

# SETTING PERMISSIONS ON SHAREPOINT

## ⇒ MANAGING SITE ACCESS

If you are a site owner, you can add users, Microsoft 365 Groups, or security groups to a SharePoint site. If you would like to add an external user to your SharePoint site via email and you find that you cannot do so, please contact the ITS Help Desk to enable the setting to allow external users. To add a user, click the Site access icon on the top right of your SharePoint site. Search for the user you want to add, select the level of access, and decide if you want to check the box to send an email with a customizable message notifying them of the access. To remove a user, click the Site access icon at the top right of your SharePoint site, expand a user type, then click the dropdown next to the desired user and click Remove.

### Three user types:

#### Site owners

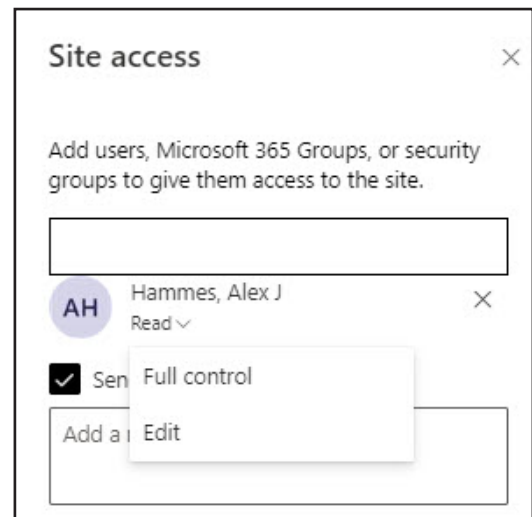
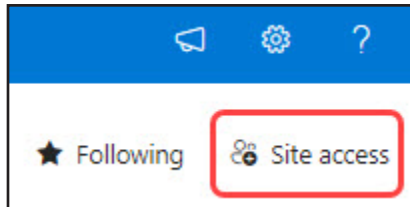
- Full control: can edit site content, theme, permission settings, site settings, and hub associations

#### Site members

- Limited control: can edit and view site content

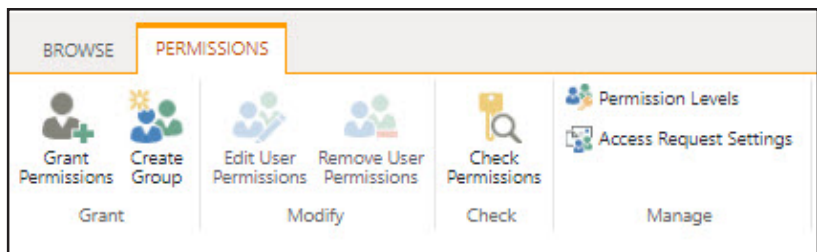
#### Site visitors

- No control: can view site content



## ⇒ ADVANCED PERMISSION SETTINGS

Typically, the three user types listed above are sufficient. If you are a site owner, you can customize site access beyond those types. Click the Settings gear icon on the top right of your SharePoint site, click Site permissions, then click Advanced permissions settings. You can grant individual permissions, create new groups (user types), and more. One use case of this would be creating a new group with Restricted view, which allows users to view but not download files. Please contact the training team if you have specific questions about advanced permissions.



## LEARN MORE

⇒ [ITS-TRAINING@UIOWA.EDU](mailto:ITS-TRAINING@UIOWA.EDU)

⇒ [ITS.UIOWA.EDU/SERVICES/SHAREPOINT-ONLINE](https://ITS.UIOWA.EDU/SERVICES/SHAREPOINT-ONLINE)