LSE Information Management and Technology

SharePoint

Site Owner's Manual

Please send feedback or suggestions for updates to the following email address IT.Training@lse.ac.uk

Introduction to the SharePoint Site Owner's manual

This manual is designed to help you plan for your department/team site and find out how to use SharePoint to carry out a range of tasks assigned to you as the Site Owner.

Contents

Section 1 – Planning your SharePoint Site

Your SharePoint Site

Your SharePoint site will be a department or team site, which will sit within the LSE school site.

Each new site starts as a primary site collection at the top level and additional subsites can be created within it. The subsites might be for specific projects or confidential information.

Your site will be based on a team site type that you will choose to most closely reflect the requirements of your team. The team site type will have a ready-made structure of libraries for you to use and resources such as Calendar or Task list. The site can then be modified to suit your team requirements.

The layout below is a standard layout for a team SharePoint site:
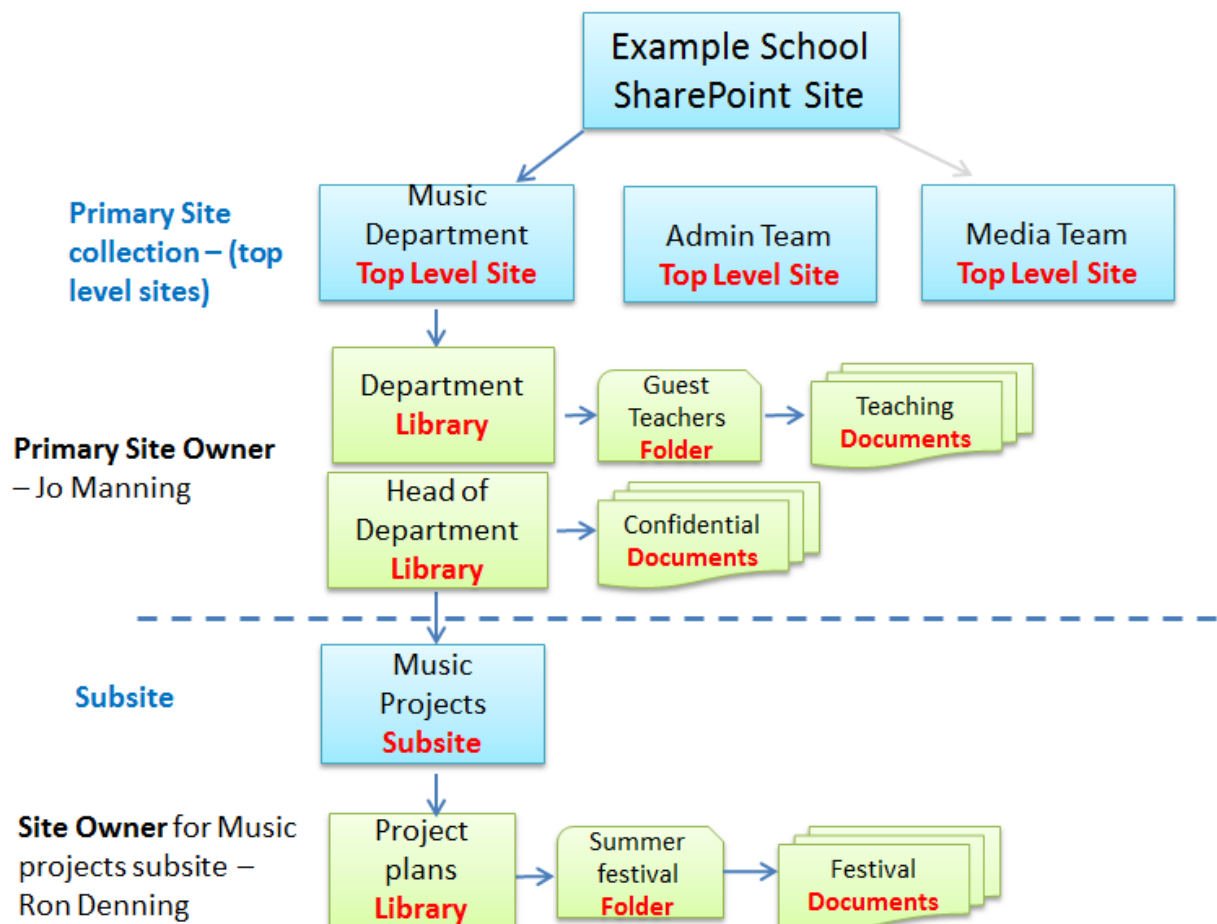
Your role as SharePoint Site Owner

SharePoint is a powerful web based software tool that enables collaborative working across the LSE. SharePoint is intended to make collaborative working simpler and straight forward, providing a secure environment to edit, organise and share information with colleagues.

Many people have expressed the need for an effective means of collaborating on shared documents across departments or divisions within the School. SharePoint will supersede Public Folders and provide a much more powerful means with which to work together.

Being a site owner is a pivotal role within the SharePoint environment and can often be the difference between a successful SharePoint site and a failure. The site owner acts as a 'gatekeeper' for the departments' or teams files and is generally responsible for how the site is used, data management, housekeeping and security. Good planning of your site will help you with these tasks.

Types of Site Owner

There are two types of site owner:

Nominated Primary Site Owner

The Primary Site Owner is responsible for the primary team site and accountable for the entire site including all subsites.

Nominated Subsite Owner

The Subsite Owner is responsible for the subsite they have created.

The following pages will help you to plan what your site should look like, what features it has available, the content, and who uses the content and how.

Introduction to planning your site

This section is divided into the following sections with forms to help you plan your site.

- Planning the content of your SharePoint site
- Who will use the site and how
- Plan the structure of your site and permissions
- Plan the user groups and permissions for the groups

Why is it important to plan?

The best and in fact possibly the only way to deal with your role as a site owner is to plan in advance. This will help you to manage the site now and in the future. If a good management practice is in place, then the benefits will include:

- A team or department consensus which is easy to define and manage
- Well managed and effective platform
- Compliance with rules and regulations

Good planning means your site will be well structured and easy to maintain. Navigation will be straightforward and it will be easy to manage permissions, by giving access to the right people at the right level. By identifying and grouping the users and how they need to use SharePoint you will create user groups for each site which will be easy to maintain.

To help with your planning, this manual contains four forms, which you can use to record your planning. Click the links below to go directly to them.

Planning the content of your site – Form 1

Who will use the SharePoint site and how – Form 2

Plan the user groups – Form 3

Plan the structure of your site and determine permissions – Form 4

Planning the content of your site – Form 1

Question	Your Answer – See the next page for guidance
Who is the named Site Owner?	
What is the purpose of your site?	
Will it contain the following? **Documents Y/N**	File types:
Other types of files Y/N	File types:
Emails	File types:
SharePoint Contacts Y/N	What will you use this for?
SharePoint Calendars Y/N	What will you use this for?
SharePoint Tasks Y/N	What will you use this for?
Announcements Y/N	
Newsfeed Y/N	
What department does your team belong to?	
Choose your preferred team site type **See the next page for guidance**	Enter team site type name:

Planning the content of your site - Guidance

- **Purpose of your site**

  Thinking about the purpose of your site will help you to re-enforce the purpose of SharePoint and if you have identified the correct application to use. SharePoint is about sharing and collaborating on current files and documentation. If you want to use it as a storage system then you definitely have the wrong system.

- **File types**

  The file types should ideally be Microsoft compatible. If you are using other file types, please check with the support team as these may not integrate with SharePoint.

- **SharePoint Contacts**

  Will you and your team need to share contacts? SharePoint contacts can be exported and used in Microsoft Outlook as a distribution list.

- **SharePoint Calendars**

  You need to consider if sharing a team calendar would be useful for the site. The events and appointments in the SharePoint calendar can also integrate with your own Microsoft Outlook calendar.

- **SharePoint Tasks**

  Tasks are similar to the tasks in Outlook as they can help you to keep track of projects. The SharePoint tasks can be assigned to different SharePoint users to help keep track of who's responsible for what aspect of a project. They can also integrate with your Outlook tasks.

- **Announcements**

  Use announcements to share news and status and to provide reminders. Announcements can support enhanced formatting with images, hyperlinks, and formatted text.

- **Newsfeed**

  This can work as a micro blog site for your team.

- **Your preferred team site type**

  Each team site will be based on a particular LSE department team site type. These team site types will have pre-defined structures and content to help with the type of site you may need. Please read the description of these team site types below to help you decide which would be best for you.

LSE SharePoint team site types

Team Site type name	Area	Description	Features
Academic Department Site	Academic Departments	This is a site for managing and collaborating within Academic Departments.	Document libraries for sharing documents. Announcements, News Feed, Calendar, Contacts, Tasks
Administrative Site	Administration Divisions	This is a site for managing and collaborating within Administration Divisions.	Document libraries for sharing documents. Announcements, News Feed, Calendar, Contacts, Tasks
Research Centre Site	Research Centres	This is a site for managing and collaborating within Research Centres.	Document libraries for sharing documents. Announcements, News Feed, Calendar, Contacts, Tasks
Project Site	All	This is a site for managing and collaborating on projects. The team site type conveys all status, communication, documents, issues, contacts, and tasks relevant to a project into a single repository.	Document libraries for sharing documents. Announcements, News Feed, Calendar, Contacts, Tasks
Document Management Site	All	This is a site designed to centrally manage and share documents.	Document management

Who will use the SharePoint site and how – Form 2

Use this form to plan for the site users and help you to work out what level of access those site users will have.

Question	Your Answer – **See pages below for guidance**
Who will be sharing work (collaborating) in SharePoint?	
Where are they in the LSE?	
Will there be LSE remote workers? If so, who?	
How will they collaborate? Will different groups collaborate in different ways?	
Will access to SharePoint be granted to all department members, groups, teams? How might this change in the future?	
Who should have access to what? For instance, should a particular team have access to a project library that no-one else can see or edit?	
Would you like to set up alerts for changes to documents, events etc.?	

Who will use the SharePoint site and how - Guidance

1. **Who will be collaborating in SharePoint?**

    As SharePoint is a tool for sharing and collaborating on projects, it will be useful to list who will be involved. Later you can think about how to group them by their requirements. **Remember** – SharePoint is not a file storage system so the only people who need to have access are those currently working on a particular project or ongoing updates.

2. **Where will they be in LSE?**

    Of all the people you have identified above, where do they work? This will help you to work out the correct user groups and permissions. Is there a chance that some of the people you are thinking about belong to a different department and might have their own site?

3. **Will there be anyone outside of the LSE? If so, who and what will they need?**

    Will you need to share documents, files, or information with people outside of the LSE? If so, you should make a list of who they are likely to be and what kind of work you need to share with them.

4. **How will they collaborate? Will different groups collaborate in different ways?**

    Will your identified users all be editing documents? Will some of them just need to read documents? Maybe some team members just need to add events to the calendar.

5. **Will access to SharePoint be granted to everyone in the department?**

    Although your team will have its own SharePoint site, will everyone in your team have access at some level to the content of that site?

6. **How might this change in the future?**

    This is where you can consider how access to the content of your SharePoint site might change in the future. Perhaps you start by giving just a few team members access to certain documents with the intention of expanding the number of users later on.

7. **Who should have access to what?**

    Of the potential SharePoint site users you have identified, can you identify which documents or files they are allowed to see or edit? For instance, do you have confidential documents that only department managers should see or a project team working on specific documents but not on others? Try listing the names and what documents and files they will need.

8. **Will you like to set up alerts for changes to documents, events etc.**

    When a Ddocument or file has been edited, you can receive an email notification.

SharePoint user groups

Enabling access to resources on a site

One of the most important aspects of being a site owner is being able to understand and control *permissions* on your SharePoint site. Permissions enable users to access resources on the SharePoint site in a way appropriate to their role. For instance, some users may only read documents but not edit them; some users will need full read and edit rights to the content. To control these permissions, users are allocated to a group where the permissions are set. These groups will apply to the whole content of the site including libraries, folders, and documents.

Sorting users into the appropriate group will help you easily recognise who will use the site in a way. You can organize users into any number of groups, depending on the size and complexity of your department. Typically, the people in a SharePoint group do similar kinds of tasks on a site and need the same permission level.

The three standard groups are: **Visitors, Members** and **Owners**. This table describes the main permissions these groups have.

Visitors	Members	Owners
(Read) This level includes these permissions: • Open • View Items, Browse User Information	**(Edit)** This level includes: • Read, Add, Edit and Delete documents • Add and remove libraries • Add and remove folders • View, Add, Update, and Delete list Items such as contacts and tasks • Restore versions	• **(Full Control)** This level includes all available SharePoint permissions

Benefits of using groups to manage permissions

- You can assign permission levels to everyone in a group in one go
- Users outside of groups can be difficult to track and manage
- Not using groups can result in more work in managing the site
- You can add and remove users from these groups when required and this will cascade throughout the site

Reasons not to assign permission to individual users

- The team may grow or change and you will have to then reassign or break permissions
- Existing users may change roles, be promoted, gain more responsibility, leave a project, or the LSE. You will again have to reassign or change permissions
- It's harder to determine who has what level of access in a long list of users

Plan the user groups – Form 3

Question	Your Answer – See previous pages for guidance
Who belongs to the following groups in SharePoint: Are there more than one group in each category?	
Visitors They can read documents but not collaborate.	
Members They can collaborate on documents.	
Owners Have full access to all document/files and can make changes to the site.	

More about permissions and site management

Permissions strategy/planning

A good permissions strategy from the beginning will enhance the manageability and performance of your SharePoint site, ensure compliance with the LSE's data governance policies, and minimise the amount of work you need to do as a site owner.

Be careful to avoid rushing in to populate your site too quickly. The structure of the site that you start with often becomes the default structure as your site grows. This growth can result in permissions-settings chaos, where everyone in the organization has full control over sites, documents, items and sub sites or every individual requires new permissions for every new site they need to use. A good permissions strategy can avoid these problems before they get started.

The worst-case scenario for a SharePoint environment is to allow full control for everyone (owner group). Giving everyone the keys to change and manage your site is a recipe for chaos! It is strongly advised that you proceed on the basis of limiting control from the beginning. Getting it right makes all the difference between success and failure.

Some tips to consider when you begin giving users permission to use SharePoint:

- When you give people access, add them to standard default security groups, such as: Members, Visitors, or Owners. It is advisable to add most people as members or visitors. This restricts full editing permissions to only those who should have access or control of the site
- Limit the number of people in the Owners group (full site editing capability). Only people you trust to change the structure, settings, or appearance of the site should be in the Owners group
- Know who is using your site and what they are using it for. If you allow other people to add users to your site, check permissions regularly to ensure they have given the appropriate level of access to the users
- Give people the lowest permission levels they need to perform their assigned tasks. It may sound like a restrictive policy, but in fact will make management a lot easier and will significantly reduce the risk of getting permissions wrong. As much as people want full access permissions, you simply cannot have everyone manage your site

Permissions inheritance

In the SharePoint environment access to files and folders is dependent on the permissions set for the site. The root of permissions is the primary team site; below that are subsites. A team may for example, have several subsites for different projects. The permissions for a team site will cascade down to all libraries and folders within it. If the permissions need to change for a particular reason, a
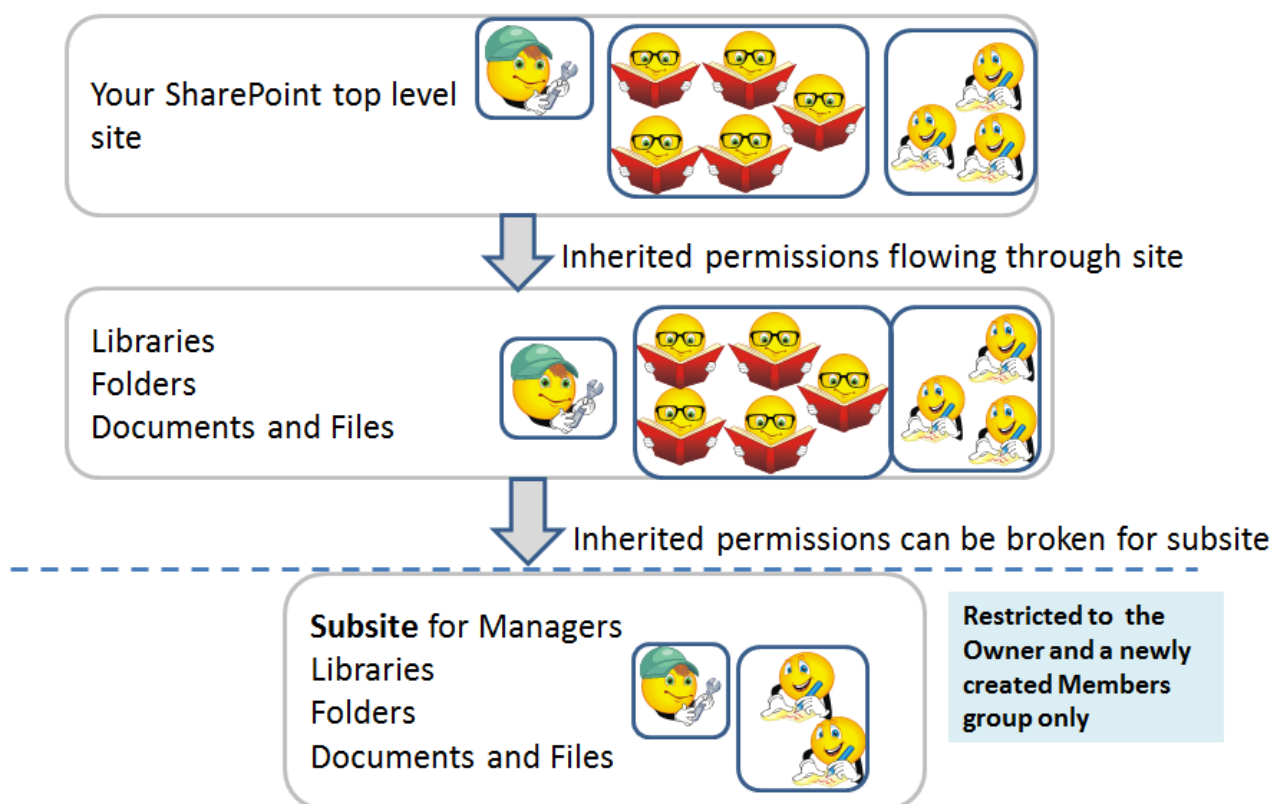
subsite or library can be created where the inheritance for the site can be broken and new users can be added.

In the example below the library, folders and documents have inherited the permissions set at the primary team site level. The subsite has unique permissions set for the user groups who should have access to the content within. When there is a need to change the groups who have access to certain documents, a subsite or library can be created and the inheritance of permissions from the primary team site can be broken. In the example below, a group of managers have their own subsite where only they can see and edit particular documents. When the permissions inheritance is broken like this, and new groups and permissions are created, they are called unique permissions.

At the LSE, SharePoint will use inheritance permissions for the primary site and unique permissions for subsites and some libraries.

If you create a subsite, the inheritance is automatically selected to be broken. If you reverse this and keep the sharing permission inheritance for the subsite, any changes to permissions and sharing you make within the subsite effect the entire site, not just the subsite.

The user groups set for this example are Owner, Members and Visitors

Your SharePoint top level site

Inherited permissions flowing through site

Libraries
Folders
Documents and Files

Inherited permissions can be broken for subsite

Subsite for Managers
Libraries
Folders
Documents and Files

Restricted to the Owner and a newly created Members group only

Confidential or restricted documents and files

The recommended approach for a department or team is to create a dedicated library or subsite for files that are confidential or restricted to a particular group or project. This will make it easier to manage as you will only need to break the inherited permissions occasionally and in a very controlled way. You can then make new dedicated user groups for those areas.

Library and folder management

Whether you are a site owner or an end user with edit permissions in the members group, it is useful to be aware of the implications of good planning and easy to use site navigation.

Default libraries

Your site will have two default libraries: **Department Documents** and **Head of Department**. These are ready for you to start using and you may find that there is no need to create any additional ones.

Please note *that not all team site types have the above default folder structure . The default libraries will reflect how teams are likely to work with the type of site they create.*

The Head of Department folder could be used for confidential documents where you can break the permissions from the users groups you have assigned for the rest of the site.

Good practice for the site is to divide your documents into relevant libraries. If further classification is needed, you can create folders within the libraries. Keep to a flat folder structure for easy navigation and searching.

When thinking about populating your site, you might want to consider structuring your document library and folders according to the workflow that your department or team employs. Aspects of workflow to consider are:

- Is your department or team divided into multiple groups or sub-teams that rarely share or collaborate on work? If so, then you might want to create unique libraries or subsites.

- If you handle confidential information that is sensitive to your department or the LSE, then you may want to consider a dedicated document library (Head of Department) that is restricted to most users, or even a separate site

Several team site types will be made available that are intended to broadly reflect the type of work that is typical of that department.

Broken links – changing the location of your folders

Files that are shared with colleagues (through links sent in an email) are dependent on their specific location. This is because files are sent using a unique URL that maps their path. If you decide to move files or rearrange the folder structure of your site at some point in the future, then the 'links' to shared files may be broken and users may no longer be able to access those files. You *can* move files once you have already shared them, but you will have to resend the new document link to users.

Plan the structure of your site and determine permissions – Form 4

Question	Your Answer -
Will your team site be a primary site or a subsite of an existing primary site?	
Is there already a site your team could use?	
What permissions will you set on your site and what items would you like to inherit these permissions?	
How many libraries will you need to make? What will you place in them and who should have access to the content?	
How many confidential or project libraries or subsites will you need? What will these be for? Who needs to have access to them?	

Section 2

Instructions on how to carry out Site Owner tasks in SharePoint

Introduction to your new SharePoint site
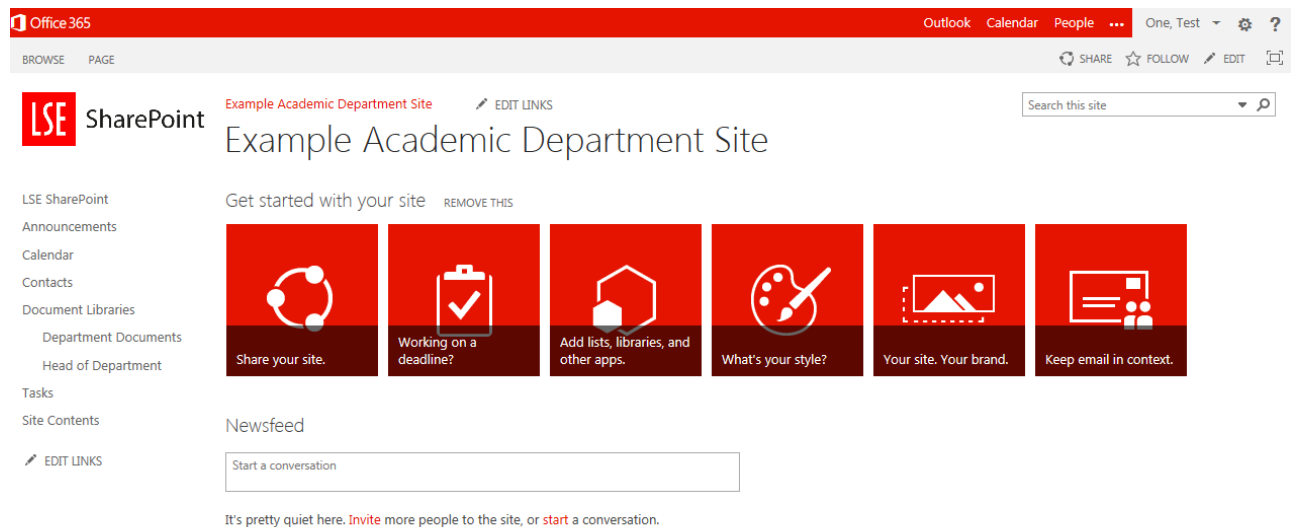
What is available - The Home Page

When you get your new SharePoint site, most of the features you need to use will already be there as part of the team site type. As you will see from the left navigation bar, you have:

- **Announcements**
- **Calendar**
- **Contacts**
- **Default document libraries**
- **Tasks**
- **Site Contents**

These items such as document libraries are ready to use. To see what these look like, just select the quick link from the left navigation bar. For instance, when you click Calendar the home page will be replaced by the Calendar. You will learn more about these features later.

On the home page itself, you will see six tiles:

- **Share your site, Working on a deadline, Add apps, What's your style, Your site/brand, Keep email in context**

The tiles are shortcuts to various items you can set-up in SharePoint. The only item you might use is the 'Share your site' shortcut, which will be discussed later. You already have the Calendar and Tasks and the style and branding tiles are not needed as your team site type is already created and in accordance with the LSE house style.

Navigation around your site

Use the left navigation menu to move through the various screens.

- See the End User Training Guide for more on navigating the menus.
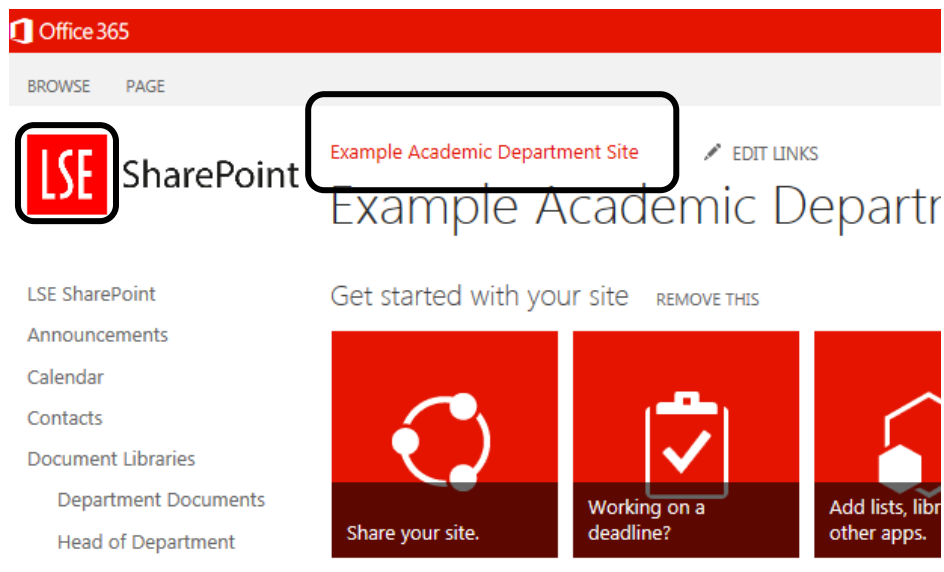
To return to the home page:

1. Click the **LSE logo**, which is in the top left hand corner

Or

2. Click on **The Name of Your Site**, which is in the quick links at the top of the screen

To return to the LSE SharePoint page:

1. Click **LSE SharePoint**, which is in the left navigation menu
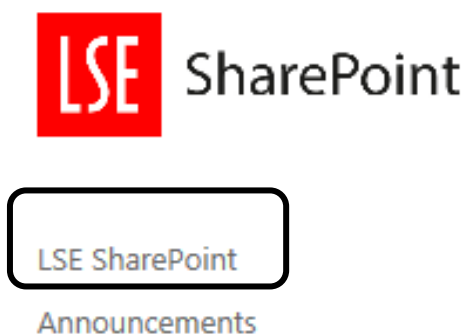
Setting up your site

Before you use your site, you will need to create the following:

- Add users to the site and populate user groups – **Essential**

- Set up additional user groups – only if you need discrete groups for libraries

- Add a Web Part to show who the other site users are – nice to have. *This will provide quick links to the user groups and is an easy way for everyone to see who is using the site and how.*

The following sections will show how you can do this.

Add people to your SharePoint site

To add people to a site:

1. Click the **Share your site** tile

Or

2. Click **Share**, which is located at the top right of the page
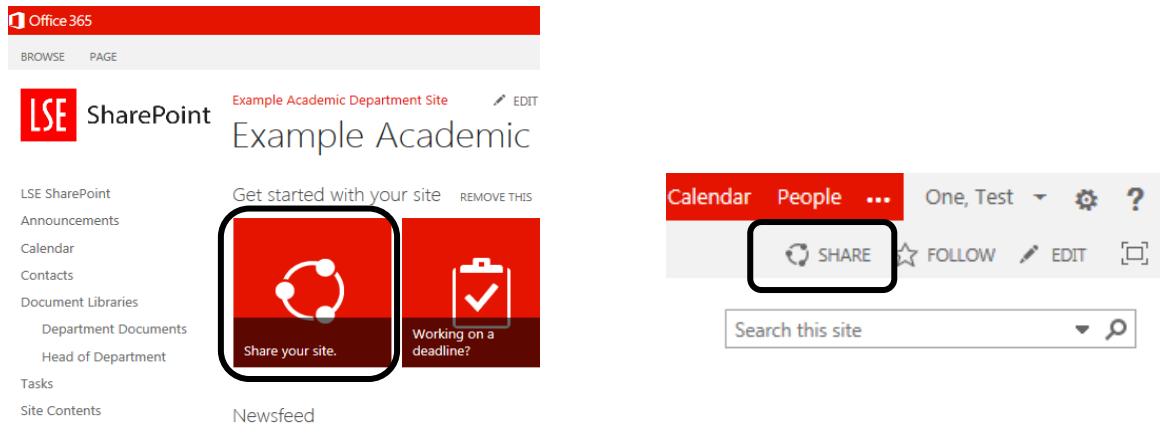
The following dialogue box will show who you currently share the site with. At present, it is probably just you and the site administrator.
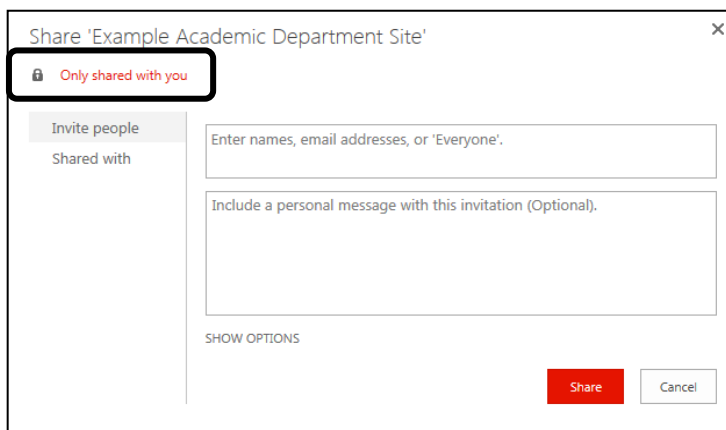
3. Click **Shared with**
4. Click **Advanced**
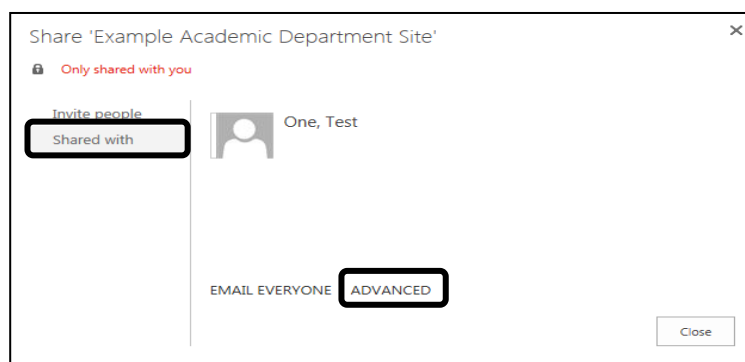
The next screen will show the user groups that are set up by default for your site. You will probably want to populate the Members group more than any of the others.

5. Click your **Site Name Members.** *This will add users to the members group.*
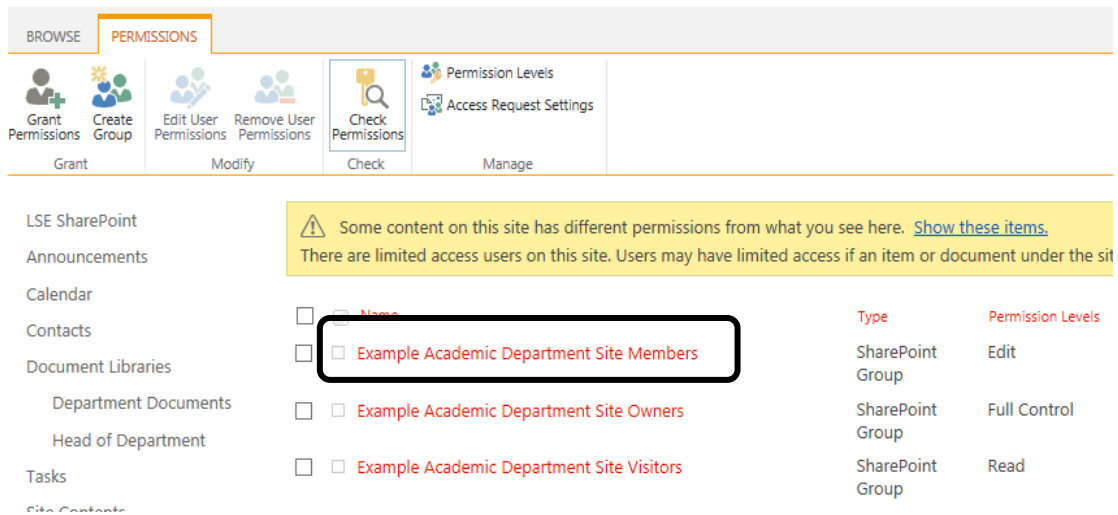
You will now see a blank screen for the group, with all the other groups showing in the left navigation bar.

6. Click ⌄ to the right of **New**

7. Click **Add Users to this group**
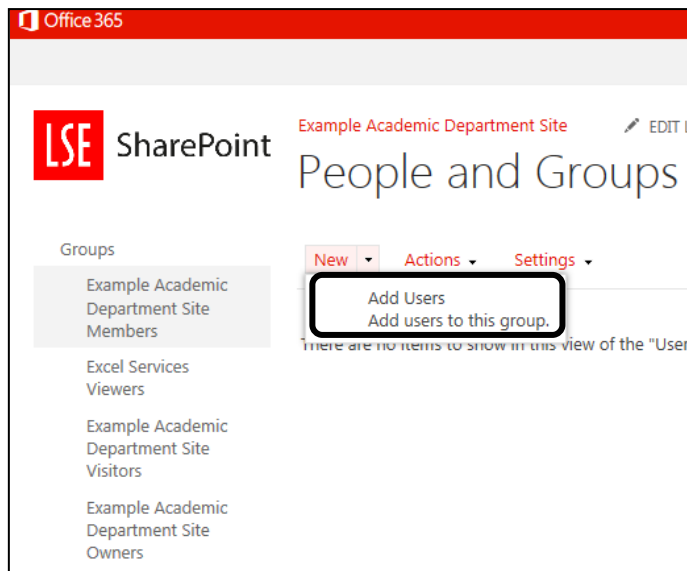
8. Click **Invite people**

9. Type the name(s) of the user(s) you wish to add to the group in the **Enter names, email addresses, or 'Everyone'** box. *You will find you can select from a list of suggested users.*

10. Click **Share**

You will now see the users added to this group.

To remove users from a group:

1. Click **Settings**
2. Click **Site settings** from the drop down menu
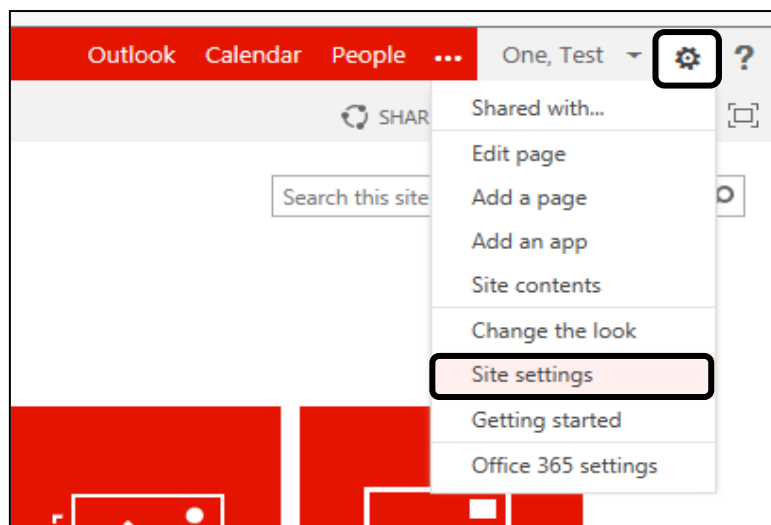
3. Click **People and groups**, which is under **Users and Permissions**
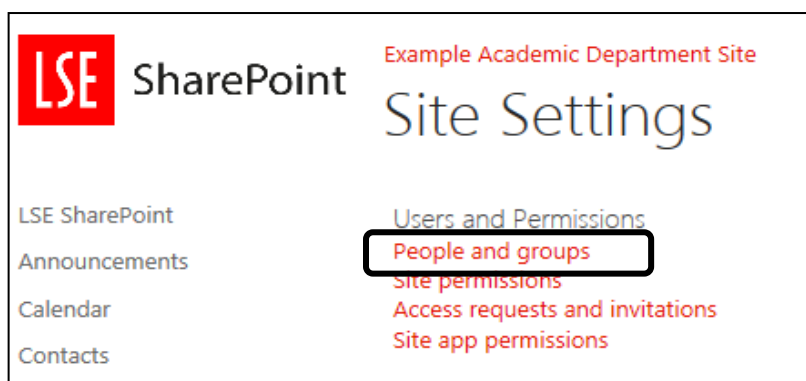
4. Click the **Name of Group** containing the user(s) you wish to remove from the left navigation menu
5. Tick in front of the user(s) you wish to remove
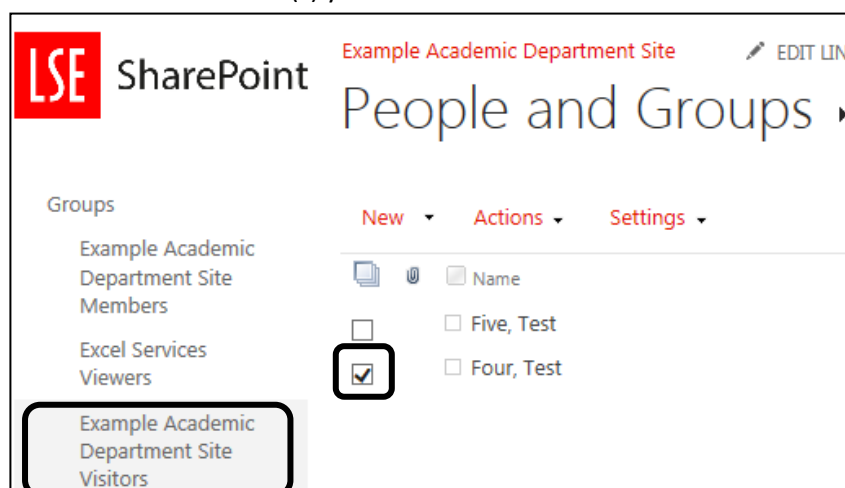
6. Click ⏷ to the right of **Actions**

7. Click **Remove Users from this group**
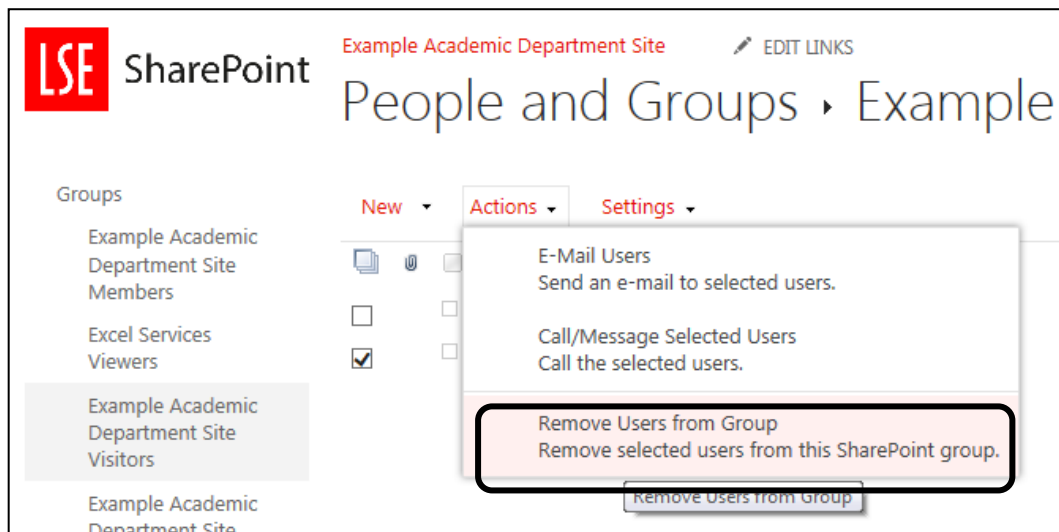
Create a new user group

A new group will need to be created if you intend to have discreet groups of users working in a particular library or subsite. By setting up the groups in advance, it will be easy to add these groups to the particular libraries or subsite as you create them.

To create a new user group:

1. Click **Settings**
2. Click **Site settings** from the drop down menu
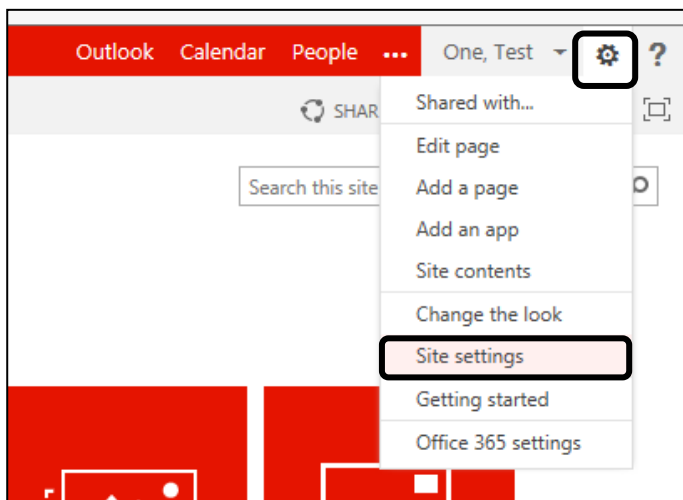
3. Click **People and groups**, which is under **Users and Permissions**
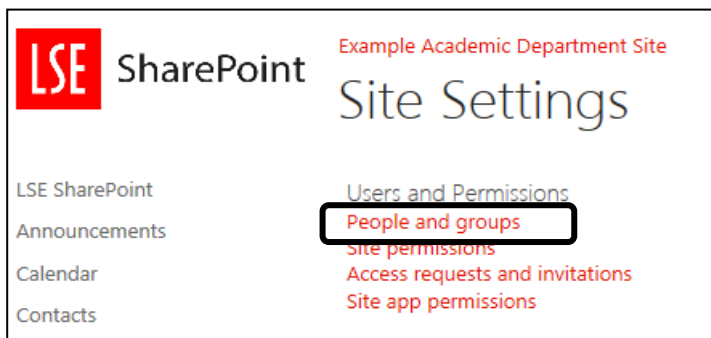
4. Click **Groups**, which is on the top of the left navigation menu
5. Click ˅ to the right of **New**
6. Click **New Group**
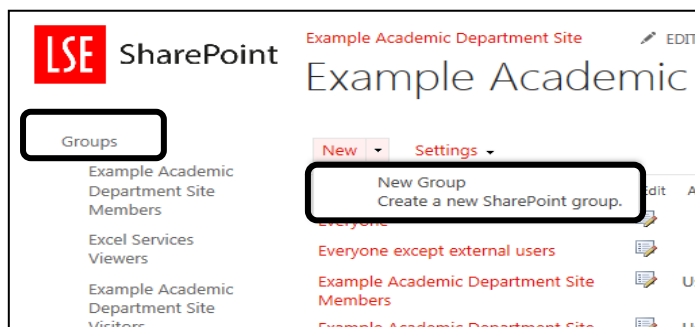
7. In the **Name:** box, type the **Name of Your New Group**

   Tip – Include the name of the permissions level (Owner/Member/Visitor) in the group name. It will help you to attach the correct group to the library or subsite later on.

8. At the bottom half of the screen, tick the permissions level for this group

   Tip – Members will have **Edit**.

9. Click **Create**. *You will see your new group listed in the left navigation bar with the other groups.*

Show the site users on the home page

To add the site user groups to the home page of your site using a Web part. A Web part behaves the same as an App part but is created within SharePoint rather than being ready made outside of SharePoint. This only concerns the SharePoint developer. Follow the steps below.

To show the site users:

1. Click the **LSE logo**, which is in the top left hand corner

2. Click the **PAGE** tab

3. In the **Edit** group, click **Edit**
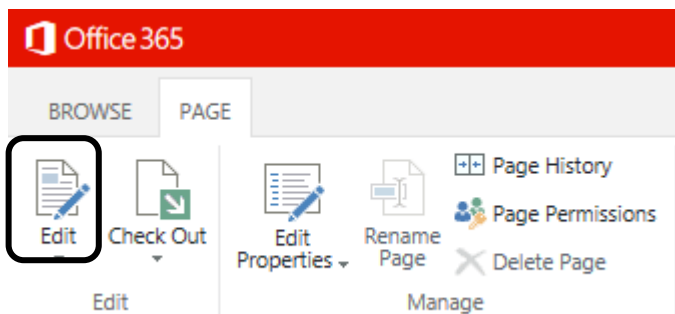
4. Click the **INSERT** tab

5. In the **Parts** group, click **Web Part**
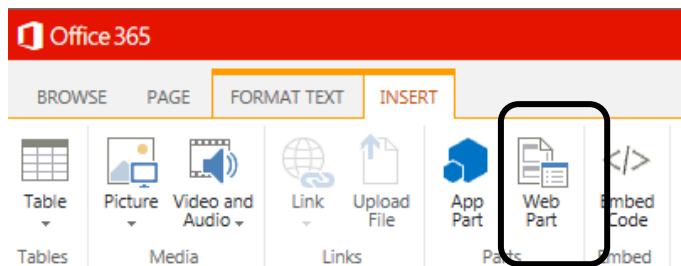
6. Click **Social Collaboration**, which is under **Categories**

7. Click **Site Users**, which is under **Parts**

8. Click **Add**
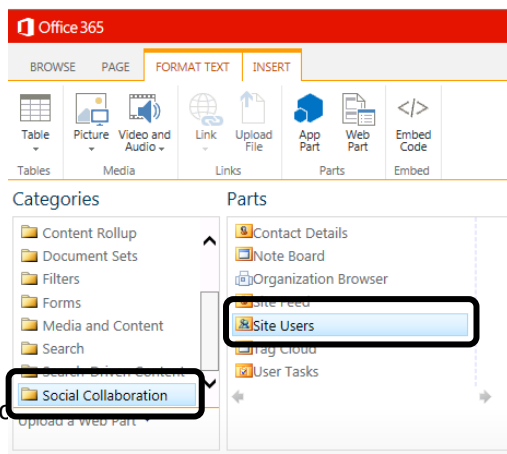
9. Click the **FORMAT TEXT** tab

10. In the **Edit** group, click **Save**
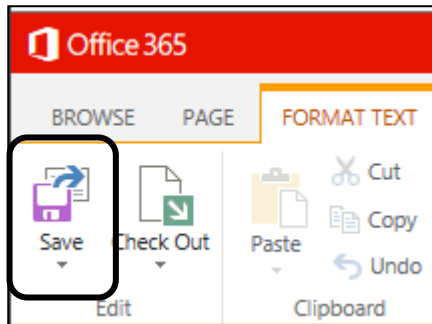
You will now see the site user groups displayed on your teams home page.
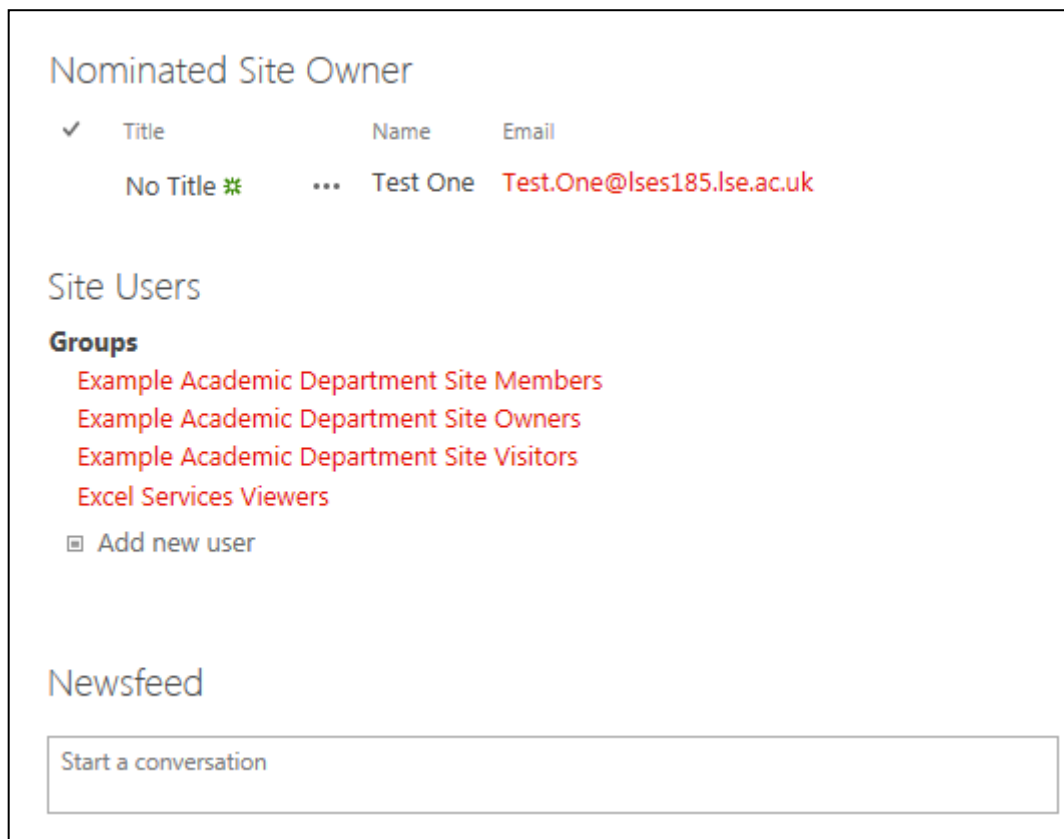
To remove Web and App parts from the home page:

1. Click the **LSE logo**, which is in the top left hand corner
2. Click the **PAGE** tab
3. In the **Edit** group, click **Edit**
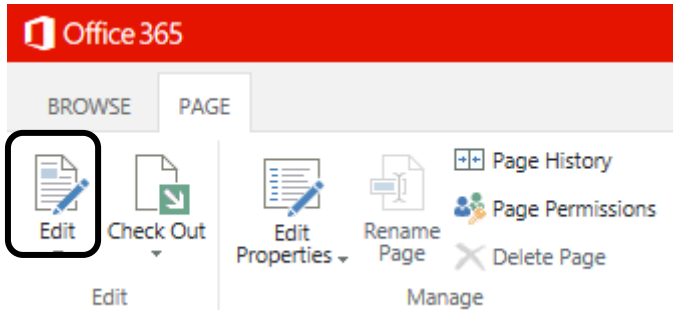
4. Click ▾ at the the top right hand corner of the Web part or App part you wish to edit
5. Click **Delete**
6. Click **OK**
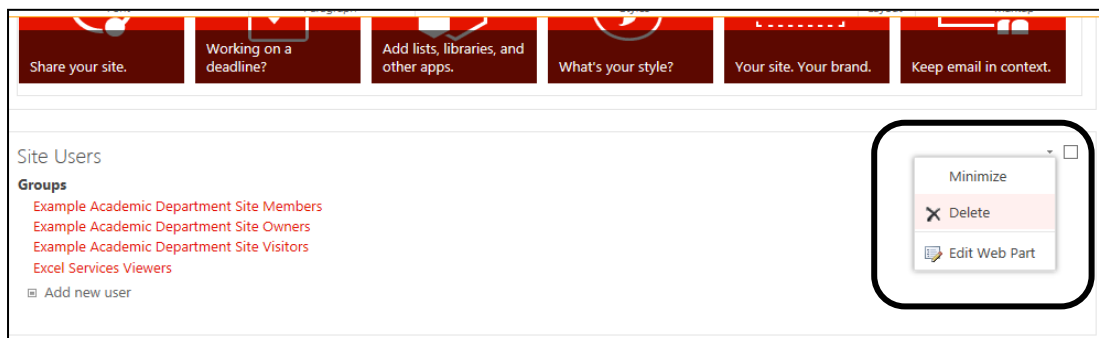
7. Click the **FORMAT TEXT** tab
8. In the **Edit** group, click **Save**
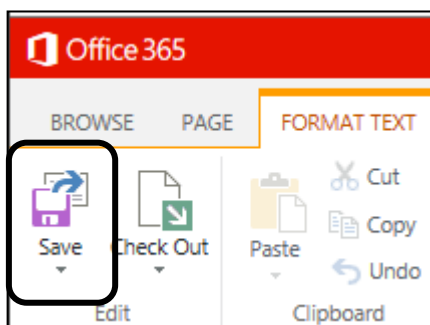
Set discrete permissions on a library

Your team or department site will have a couple of default libraries, which currently inherit the permissions you have set for your site. If you need to break these inherited permissions to connect a new set of users to one of these libraries or a new library you have created, follow the instructions below.

Set up different user groups for a library

Please note: Before this process ensure you have already created the user groups you want to add to the library

To remove set up different user groups for a library:

1. Open the required library (in this example, **Head of Department** library).
2. Click the **LIBRARY** tab
3. In the **Settings** group, click **Shared With**
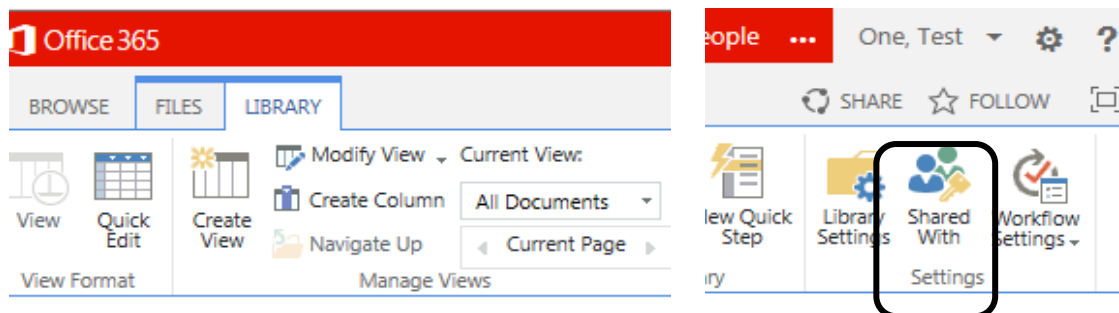
4. Click the **Shared with** link from the Share dialogue box

   The next screen will confirm who has access to this library.

5. Click **Advanced**
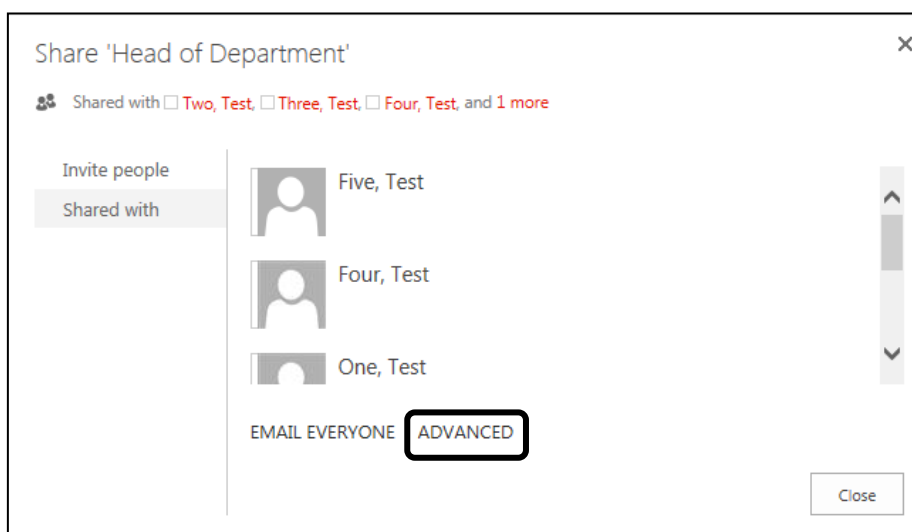
The Permissions screen will show which groups are connected to the library.

6. In the **Inheritance** group, click **Stop Inheriting Permissions**
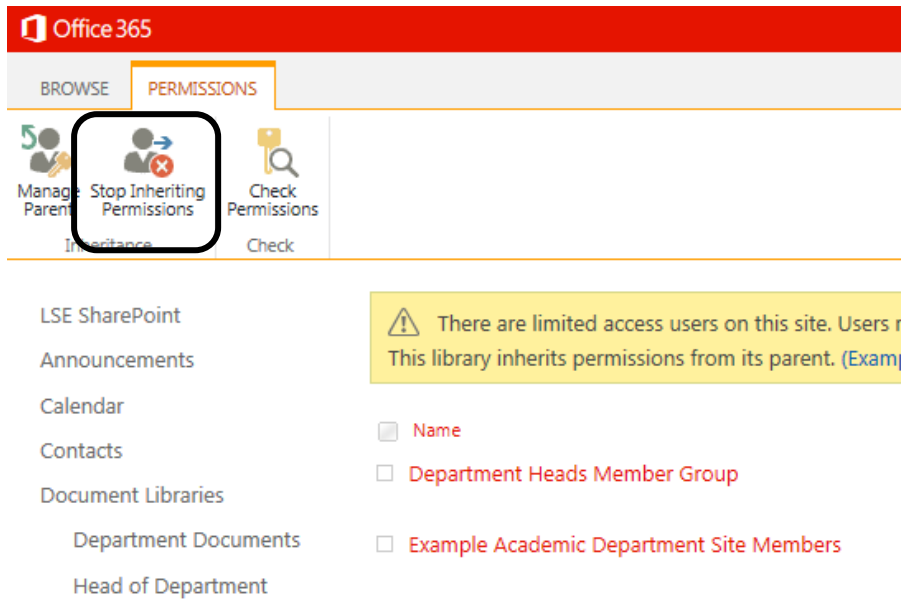
7. Tick in front of each group that you wish to *remove* from having access to this library.

   Make sure you keep the site owner group to ensure you can continue to work with this library and make changes to it.

8. In the **Modify** group, click **Remove User Permissions**. *This will remove all the user groups who should not have access to this library.*
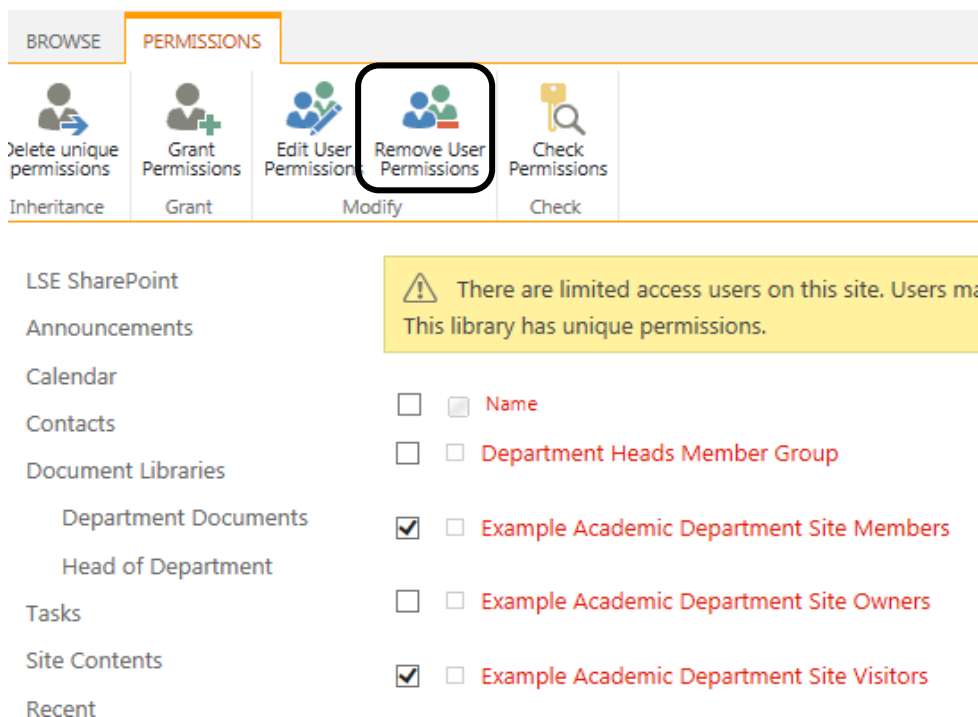
You now see a reduced list of user groups for this library.

To return to the home page:

1. Click the **BROWSE** tab
2. Click the **LSE Logo**

Manage user groups in SharePoint

Change users in the default user groups

The three main user groups, **Members, Visitors** and **Owners** should be populated with the minimum users that would need to have access to the content of the site.

Users can be added and removed from user groups for your team or department site but you must be aware that this will impact on any part of the site that particular user group has access to. In most cases this would be everything unless a unique group is set up for a library or subsite.

To add a user to a group:

1. Click **Settings**
2. Click **Site settings**
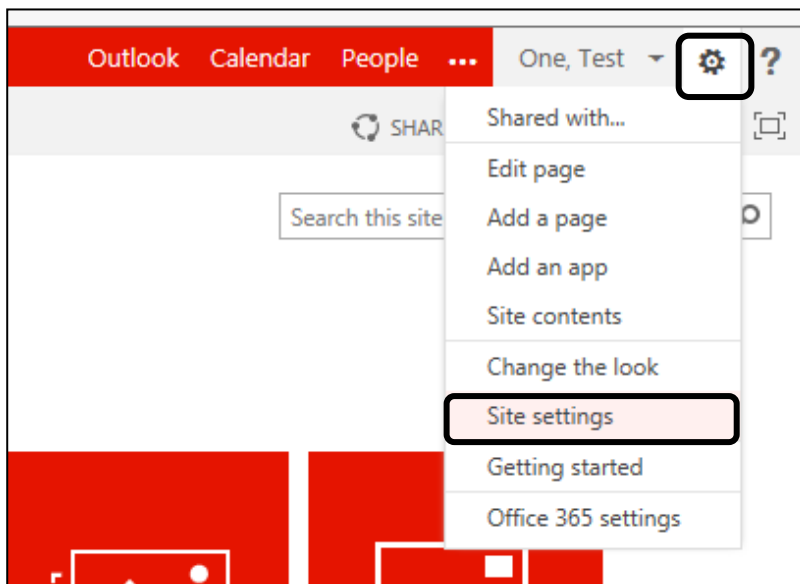
3. Click **People and groups**, which is under **Users and Permissions**
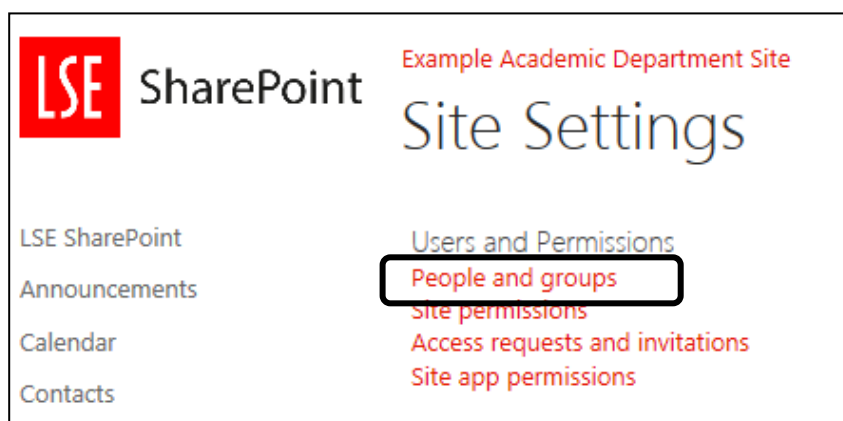
4. Click the **Name of Group** you wish to add user(s) to from the left navigation menu
5. Click ⌄ to the right of **New**
6. Click **Add Users to this group**
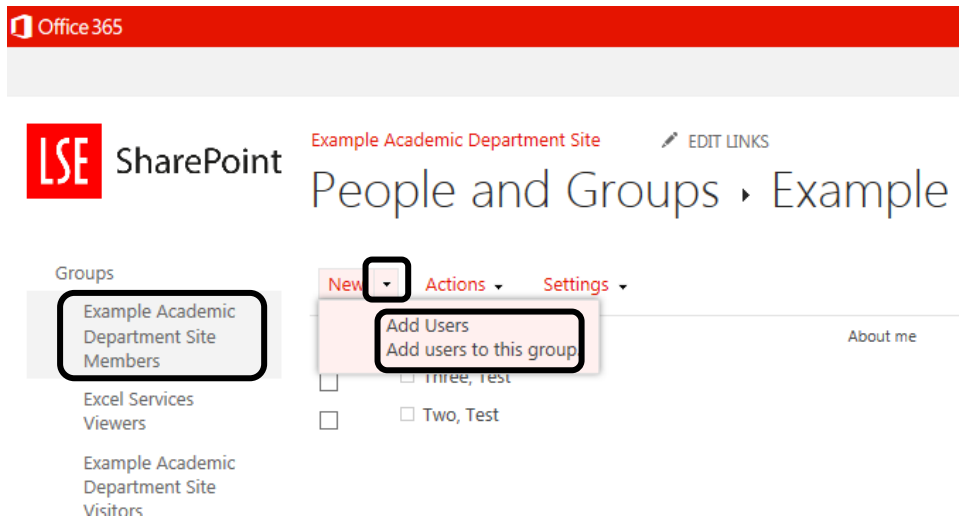
7. Type the name(s) of the user(s) you wish to add to the group in the **Enter names, email addresses, or 'Everyone'** box. *You will find you can select from a list of suggested users.*
8. Click **Share**
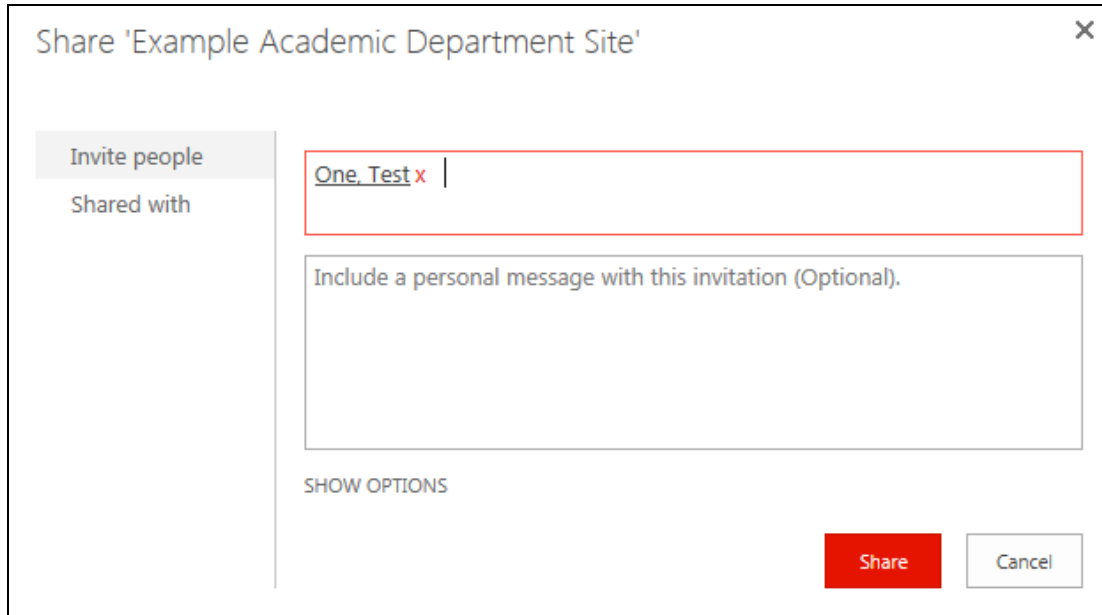
You will now see their name added to the list.

Remove a user from a group

Users can be added and removed from user groups for your team site but you must be aware that this will have impact on any part of the site the particular user group has access to. In most cases, this would be everything unless a unique group is set up for a library or subsite.

To remove a user from a group:

1. Click **Settings**
2. Click **Site settings**
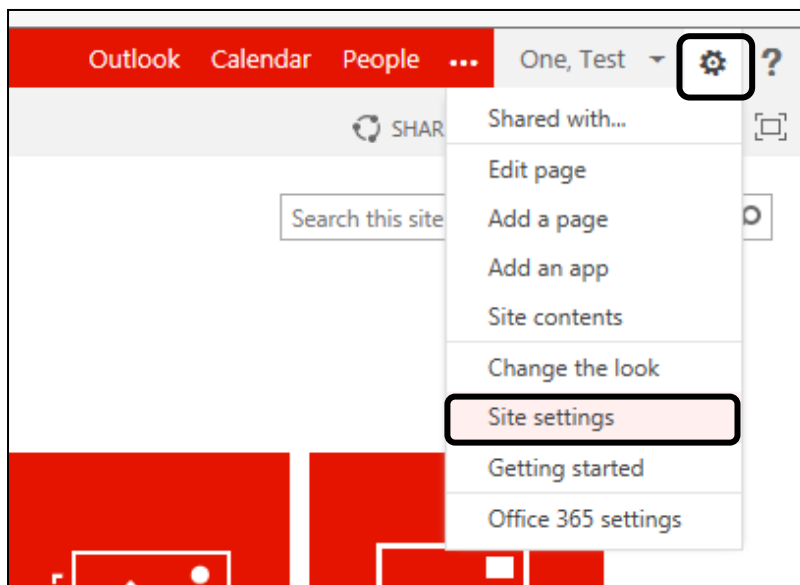
3. Click **People and groups**, which is under **Users and Permissions**
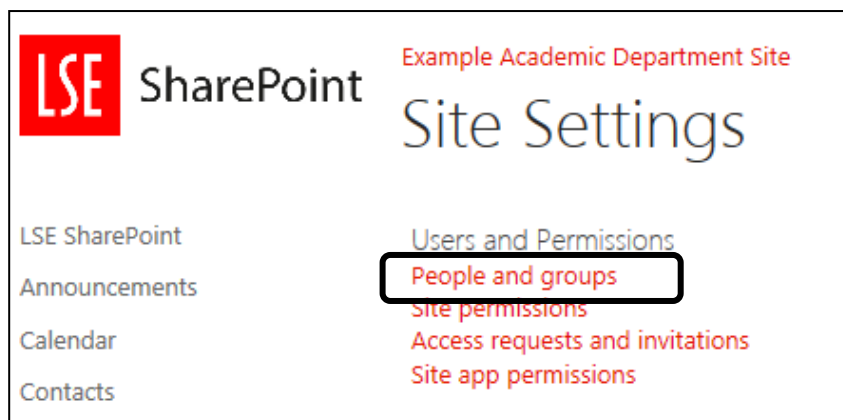
4. Click the **Name of Group** containing the user(s) you wish to remove from the left navigation menu
5. Tick in front of the user(s) you wish to remove
6. Click ⌄ to the right of **Actions**
7. Click **Remove Users from this group**

8. Click **OK**
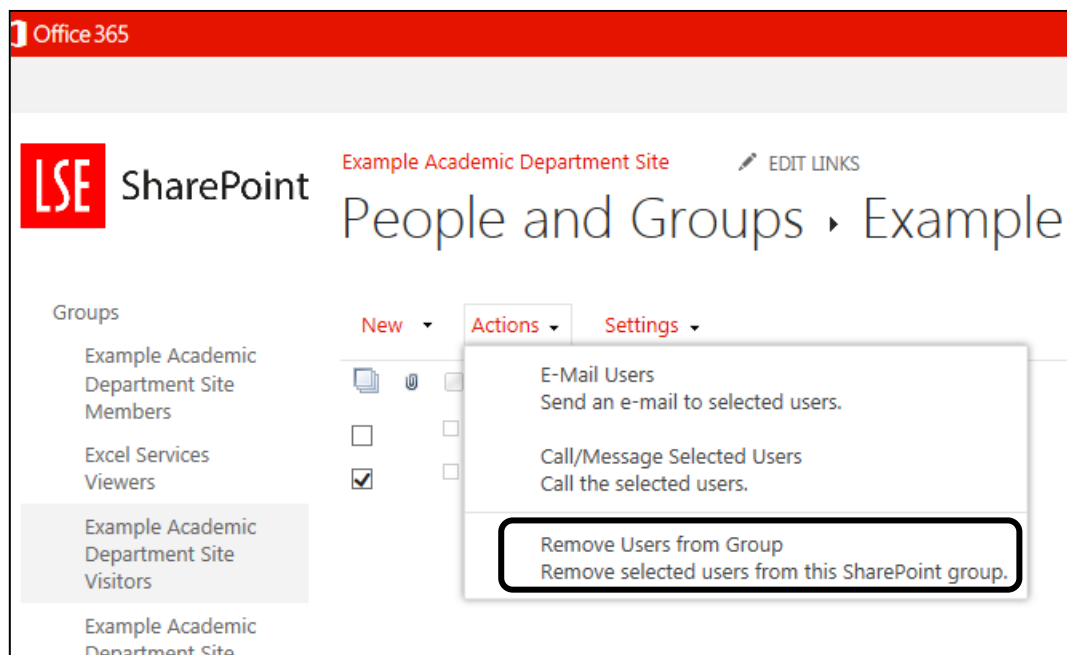
Show the Site Owner on the home page

Create an App Part on your site home page to display who the nominated site owner is. An App part is a component that is already made outside of SharePoint and can be inserted onto a SharePoint page at any time.

To show the Site Owner:

1. Click the **LSE logo**, which is in the top left hand corner

2. Click the **PAGE** tab

3. In the **Edit** group, click **Edit**
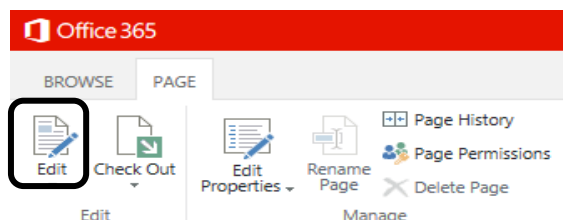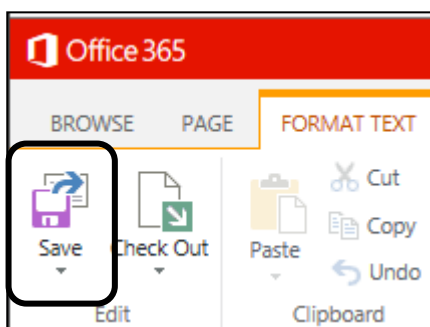

4. Click the **INSERT** tab

5. In the **Parts** group, click **App Part**
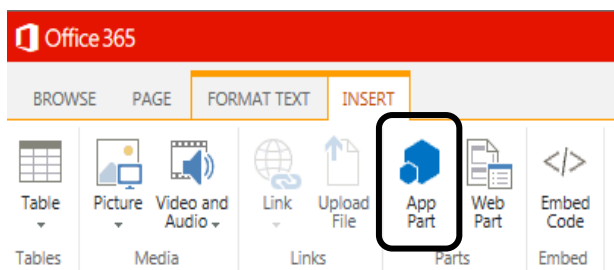
6. Click **Nominated Site Owner**

7. Click **Add**
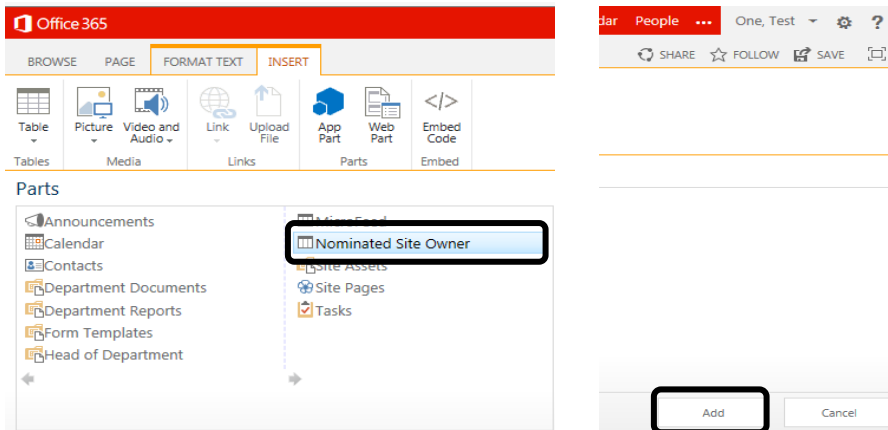
8. Click the **FORMAT TEXT** tab

9. In the **Edit** group, click **Save**

You will now see the Nominated Site Owner App on your home page.

Nominated Site Owner

✓	Title		Name	Email
	No Title ⌗	•••	Test One	Test.One@lses185.lse.ac.uk

Newsfeed

Start a conversation

Subsites

Create a subsite

A subsite is an additional SharePoint site that is created within your original primary team site and has its own site owner. It is a useful way to limit users and user groups who have access to the content.

To create a subsite:

1. Click **Site Contents** from the left navigation menu
2. Click the **Create an LSE Subsite** tile
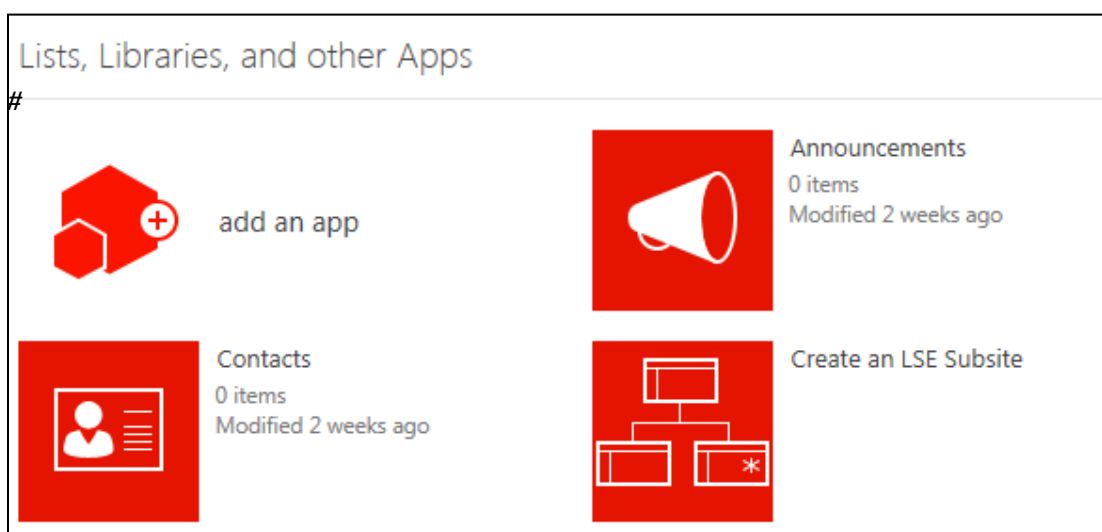
The next screen will help you to decide which type of subsite to create.

Click [LSE SharePoint team site types](#) for more information to help you choose which team site type is best for your subsite.

3. Click **Create**

Complete the subsite form and make sure you have a **Nominated Site Owner** to enter into the required field.

You must tick the box to prove the nominated site owner has completed the **Site Owner Training** before this subsite can be created.

Ensure you do not remove the tick next to **Break Inheritance.**

If you remove this tick there is a strong chance that security of the site in general will be at risk.

Please note: Although you create a nominated Site Owner for your subsite, and the permissions inheritance is broken, the Primary Site Owner will still have access to this subsite.
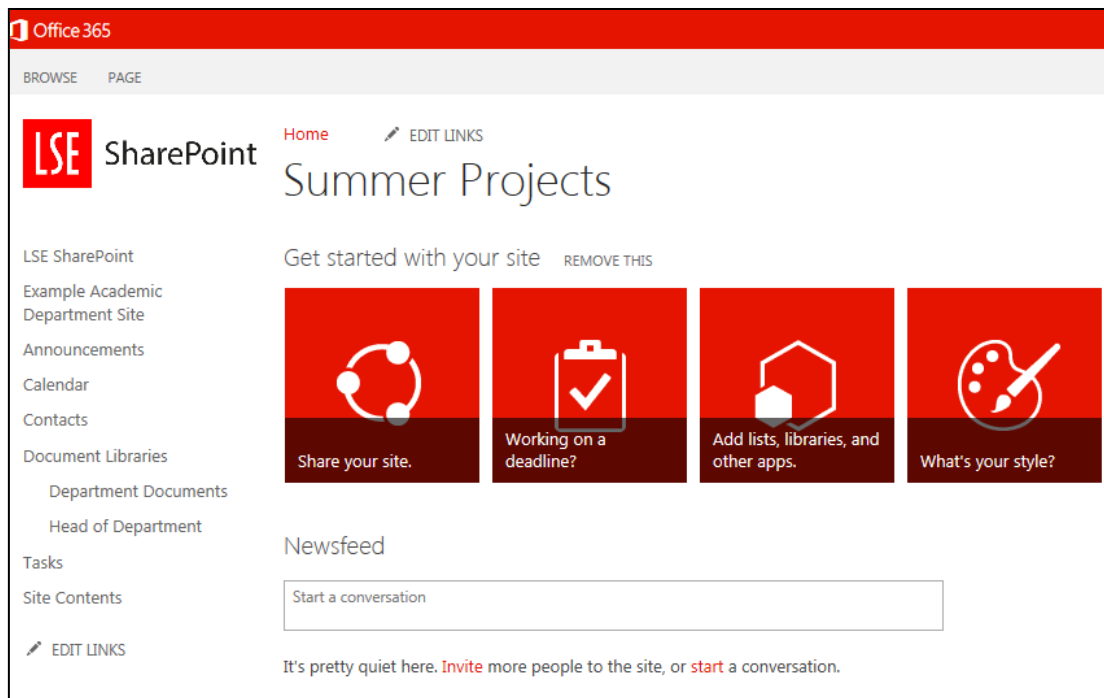
4. Click **Create**

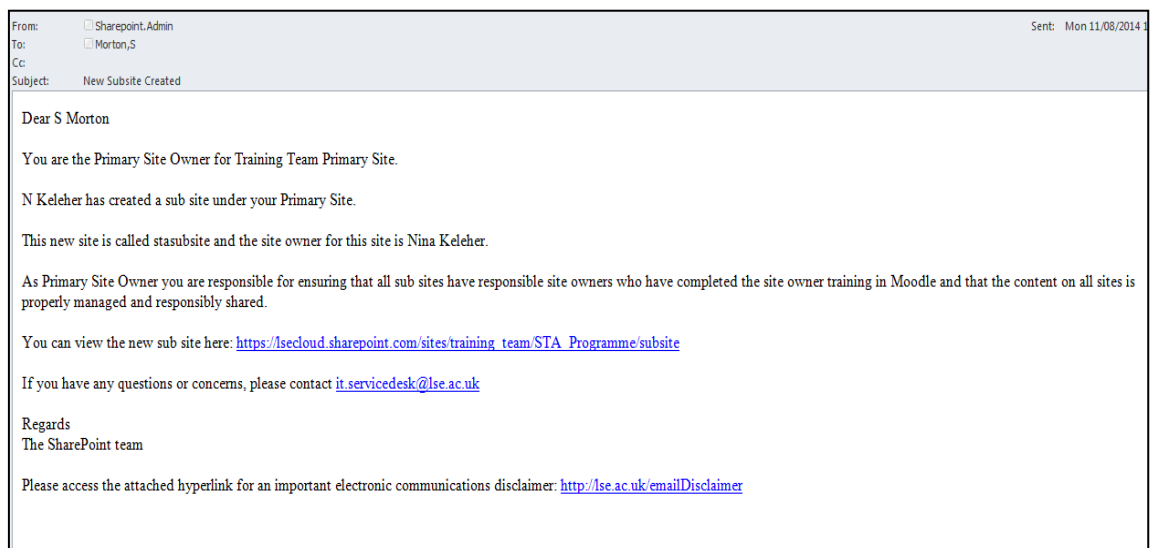*You will now see the following screen.*

Your new site will now appear and is ready for you to add content and create user groups.

The Primary Site Owner will now get a notification that you have created this subsite. This will help the primary Site Owner to keep control of the content of the site as a whole.

New subsite notification email

When a new subsite has been created, the nominated site owner of the primary team site will receive an email to show who has created the subsite and when. It will look like the email below:

From:	☐ Sharepoint.Admin		Sent: Mon 11/08/2014 1
To:	☐ Morton,S		
Cc:			
Subject:	New Subsite Created		

Dear S Morton

You are the Primary Site Owner for Training Team Primary Site.

N Keleher has created a sub site under your Primary Site.

This new site is called stasubsite and the site owner for this site is Nina Keleher.

As Primary Site Owner you are responsible for ensuring that all sub sites have responsible site owners who have completed the site owner training in Moodle and that the content on all sites is properly managed and responsibly shared.

You can view the new sub site here: https://lsecloud.sharepoint.com/sites/training_team/STA_Programme/subsite

If you have any questions or concerns, please contact it.servicedesk@lse.ac.uk

Regards
The SharePoint team

Please access the attached hyperlink for an important electronic communications disclaimer: http://lse.ac.uk/emailDisclaimer

Share your new subsite

Set up users in the same way as you set them up for the primary site. User groups will be automatically created ready for you to populate but you can still create your own groups as well.

The new user groups you created will have the name of the default groups preceded with the name of the subsite as follows:

Summer Project Owners

Summer Project Members

Summer Project Reviewer

Click Add people to the site to return to the instructions you will need.

Warning: You must not remove the Owners group from your subsite. *If you do this, you will lock yourself out of your site and will need to contact support to be included in your site again.*

You must not remove the Primary Site Owner from the Owners group. The Primary Site Owner must have access to all sites within the primary team site.

Navigate between SharePoint site and subsite

To navigate to a subsite:

1. Click **Site Contents** from the left navigation menu
2. Click on your **Subsite Name** at the bottom of the page
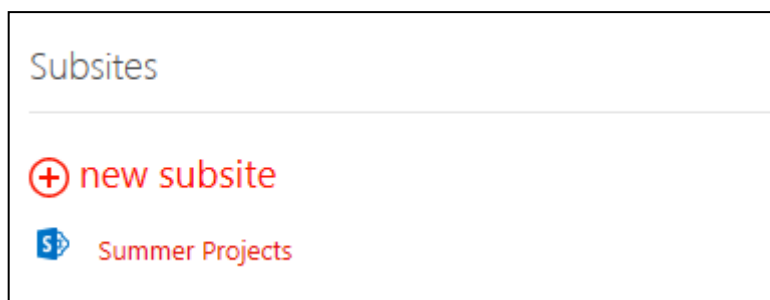
To navigate back to the primary site or previous subsite:

1. Click on **The Name of Your Site**

Or

2. Click on **Subsite Name** in the left navigation menu

Remove a subsite

If you have finished with your subsite and want to remove it, please follow the instructions below to remove it. The subsite and all its content will be removed at the same time.

Please note: If you have a subsite within the subsite you wish to remove, you will not be able to delete your subsite.

1. Open **Subsite Name** you wish to delete
2. Click **Settings**
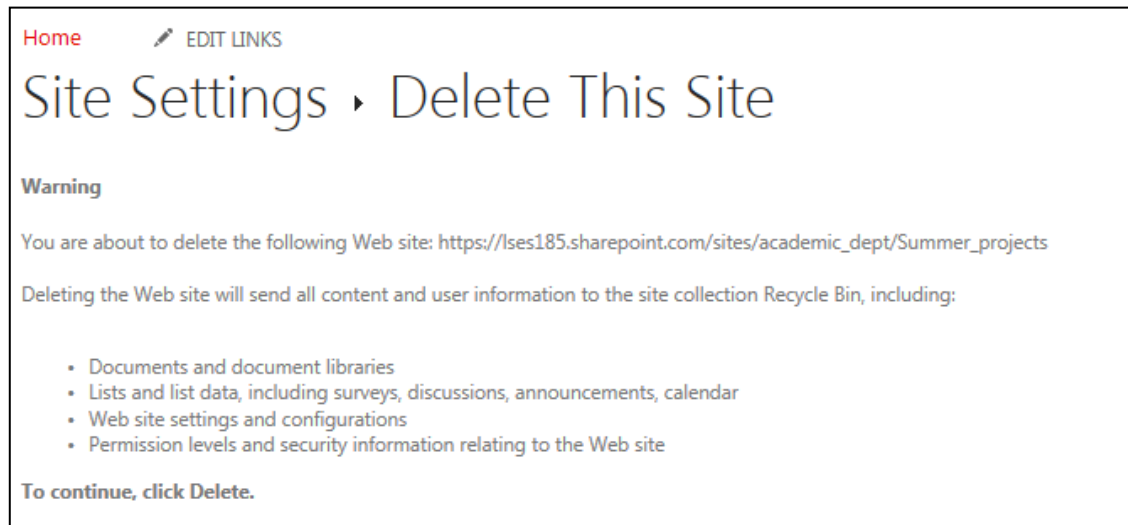3. Click **Site Settings**
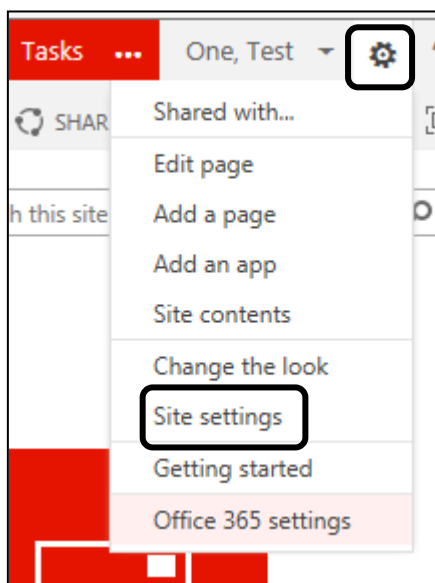
3. Click **Delete this site**, which is under **Site Actions**
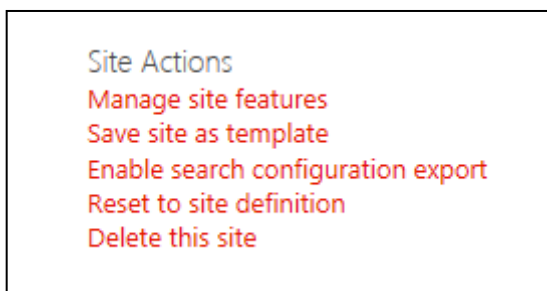
You will see the following warning message:

4. Click **Delete**

Restore a subsite from the SharePoint recycle bin

When a subsite is deleted, it goes to the recycle bin that only IMT can have access to. If you need to restore a deleted subsite, contact the IMT service desk.

Please send feedback or suggestions for updates to the following email address
IT.Training@lse.ac.uk