Managing Permissions

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Individuals with the **Owner** role in SharePoint have the ability to manage permissions within their SharePoint site. Permissions can be set individually for an entire site, list, library or individual documents. Permissions are usually inherited from their parent but can be changed as necessary.

It is recommended that permissions be assigned to groups instead of individuals because it will become harder and harder as time goes on to manage hundreds of individual permissions. It is much easier to remove a person from one group and move them to another group with the permissions.

As such, each SharePoint site is created with 3 default groups- Owner, Member and Visitor. It is recommended to add or remove people from a group based on what permission level you want to give the user.

Change Site Permissions

To change permissions for an entire site:

1. Click on the **Settings** (Gear icon) button at the top right.
2. Select **Site Settings**.
3. In the left-hand column, click **Site Permissions**.
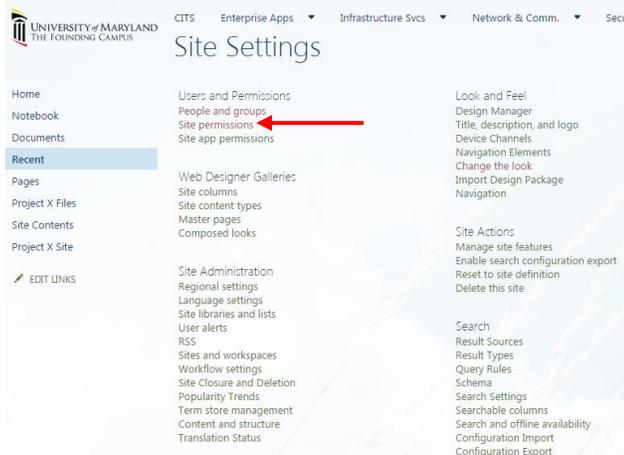
4. Here you can view the current groups and their permission levels.

At the top you can either stop or start **Inheriting Permissions**.

Add or Remove Users from a Permission Group

To add a user:

1. Click on the **group name**.
2. Once in the group, click the **New** button in the column headings.
3. Select **Add User to this Group**.
4. A dialog box will appear. Type the names of the individuals you would like to add to the permission group.
5. You can include a personalized message if you like.
6. You can also decide not to send an email to the added users by clicking on **More Options** at the bottom. Remove the checkmark for send email invitation.
7. Click **Share**.

To remove a user:

1. Click on the **group name**.
2. Once in the group, click the **checkbox** next to each individual you would like to remove.
3. Once they are selected, click **Actions** at the top and select **Remove User from Group**.

Changing Permissions for a List or Library

1. Access the List or Library.
2. Click the **Settings** button and then **Library Settings**.
3. Under **Permissions and Management** (center column) select **Permissions for this document library.**
4. Select **Stop Inheriting Permissions** on the Permissions ribbon bar.