How to Create a Team Site with Public Access

Goizueta Business School
Office of Information Services
First, sign in to SharePoint
Then, sign in to My Site
My Home is your personal page. My Profile is what other GBS users see.

Getting started tasks

RSS Viewer

News at Nature - Genetics
- Japan ramps up patent effort to keep IP lead
- Translational research: Crossing the valley of death
- Translational Research: Getting the message across
- Woolly mammoth family tree grows a new branch
- Human cells used to cure brain disease in mice

SharePoint Sites

Sites
- My Site
- Black MBA Association

Find all documents by Denys Lu

Documents

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Modified</th>
<th>Location</th>
<th>Properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>testPage</td>
<td>6/6/2008 1:35 PM</td>
<td>Shared Documents</td>
<td></td>
</tr>
<tr>
<td>testPage</td>
<td>6/6/2008 1:33 PM</td>
<td>FormServerTemplates</td>
<td></td>
</tr>
</tbody>
</table>

Tasks

There are no items to show in this view.
Click the Site Actions button at the top right and select Site Settings

Then, click the Sites and Workspaces option under Site Administration
Click Create
Site Information

This is the URL for the new site; no spaces, keep it short

Make sure Team Site is selected under the Collaboration tab

Enter the information for the new site
New site, created
To allow public access to your site: click Site Settings under Site Actions
Click Advanced permissions under Users and Permissions

Click Actions and choose Edit Permissions
Click OK on the Dialog Box
Click Settings and choose Anonymous Access.

Choose the Entire Web site to allow anonymous (public) access. Click OK.
Click the site name to be taken back to the new team site