Creating a Workspace

When you create a workspace you are creating a whole new SharePoint site. You might want to create workspaces to allow different groups within your office to work together. Once the workspace is created those who have rights can create

1. In order to create a workspace you must have administrative rights on the site you are creating the workspace in. Make sure you are at the top level of the site where you want the workspace created.
2. Click on Site Actions on the top right.
3. Click Create.
4. Under Web Pages click on Sites and Workspaces.
5. Put in a descriptive title for the workspace, such as 4H AG PIT. This will be the page name and the name others use to navigate to the workspace.
6. Always put in a good description. What is the purpose of this workspace?
7. In the URL box you will notice that the first part of the URL is already filled in for you. Put in the name of the page that you are creating (what you want people to type in when they go to this workspace).
8. For a workspace make sure Team Site is highlighted under template.
9. If you will be working with people or groups who are not members of your default group, or if you want to restrict who can create and modify content on your workspace set the User Permissions to Use Unique Permissions. Otherwise you can leave it as Use Same Permissions as Parent Site.
10. If You select Display This Site on the Quick Launch Bar of the Parent site, a link to this workspace will show up on the left navigation bar of the site under which you created this workspace.
11. Click the Create button.
Setting Access to your Workspace

The site access page will come up. Use this page to determine who can access your workspace and what they can and can not do.

<table>
<thead>
<tr>
<th>Visitors to this Site</th>
<th>Members of this Site</th>
<th>Owners of this Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitors can read content in the Web site. Create a group of visitors or re-use an existing SharePoint group.</td>
<td>Members can contribute content to the Web site. Create a group of site members or re-use an existing SharePoint group.</td>
<td>Owners have full control over the Web site. Create a group of owners or re-use an existing SharePoint group.</td>
</tr>
</tbody>
</table>

To add a person to Members or owners
1. type in the gatorlink name of the person (their mail name). If you don’t know their gatorlink click on the little book under the box and it will take you to the IFAS directory.
2. Once you enter a user click on the check user button next to the book button. If they are OK the user’s full name will display and they will be underlined.
3. Enter all the people you want to make Members or Owners and make sure the Create New Group Button is checked.
4. Click the OK button.