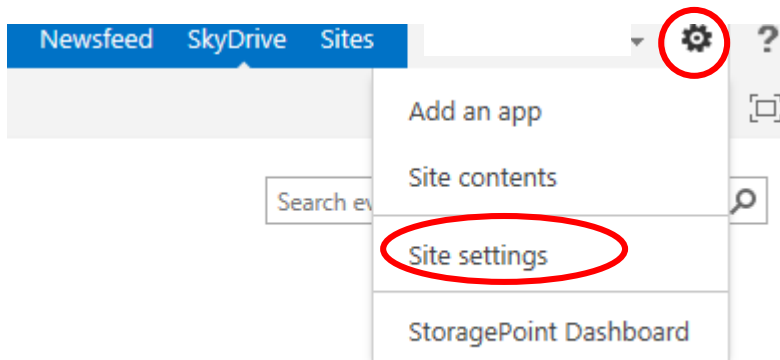
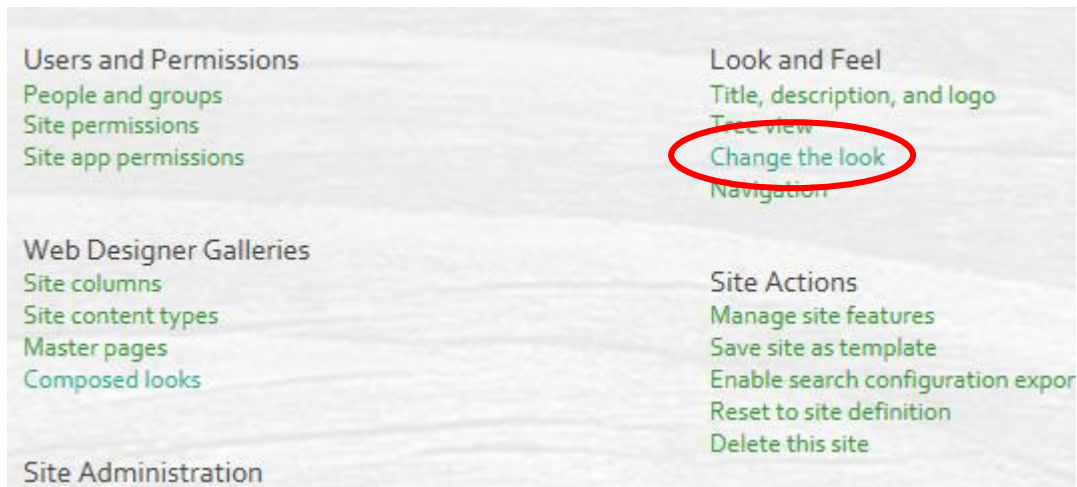


Customize Your SharePoint Site.

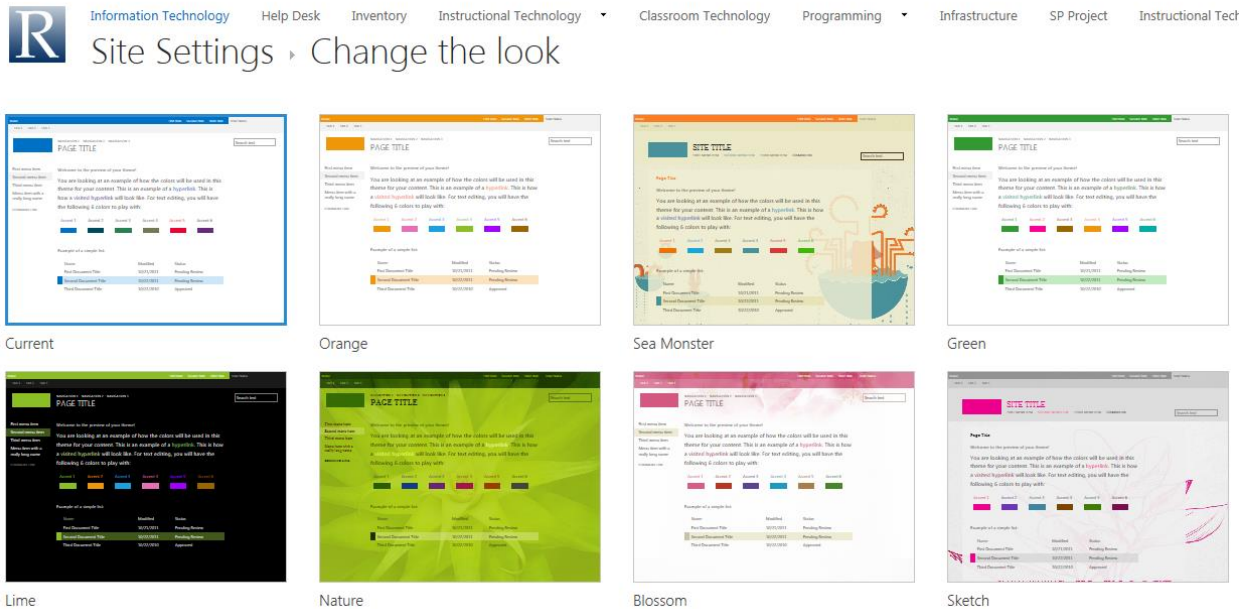
1. After logging in to your SharePoint site, click the gear in the top right corner. Select Site settings in the drop down menu.



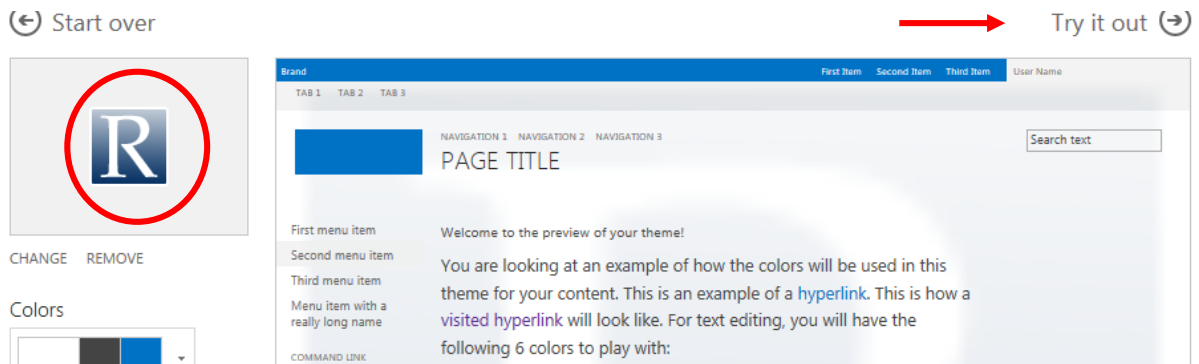
2. Once in Site settings, select “change the look” under the Look and Feel section. After clicking change the look, you will see the themes that are available to apply to your site.



- The Change the Look page offers a variety of color templates that you can apply to your page. Selecting a template will give you the option to customize and try out the look.



- This page allows you to add a logo to your site, as well as customizing the colors in the theme. The box in the top left allows you to drag and drop an image (this is where the "R" is). After you have made the desired changes to your page, click the "Try it out" in the top right corner.



- On the preview screen you will have the option to implement your changes, or make adjustments. The changes will be applied to your page after selecting "Yes. Keep it."



This is a preview of your site in the new theme.
Do you like what you see?

⏪ No, not quite there

Yes, keep it ⏩

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