

Office 365 How To

Create a New App Part and Inserting that App Part on a Page

Within our SharePoint pages we might want to add a calendar, a document library, a discussion board, or something else. In SharePoint these pieces are called App Parts. In order to do this you have to create the app part first and then insert it into the page where you want it.

Creating a New App Part

1. Click the "gear wheel" in the upper right hand corner
2. Select Add an app
3. Click the type of app part you want: Document Library, Calendar, etc.
4. Type the name you want for this new app (this title will be visible on the app itself)

Inserting the App Part You've Created onto a Page

1. Go to the page you want to insert the app part onto
4. Click Edit (upper right corner) to enter edit mode
5. Click Insert (top ribbon, left of center)
6. Click App Part
7. Select by clicking once on the app part you want to add (it will be called whatever you named it—you might have to click the left or right arrows to find it)
8. Click Add (far right)

Deleting an App Part Off of a Page

1. In edit mode click once on the title of the app (a small check mark should appear in the right corner of the app)
2. Strike delete on the keyboard

Please Note: This App Part will still exist in your Site Contents and can be added to a different page or re-added to this same page later.