Granting User Permissions

Add people to groups to grant permissions to access the site (or parts of the site):

1. Open your department’s SharePoint site.
2. In the upper-right-hand corner, click the gear, then Site settings.

3. Select Site permissions.

4. Each site is typically set up with three different groups. Click on the group to add users.
   i. Members: Able to add, edit, delete documents from the site
   ii. Owners: Able to add, edit, delete documents from the site, and grant or remove permissions
   iii. Visitors: Only able to read documents – not edit or delete.

5. Click “New,” then select “Add Users.”
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6. Enter the NetID, Email, or full name of the person who should be added, a personal message if desired, and click “Share.” The recipient(s) will automatically receive an email with the link to the site and the message. Note: More than one recipient can be added simultaneously.

To prevent the user from receiving an email, click “Show Options,” then uncheck the box next to “Send an email invitation.”

7. To remove a user, select the checkbox next to their name.

8. Select “Actions, then “Remove users from group.”
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Multiple sites with unique permissions

For those sites with multiple subsites that have unique permissions and/or groups, all permissions for all subsites can be managed in one location.

1. Click on the gear, and site settings, then People and Groups.

2. Select “more.”

3. All the groups for the site and any subsites will be displayed.

4. Follow the steps at the beginning of the document to add or remove members to the groups. To add groups, please contact us at URIM-SharePoint-Admin@byu.edu.