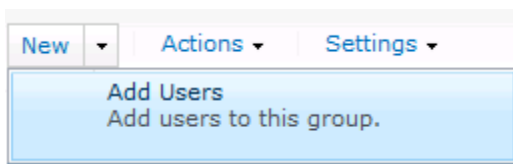


Chapter 8 Lab – Security

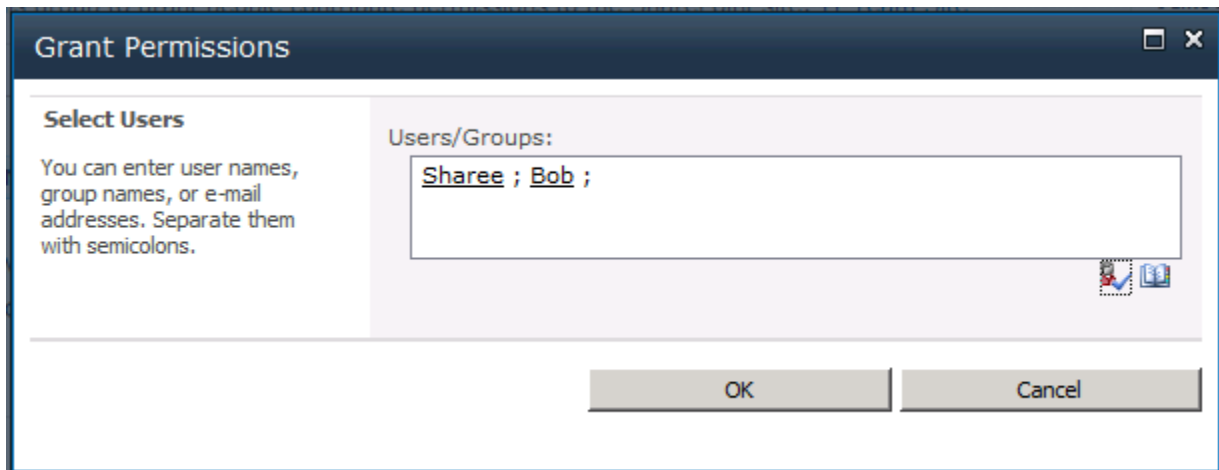
This lab will walk you through the primary steps that are necessary to configure the various permissions and groups within SharePoint Server 2010. Most sites inherit their security from their parent site. Workspaces such as the meeting workspace get their default permissions from the attendees. In this lab you will add users to the IT Team site, create a new permission on the SouthBest Airlines Intranet, create a new group on the SouthBest Airlines Intranet and add users to the group.

Adding Users to the IT Team Site

1. Navigate to <http://sp-dc:9500/sites/ITTeam>.
2. Login as Zubair.
3. Navigate to Site Actions.
4. Select Site Settings.
5. Under Users and Permissions click on People and Groups.
6. Click on New -- Add Users.



7. In the Add Users section enter Sharee, a semicolon and Bob and click on the Check Names icon.



8. Click OK.

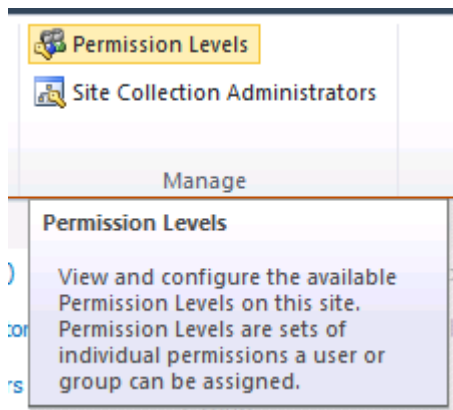
Note: You can also add users you know by simply clicking on the Browse (book icon) and locating names from the address book. If the account is recognized it will underline with a black line. If there is an issue you will get a red wavy line.

Creating a New Permission

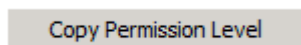
9. Navigate to the SouthBest Airlines Intranet at <http://sp-dc:9000/>

Note: The server name may contain a different name, based on the setup of the Test Sandbox setup.

10. Sign in as Jane with a password of password.
11. Navigate to Site Actions.
12. Select Site Settings.
13. In the Permissions and Management section, click Site permissions.
14. Click the Permission Levels button in the Ribbon.



15. Click on the Contribute hyperlink.
16. Scroll to the bottom of the page and click the Copy Permission Level button.



17. Create a new permission set as follows:

Name and Description	
Type a name and description for your permission level. The name is shown on the permissions page. The name and description are shown on the add users page.	Name: <input type="text" value="Limited Contribute"/>
	Description: <input type="text" value="Can add, edit, update, but not delete."/>



Permissions

Choose which permissions to include in the new permission level. You can keep the permissions from the original permission level or make changes. Use the **Select All** checkbox to assign all user permissions to the permission level.

Select the permissions to include in this permission level.

Select All

List Permissions

- Manage Lists** - Create and delete lists, add or remove columns in a list, and add or remove public views of a list.
- Override Check Out** - Discard or check in a document which is checked out to another user.
- Add Items** - Add items to lists and add documents to document libraries.
- Edit Items** - Edit items in lists, edit documents in document libraries, and customize Web Part Pages in document libraries.
- Delete Items** - Delete items from a list and documents from a document library.
- View Items** - View items in lists and documents in document libraries.
- Approve Items** - Approve a minor version of a list item or document.

- Open Items** - View the source of documents with server-side file handlers.
- View Versions** - View past versions of a list item or document.
- Delete Versions** - Delete past versions of a list item or document.
- Create Alerts** - Create alerts.
- View Application Pages** - View forms, views, and application pages. Enumerate lists.

Site Permissions

- Manage Permissions** - Create and change permission levels on the Web site and assign permissions to users and groups.
- View Web Analytics Data** - View reports on Web site usage.
- Create Subsites** - Create subsites such as team sites, Meeting Workspace sites, and Document Workspace sites.
- Manage Web Site** - Grants the ability to perform all administration tasks for the Web site as well as manage content.



- Add and Customize Pages - Add, change, or delete HTML pages or Web Part Pages, and edit the Web site using a Microsoft SharePoint Foundation-compatible editor.
 - Apply Themes and Borders - Apply a theme or borders to the entire Web site.
 - Apply Style Sheets - Apply a style sheet (.CSS file) to the Web site.
 - Create Groups - Create a group of users that can be used anywhere within the site collection.
 - Browse Directories - Enumerate files and folders in a Web site using SharePoint Designer and Web DAV interfaces.
 - Use Self-Service Site Creation - Create a Web site using Self-Service Site Creation.
 - View Pages - View pages in a Web site.
 - Enumerate Permissions - Enumerate permissions on the Web site, list, folder, document, or list item.
 - Browse User Information - View information about users of the Web site.
 - Manage Alerts - Manage alerts for all users of the Web site.
 - Use Remote Interfaces - Use SOAP, Web DAV, the Client Object Model or SharePoint Designer interfaces to access the Web site.
 - Use Client Integration Features - Use features which launch client applications. Without this permission, users will have to work on documents locally and upload their changes.
 - Open - Allows users to open a Web site, list, or folder in order to access items inside that container.
 - Edit Personal User Information - Allows a user to change his or her own user information, such as adding a picture.
- Personal Permissions**
- Manage Personal Views - Create, change, and delete personal views of lists.
 - Add/Remove Personal Web Parts - Add or remove personal Web Parts on a Web Part Page.
 - Update Personal Web Parts - Update Web Parts to display personalized information.

18. Click Create.

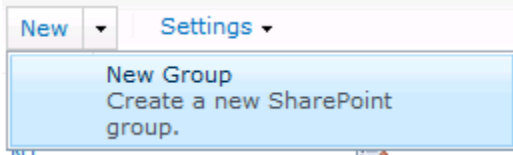
19. Next we will create a group that will utilize this new permission level. Using your breadcrumb, navigate back to the Site Settings page.

SouthBest Airlines > **Site Settings** > Permission Levels

20. In the Users and Permissions section, click People and Groups.

21. In the Quick Launch bar, click More...

22. Click the New button and select New Group.



23. Enter the following information:

Name and About Me Description

Type a name and description for the group.

Name:

Content Updaters

About Me:



This group is designed so users in their respective teams can add content to the intranet. Content will then need to be approved prior to public view.

Owner

The owner can change anything about the group such as adding and removing members or deleting the group. Only one user or group can be the owner.

Group owner:

Jane ;

Group Settings

Specify who has permission to see the list of group members and who has permission to add and remove members from the group.

Who can view the membership of the group?

- Group Members
- Everyone

Who can edit the membership of the group?

- Group Owner
- Group Members

Membership Requests

Specify whether to allow users to request membership in this group and allow users to request to leave the group. All requests will be sent to the e-mail address specified. If auto-accept is enabled, users will automatically be added or removed when they make a request.

Caution: If you select yes for the Auto-accept requests option, any user requesting access to this group will automatically be added as a member of the group and receive the permission levels associated with the group.

Allow requests to join/leave this group?

Yes No

Auto-accept requests?

Yes No

Send membership requests to the following e-mail address:

Give Group Permission to this Site

Specify the permission level that you want members of this SharePoint group to have on this site. If you do not want to give group members access to this site, ensure that all checkboxes are unselected.

[View site permission assignments](#)

Choose the permission level group members get on this site:
http://sp-dc:9000

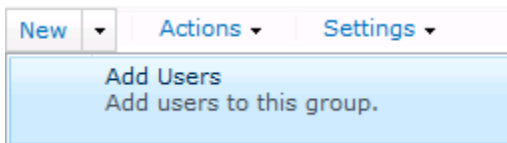
- Full Control - Has full control.
- Design - Can view, add, update, delete, approve, and customize.
- Contribute - Can view, add, update, and delete list items and documents.
- Read - Can view pages and list items and download documents.
- View Only - Can view pages, list items, and documents.
- Document types with server-side file handlers can be viewed in the browser but not downloaded.
- Limited Contribute - Can add, edit, update, but not delete.

Create

Cancel

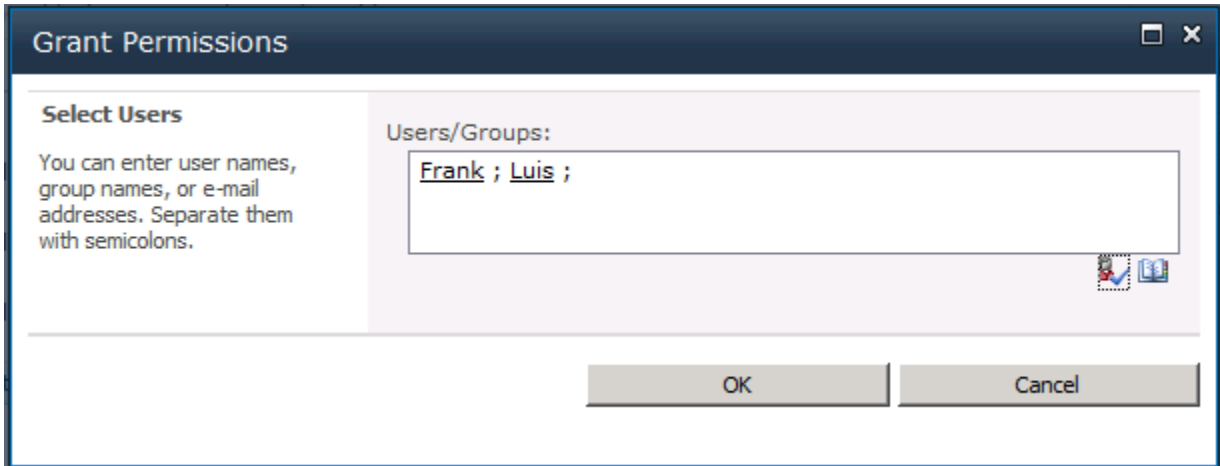
24. Click Create.

25. Click the New button and select Add Users.

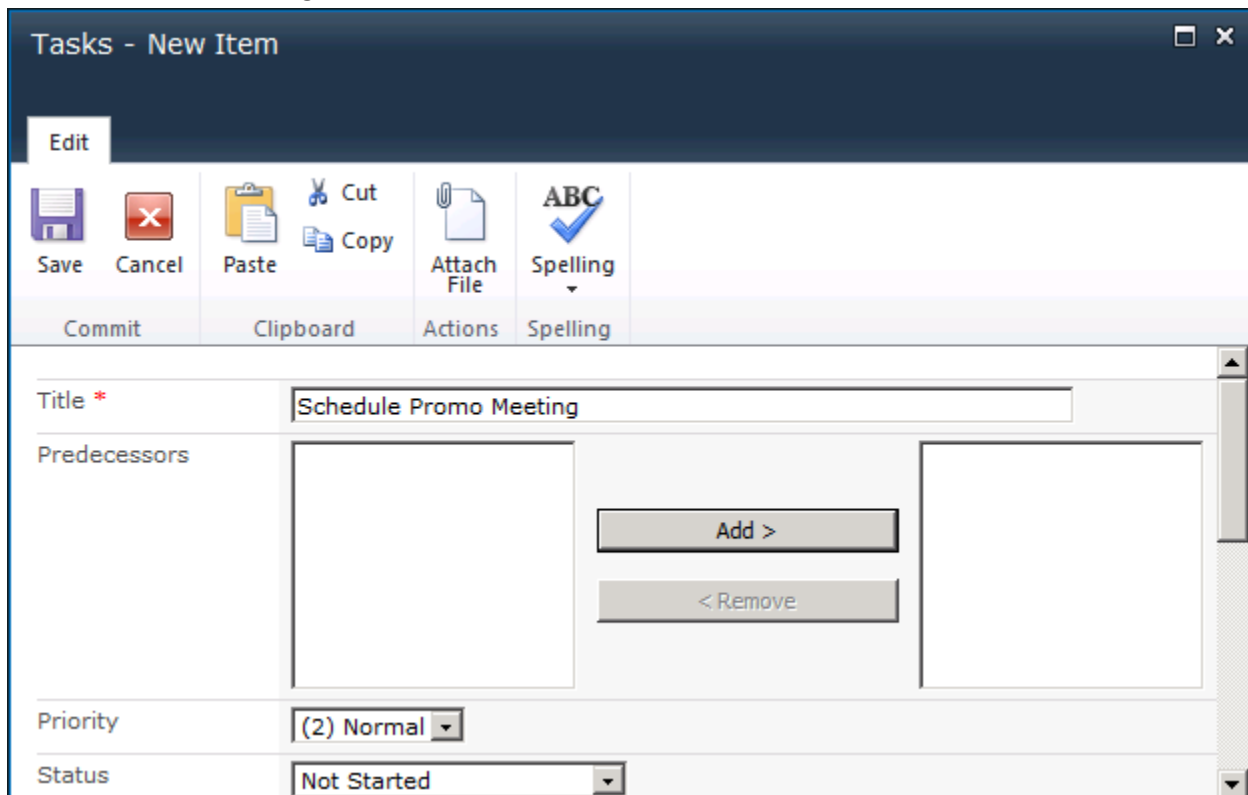


26. Add Frank and Luis.



27. Click OK.

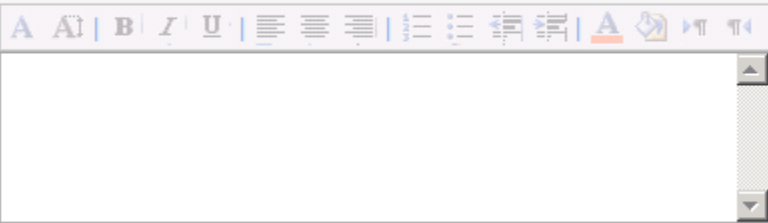



28. Navigate back to the home page of the SouthBest Airlines Intranet.
29. Sign in as Frank with a password of password.
30. Navigate to the Tasks list.
31. Click Add new item.
32. Add the following task.




% Complete %

Assigned To  


Description


Start Date 



Due Date 












33. Click Save.

34. Click the checkbox next to the task that was just created.

Manage		Actions	Workflows	Tags and Notes			
<input checked="" type="checkbox"/>	Type	Title	Assigned To	Status	Priority	Due Date	% Complete
<input checked="" type="checkbox"/>		Schedule Promo Meeting <small>NEW</small>	Luis	Not Started	(2) Normal		

35. Ensure that the delete option is disabled.

Site Actions   Browse **Items** List Frank ▾

     Version History  Item Permissions  Attach File  Workflows  Approve/Reject  I Like It  Tags & Notes

New Manage Actions Workflows Tags and Notes

Libraries **Delete Item**
 Site Pages Delete the selected item or items.
 Shared Documents **This control is currently disabled.**
 Lists
 Calendar
 Tasks
 You might not have the right permission level to use this, you might need to select an object or item, or the control might not work in this context.
 Press F2 for more help.

Assigned To	Status	Priority	Due Date	% Complete
Luis	Not Started	(2) Normal		

36. Close the browser.