SharePoint 2010 Team Site Administration Manual
(Ver1.0)

Logging on:

Collaboration Sites	Site Address
Training / Test	http://teams.rsccd.edu/sites/test
Production	http://teams.rsccd.edu/

Use your district network account to login ie. **Lastname_firstname** and password
or
If you have a newer district network account type such as **ta12345** and password.
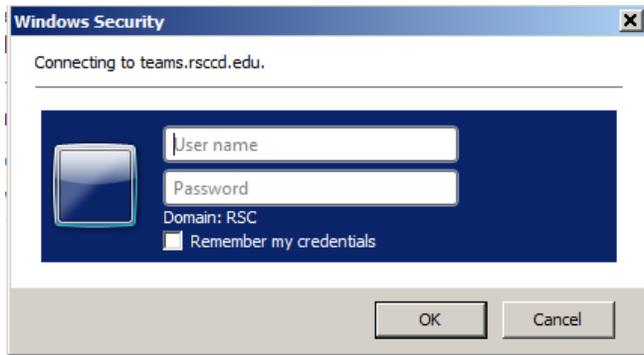
In either case, make sure the RSC domain is present. If not, then precede your user account with "RSC\".
For example: **RSC\Styffe_Amy** or **RSC\ta12345** for new user types.

Team Site Editing:
As an owner type of user, you can modify your site by using the SharePoint editing tools.

Site Permissions Overview:
As an owner type of user, you can also administrate site permissions. This means:

-   Define who can access the information in your collaboration site.
-   Define the type of access such as read only, contributor or owner.
-   Define access by individual user or group of users.

There are previously defined groups with specific permissions for a given site. They are:

Group Name	Permissions
"Site Visitors"	Read only
"Site Members"	Contribute (add or change)
"Site Owners"	Administrate (Full permissions)

These types of groups show in the Site Permissions page. Placing a user into one of the above groups grants the user the corresponding group permission for that site.

Assigning a user to a SharePoint "Site Members" group:

The following steps grant Victoria Williams "contribute" privileges by adding her to the SharePoint "WTFGroup Members". This will allow her to modify or add documents in the WTFGroup site:

1. Click on the **Site Actions** button:

2. Select the **Site Permissions** from the dropdown menu:

Site Permissions
Give people access to this site.
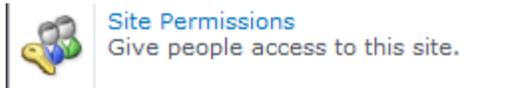
3. Click on the SharePoint "**WTFGroup Members**" group:

WTFGroup Members

SharePoint   Contribute
Group

4. Then click on **New** link to add a user.

Test   AcadSenate   CSEA   CSNight   FARSCCD   SLO   TechCommittee   WTFGroup

Groups   New   ▾   Actions ▾   Settings ▾
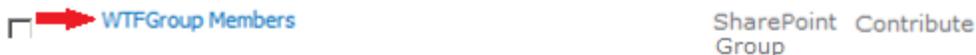
5. Enter the user name Williams_victoria in the **"Users/Groups"** box and check its name by clicking on

the check name button. The name should look like this after it is checked:

Select Users

You can enter user names, group names, or e-mail addresses. Separate them with semicolons.

Users/Groups:

Williams, Victoria ;

6. Remove the check mark from "**Send welcome e-mail to the new users**" box, and then click the **OK** button.

Send E-Mail

Use this option to send e-mail

☑ Send welcome e-mail to the new users

This same procedure steps apply to give a user "read only" or "administrator" type privileges to a site. The only variants are the group selected and site of interest.

Assigning an Outlook group the "read only" permission in the WTFGroup site.

The Outlook group <u>SCC faculty</u> contains a previously defined list of user accounts. These types of Outlook groups allow us to send an email to all of the users contained in them. Similarly, SharePoint allows us adding an Outlook list of accounts contained in a group to a SharePoint site group granting them the associated privileges in a team site.

The following steps show how to add the Outlook group <u>SCC faculty</u> into the SharePoint group "WTFGroup Visitors". This will allow all users in the Outlook SCC faculty group "read only" access to the WTFGroup site:

1. Click on the **Site Actions** button:
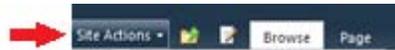
2. Select the **Site Permissions** from the dropdown menu:

3. Click on the "**WTFGroup Visitors**" group

4. Then, click on **New** link to add the Outlook group name.
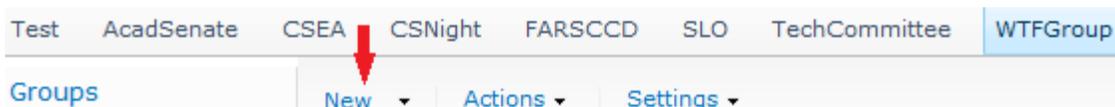
5. Enter the user name "**SCC Faculty**" in the **"Users/Groups"** box and check its name by clicking on the check name button. The group name should look like this after it is checked:

6. Remove the check mark from **"Send welcome e-mail to the new users**", and then click the **OK** button.
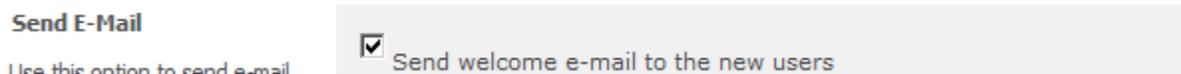
This same procedure steps apply to give a different Outlook user group "contributor" or "administrator" type privileges to the site. The only variants are the groups selected and team site of interest.

[Internet Explorer Browser Settings](http://www.rsccd.edu/WebPublishingManual/Pages/browser-settings.aspx) (http://www.rsccd.edu/WebPublishingManual/Pages/browser-settings.aspx)