

SharePoint 2010 Permissions

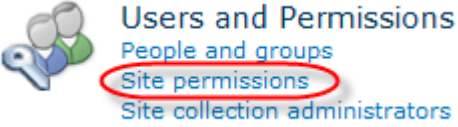
Permissions in SharePoint are a broad topic – the following will be described with the Site Owner mind frame.

Essentially, the easiest way to handle permissions is by groups. Most firms utilize Active Directory which ties into SharePoint and then administrators add the users to the desired groups that are created. By default a top level site has three groups:

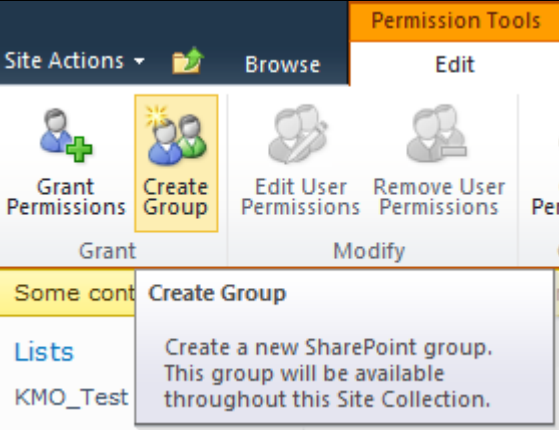
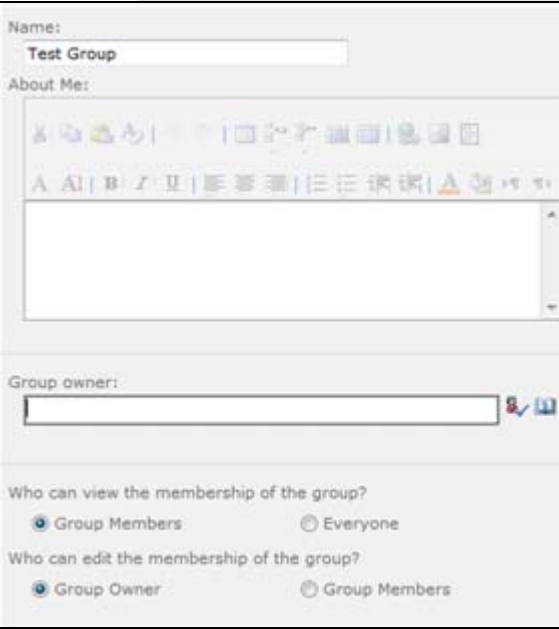
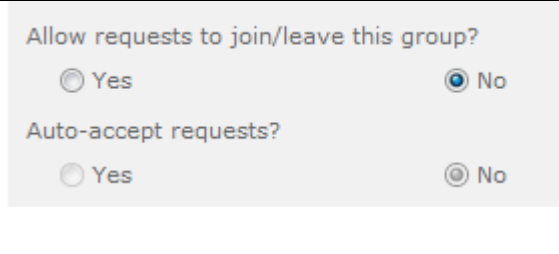
Owners -> whom will have full control of the site

Members -> whom can contribute content to lists and libraries

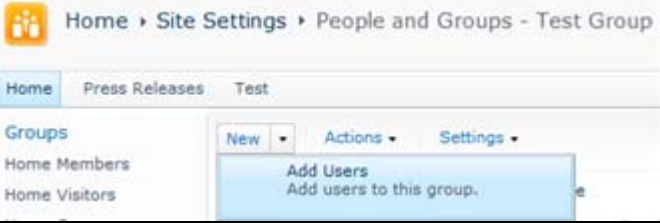
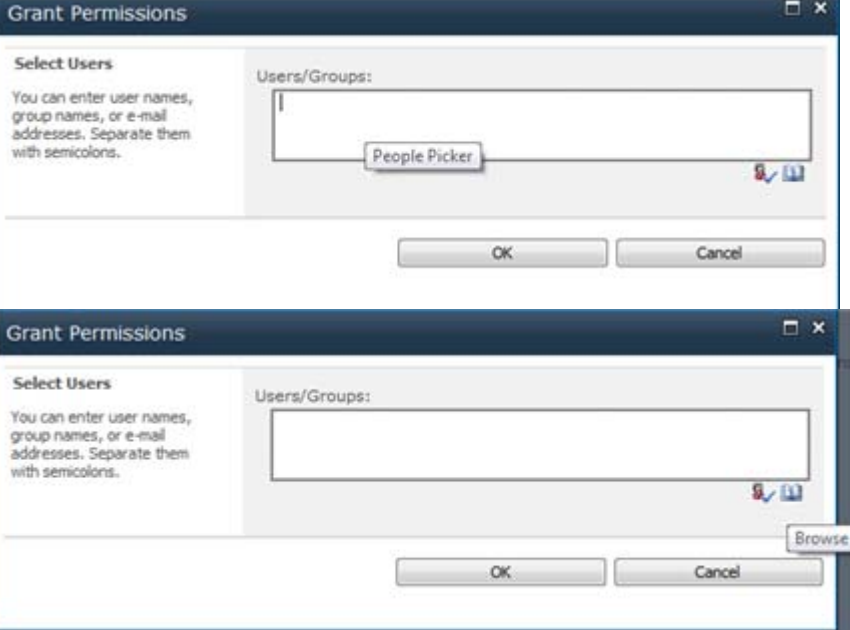
Visitors -> whom have read only access to the site

<ul style="list-style-type: none">• Create a group	The steps below go over how to create a custom group which then can be populated with users.
1. Maneuver to the site where the group should be created and where you currently are likely an administrator/site owner.	
2. Select Site Actions -> Site Settings and under Users and Permissions select the Site permissions link	 <p>Users and Permissions People and groups Site permissions Site collection administrators</p>

KEVIN O'NEILL

<p>3. On the ribbon menu select Create Group</p>	 <p>The screenshot shows the SharePoint ribbon with the 'Permission Tools' group selected. The 'Create Group' button is highlighted with a yellow border. Below the ribbon, a tooltip for 'Create Group' is visible, stating: 'Create a new SharePoint group. This group will be available throughout this Site Collection.'</p>
<p>4. Name the group, enter in a group owner (example domain\user), select who can view the membership of the group and who can edit the membership of the group.</p>	 <p>The screenshot shows the 'Create Group' dialog box. The 'Name' field contains 'Test Group'. The 'About Me' field is empty. The 'Group owner' field is empty. Below the fields, there are two sections for membership options:</p> <ul style="list-style-type: none"> Who can view the membership of the group? <ul style="list-style-type: none"> <input checked="" type="radio"/> Group Members <input type="radio"/> Everyone Who can edit the membership of the group? <ul style="list-style-type: none"> <input checked="" type="radio"/> Group Owner <input type="radio"/> Group Members
<p>5. Select if users are allowed to join/leave the group and if auto-accept requests are allowed</p>	 <p>The screenshot shows the final options for the group creation:</p> <ul style="list-style-type: none"> Allow requests to join/leave this group? <ul style="list-style-type: none"> <input type="radio"/> Yes <input checked="" type="radio"/> No Auto-accept requests? <ul style="list-style-type: none"> <input type="radio"/> Yes <input checked="" type="radio"/> No

KEVIN O'NEILL

<p>6. Choose the permission level of the group and click Create</p>	<ul style="list-style-type: none"><input type="checkbox"/> Full Control - Has full control.<input type="checkbox"/> Design - Can view, add, update, delete, approve, and customize.<input type="checkbox"/> Contribute - Can view, add, update, and delete list items and documents.<input type="checkbox"/> Read - Can view pages and list items and download documents.<input type="checkbox"/> Approve - Can edit and approve pages, list items, and documents.<input type="checkbox"/> Manage Hierarchy - Can create sites and edit pages, list items, and documents.<input type="checkbox"/> Restricted Read - Can view pages and documents, but cannot view historical versions or user permissions.<input type="checkbox"/> View Only - Can view pages, list items, and documents.<input type="checkbox"/> Document types with server-side file handlers can be viewed in the browser but not downloaded.
<p>7. The group is created and now additional users can be added by selecting New -> Add Users</p>	
<p>8. In the Select Users click the People Picker and either enter in the users by name and click the check mark or click the browse book and select the desired users and click OK.</p>	

KEVIN O'NEILL

9. If the browse book was selected the screen will look as such and entering in a users name after the Find option and clicking the magnifying glass will find the user – then clicking Add – will add the user into the middle pane. Repeat the process for each user whom should be added to the group – when done click OK.

