

# Adding Users to Permission Groups: SharePoint Site

## Brief Overview:

This document will guide you through the process of adding a new user to the Site Permissions Group in SharePoint. To ensure proper access, there are two groups that users should be assigned to:

**SBPD Staff Group:** This group provides staff members limited control over the SharePoint site. Users granted permission to read and write in a specific list can do so according to the permissions set for that list. However, it's important to note that these users need full control over the SharePoint site. Instead, their permissions are limited to the specific list(s) they have been granted access to.

**SBPD IT Department Group:** This group grants users full control over the SharePoint site, allowing them to access and modify all lists within the site. Users in this group can read and write to any list and manage permissions and settings for the site.

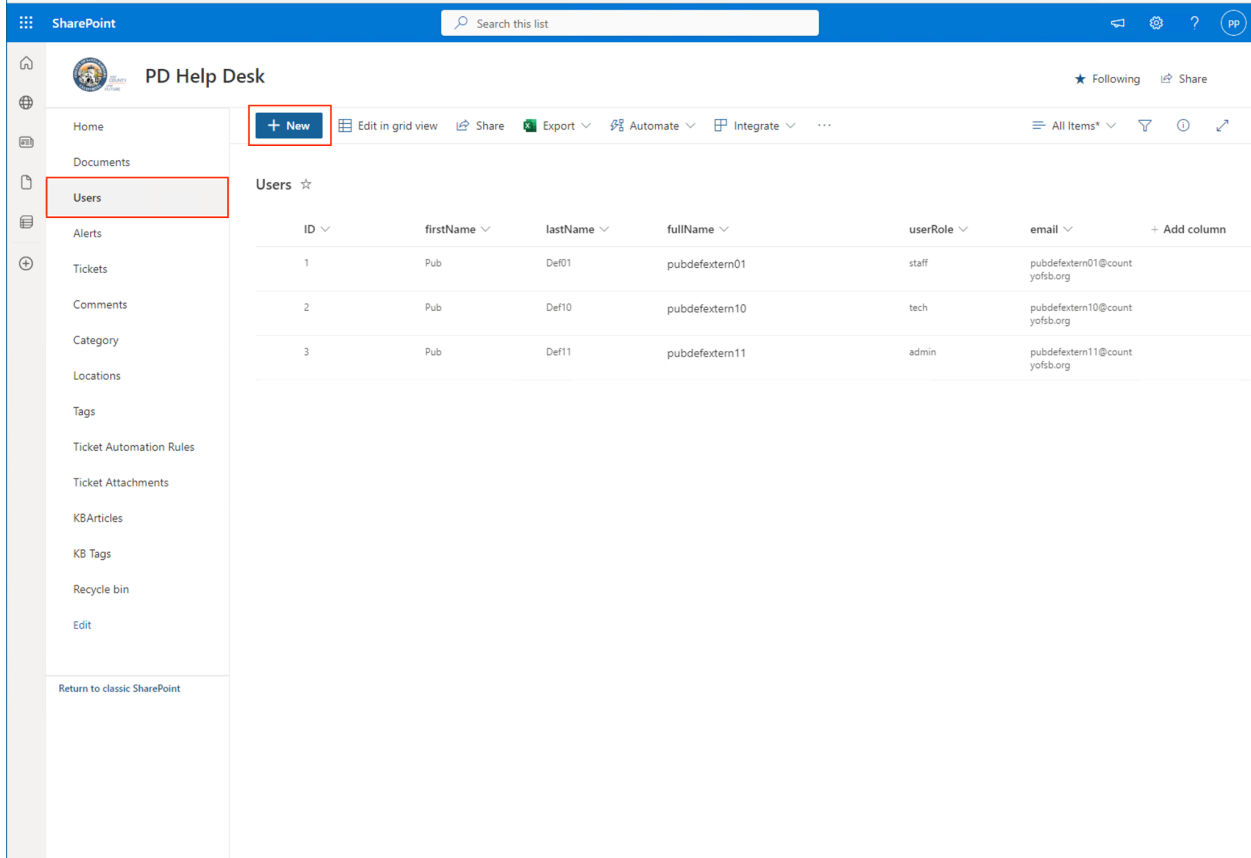
- ☐ ☐ SBPD IT Department
- ☐ ☐ SBPD Staff

SharePoint Group	Full Control
SharePoint Group	Contribute

\*\*To add a new user, you must first create a new record for them in the "Users" list on SharePoint. Once the record has been created, you can add the user to the appropriate Site Permission Group.

# Creating a new user in SharePoint:

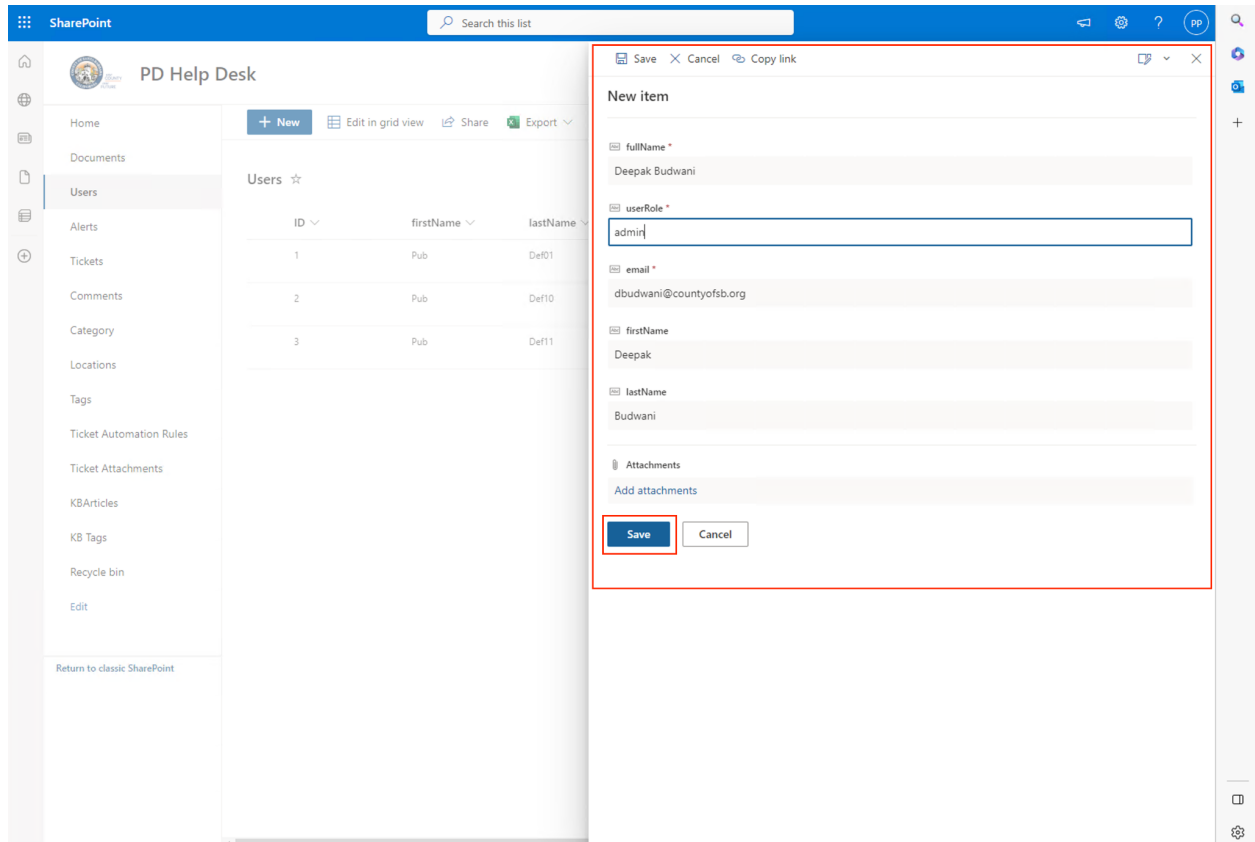
1. Navigate to the SharePoint Site URL
2. Select the “Users” List on the left-hand side and then click “+ New” button.



The screenshot shows the SharePoint interface for the 'PD Help Desk' site. On the left-hand side, the 'Users' list is selected and highlighted with a red box. In the top right corner of the list view, the '+ New' button is also highlighted with a red box. The list view displays a table with the following columns: ID, firstName, lastName, fullName, userRole, and email. There are three rows of data in the table.

ID	firstName	lastName	fullName	userRole	email
1	Pub	Def01	pubdefextern01	staff	pubdefextern01@count.yofsb.org
2	Pub	Def10	pubdefextern10	tech	pubdefextern10@count.yofsb.org
3	Pub	Def11	pubdefextern11	admin	pubdefextern11@count.yofsb.org

3. Fill out the form.
  - a. userRole should only be one of the three options: admin, tech, staff
  - b. Click save when you have filled out all fields



4. The user is now created in the SharePoint List “Users”
  - a. Move on to “Adding a user to the Site Permission Groups”

# Adding a user to the Site Permissions Group:

Once a user has been added to the “Users” List.

1. Navigate to the SharePoint Site URL
2. Select the “Users” List on the left-hand side and then click the settings icon on the top right of the page.
3. Select the option “Site permissions”

The screenshot shows the SharePoint interface for the 'PD Help Desk' site. The left-hand navigation pane lists various site components, with 'Users' selected. The main content area displays a table of users. The right-hand sidebar, titled 'Settings', contains various site configuration options, with 'Site permissions' highlighted in a red box. The top navigation bar includes a search bar and a settings icon.

ID	firstName	lastName	fullName	userRole
1	Pub	Def01	pubdefextern01	staff
2	Pub	Def10	pubdefextern10	tech
3	Pub	Def11	pubdefextern11	admin
4	Deepak	Budwani	Deepak Budwani	admin

**Settings**

- SharePoint
- [Add a page](#)
- [Add an app](#)
- [Site contents](#)
- [List settings](#)
- [Site information](#)
- [Site permissions](#)**
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**Microsoft 365**

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[https://countyofsb.sharepoint.com/teams/PDHelpDesk/\\_layouts/15/CreateSitePage.aspx](https://countyofsb.sharepoint.com/teams/PDHelpDesk/_layouts/15/CreateSitePage.aspx)

4. Click on the "Advanced permissions settings" link at the bottom of the new menu view to access advanced settings.

The screenshot shows the SharePoint interface for the 'PD Help Desk' site. The left sidebar contains navigation links: Home, Documents, Users, Alerts, Tickets, Comments, Category, Locations, Tags, Ticket Automation Rules, Ticket Attachments, KB Articles, KB Tags, Recycle bin, and Edit. The main content area displays a table of users:

ID	firstName	lastName	fullName	userRole
1	Pub	Def01	pubdefitem01	staff
2	Pub	Def10	pubdefitem10	tech
3	Pub	Def11	pubdefitem11	admin
4	Deepak	Budwani	Deepak Budwani	admin

On the right, the 'Permissions' sidebar is visible, showing site permissions and a link to 'Advanced permissions settings'.

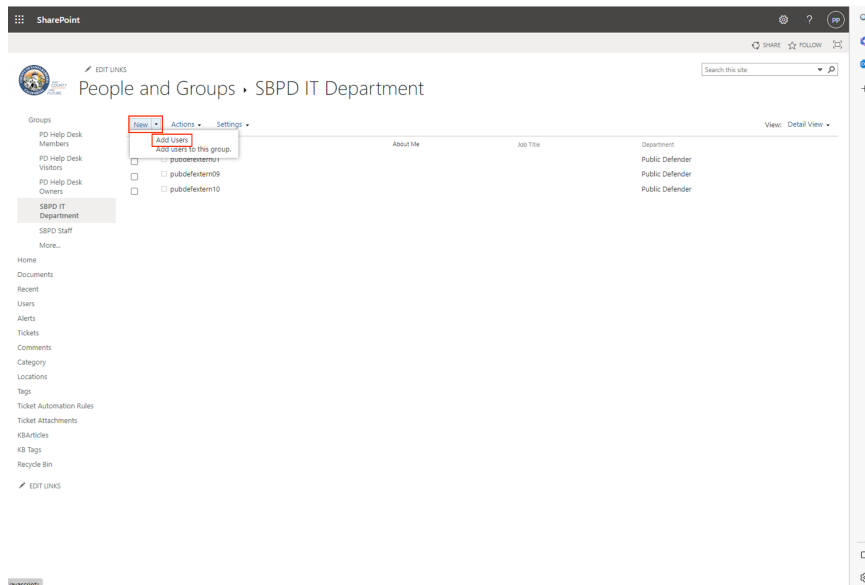
5. Select the group where you want to add the new user by clicking on its name, which will take you to that group.

The screenshot shows the 'PERMISSIONS' page in SharePoint. The left sidebar contains navigation links: Home, Documents, Recent, Users, Alerts, Tickets, Comments, Category, Locations, Tags, Ticket Automation Rules, Ticket Attachments, KB Articles, KB Tags, Recycle Bin, and EDIT LINKS. The main content area displays a list of groups:

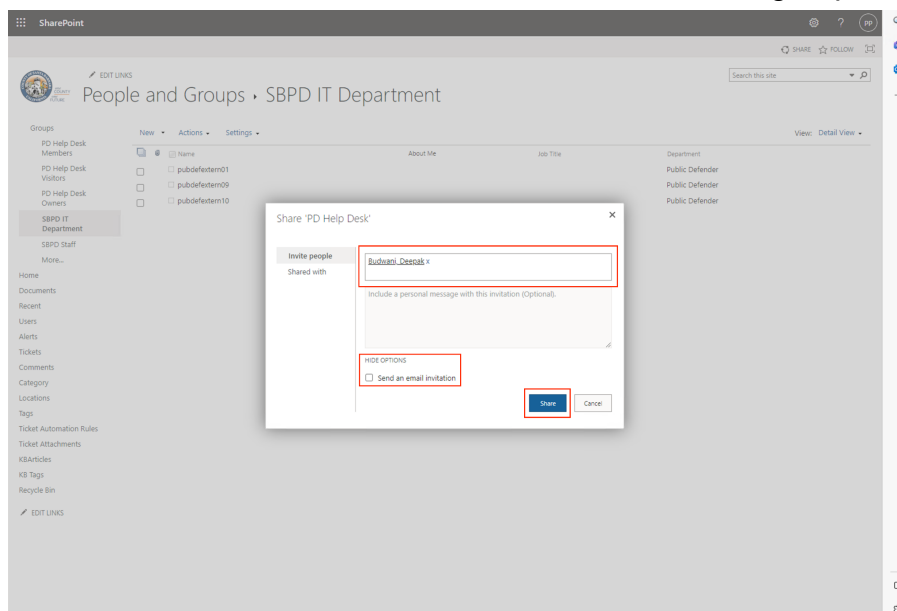
Name	Type	Permission Levels
PD Help Desk Members	SharePoint Group	Edit
PD Help Desk Owners	SharePoint Group	Full Control
PD Help Desk Visitors	SharePoint Group	Read
S&PD IT Department	SharePoint Group	Full Control
S&PD Staff	SharePoint Group	Contribute

The 'S&PD IT Department' group is highlighted with a red box.

6. To add a new user, click the "New" button and select the "Add User" option from the dropdown menu.

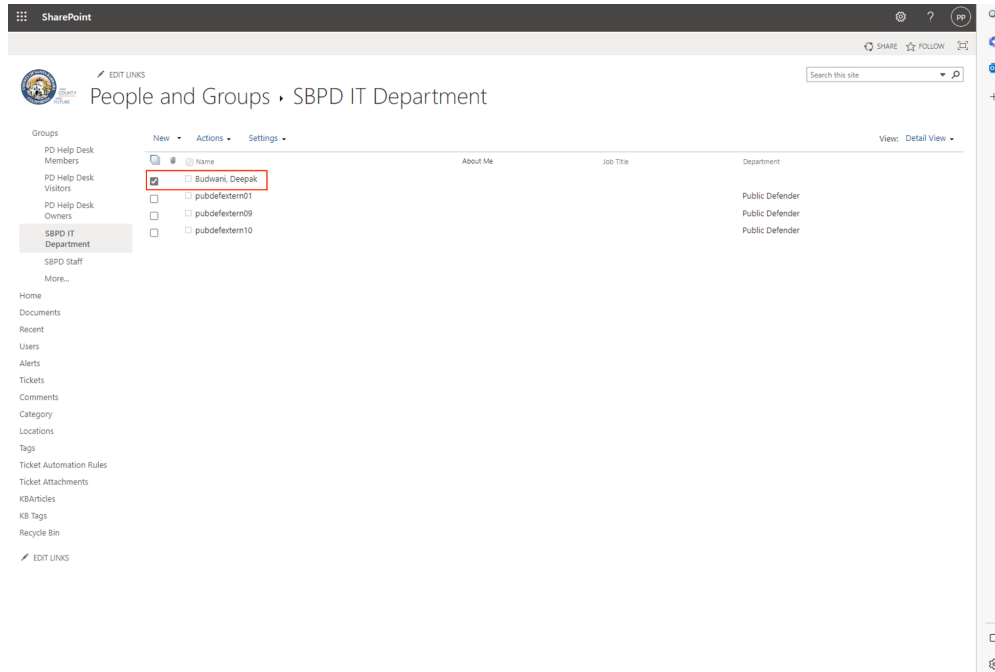


7. To add a user to the group, follow these steps:
- In the first text box, enter the user's email address. You can add multiple users by separating their email addresses with a comma.
  - Optionally, include a message to provide context for the user(s) being added.
  - Click "Show Options" to reveal additional settings.
  - Select or deselect the option to email the user(s) notifying them that they have been added to the group.
8. Click the "Share" button to save the user to the group.

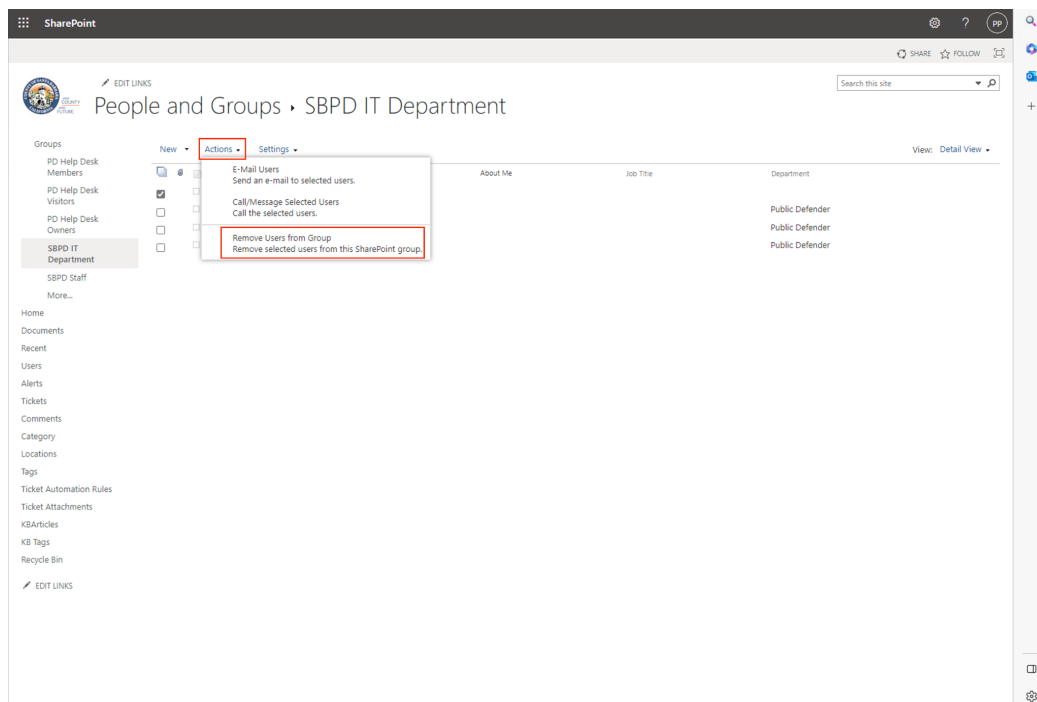


# Removing a user From a Permission Group:

1. To proceed, please follow the steps outlined in the "Adding a User to the Site Permissions Group" section, steps 1 through 5.
2. To remove a user, select the checkbox next to their name.



3. To remove users from a group, select the "Action" button and choose "Remove Users from Group" from the dropdown menu.



4. An alert message will ask you to confirm the user you want to remove. Verify that you have selected the correct user and click "OK" to remove them from the group.

SharePoint

countyofsb.sharepoint.com says

You are about to remove the following members from the group:  
Budwani, Deepak  
Do you want to remove these members?

OK Cancel

People and Groups • SBPD

Groups

- PD Help Desk Members
- PD Help Desk Visitors
- PD Help Desk Owners
- SBPD IT Department
- SBPD Staff
- More...

Home

Documents

Recent

Users

Alerts

Tickets

Comments

Category

Locations

Tags

Ticket Automation Rules

Ticket Attachments

KB Articles

KB Tags

Recycle Bin

EDIT LINKS

Actions

- E-Mail Users  
Send an e-mail to selected users.
- Call/Message Selected Users  
Call the selected users.
- Remove Users from Group  
Remove selected users from this SharePoint group.

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View: Detail View

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