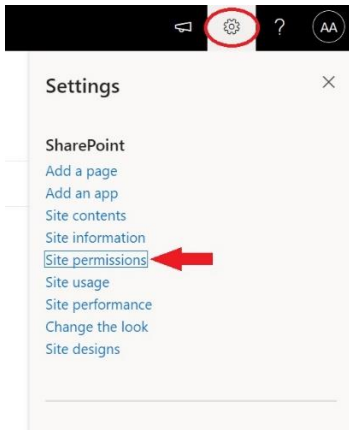


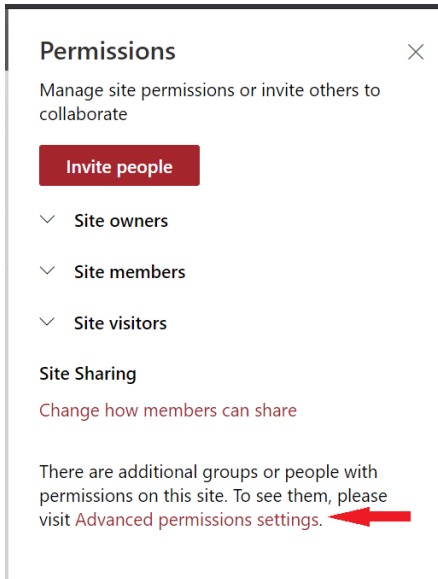
ACC Global Sharepoint Instructions

Adding User to site:

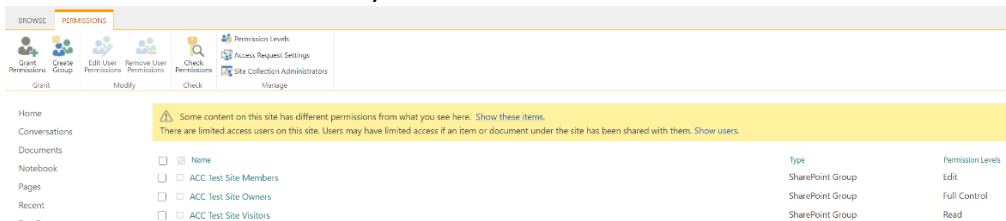
1. Click on Settings button in upper left then click on site permissions



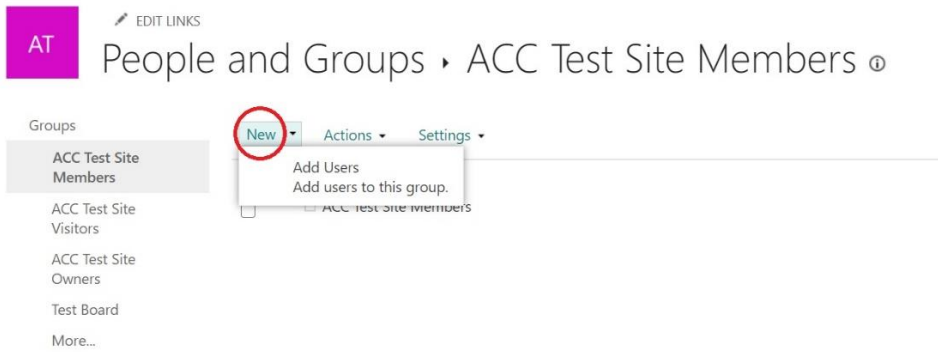
2. Click on advanced permissions settings



3. From the permissions tab, click on the group you want to add user to. By default there are 3 groups. Site owners – gives full control, Site Members – gives read/write access, and Site Viewers – Read Only access



4. From the People and Groups menu click on New -> Add Users



5. Enter email address of user you want to share site with along with any message you wish to add, then click Share button.

