SharePoint Owner-Managing Site Permissions

Quick Guide

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4/22/2013

Version 2.0

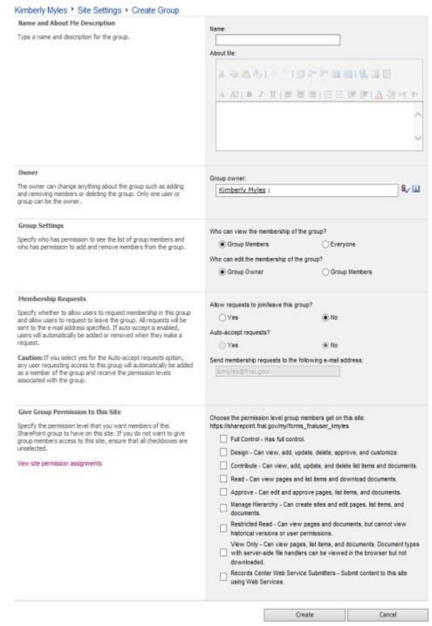
This document provides information and procedures for those with **Full Control permissions**. Full Control enables owners to grant or remove permissions for a site.

Managing Site Permissions

Managing Permissions Groups

Create a custom group

1. From the Site Actions menu, click “Site Permissions.”
2. From the Edit tab, click “Create Groups.”
3. From the Create Group form that appears:
    a. Enter a name for the group.
    b. Enter a description for the group.
    c. Choose a permission level for the group.
4. Click “OK” to create the group.

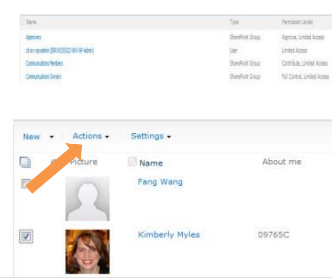


Add a user to a group

1. From the Site Actions menu, click “Site Permissions.”
2. From the “Edit” tab, click “Grant Permissions.”
3. Type the person’s user name (Services Account email address minus @fnal.gov) in the Users/Groups box.
4. Under Grant Permissions, use the drop-down List to select the group that you want to add the person to.
5. Click “OK” to accept your changes.

Remove users from a group

1. From the Site Actions menu, click “Site Permissions.”
2. Select the name of the group for the person that you want to remove.
3. Check the box next to the name of the person you want to remove and click the “Actions” link near the top of the page and select “Remove Users from Group” to remove them.



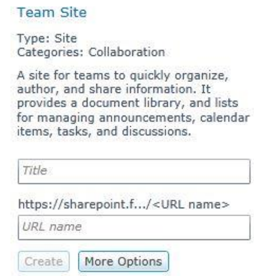
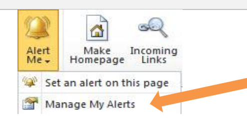
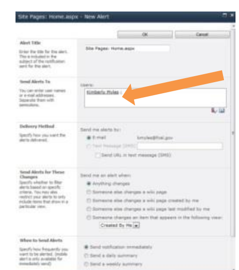
Managing Sub-sites

Break inheritance

1. From the Site Actions menu, click “Site Permissions.”
2. From the “Edit” tab, click “Stop Inheriting Permissions.”

You can now create new permissions groups for your sub-site in order to manage permissions independently of the parent.

⚠ NOTE: If you update a group in your sub-site that is a parent site group, it will automatically update the parent so you will need to create new groups for your sub-site if you want to manage permissions independently. The best practice recommendation is to retain the parent owners group in the sub-site but you can remove the other parents groups if you wish.

Create a sub-site	1. From the Site Actions menu, select “New Site.” 2. From the Create page that appears, select your preferred site template. If you want to select the same template as the parent site, select “Team Site.” 3. Enter a title and URL in the “Title” and “URL” fields and click “Create” to create your site. A link to your new sub-site will appear on the parent site global menu by default. 
Delete a sub-site	1. Navigate to the sub-site that you want to delete. 2. From the Site Actions menu, select “Site Settings.” 3. From the Site Settings page, in the Site Actions area, select “Delete this site.”  NOTE: Any links to this sub-site on the parent site will be removed from the global menu automatically upon site deletion.
Managing Libraries	
Grant access to a library	1. Select the library you want to work with. 2. Under “Library Tools” on the Ribbon, select the “Library” tab. 3. Click “Library Permissions.” 4. Click “Grant Permissions.” 5. Type the person’s name in the Users/Group box. 6. Specify whether to add the user to a group or to grant permissions directly. 7. Click “OK.” 
Managing Alerts	
Subscribing other users to an alert	1. Navigate to the page, list or library that you want to create an alert for. 2. From the ribbon, click “Alert me” and select the “Set an Alert on this….” option from the drop down menu that appears. 3. In the “New Alert” form that appears, you can create an alert as you would if you were a contributor, but as an owner, you also have permission to subscribe other users to an alert. In the “Users” area, add the email or Services Account name for the user or users you want to subscribe to the alert. 4. Fill out the New Alert form as you would for any alert and click “OK” to create your alert.  
View and Delete Alerts	1. From the Site Actions menu, click “Site Settings.” 2. From the Site Settings page in the “Site Administration” area, click “User alerts.” 3. Select the person whose alerts you want to view from the list next to “Display alerts for.” 4. From the list that appears, select the alert you want to delete and click “Delete Selected Alerts.” 5. Click “OK” to delete the alert.