

SharePoint Creating Meeting Workspaces

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SharePoint - Creating Meeting Workspaces

To create a new meeting workspace, follow the instructions below:

1. Go to the Web site where you want to add the workspace site.
2. On the top link bar, click Create.
3. Under Web Pages, click Sites and Workspaces.
4. Complete the information about the workspace site you want to create, and then click Create.
5. Select the Meeting Workspace template you want to use, and then click OK.



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