SharePoint – Breaking Inheritance on Sub-Sites

In SharePoint sites inherit the permissions set at the parent site level except in cases where the sub-site is set up with inheritance already broken. This is quite often the case especially when the site owner knows that inheritance should be broken. Broken inheritance means the sub-site is available to a unique user group different from the parent site. If they don’t and inheritance should be broken so the site is a private sub-site these are the steps to follow to break inheritance after the site has been created.

1. Go to **Site Actions>Site Settings**

![Site Actions](image)

2. Next go to **Advanced Permissions** under **Users and Permissions** in the far left column.

![Users and Permissions](image)

3. Click on the **Actions** menu and select **Edit Permissions**. This will cause the subsite to stop inheriting permissions from the parent site.

![Edit Permissions](image)

4. Remove all the users from the site before creating the new groups, with the exception of you as the owner.

5. Next create a **New Group** and add those users who will be using the site. Here are the steps to create the group and populate it:
a. Click on the triangle next to New and select New Group

b. Name the group and provide a description for the group on the New Group page (A best practice is to use the site name and then follow it by Visitors, Members or Owners. Usually you create 3 groups for the sub-site, each of the previously mentioned. This is not required however.)
c. There is one setting to click on and that is the permissions. If everyone is to be a contributor (Member), select that option. Be sure to add a group for an Owner so someone can update the site.
d. Leave all other settings as they are and click on the Create button
e. Your new Group list of members will appear with only the Group Owner in the group

6. To add members to the group:
   a. Click on the triangle next to New and select Add Users
   b. The Add User screen will open
   c. Fill in the users names
   d. Uncheck the send email checkbox

7. Once the Contributors (Members) and Owners groups are added with users, the sub-site will be available only to those individuals who are members of those groups as you have broken inheritance.
a. Click on OK