

SharePoint

Setting Simplified Site Permissions



Simplified Permissions for Sites

Those designated as "Site Owners" (or those with Full Control permissions on a site) are able to set site permissions for others.

By default, there are three permissions groups automatically created for a SharePoint site:

- *Site Owners*: individuals with full control over the site (the ability to make changes to lists/libraries, change site permissions, add new lists/libraries, and alter the look of the site's home page)
- *Site Members*: individuals with "contribute" (read/write) access to site content, such as items in lists and libraries
- *Site Visitors*: individuals with read-only access to the site

The simplest way to set permissions for a site is to add people to the above groups.


Process Summary

Simplified Permissions for Sites

1. Adding people to permissions groups
2. Removing people from permissions groups

Adding People to Permissions Groups

To add permissions for a user or group of users:

1. Click **Site Actions** menu, and choose **Site Settings**
2. Click the "**People and groups**" link
3. There are three permissions groups for the site, by default, listed on the left. (If you don't see them all, click the "**More...**" link to see all groups.)
4. Click on one of the groups to see its current membership list
5. To add a user or Active Directory group to a SharePoint permissions group, click the **New** menu and choose **Add Users**
6. On the new screen, enter the e-mail addresses or usernames of the users (or groups) you wish to add. Clicking the **check mark** will allow you to resolve names (like in Outlook); if names don't resolve, just click on the name (which is italicized) and choose an option from the drop down menu. You can also click the address book icon to pick people from the directory. You can also click the "**Add All Authenticated Users**" link on the left to add all users (in the domain) to the group.
7. Make sure the correct group is listed in the "**Add users to a SharePoint group**" drop down menu.
-  8. You may wish to uncheck the "**Send welcome e-mail to the new users**" button, as this option would cause an e-mail to be sent to the users you're adding.
9. Click **OK** when ready. You can then view the SharePoint permission group's membership list to make certain the individual(s) were added.

Permissions changes take effect immediately.

Removing People from Permissions Groups

To remove permissions for a user or group of users:

1. Click Site Actions menu, and choose Site Settings
2. Click the "People and groups" link
3. There are three permissions groups for the site, by default, listed on the left. (If you don't see them all, click the "More..." link to see all groups.)
4. Click the groups whose current membership list you wish to modify
5. Check (click to enable the checkbox) the names of the individuals or groups that need to be removed
6. Click the Actions menu, and choose Remove Users from Group

Permissions changes take effect immediately.

