

Managing Committee Permissions

SharePoint Committee Training

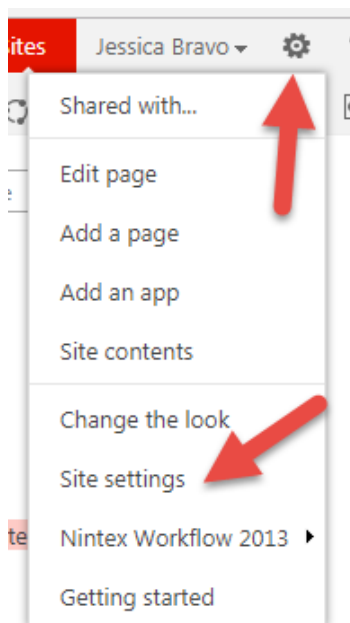
Document title

University Committee sites use permission groups to manage who has access to information as well as the ability to add, edit or remove information. Secretaries have their own permission group and this permission group gives them the ability to add and remove users from permission groups on the site, giving or removing access to users.

This guide will give instructions on how to manage permissions in SharePoint Committee sites.

Adding Users to the Site

1. Open the Overview page on your committee site.
2. In the upper right corner, click the cog next to your name, then Site Settings from the drop down menu that appears:



3. Click Site permissions

Committees and Working Parties

Site Settings

Users and Permissions

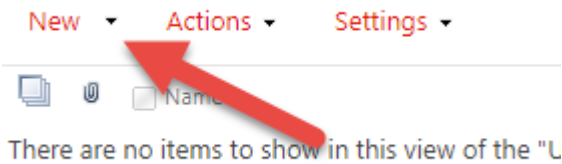
- People and groups
- Site permissions
- Site collection administrators
- Site app permissions

On this page you will find a number of permission groups. The main permission group you will be using is the Committee Members group.

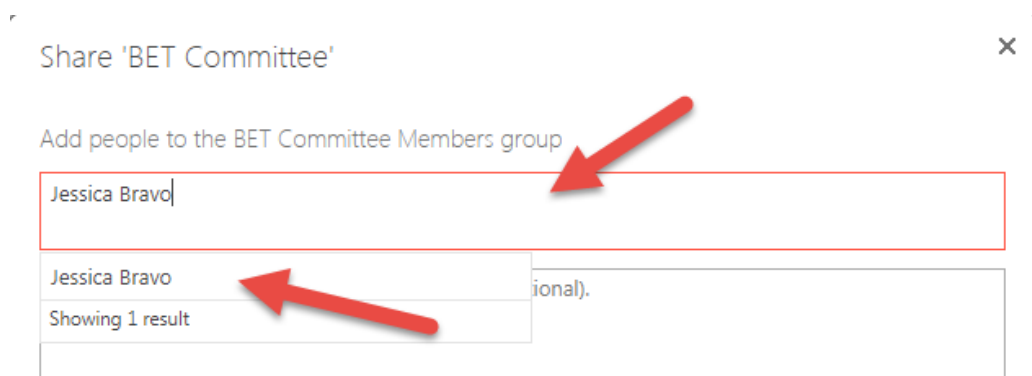
4. Click on the name of the Members group

- Name
- BET Committee Chair**
- BET Committee Members**
- BET Committee Owners**
- BET Committee Secretary**
- BET Committee Visitors**
- Excel Services Viewers**

5. Click New



6. In the new window, type the name you wish to add into the top field. Select the name from the list of options that appears.




7. Click Show Options and click or unclick the Send an email invitation as you require. This option will automatically be selected and will send an email to the invitee unless you unselect it.

Share 'BET Committee' ×


Add people to the BET Committee Members group

Jessica Bravo x

Include a personal message with this invitation (Optional).

SHOW OPTIONS 

Share Cancel

HIDE OPTIONS 

Send an email invitation

8. Click Share.


You have now given the user the ability to access the site. This action is the same for all permission groups across committee sites.

Removing Users from the Site

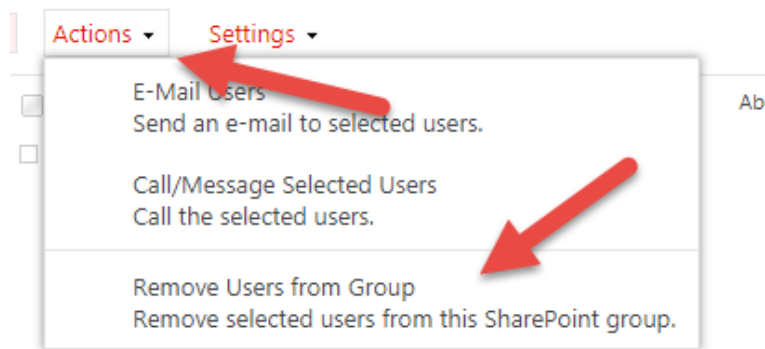
1. Follow the instructions above up to step 4 to locate the permission group from which you need to remove users. In most cases this will be the Members group.
2. Locate the user's name in the list and select the check box to the left of their name

New ▾ Actions ▾ Settings ▾

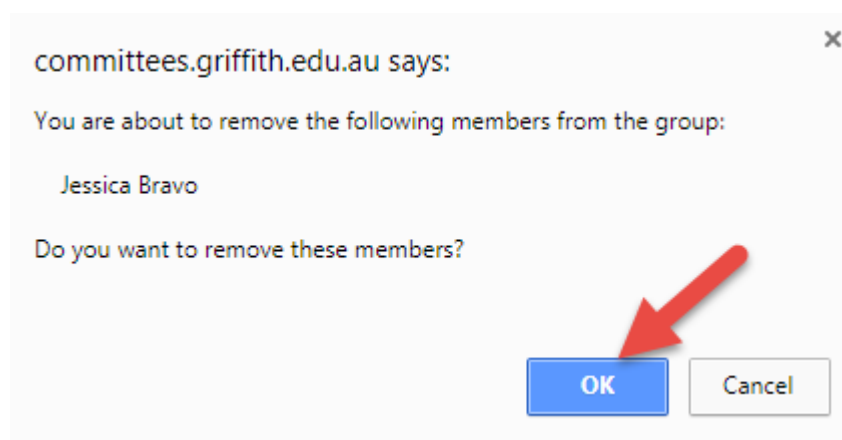
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jessica Bravo



3. Click on Actions which will bring up a menu of options. Click Remove Users from Group.



4. Click OK to remove the member



The user has now been removed from the site. This action is the same for all permission groups across committee sites.