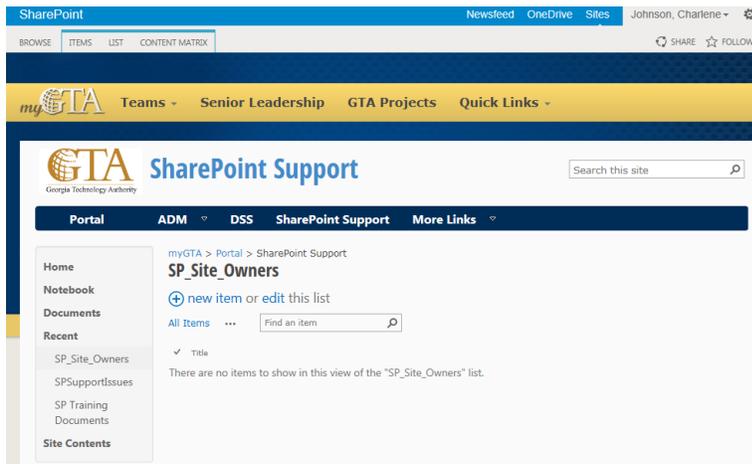


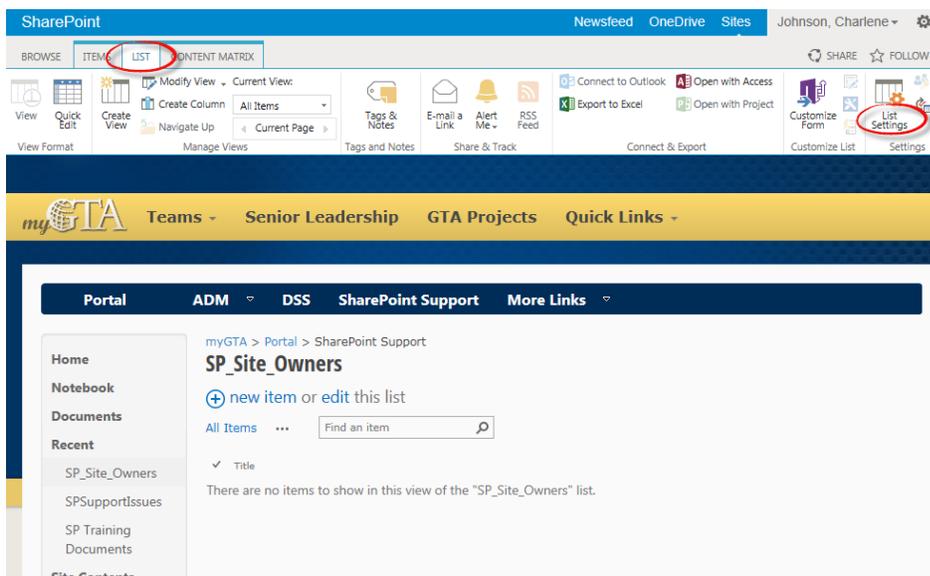
Add Columns To Lists

ADD COLUMNS TO LISTS

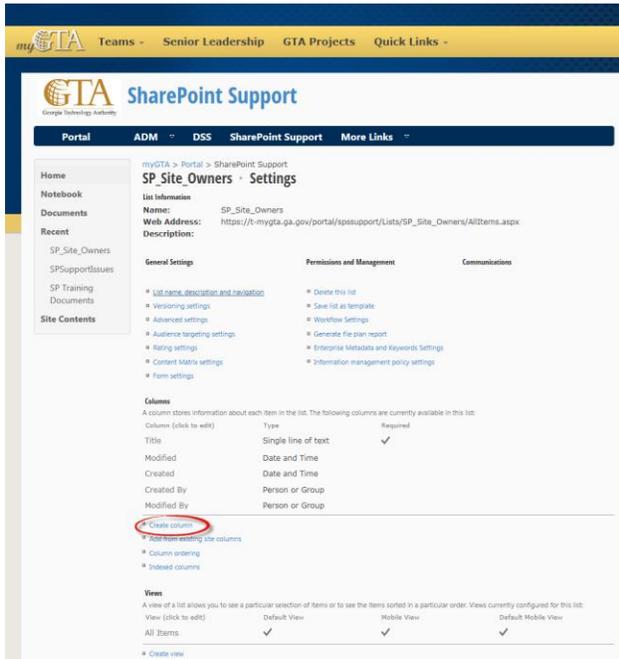
1. Click on the list, e.g. SP_Site_Owners



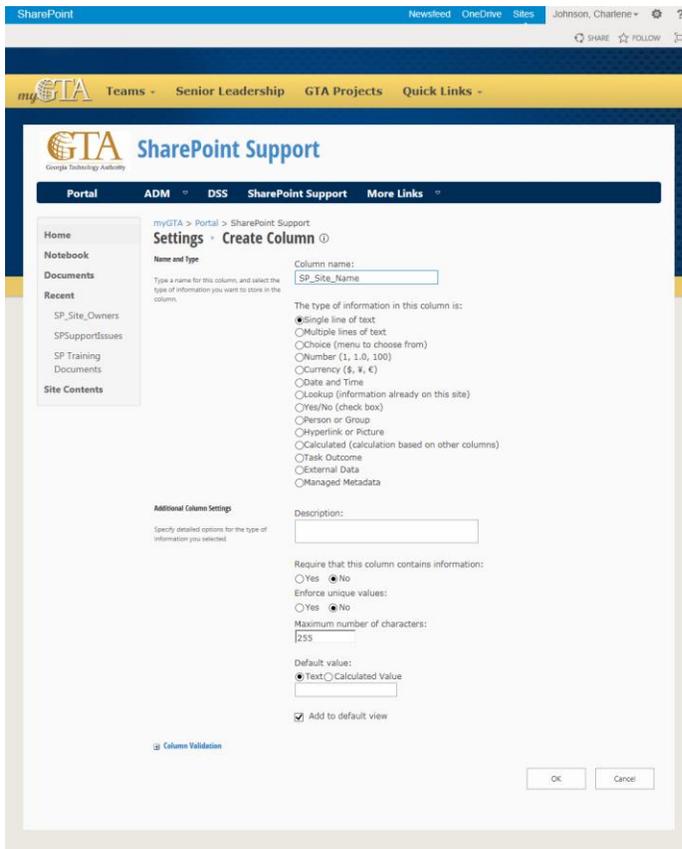
2. Click on the **List** tab and click **List Settings**.



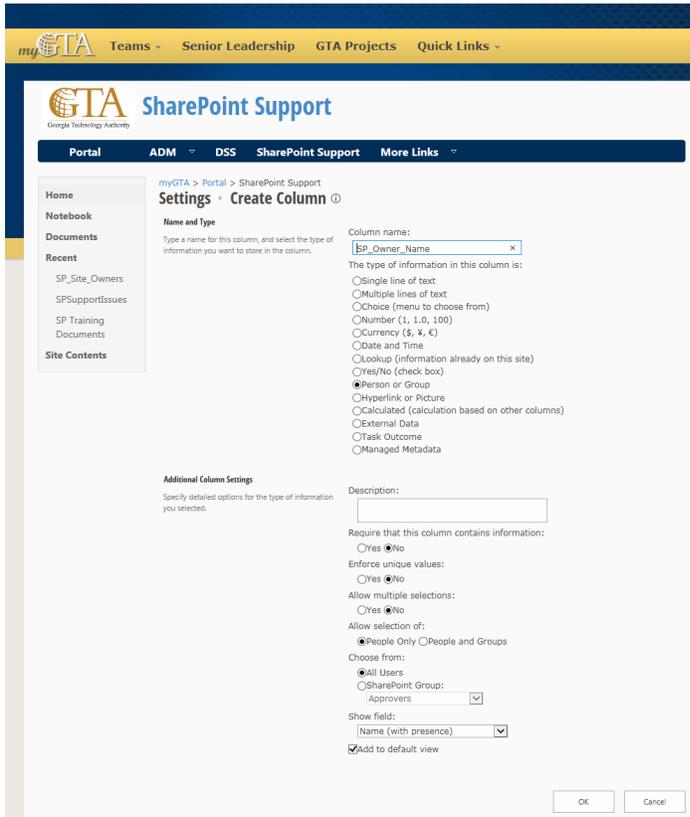
3. Modify the list, e.g. click **Create column** to create new columns.



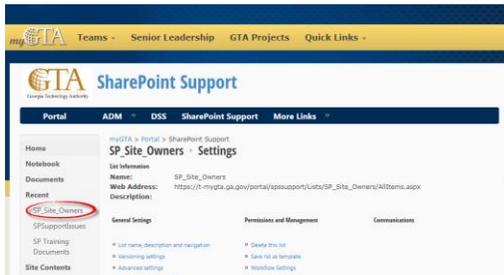
4. For example, add SP_Site_Name as a text field, then click **OK**.



5. For example, repeat step 3 and add SP_Owner_Name as a name field using a name look up, then click **OK**.



6. Click on the List name to display the list, e.g. SP_Site_Owners



7. For example the new columns are displayed for the list, e.g. SP_Site_Owner

