



## Custom List, Create

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Create a custom list

1. In the top link bar, click Create.
2. On the Create Page page, click Custom List.
3. In the Name box, type a name for the list. (This field is required.)
4. In the Description box, type a description of the purpose of the list. (This field is optional.)
5. In the Navigation section, if you want a hyperlink to this list to appear on the Quick Launch bar, click Yes.
6. Click Create. You can open the new list by clicking Documents and Lists on the top link bar, and then clicking the list name. If you chose to add the list to the Quick Launch bar, you can also click the list name there to open it.
7. Add columns to your list.