



OKLAHOMA CITY COMMUNITY COLLEGE

SharePoint Site Permissions

The permissions assigned to users determine what they can do with the content on a SharePoint site. As a SharePoint site owner, you are responsible for assigning roles to your team members to determine the level of access they have.

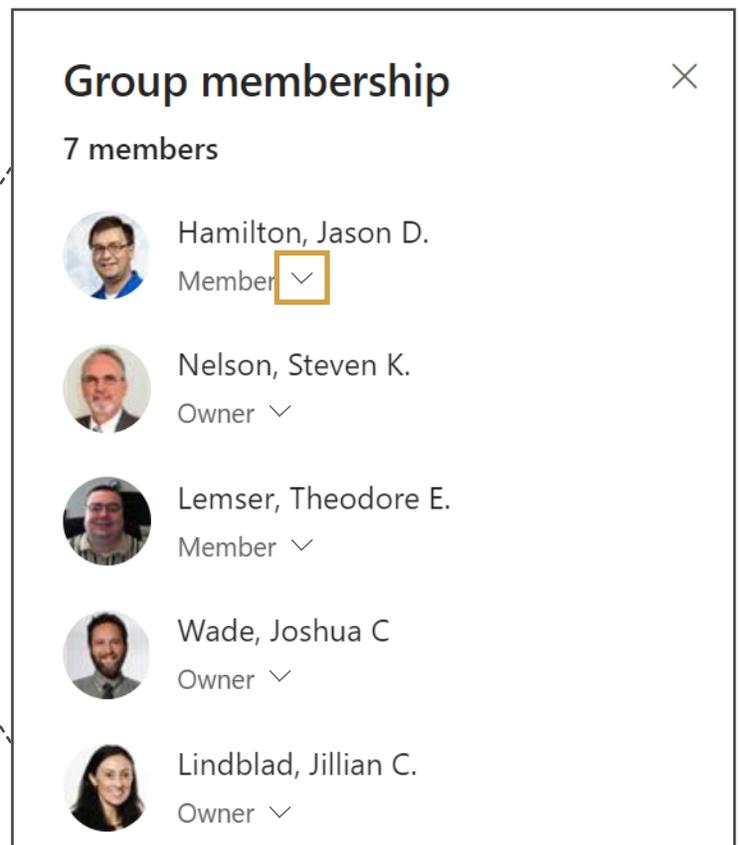
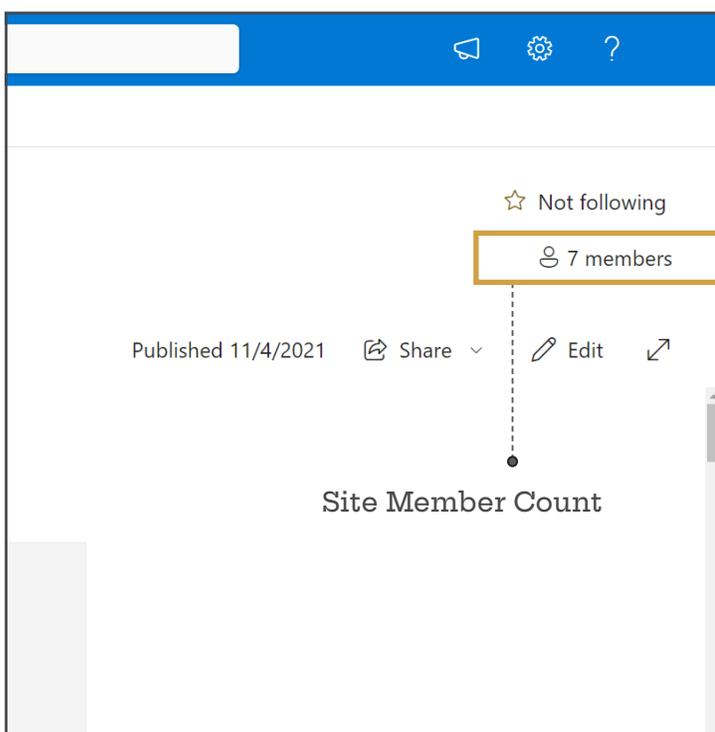
Default Site Permissions:

Here are the default permission roles that you can assign to your group:

- **Owners** - Owners have **full control** of the site. This includes adding and removing members, assigning additional owners, and maintaining the appearance of the site.
- **Members** - Members have the “Edit” permission level. This means they are able to view and make changes to content on the site, but not make changes to the site itself.
- **Visitors** - Visitors have “Read” permission only. These users can view the site but cannot make changes to the site or the content on it.

Manage Site Member Permissions:

- Begin by navigating to your team’s SharePoint site.
- From the homepage, the **site’s member count** can be found in the upper right-hand side of the screen. Select this option to pull up a list of all site members and their assigned role.
- Select the **down arrow** next to the appropriate member, then select a permission level from the list (Owner, Member, or Visitor).





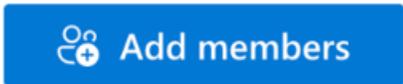
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Add/Remove Site Members:

- To add users: From the group membership list, select the “Add Members” option. Then, enter the name(s) of the users you want to add to the group. Set their permission level using the previous steps, then select the “Save” option.

Group membership

2 members

 Add members

 Costa, Brian
Owner ▾

- To remove users: From the group membership list, select the drop-down arrow under the user’s name then select “Remove from group”. Note that if the user is an owner, you must demote them to “Member” first before they can be removed from the site.

Group membership

7 members

 Hamilton, Jason D.
Member ▾

 Nelson, Steven K.
Owner ▾

 Lemser, Theodore E.
Member ▾

 Wade, Joshua C
Owner ▾

 Lindblad, Jillian C.
Owner ▾

✓ Member

Owner

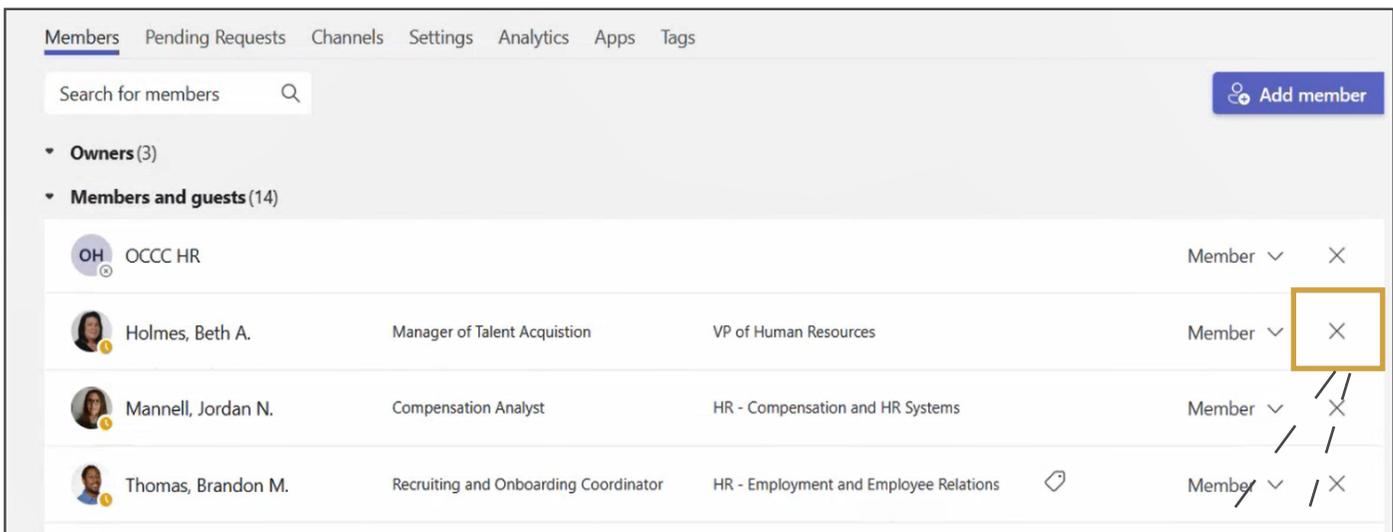
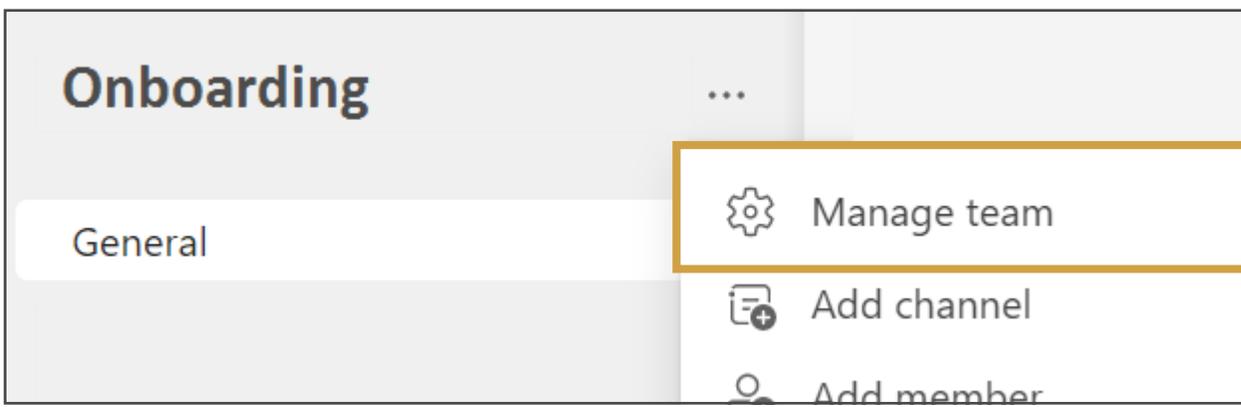
Remove from group



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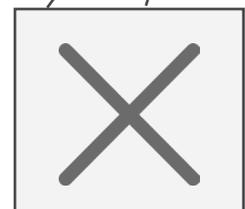
Members can also be managed from Microsoft Teams:

- From your team's screen in Microsoft Teams, select the ellipsis icon, then select "Manage team" from the drop-down menu.
- Select the "Add member" button in the upper-right hand corner of the screen.
- Enter the user's name, then select the "Add" button.
- To remove members, select the drop-down arrow to display all team members and guests. Then, select the "X" icon next to the member's name to remove them from the group.



IMPORTANT:

Members should be checked **at least once per month** to ensure all members in the group are current. Any terminated employees must be removed from the group as soon as possible. Remember that if the user is an owner, you must demote them to "Member" first before they can be removed from the site.



**Select "X" to
remove users.**

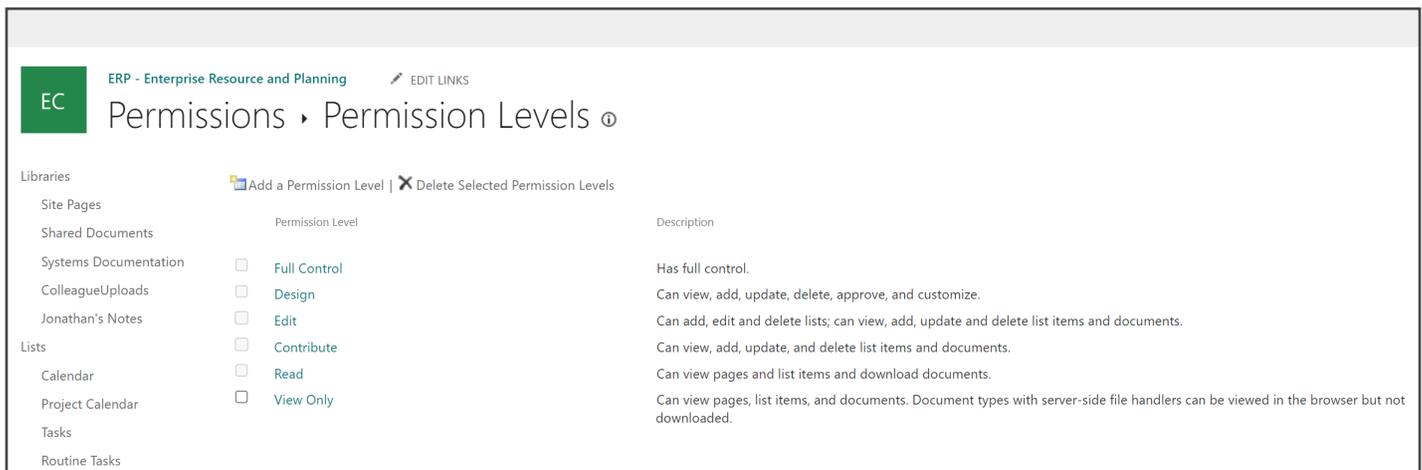
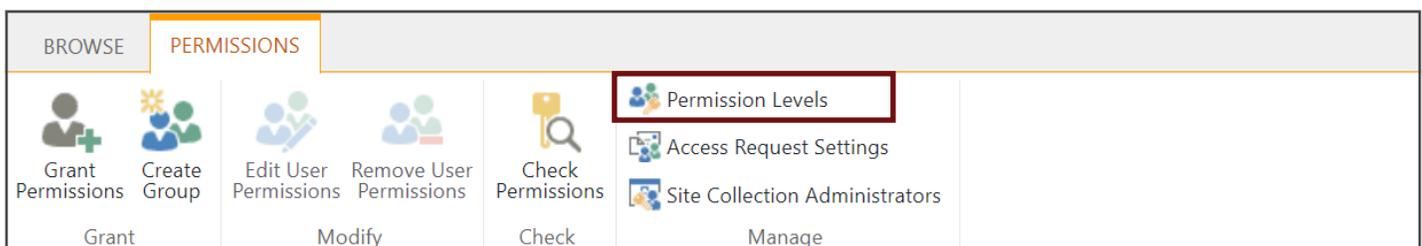


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SharePoint Groups

Outside basic site permissions, owners can also **create** new permission levels. This allows more granular permissions that can be assigned to team members. E.g., if you wanted to use the “Contribute” permission, but without the ability to delete items. To create custom SharePoint permissions:

- Select “Settings”, then select the “Site Permissions” option.
- Select “Advanced Permission Settings”.
- On the “Permissions” tab, select “Permission Levels”.



Pre-existing permissions (above) can be used to help create custom permissions.

- Begin by selecting a pre-existing permission that is most similar to the permission you want to create.
- Select the “Copy Permission Level” button, then provide the permission level with a name and description.
- Select the check boxes next to the list, site, and personal permissions you want the permission level to include.
- Finally, select the “Create” button. You are now able to assign this permission to a user or group.

Note that custom permissions can be created from scratch by selecting “Add a Permission Level” from the Permission Levels page. However, it is recommended to use an existing permission and edit it to the needs of your team.



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To remove members from a SharePoint group:

- Select “Settings”, then select the “Site Permissions” option.
- Select “Advanced Permission Settings”, then select the appropriate group.
- Select the appropriate user from the group list.
- Select “Actions”, then select “Remove Users from Group”.

The screenshot shows the SharePoint interface for the 'ERP - Enterprise Resource and Planning' site. The page title is 'People and Groups' and the breadcrumb is 'ERP - Enterprise Resource and Planning'. On the left, there is a 'Groups' list with the following items: 'ERP - Enterprise Resource and Planning Members' (selected), 'ERP - Enterprise Resource and Planning Visitors', 'ERP - Enterprise Resource and Planning Owners', and 'Excel Services'. In the center, there are three tabs: 'New', 'Actions', and 'Settings'. The 'Actions' tab is active, and a dropdown menu is open showing the following options: 'E-Mail Users' (Send an e-mail to selected users.), 'Call/Message Selected Users' (Call the selected users.), and 'Remove Users from Group' (Remove selected users from this SharePoint group.). The 'Remove Users from Group' option is highlighted with a red rectangular box. On the right side of the page, there is an 'About me' link.