

PERMISSIONS IN SHAREPOINT

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1. ADD USERS AND SET PERMISSIONS

1. Navigate to the site that you want to add users to.
2. Click on **People and Groups** on the **Task Launch bar** at the left side of the window.



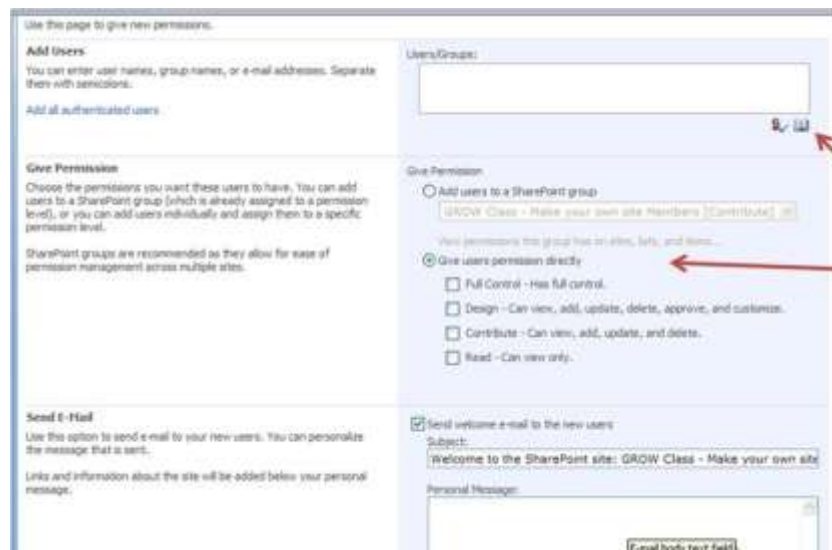
3. Click on **New**, and on **Add Users**.



4. Browse to find a user.
5. Choose the appropriate permissions for the user.
Give the user permission directly or add them to a group.

Choose to send an e-mail message if you like, and click on **OK**.


6. Note: a site may or



may not inherit permissions from the parent site – you choose. **It is often best to inherit permissions from a parent site, then to remove users or groups. That way you can add all groups that are on the parent site.**

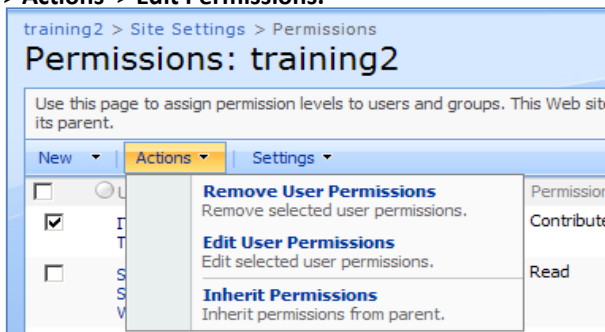
Permission Levels

This Web site has unique permission levels that are not inherited from the parent Web site.

 Add a Permission Level |
  Delete Selected Permission Levels |
  Inherit Permission Levels from Parent Web Site

2. REMOVE PERMISSIONS FOR USERS OR GROUPS AFTER A SITE HAS BEEN CREATED

- **Site Actions > Site Settings > Advanced Permissions** under *Users and Permissions*.
- **> Actions > Edit Permissions.**



- The window below will open. Click **OK**.



- Check the individual user or group you want to delete.
- **> Actions > Remove User Permissions**

3. REMOVE AN INDIVIDUAL FROM A GROUP/ ADD A USER TO A GROUP

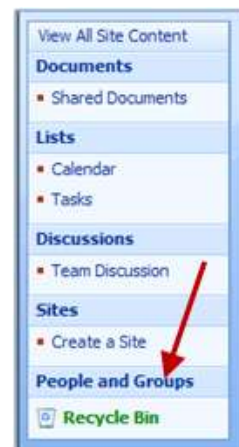
View All Site Content (LHS, on the Quick Launch/Navigation bar) > **People and Groups**.

Click on the group name in the navigation bar you want to modify to open it up.

Check to select the User you want to delete from the group

Click **Actions > Remove User Permissions**.

To add a user to this group > **New > Add Users**



4. MODIFY A USER'S PERMISSION LEVEL

Click **Site Actions > Site Settings > Advanced permissions** (under *Users and Permissions.*)

Users and Permissions	Look and Feel	Galleries	Site Administration
<ul style="list-style-type: none">People and groups<u>Advanced permissions</u>	<ul style="list-style-type: none">Title, description, and iconTree viewSite themeTop link barQuick LaunchSave site as templateReset to site definition	<ul style="list-style-type: none">Master pagesSite content typesSite columns	<ul style="list-style-type: none">Regional settingsSite libraries and listsSite usage reportsUser alertsRSSSearch visibilitySites and workspacesSite featuresDelete this siteRelated Links scope settings

Select the user whose permissions you want to change.

Click **Actions > Edit User Permissions.**