SHAREPOINT 2010 FAQS

How do I assign permissions for my Team Site?

In order to assign permissions to a Team Site you will need to be the Team Site administrator and have full control of the Team Site. If you have these permissions you can follow the procedure below.

Before you add any users to your Team Site you should decide what level of access they should have. The table below explains the standard permission groups used within the University:

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Permissions</th>
<th>Permissions Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owners</td>
<td>Full Control</td>
<td>Has full control of the site. Warning: This level of permissions should only be given to fully trained Team Site Administrators. Be careful who you assign these permissions to - Owners have permissions to change the settings and potentially delete the whole Team Site!</td>
</tr>
<tr>
<td>Members</td>
<td>Contribute</td>
<td>Can view, add, update and delete items on the site. The majority of users would fall into this category.</td>
</tr>
<tr>
<td>Visitors</td>
<td>Read Only</td>
<td>Can view only. This should be used if you want a user to be able to view the Team Site content but not make any updates.</td>
</tr>
</tbody>
</table>

To assign permissions to a Team Site:

1. From the Team Site homepage click on **Site Actions** and choose **Site Permissions**:
The Permissions screen will appear listing all the groups for the Team Site:

To add users to a group:

1. Click on the **group** you would like to add users to, e.g. Members. The group will open displaying all users currently in the group.

2. Click **New** and choose **Add users**:

The Grant Permissions screen will open:
3. **Search for a user** by clicking on the book icon:

![Select People and Groups screen](image)

The Select People and Groups screen will appear:

![Select People and Groups - Webpage Dialog](image)

4. Enter the **user's surname** and **first name** in the format [surname], [firstname] and click on the **magnifying glass (search) icon**.

5. Highlight the user's name and click **Add**. Repeat the process for each user to be added to the group.

6. Click **OK**.
7. You have the option to send the new users a **welcome email** which includes a link to the site, **check or uncheck** this option as required:

![Send E-Mail dialog box showing the option to send a welcome email](image)

**WARNING:** Do not use the welcome email feature when adding large group such as "all staff". Uncheck the “Send welcome email...” checkbox.

Customise the welcome message if required.

8. Click **OK**.

The users will be added to the relevant group.

You can repeat this process to populate each of the groups – Visitors, Members and Owners.