Microsoft® SharePoint

Post to a team site feed

Some posts or conversations are better suited for a small group of people, rather than the newsfeed on your personal site. For these cases, you can create or start following team sites that contain their own site feeds. For convenience and visibility, posts on team sites you're following also appear in the newsfeed on your personal site.

NOTE Tasks described in this article may depend on your SharePoint permissions. For more information, see your administrator.
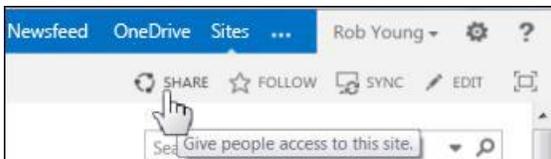
CREATE A TEAM SITE
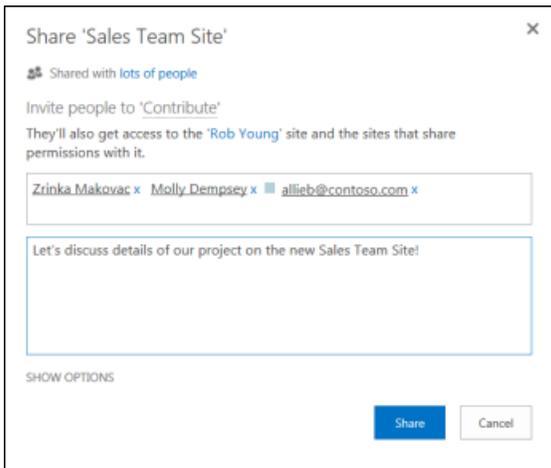1. Click **Sites** at the top of the page.

2. Click **New Site**.
3. Enter a name for the new site and click **Create**. The site appears after a few moments. You automatically follow new sites you create.

INVITE PEOPLE TO A TEAM SITE
1. Go to the team site.
2. Click **Share** at the top of the page.

3. In the Share window, enter the names or email addresses of the people you want to invite to the site.
4. Accept the default Contribute permission so that people can post to the newsfeed.
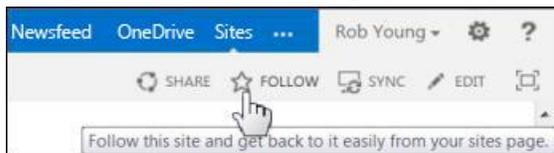

5. Click **Share**.

START FOLLOWING A TEAM SITE

Following a site enables you to find it easily later on your Sites page. It also lets you post to its site feed from your personal site newsfeed.

1. Go to the site you want to start following.
2. Click **Follow** at the top of the page.

POST TO A SITE FEED WHILE VISITING A TEAM SITE

1. Go to the team site.
2. Find the Newsfeed web part on the team site Home page.
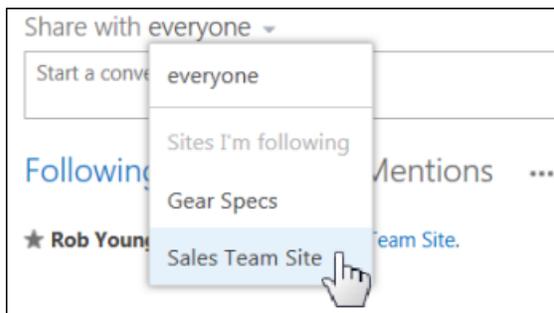

3. Create the post just as you'd create posts in your personal site newsfeed.

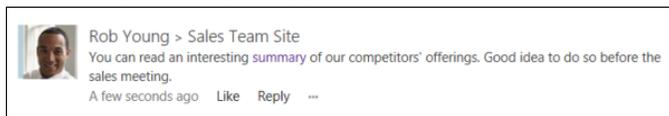### POST TO A TEAM SITE FEED FROM YOUR PERSONAL SITE NEWSFEED

1. Click **Newsfeed** at the top of the page.

2. Select the site feed you want to post to from the drop-down menu.

3. Create the post. The post appears with a reference to the team site it's associated with.

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SEE ALSO:

- **Post something to a small group of people**
  http://office.microsoft.com/redir/HA102886562.aspx
- **Post something to everyone**
  http://office.microsoft.com/redir/HA102785948.aspx
- **Add features to a newsfeed post**
  http://office.microsoft.com/redir/HA102785751.aspx
- **Create a site**
  http://office.microsoft.com/redir/HA102773285.aspx
- **Share a site**
  http://office.microsoft.com/redir/HA103456668.aspx