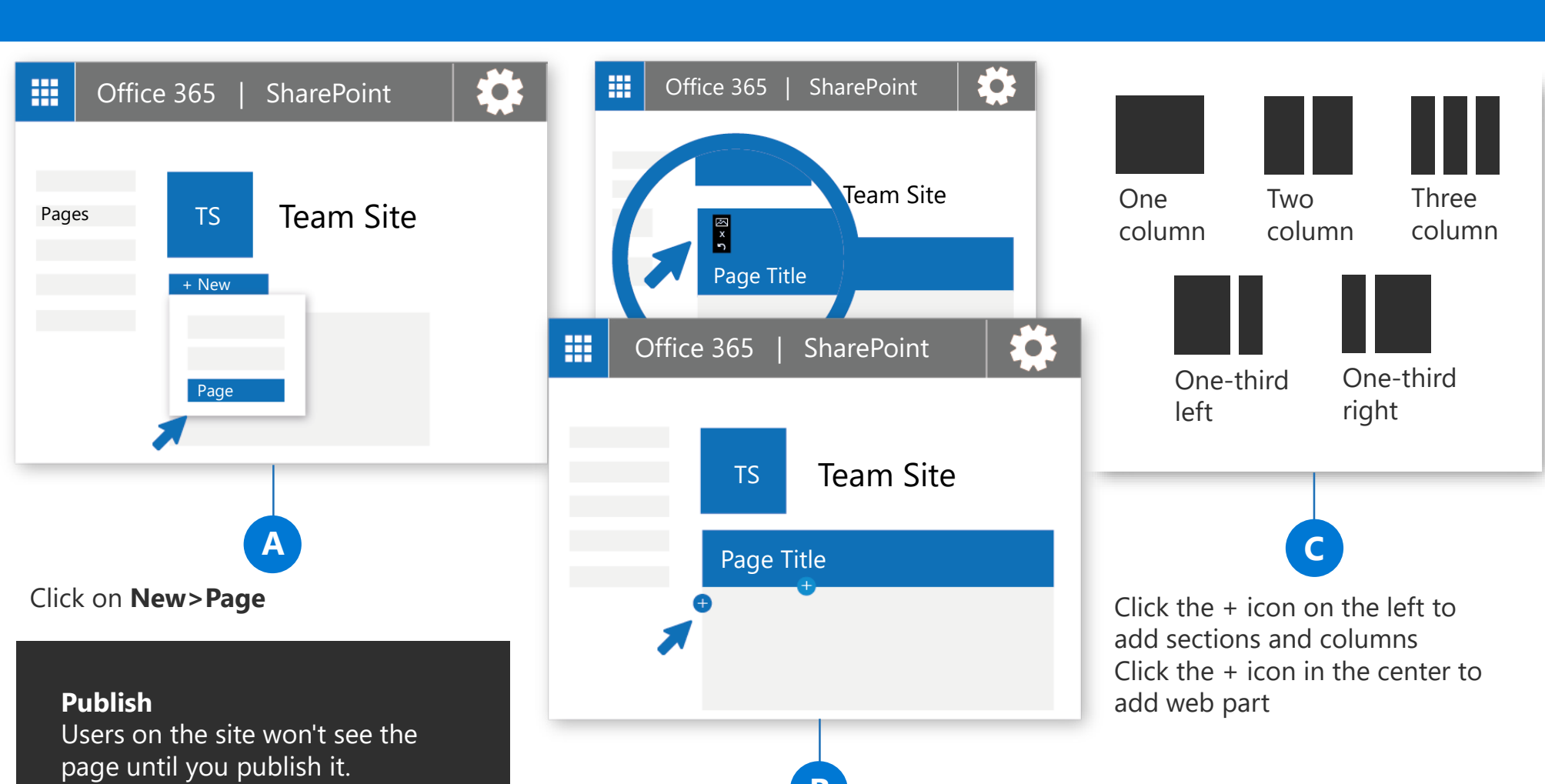
The Change the look panel will open. Select the theme you want to use and then click **Apply**. If selecting an out-of-the box theme, you can further customize the main and accent colors.

**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.

<https://aka.ms/changelook>

## Add pages

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



**A** Click on **New > Page**

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

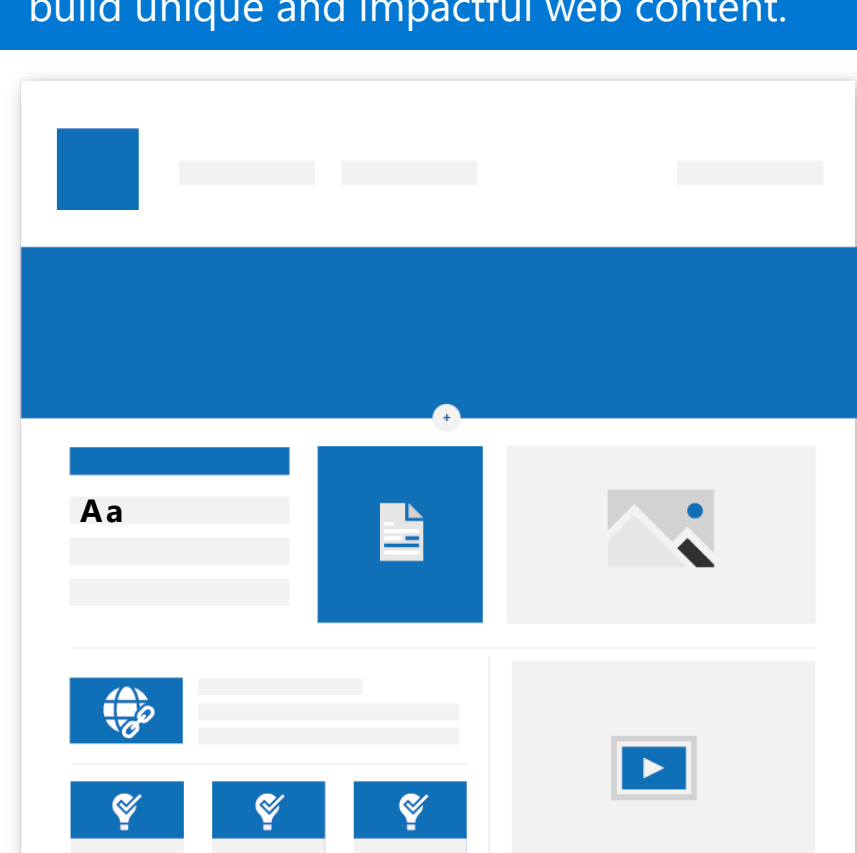
**Publish**  
Users on the site won't see the page until you publish it. Published pages are viewable by users who have the appropriate permissions on the site.

You can add a page title and image

<https://aka.ms/addpage>

## 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>