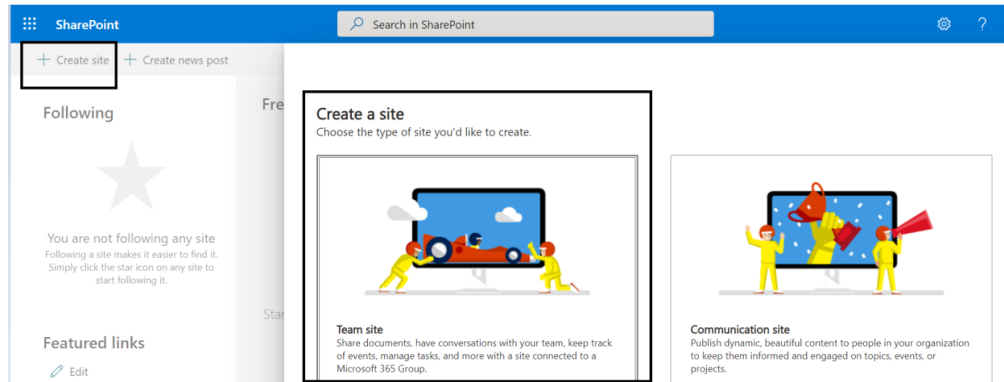

Guide Name:

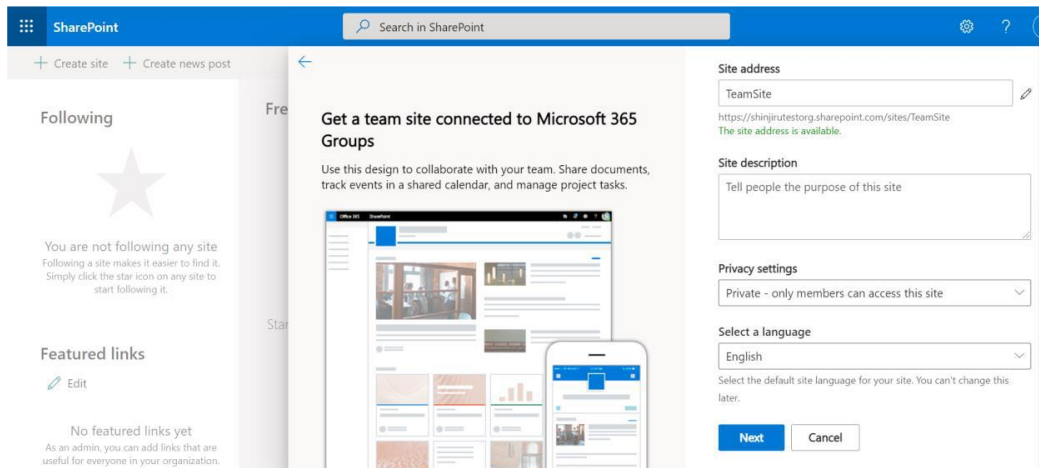
Create a Team Site in SharePoint in Microsoft 365 or SharePoint Server 2019

shinJiru

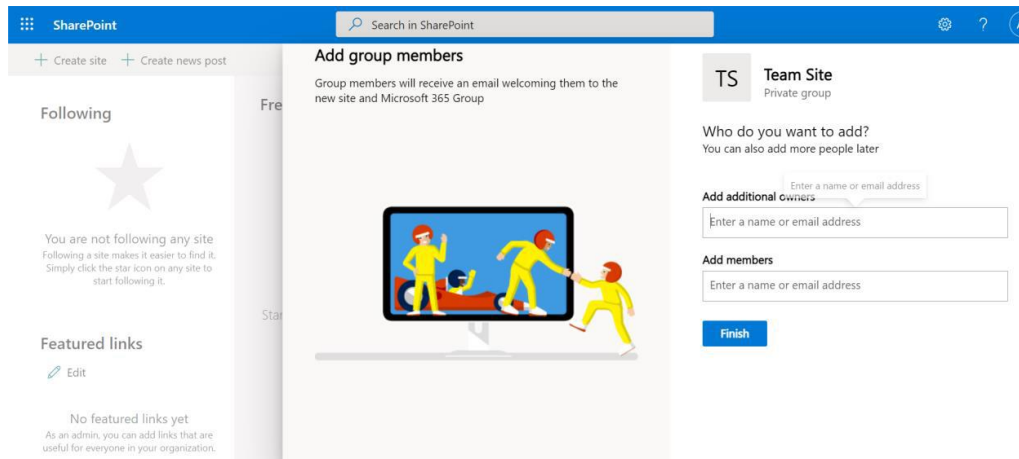
1. Click on 'Create Site', and click on Team Site.



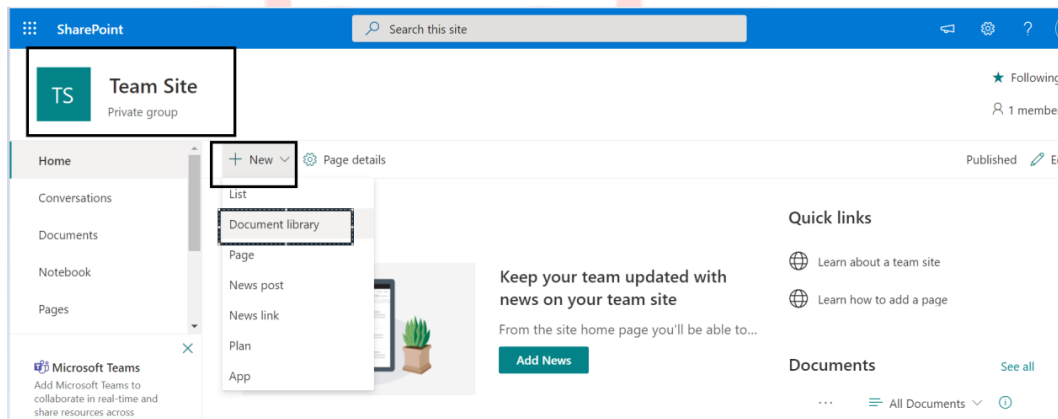
2. Create your Team Site as you wish and click Next.



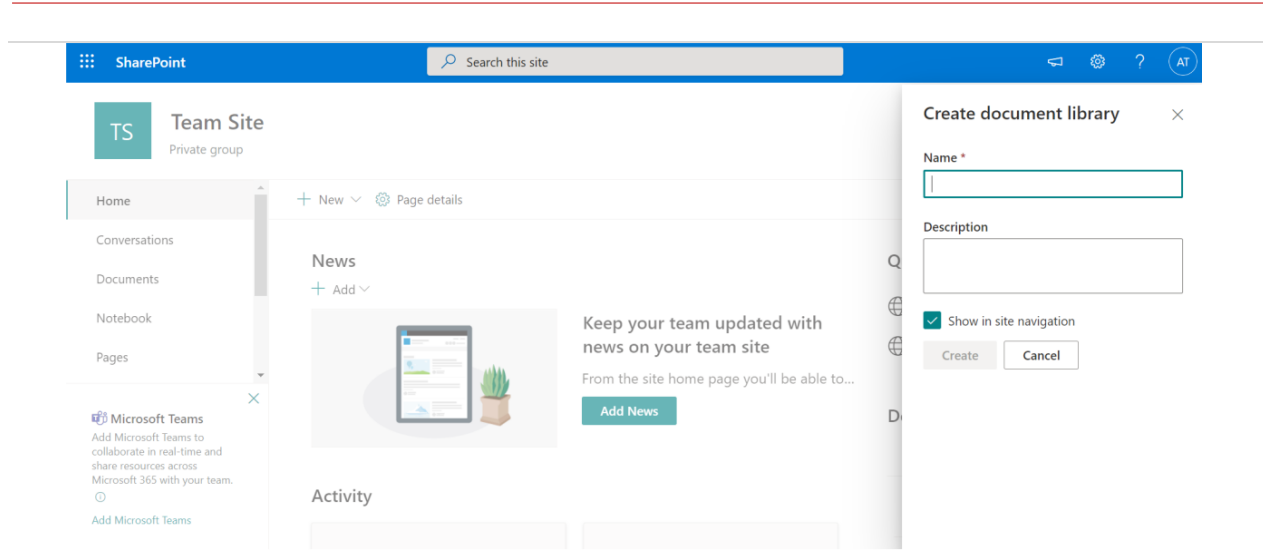
3. Add additional owner for the site if any. If not leave it and click finish.



4. Go to the team site where you want to create a new document library.
5. On the menu bar, select New, and then select Document library.



6. Enter a name for the new library and select create.



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