Adding Users To a SharePoint 2007 Site (Site Owners Only)

1. On the site home page, click on the Site Actions tab in the upper right region of the page and then click on Site Settings.

2. Under Users and Permissions, the grouping on the far left, click on Advanced Permissions.

3. Above the Quick Launch is a widget titled Groups. It is to these groups that users should be added or removed. Not that here we are looking at the top level of the site, so these are the main groups for the site. To add a user to the Members group, click on the group that includes Members in the name of the group. Remember: Visitors have read-only access to your site; Members can contribute and view documents; Owners can read, view, contribute, add users and manage the site.
4. On the blue **Tool bar** click on the down-pointing black arrow to the right of the **New** button. Select **Add Users**.

5. In the **Users/Groups** text box enter users first and last name or username. Then click on the **Check Names** button to make sure they are “authenticated users.” If you are not sure of a spelling or username, use the **address book** located to the right of the **Check Names** button. **Note:** these lists do not automatically update when changes are made to Outlook distribution lists.

6. Next in the **Give Permission** section, there should not be any changes to make. The group is preset when you click on it on the Permissions screen. In this case we are adding **Members**.
7. Finally, uncheck the **Send welcome e-mail to the new users** option in the last section. Then click on the **OK** button.

8. The **People and Groups Permissions Screen** will come back up, allowing the addition of users to other groups or selecting the Home or main page tab to continue working in SharePoint.