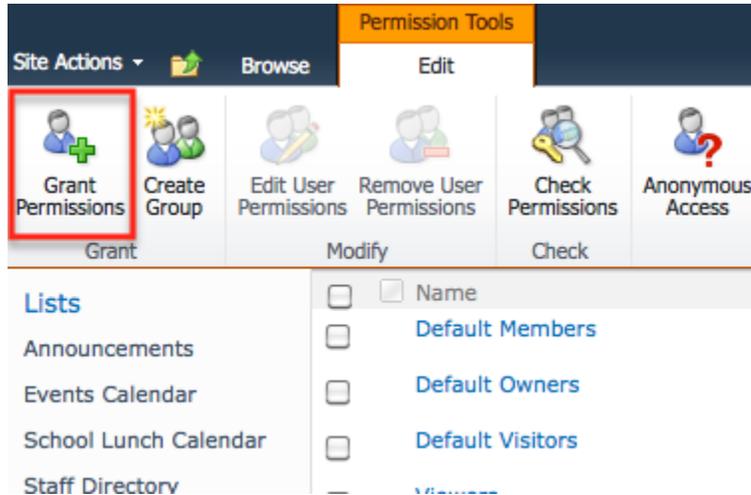


Instructions for SharePoint 2010 (With 2010 Interface)

1. Navigate to the site in which you want to add the new users.
2. Click **Site Actions** → **Site Permissions**.
3. Click **Grant Permissions**.



4. Enter names, group names, or e-mail addresses (separated with semicolons) into the **Users/Groups** section. You can use the **Check Names** button or the **Browse** button to add your items.
5. Assign which permission you would like to give them.

Users/Groups:

Young, Tony;

Grant Permissions

Add users to a SharePoint group (recommended)

Default Members [Contribute]

[View permissions this group has on sites, lists, and items...](#)

Grant users permission directly

Send welcome e-mail to the new users

Subject:

Welcome to the SharePoint group: Default Members for site: Demo Sch

Personal Message:

OK Cancel

6. Choose to send a welcome message and click **OK**.

Instructions for SharePoint 2010 (With 2007 Interface)

1. Navigate to the site in which you want to add the new users.
2. Click **Site Actions** → **Site Settings**.
3. Under the **Users and Permissions** column, click **Site permissions**.
4. Click **New** from the drop down arrow and select **Add Users**.

Permissions

Use this page to assign permissions to users and groups.

New | **Actions** | **Settings**

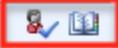
- Add Users**
Add users or groups to this site.
- New Group**
Create a new SharePoint group.

Default Visitors

5. Enter names, group names, or e-mail addresses (separated with semicolons) into the **Users/Groups** section. You can use the **Check Names** button or the **Browse** button to add your items.
6. Assign which permission you would like to give them.

Users/Groups:

K12SD1\ty003



Grant Permissions

Add users to a SharePoint group (recommended)

Default Members [Contribute]

[View permissions this group has on sites, lists, and items...](#)

Grant users permission directly

Send welcome e-mail to the new users

Subject:

Welcome to the SharePoint group: Default Members for site: Demo Sc

Personal Message:

7. Choose to send a welcome message and click **OK**.