SPO – Permissions Set Up Guide

Ministry of SaskBuilds and Procurement
This document provides instructions to manage permissions to Government of Saskatchewan SharePoint Online sites.

Contents

Adding or Removing Site Administrators or Site Owners

Adding Site Administrators
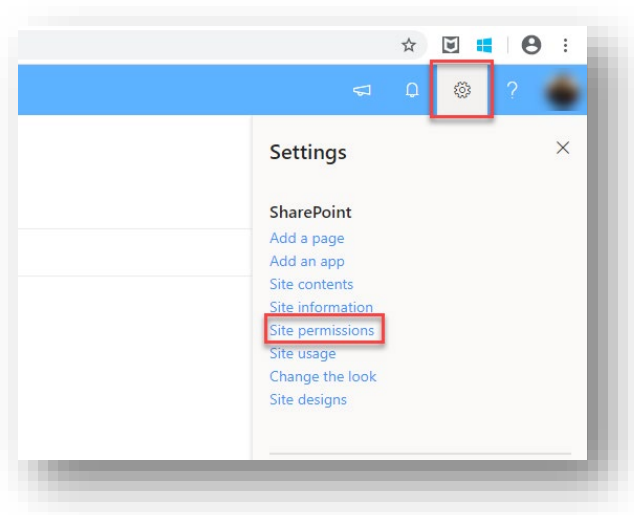
Follow the steps below to add new site administrators:

- Navigate to your site's home page. Click on the settings icon on the top menu and then click on "Site Permissions".

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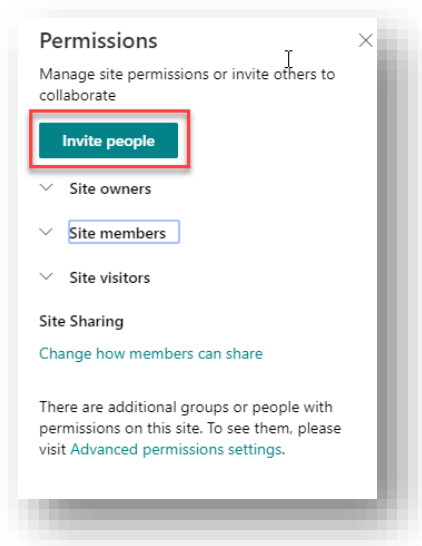
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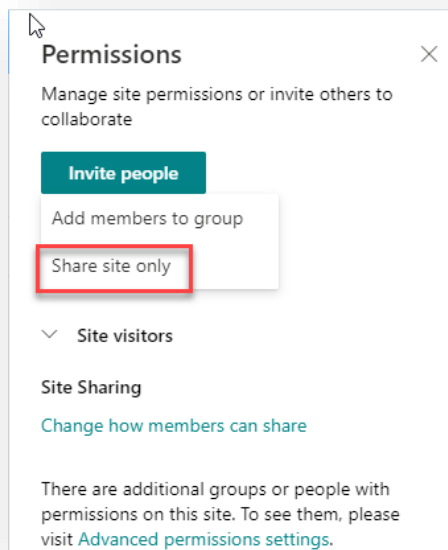
- Click on "Invite People".

- Click on "Share site only".

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- Type the last name or email of the user that you want to add.

- Select user from the list. Change permission level to "Full Control" and Click on "Add".

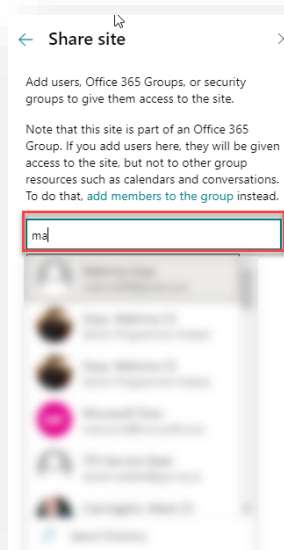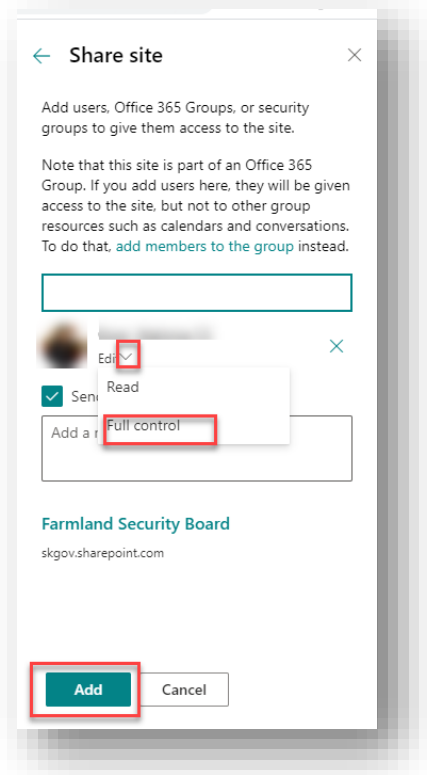Saskatchewan

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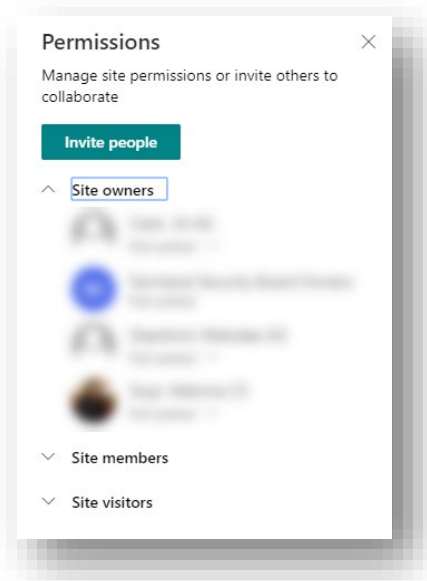Last reviewed: February 2021
Next review: February 2022

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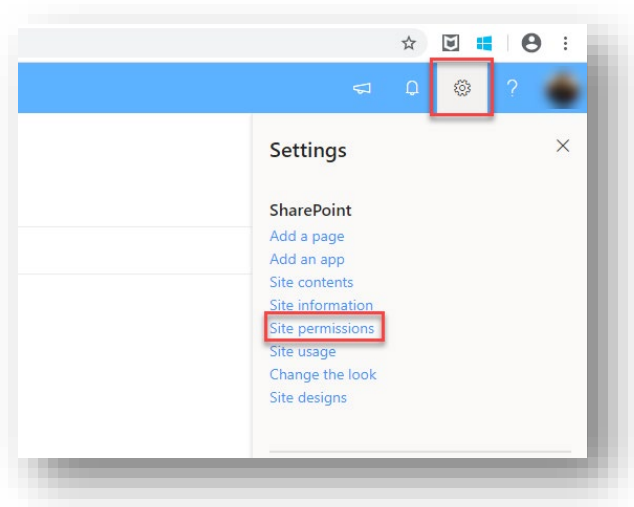- User will be added under "Site Owners".

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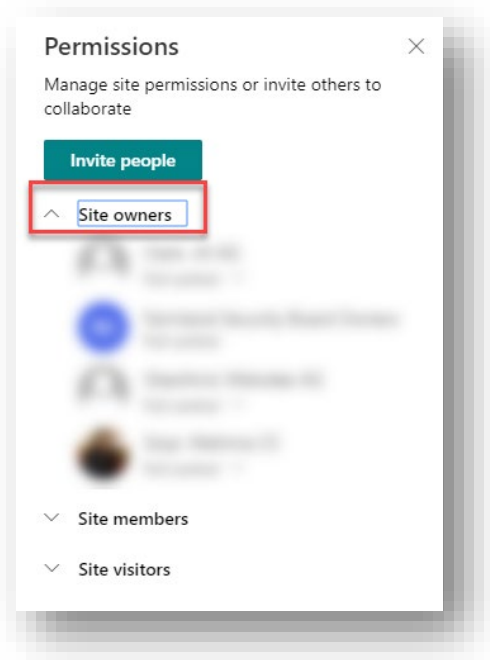
Removing Site Administrators

Follow the steps below to remove a site administrator

- Navigate to your site's home page. Click on the settings icon on the top menu and then click on "Site Permissions".
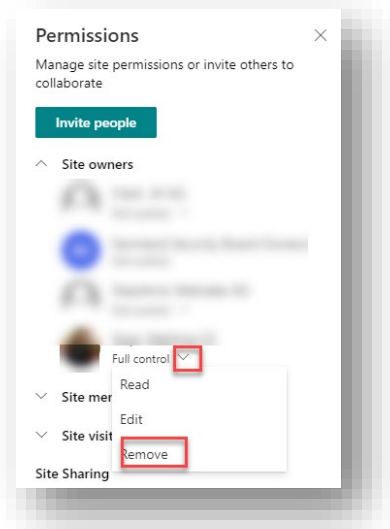

- Expand "Site Owners".

- Select "Remove" under available options.

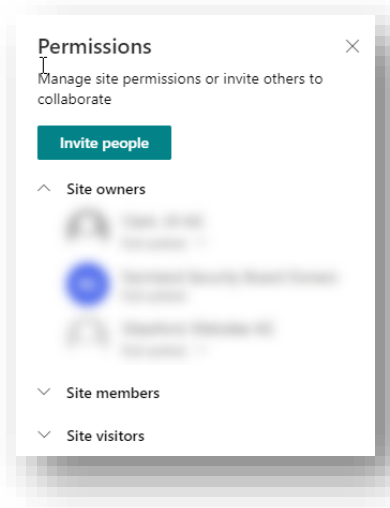Saskatchewan

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- User will be removed.

Adding or Removing Site Members (Edit Permission Level)

Adding Site Members

Follow the steps below to add new site members:

- Navigate to your site's home page. Click on the settings icon on the top menu and then click on "Site Permissions".

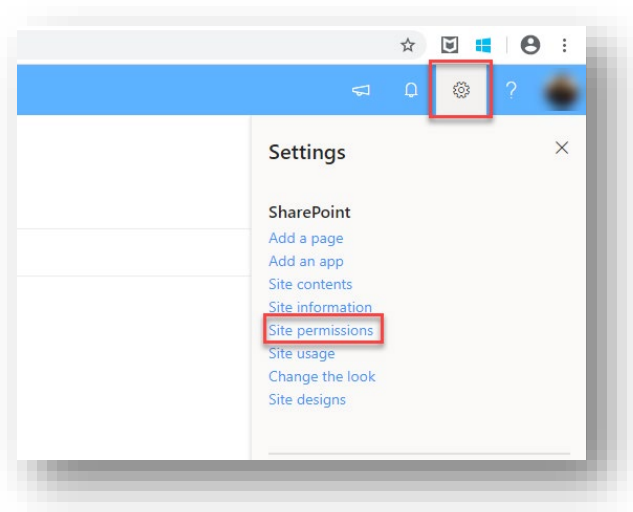Saskatchewan

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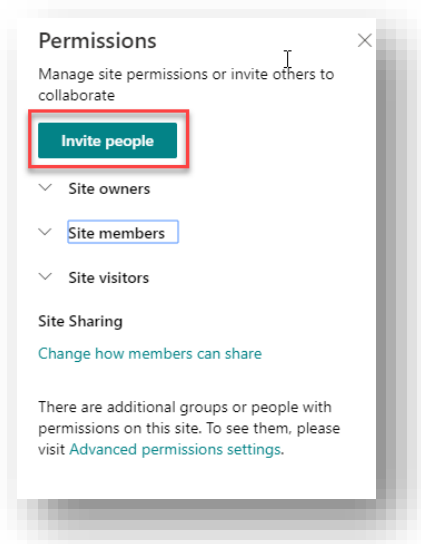Last reviewed: February 2021
Next review: February 2022

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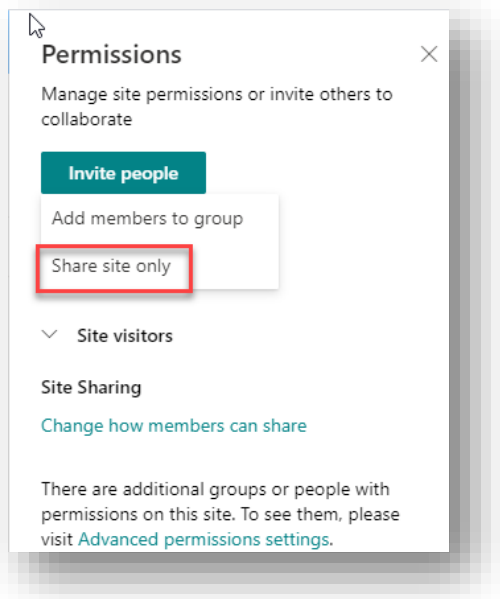
- Click on "Invite People".

- Click on "Share site only".
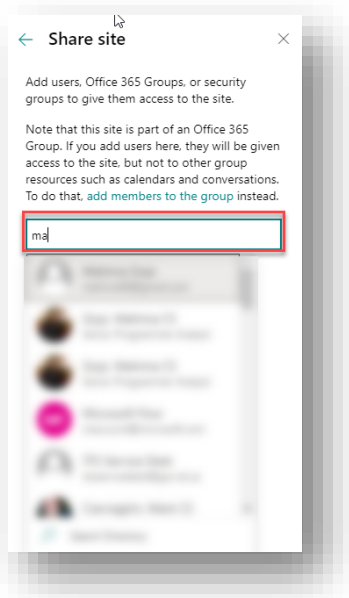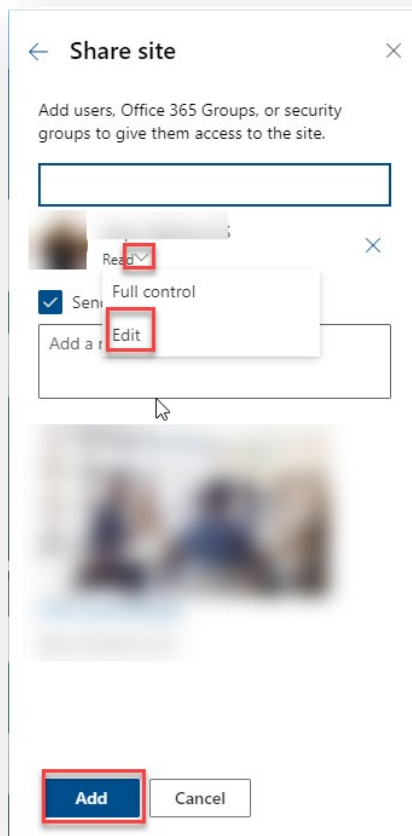
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- Type the last name or email of the user that you want to add.

- Select user from the list. Change permission level to "Edit" and Click on "Add".

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- User will be added under "Site Members".

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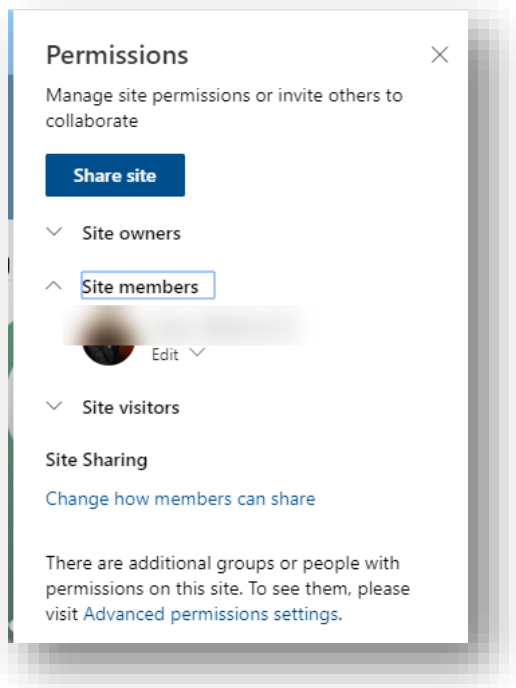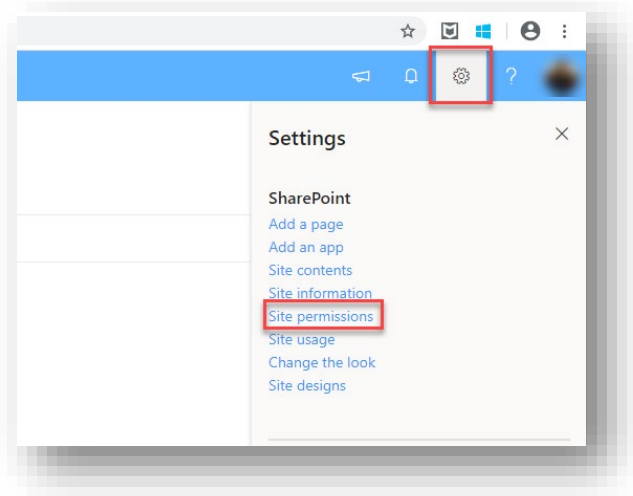

Removing Site Member

Follow the steps below to remove a site member

- Navigate to your site's home page. Click on the settings icon on the top menu and then click on "Site Permissions".
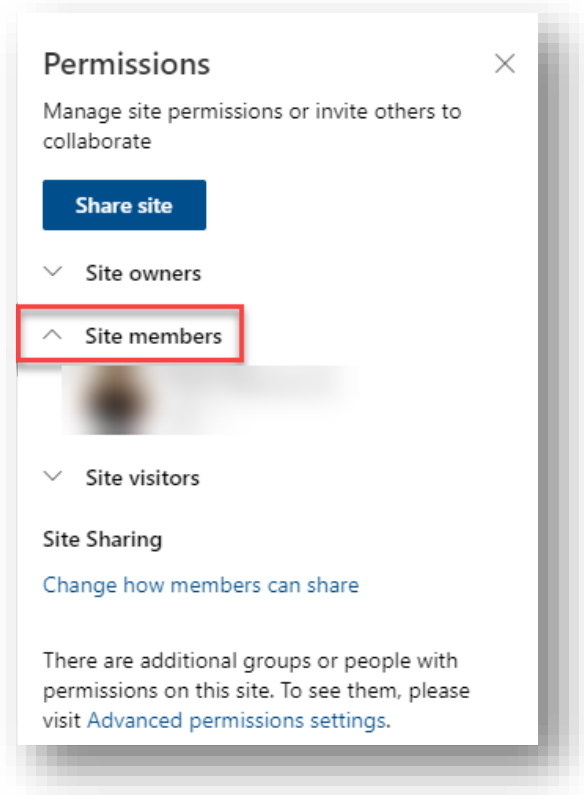

- Expand "Site Members".

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- Select "Remove" under available options.

- User will be removed.

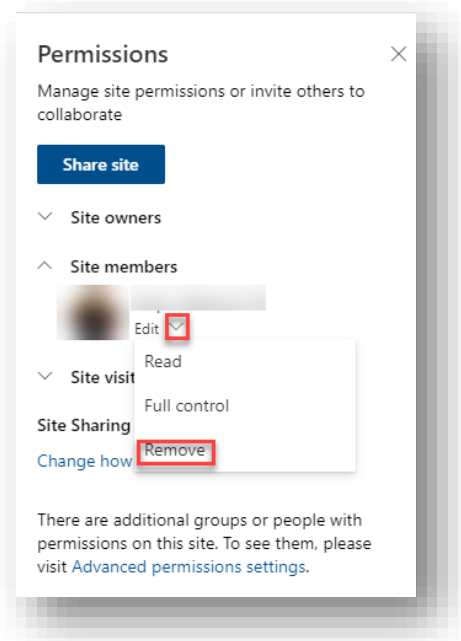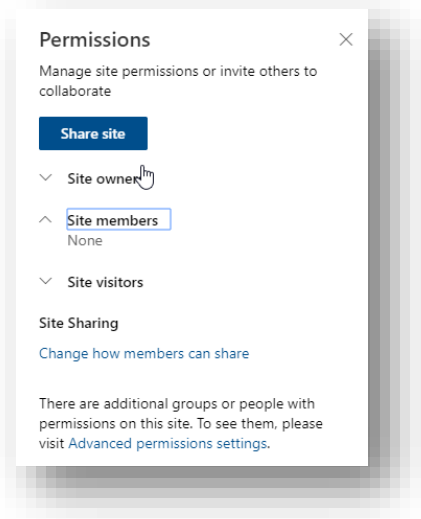# SPO – Permissions Set Up Guide

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Adding or Removing Site Visitors (Read Permission Level)

Adding Site Visitors

Follow the steps below to add new site visitors:

- Navigate to your site's home page. Click on the settings icon on the top menu and then click on "Site Permissions".

- Click on "Invite People".

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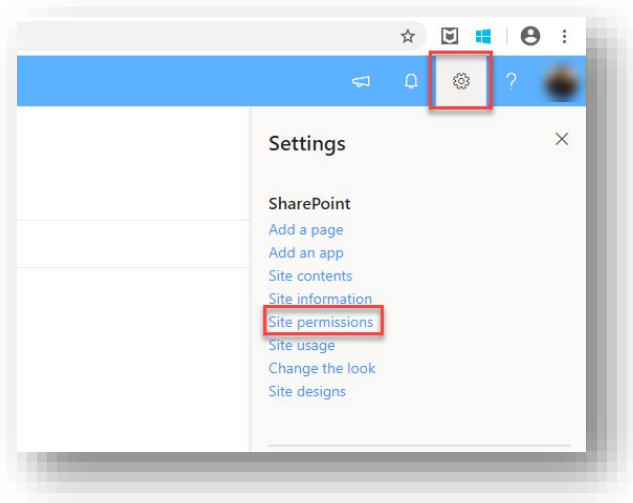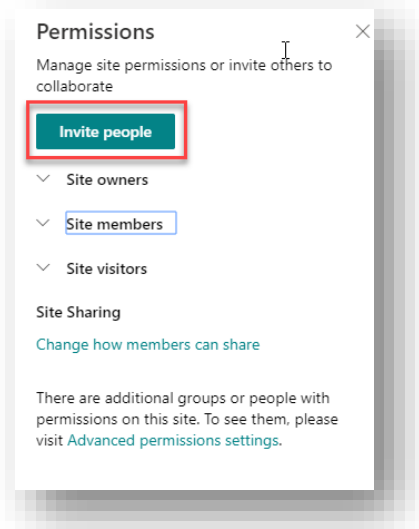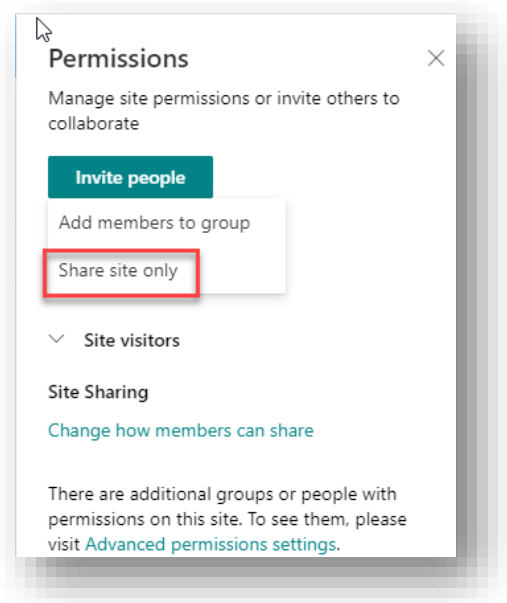
- Click on "Share site only".

- Type the last name or email of the user that you want to add.
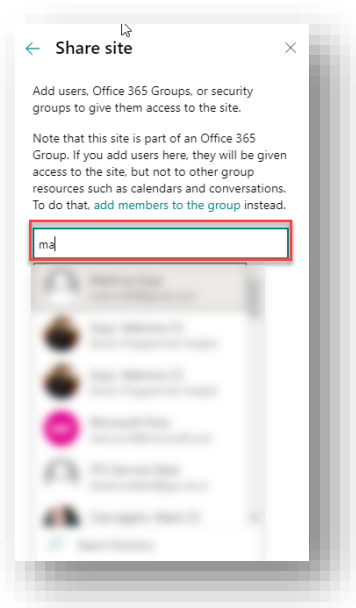
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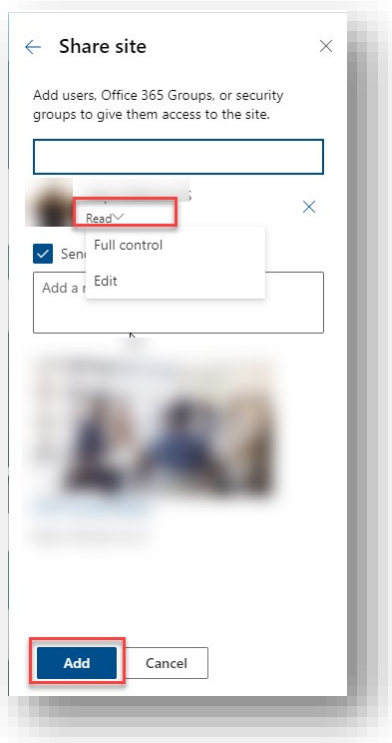Last reviewed: February 2021
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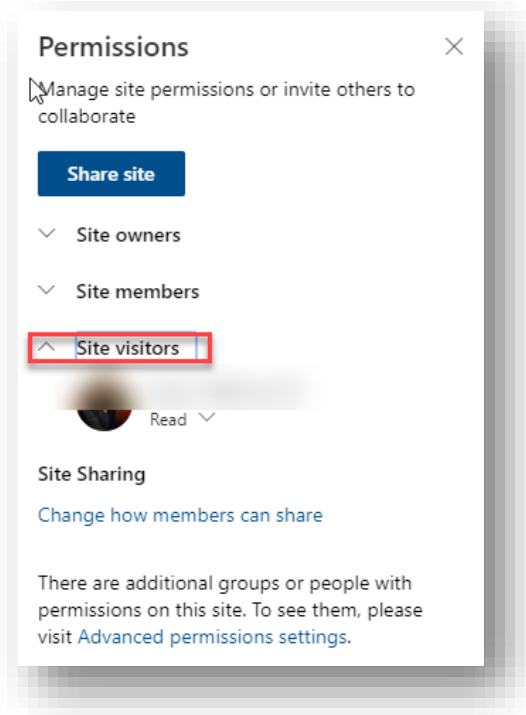- Select user from the list. Change permission level to "Read" and Click on "Add".

- User will be added under "Site Visitors".
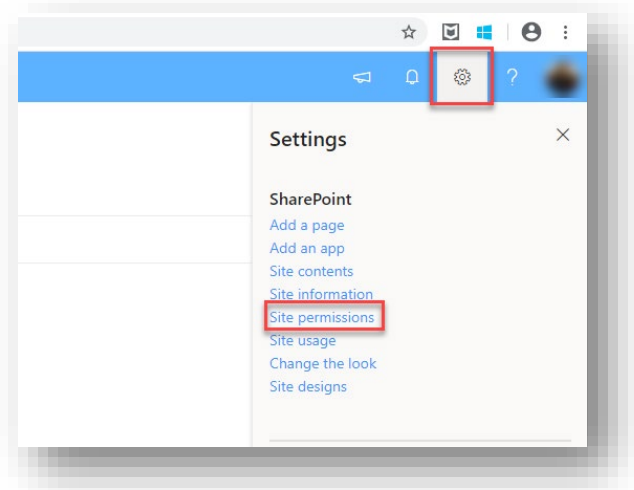
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Removing Site Visitors

Follow the steps below to remove a site visitor

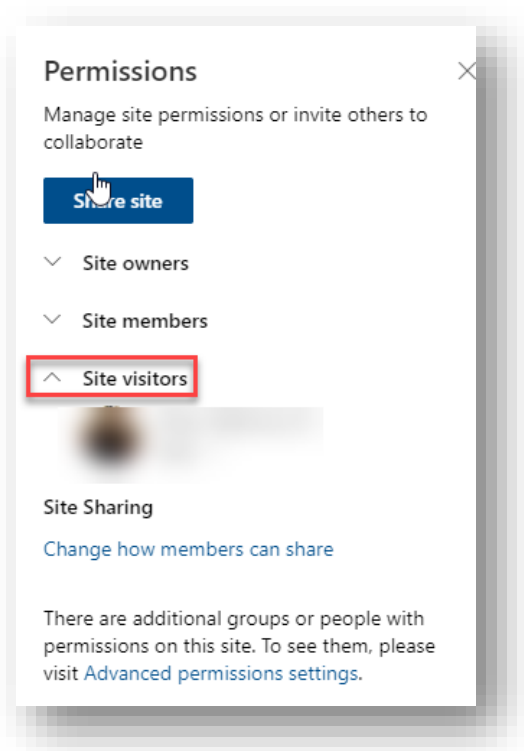- Navigate to your site's home page. Click on the settings icon on the top menu and then click on "Site Permissions".

- Expand "Site Visitors".

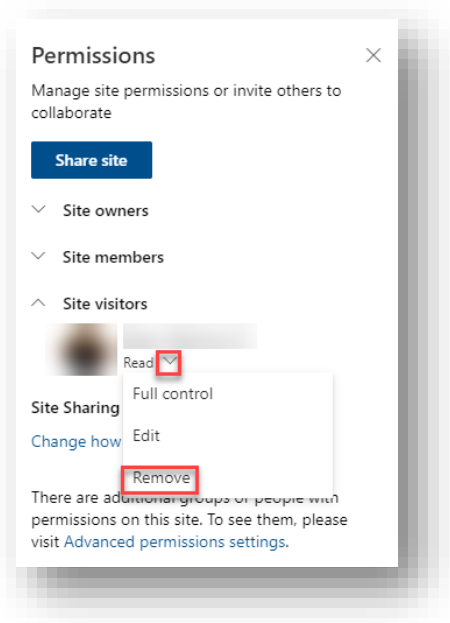Saskatchewan

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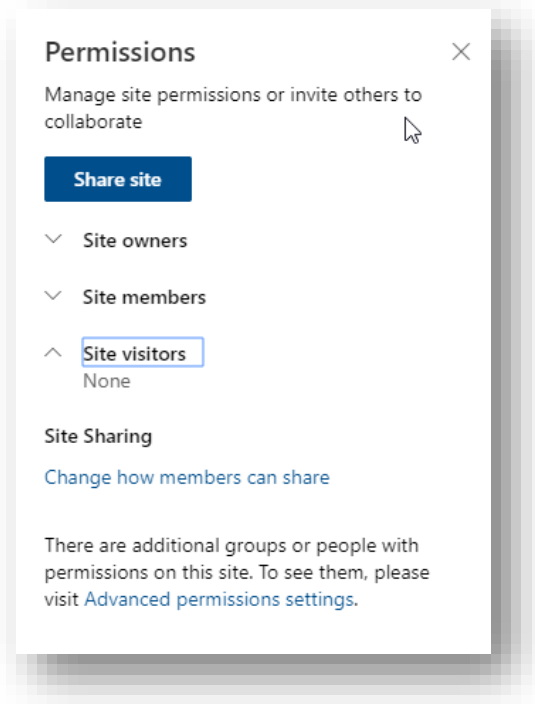
- Select "Remove" under available options.

- User will be removed.

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Advanced Permission Settings

To add or remove users to and from specific groups, follow the steps below:

Adding users to a group

- Navigate to your site's home page. Click on the settings icon on the top menu and then click on "Site Permissions".
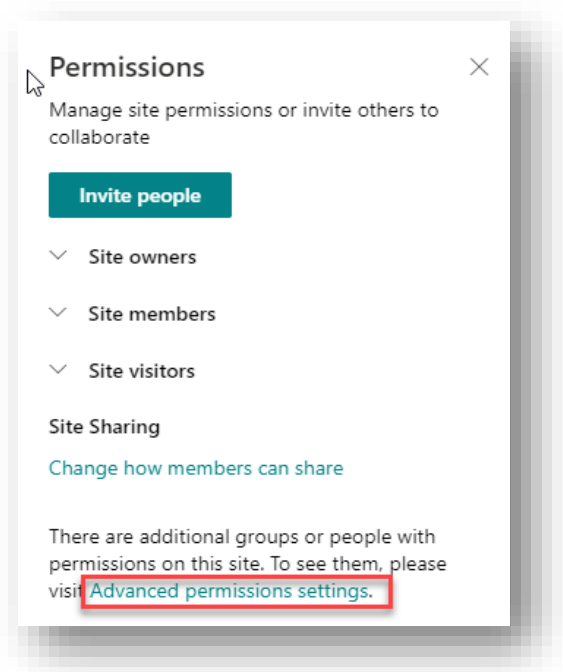
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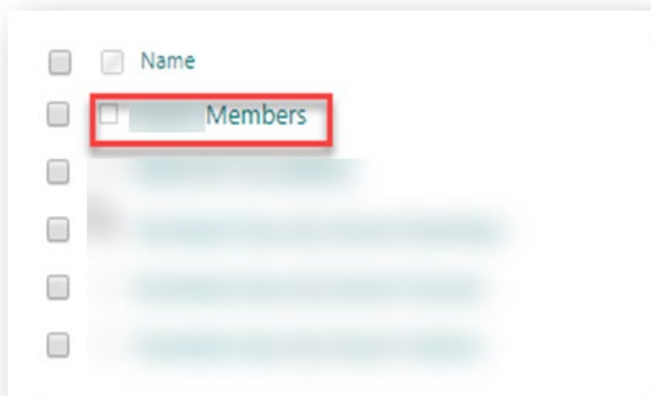**Next review: February 2022**

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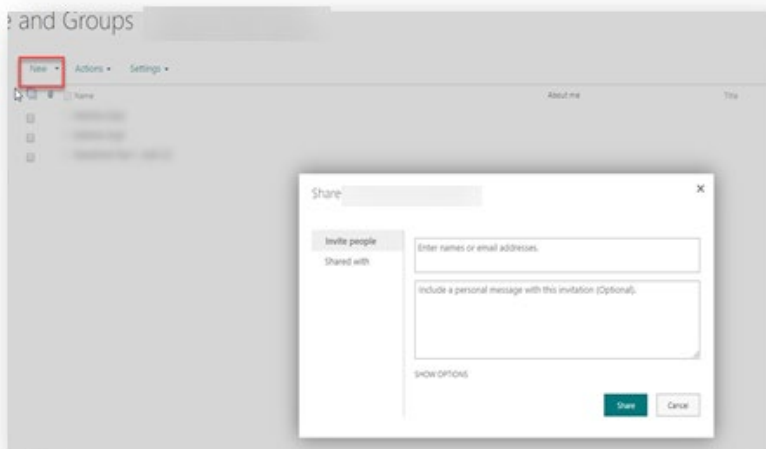- Click on "Advanced permissions settings".
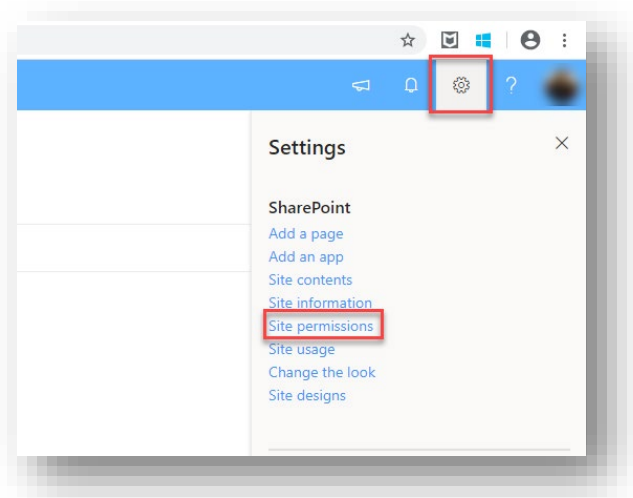
- Click on the group name.

- Click on "New".
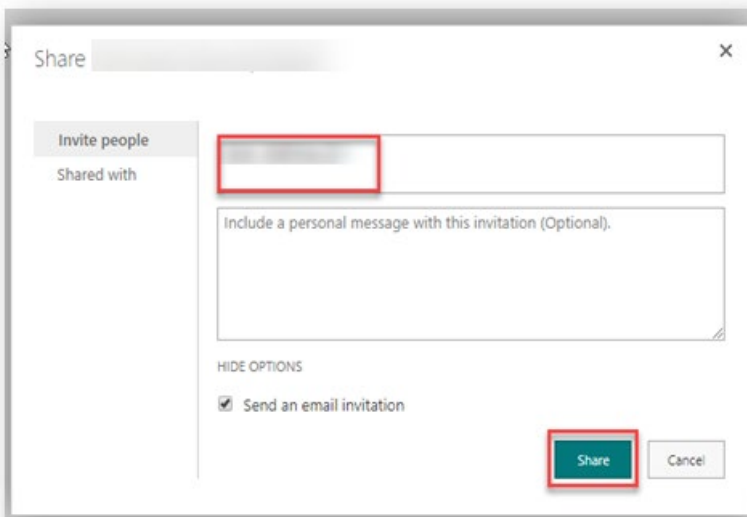
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- Enter email of the user you want to add and click on "Share".


Removing users from a group

- Navigate to your site's home page. Click on the settings icon on the top menu and then click on "Site Permissions".

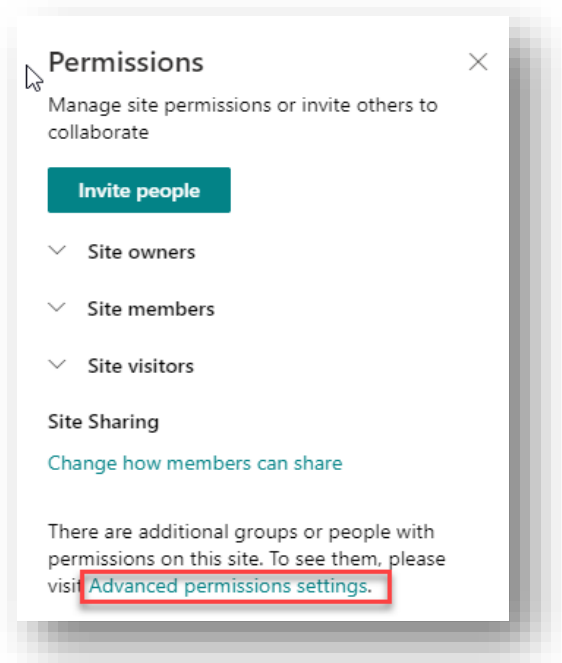Saskatchewan

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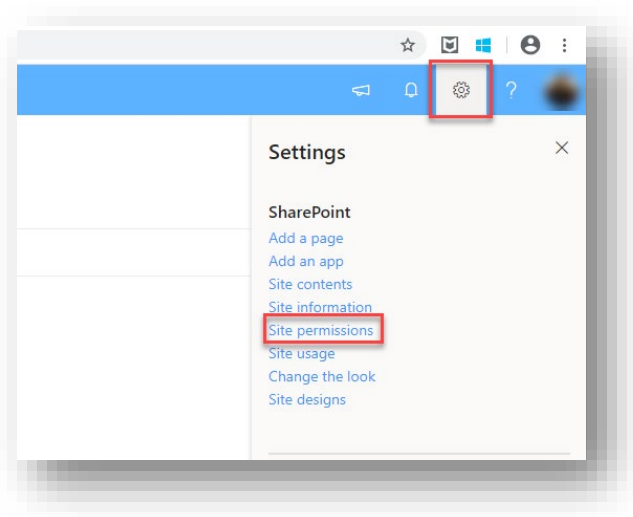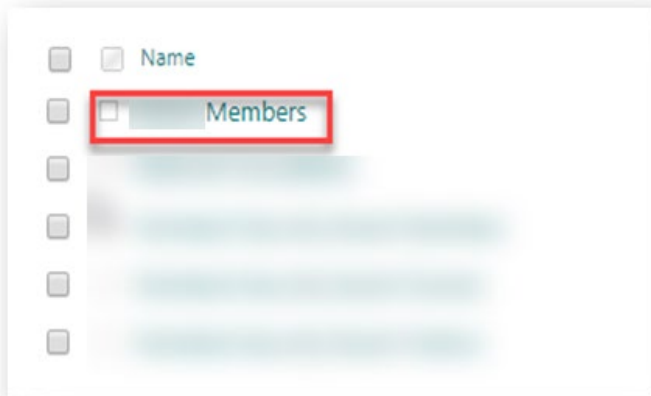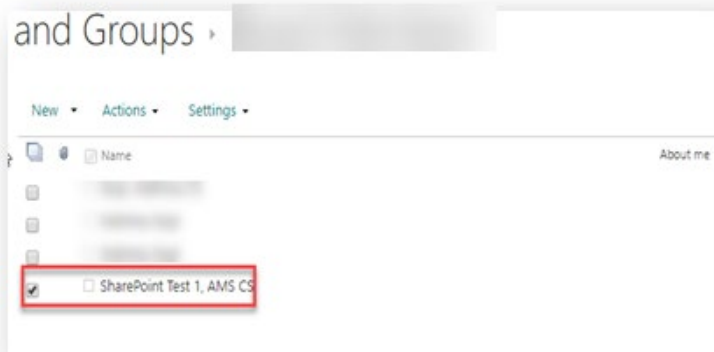
- Click on "Advanced permissions settings".

- Click on the group name.
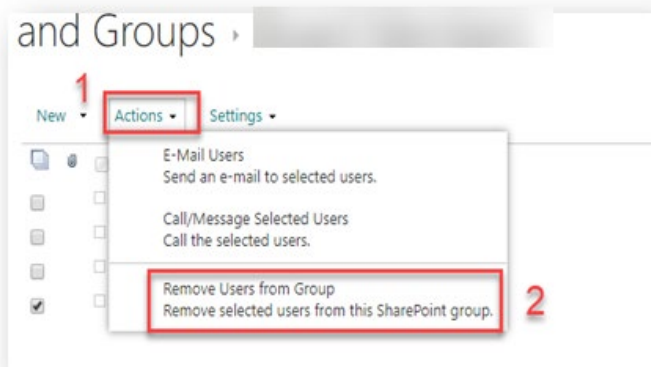
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- Select the user you want to remove.

- Click on "Actions" and select "Remove Users from Group".

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- Click on "OK" on the page alert.