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Review online resources for best practices for managing SharePoint permissions:

- Learn to control access to sites, subsites, libraries and documents (microsoft.com)
- Permissions planning for sites and content in SharePoint 2013 (microsoft.com)

Set up a subsite with unique permissions

1. Navigate to the site where you want to add a subsite.
2. Select Site Contents on the left pane.
3. Scroll down to Subsites and select new subsite.

4. Enter a title, URL name, select the Team Site template and select Use unique permissions.

5. Make a selection whether or not to use the top link bar from the parent site. (See instructions for improving navigation on your SharePoint site.)
6. Select **Create** and the window below will open.
Here you can create a new **Visitors group** and a new **Members group** for this new subsite and you can add users to these groups so that they have access to this subsite. 

Create a new group of owners – add yourself here and anyone else that you would like to make an owner. When you select **OK** the subsite will be created with the selected permissions.

See the example below where “test site” is the new subsite.

7. You can then customize your site to show or hide or move web parts on the site page. By default, it will look as follows:
Check permissions on any site or subsite

1. Navigate to the site or subsite where you want to check permissions.
2. Select the gear icon (top right) > Shared with...
3. Select Advanced.
4. This window will open showing who has access to the subsite and what permission level they have. Select any group to open it and view or edit the members of the group.

**Remove a user from a group**

1. Navigate to the subsite where you want to edit permissions.
2. Select the gear icon > Site Settings (top right). The window below will open. Select People and groups.

3. Select the group on the left pane (A) to open it. Select the user (B).
4. Select **Actions > Remove selected users from this SharePoint group.**

![People and Groups](image1)

5. Select **OK.**

**Add a user to a group**

1. Navigate to the subsite where you want to edit permissions.
2. Select the **gear icon > Site Settings (top right) > People and groups.**
3. Select the group on the left pane to open it.
4. Select **Grant Permissions** (A).
5. Enter last name, first name and check in the Global Address List (B).
6. Enter an email message if you want to send an email invitation. Otherwise uncheck **Send an email invitation** (C).
7. **IMPORTANT:** Select which group or permission level you want to grant to the new user (D).
8. Select **Share** (E).
Check the permissions for a user or group

1. Click the gear icon > Site Settings > Site Permissions > Check Permissions.
2. Enter the name or of the User or the name of the Group whose permissions you want to check. Select Check Now.
3. A window opens showing the permission level for that individual or group.
4. If unique permissions to a document or folder have been set up you will see this message when you manage permissions. Click Show these items to see items that no longer inherit permissions from the parent library, list, or folder.