



Advanced Permissions for Sites

Those designated as “Site Owners” (or those with Full Control permissions on a site) are able to set site permissions for others.

In addition to adding people to the standard groups, as discussed in the **Setting Simplified Site Permissions** document, you can create new groups with specific permissions.

A specific list, library, or subsite can have its own specific permissions, separate from the permissions of the rest of the site. This is known as “breaking inheritance.” This can also be done for individual documents and list items.

Process Summary

Advanced Permissions for Sites

1. Creating new groups
2. Breaking permission inheritance
3. Adding and Editing Permissions
4. Re-enabling permission inheritance

It is strongly advised to keep your site permissions as simple as possible. Only break inheritance and create additional permissions groups if it is absolutely necessary to further restrict access to the information within specific resources on your site.

Although it is possible to add an Active Directory user or group directly to the permissions of a list/library/subsite, it is recommended to add them to a SharePoint group and grant the SharePoint group permissions. Throughout this document “group” will refer to a SharePoint group.

Creating New Groups

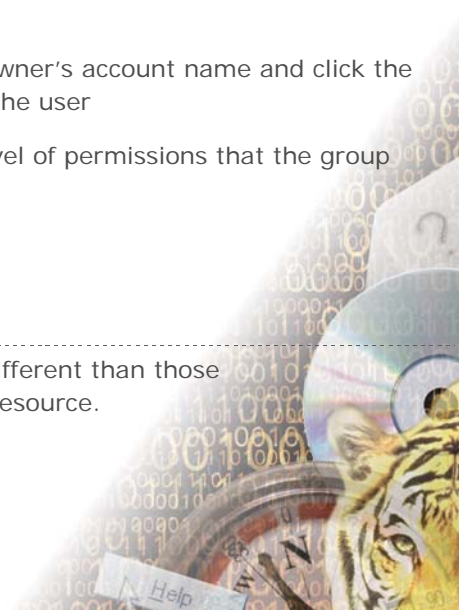
To create a new group for user permissions:

1. Click **Site Actions** menu and choose **Site Settings**
2. Click the **Advanced Permissions** link
3. Click on the down arrow next to **New** and choose **New Group**
4. Enter a name and description for the group
5. If the Group Owner is different than the default, enter the owner’s account name and click the **Check Names** icon or click on the **Browse** icon to look up the user
6. Under **Give Group Permission to this Site**, choose the level of permissions that the group will have to the entire site.
7. Click **Create**

Breaking Permission Inheritance

If a list, library, or subsite needs to have permissions that are different than those of the main site, you can break permission inheritance for that resource.

1. To navigate to the permissions of the list/library/site:
 - For a list or library:



1. Navigate to the list or library for which you need to set permissions
 2. Click on the **Settings** menu and choose **Library Settings** or **List Settings**.
 3. Click **Permissions for this (list or library)**
 4. Click on the **Actions** menu and choose **Edit Permissions**
You will receive a message that "You are about to create unique permissions for this list/library." Click **Ok**.
- For a subsite:
 1. Navigate to the list or library for which you need to set permissions
 2. Click the **Site Actions** menu and choose **Site Settings**
 3. Click **Advanced Permissions**
 - For a document or list item:
 1. Navigate to the item for which you need to set permissions
 2. Hover over the item and then click on the down arrow that appears to display the **Edit** menu, then choose **Manage Permissions**
2. For a site, click on the **Actions** menu and choose **Edit Permissions**
You will receive a message that "You are about to create unique permissions for this web site." Click **Ok**.

Adding and Editing Permissions

Once you have broken permissions inheritance on a list/library/subsite, you can add and edit permissions on that resource.

Navigate to the permissions of the list/library/site as noted above.

To add users or groups to the permissions:

1. Click **New**
2. Enter the name of the user or group that you would like to add to the permissions
3. You can choose to add the users/groups to an existing SharePoint group which has permissions to the resource or you can directly specify the permissions that the users/groups should have.
Note: You cannot add a SharePoint group as a member of another SharePoint group.
4. You can choose to send the new users a message indicating that they've been given access to the resource.


To edit permissions:

1. Select the checkbox next to the user or group that you would like to modify
2. Click the **Actions** menu and choose **Edit User Permissions**
3. Select the appropriate permission level and click **Ok**

To remove permissions:

1. Select the checkbox next to the user or group that you would like to modify

2. Click the **Actions** menu and choose **Remove User Permissions**
You will receive a message that “You are about to remove all permissions for the following user or group” to this resource. Click **Ok**.

 It is important to remember not to remove or change the permissions on the **Site Owners** group. This could result in locking out the Site Owners from the resource.

Re-enabling Permission Inheritance

If you wish to remove the custom permissions you have created for a list/library/subsite, you can re-enable permission inheritance for that resource.

1. Navigate to the permissions of the list/library/site as noted above.
2. Click the **Actions** menu and choose **Inherit Permissions**
You will receive a message that “You are about to inherit permissions from the parent web site.” Click **Ok**.

