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

Permissions	\times
Manage site permissions or invite others to collaborate	
Invite people	
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.	•

 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.

Share 'ACC Test Sit	'e'	×
Invite people	enteremailaddress@test.com	
Shared with	Message to invited user SHOW OPTIONS Cancel	