



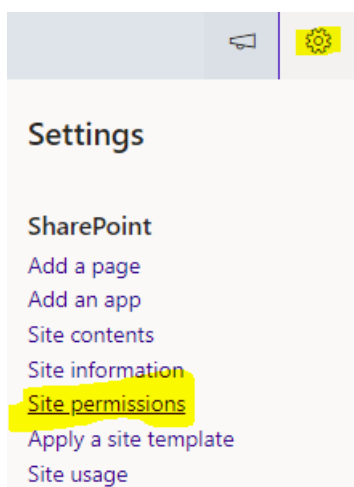
How to give others access to your site

Guidelines for Site Owners

When your new teamsite was created, three permission groups were also set up: Owners (full control), Members (edit) and Visitors (read only). You should add individual users to the relevant group rather than granting them permission as individuals.

You can add users to these groups as you would in Classic SharePoint:

- Click on the **Settings** cog and choose **Site Permissions**:



- Click **Advanced Permissions Settings**:

Permissions

Manage who has access to this site.

Share site

- Site owners - full control ⓘ
- Site members - limited control ⓘ
- Site visitors - no control ⓘ

Site Sharing

Change how members can share

Guest Expiration

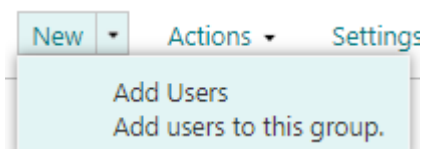
Your organization does not require guest access to expire.

Manage

Advanced permissions settings

- Choose the **Permission Group** that you wish to add users to.
 - Guidance on permission levels can be found here: [Understanding permission levels in SharePoint - SharePoint in Microsoft 365 | Microsoft Docs](#)

- Click **New, Add Users**:



- Enter the **name(s)** of those who require access, enter a **message** if required and click **Share**.

Further guidance on permissions can be found here: [Customize permissions for a SharePoint list or library \(microsoft.com\)](#).