Microsoft SharePoint 2016

Groups & Permissions

University Information Technology Services

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Introduction

This document describes permission groups and levels as well as how to apply them when granting access to your SharePoint 2016 site.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Become familiar with default permission groups
- Use permission levels to assign customized access to your site
- Setup groups and modify user membership
- Check permissions and modify as necessary

Default Permission Groups

A group is a set of SharePoint users who all have the same set of permissions that can be managed together. Groups allow you to more easily maintain site access and ensure that those performing similar tasks have the same level of access. A permission level is a set of permissions assigned to a specific group to achieve specific purposes. Three default groups are created when you create your SharePoint site—*Owners*, *Members*, and *Visitors*. You can also add your own custom groups with varying permission levels, such as Viewers, Designers, and more. The following describes the permission levels assigned to the three groups created by default when creating a SharePoint site:

- **Owners:** The *Owners* permission group is assigned to grant *Full Control* permissions to manage and add content to the site.
- **Members:** The *Members* permission group is assigned to grant *Edit permissions* to the site. The majority of site users will be included in this permission level to edit documents, calendar items, and various other content.
- **Visitors:** The *Visitor*s permission group is assigned to grant *Read permission*s to the site, but prevent editing and downloading of list items.

Assigning Permission Levels

When assigning permissions, take into consideration what security controls you want to put in place for your site. Permissions allow you to customize what content can be added, updated, deleted, and viewed and by whom. Permissions should be assigned based on the type of actions your site users will perform on your site. The following is a list of permission levels that may be assigned to groups and individuals:

- **Full Control:** Has full control and includes all permissions.
- **Design:** Can view, add, update, delete, approve, and customize.
- **Edit:** Can add, edit and delete lists; can view, add, update and delete list items and documents.
- **Contribute:** Can view, add, update, and delete list items and documents.
- **Read:** Can view pages and list items and download documents.
- **View Only:** Can view pages, list items, and documents. Document types with server-side file handlers can be viewed in the browser, but not downloaded.