

How-to Manage People, Groups and Permission Settings

Purpose:

This How-to is particularly suited for adding individuals or groups to a team site. Once a team site is created, site owners will need to allow users/groups access to that site.

Note: Permissions have been pre-set to allow agency personnel to view all InsideWSP sites. In addition, specified web authors have been added to each site collection. When creating a new IWSP sub site, please inherit permissions from your parent site. Do NOT add, edit or remove any entries in the Owners or Visitor groups on IWSP sites.

Adding Users or Groups:

1. Start Internet Explorer and navigate to the site you want to set new permissions.
2. Click the **People and Groups** on the left side Quick Launch bar or go to the **Site Actions > Site Settings** and click the People and Groups link.
3. You can assign new users or groups to a pre-set permission area (Members, Visitors, Owners) or add users and permissions individually. It is highly recommend that you use Active Directory **Security Groups** rather than individuals. Please contact [ITD Web Support](#) if you need a new security group created or updated.

- **Owner:** Full site control – Edit, add and delete content or web sites.
- **Members:** Contribute – Edit, add or deleted web site content.
- **Visitor:** View only – can see and open all site content.

4. Click the **“New”** option to add users or groups to your site.
5. Click the **Add Users**.
6. Enter a name in the Users/Groups field and click the Check Names icon (last name, first name). If the user is part of the authenticated network, their name will then be underlined.

7. If you don't know the user's full name, click the Browse button to open the Select People and Groups dialog box. Type a portion of their name and press Enter.
8. Choose a permission level to give the user or group.
9. Finally, choose whether you want to send the new user a confirmation email.

Help Center > Web Author Training > Site Settings > Permissions > Add Users

Add Users: Web Author Training

Use this page to give new permissions.

Add Users You can enter user names, group names, or e-mail addresses. Separate them with semicolons. Add all authenticated users	Users/Groups: <input type="text" value="Parsons, Dan (WSP)"/>
Give Permission Choose the permissions you want these users to have. You can add users to a SharePoint group (which is already assigned to a permission level), or you can add users individually and assign them to a specific permission level.	Give Permission <input checked="" type="radio"/> Add users to a SharePoint group <input type="text" value="WEB Author Visitors [Read]"/> View permissions this group has on sites, lists, and items... <input type="radio"/> Give users permission directly <input type="checkbox"/> Full Control - Has Full control.