#### Ministry of SaskBuilds and Procurement

This document provides instructions to manage permissions to Government of Saskatchewan SharePoint Online sites.



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### 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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This document provides instructions to manage permissions to Government of Saskatchewan SharePoint Online sites.



• 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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• User will be added under "Site Owners".

Manage site permissions or invite ot collaborate	ners to
Invite people	
Site owners	
•	_
	_
•	_
✓ Site members	- 1
✓ Site visitors	
	_



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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.



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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".



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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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Add users, Office	365 Groups, or sec	urity
groups to give the	em access to the si	te.
	5	×
Read	trol	
Seni Full Coll	100	
Add a r		
2	2	
13		
Add	Cancel	

• 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.

Share site		
✓ Site owners	-	
<ul> <li>Site member</li> </ul>	rs	- 1
Change how	ad Il control move	
There are additic permissions on t	onal groups or people with his site. To see them, please	

• User will be removed.



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ivianage site permissions or invite others to collaborate	
Share site	
∽ Site owner, Im	- 1
A Site members None	
✓ Site visitors	- 1
Site Sharing	- 1
Change how members can share	- 8
There are additional groups or people with permissions on this site. To see them, pleas visit Advanced permissions settings.	i ie

### 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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• 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".



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• Select "Remove" under available options.

collaborate  Share site  Site owners  Site members  Site visitors  Full control  Full control  Change how Edit  Remove There are adductoring roups or peopre with permissions on this site. To see them, please
Share site  Site owners  Site wisitors  Read Full control  Change how Edit  There are adomonant proups or peopre with permissions on this site. To see them, please
<ul> <li>Site owners</li> <li>Site members</li> <li>Site visitors</li> <li>Site Sharing Full control Change how Edit</li> <li>Remove There are additionary proportion people with permissions on this site. To see them, please</li> </ul>
<ul> <li>Site members</li> <li>Site visitors</li> <li>Read </li> <li>Full control</li> <li>Change how</li> <li>Edit</li> <li>Remove</li> <li>There are additionary roups on people with permissions on this site. To see them, please</li> </ul>
<ul> <li>∧ Site visitors</li> <li>Read ♥</li> <li>Full control</li> <li>Change how</li> <li>Edit</li> <li>Remove</li> <li>There are additionant groups on people with permissions on this site. To see them, please</li> </ul>
Read Full control Site Sharing Change how Edit There are additionary roups or people with permissions on this site. To see them, please
Site Sharing Change how Edit There are adductionary outpeople with permissions on this site. To see them, please
Change how Edit Remove There are additioner groups or people with permissions on this site. To see them, please
Remove There are additionar groups or people with permissions on this site. To see them, please
permissions on this site. To see them, please
visit Advanced permissions settings.

User will be removed.



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This document provides instructions to manage permissions to Government of Saskatchewan SharePoint Online sites.

Permissions	×
Manage site permissions or invite others to collaborate	
Share site	
✓ Site owners	
✓ Site members	
A Site visitors None	
Site Sharing	
Change how members can share	
There are additional groups or people with permissions on this site. To see them, please visit Advanced permissions settings.	
	-

### 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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• Click on "Advanced permissions settings".

Permissions × Manage site permissions or invite others to collaborate	
Invite people	
✓ Site owners	
✓ Site members	
✓ Site visitors	
Site Sharing	
Change how members can share	
There are additional groups or people with permissions on this site. To see them, please visit Advanced permissions settings.	

• Click on the group name.

vanie	_	
Membe	ers	

• Click on "New".



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	About me	704
Share		×
Invite people Shared with	Enter names of email addresses.	
	Include a personal message with this invitation (Optional).	
	skowołnows	_

• Enter email of the user you want to add and click on "Share".

Invite people	
Shared with	
	Include a personal message with this invitation (Optional).
	h
	HIDE OPTIONS

#### 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".



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• Click on "Advanced permissions settings".



• Click on the group name.



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	Members	
-		

• Select the user you want to remove.

less - Artions - Sottings -	
Rome     Name	About me
SharePoint Test 1, AMS CS	

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





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• Click on "OK" on the page alert.

Do you want to remove these members?	m the group:	skgov.sharepoint.com says You are about to remove the following membe SharePoint Test 1, AMS CS
OK Cancel	OK Cancel	Do you want to remove these members?

