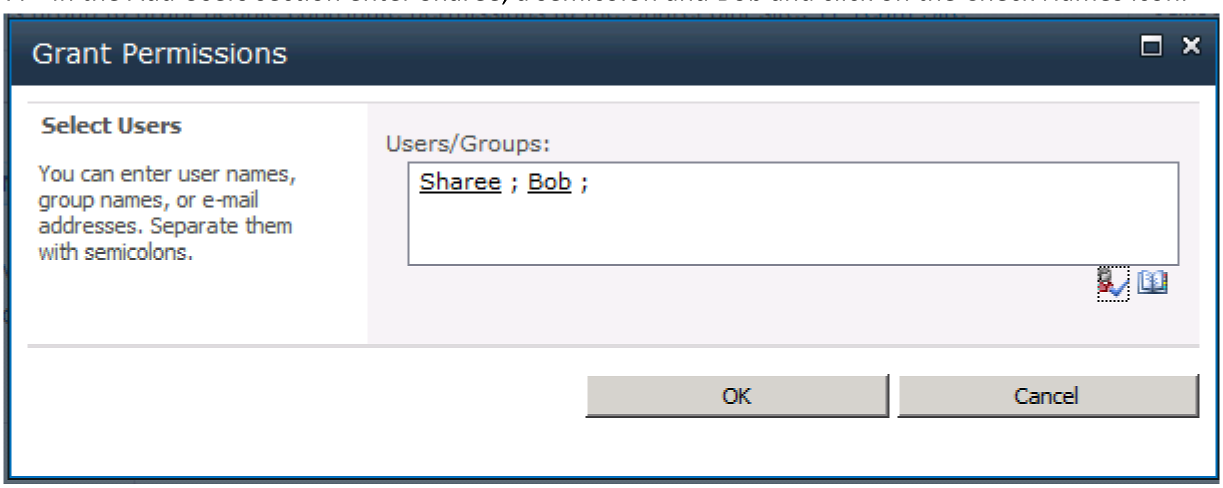
Chapter 8 Lab – Security

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.

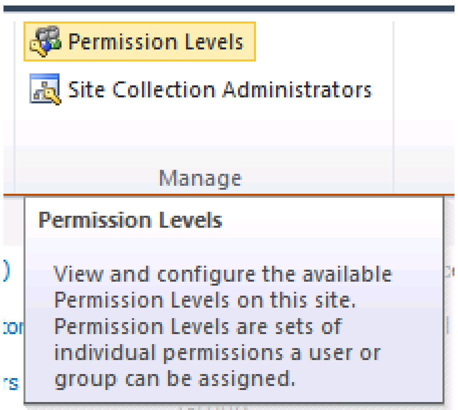
Note: You can also add users you know by simply clicking on the Browse (book icon) and locating names from the address book. If the account is recognized it will underline with a black line. If there is an issue you will get a red wavy line.

Creating a New Permission

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

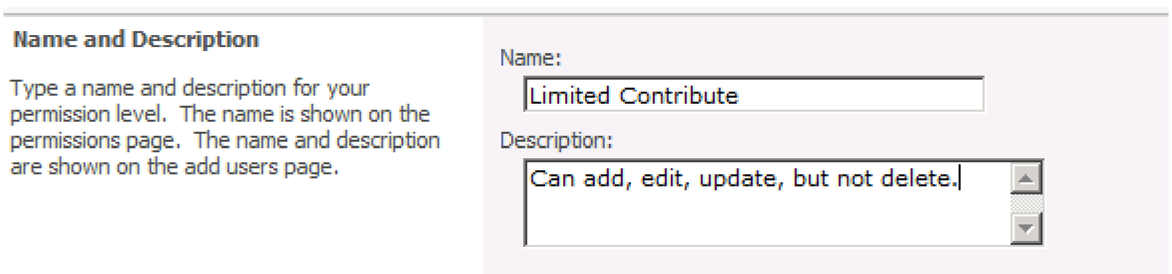
Note: The server name may contain a different name, based on the setup of the Test Sandbox setup.

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:



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.

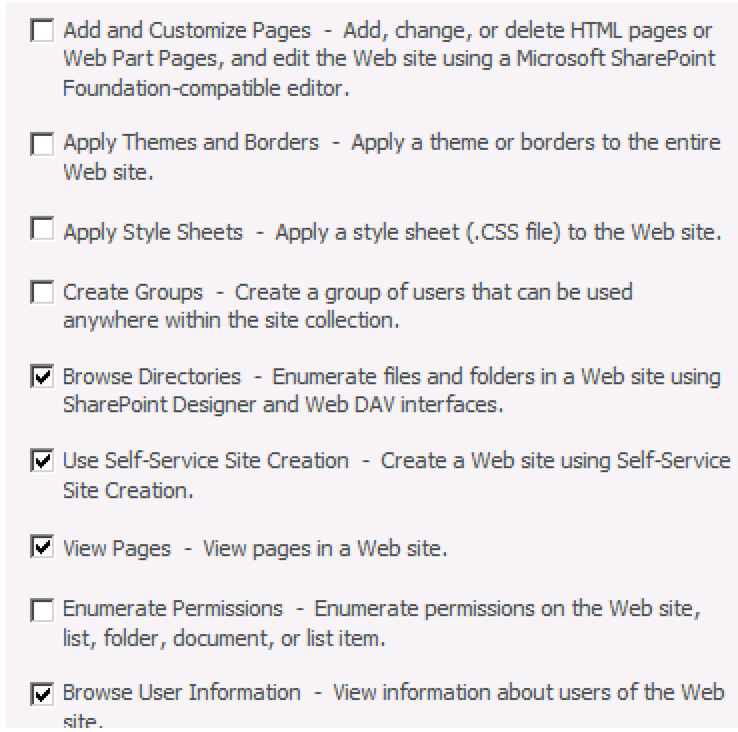
- [ ] **Select All**

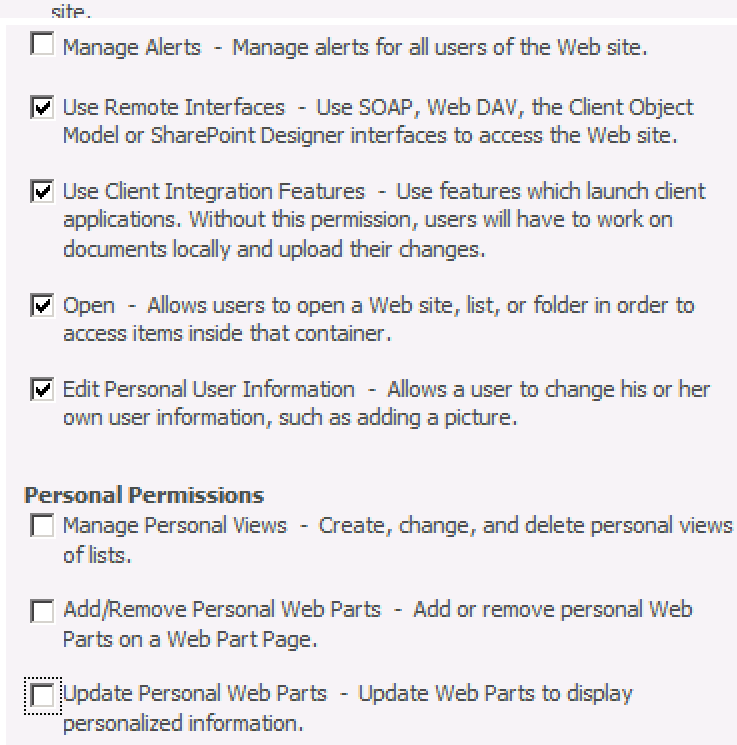
List Permissions

- [ ] 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.
- [x] Add Items - Add items to lists and add documents to document libraries.
- [x] 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.
- [x] View Items - View items in lists and documents in document libraries.
- [ ] Approve Items - Approve a minor version of a list item or document.
- [x] Open Items - View the source of documents with server-side file handlers.
- [x] View Versions - View past versions of a list item or document.
- [ ] Delete Versions - Delete past versions of a list item or document.
- [x] Create Alerts - Create alerts.
- [x] 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.

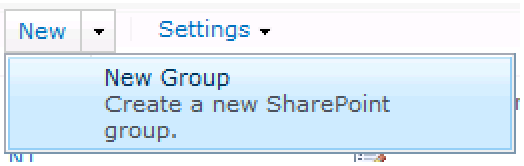




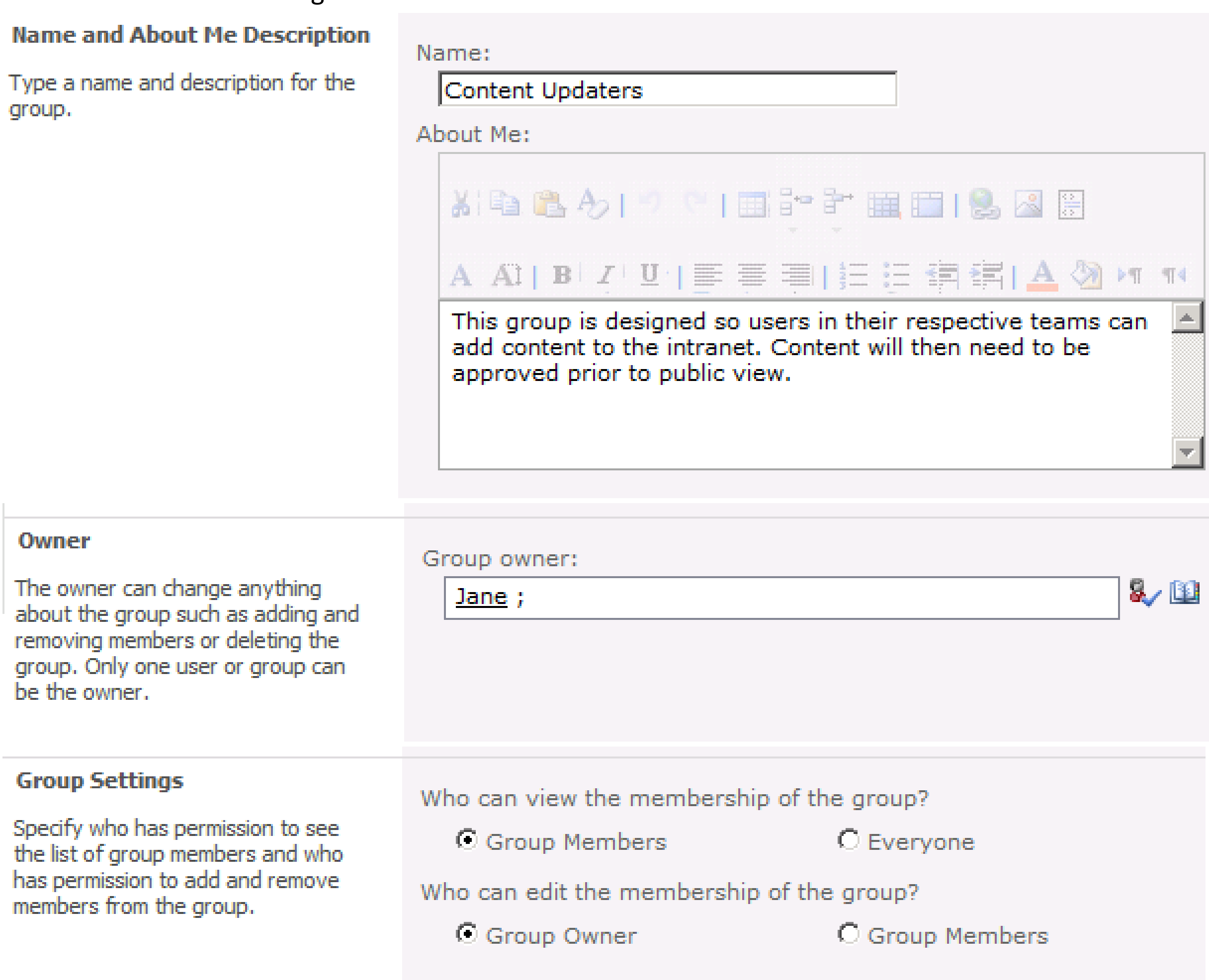
18. Click Create.

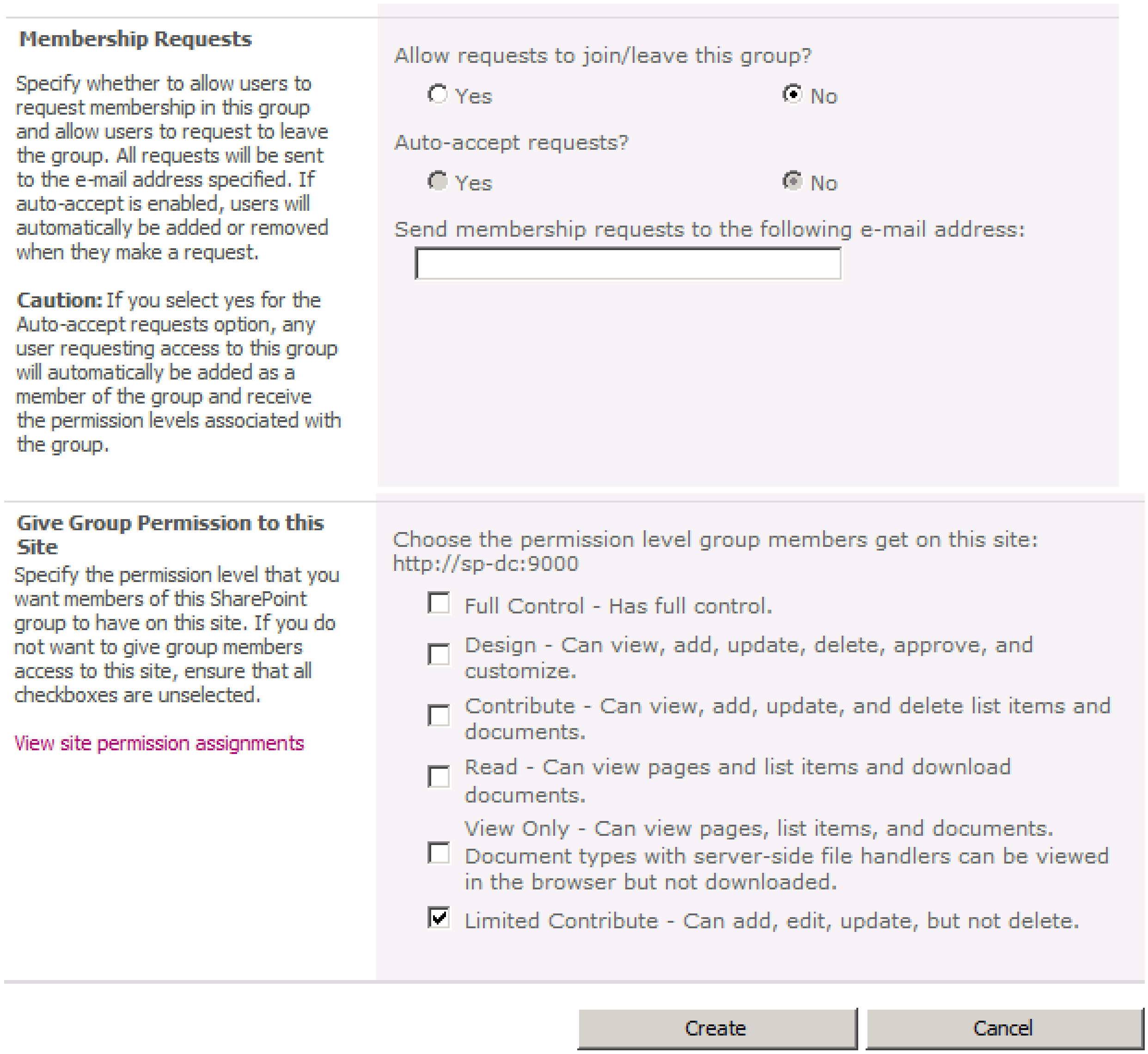
19. Next we will create a group that will utilize this new permission level. Using your breadcrumb, navigate back to the Site Settings page.

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.

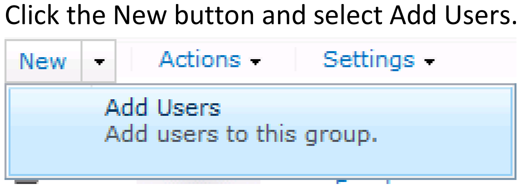


23. Enter the following information:



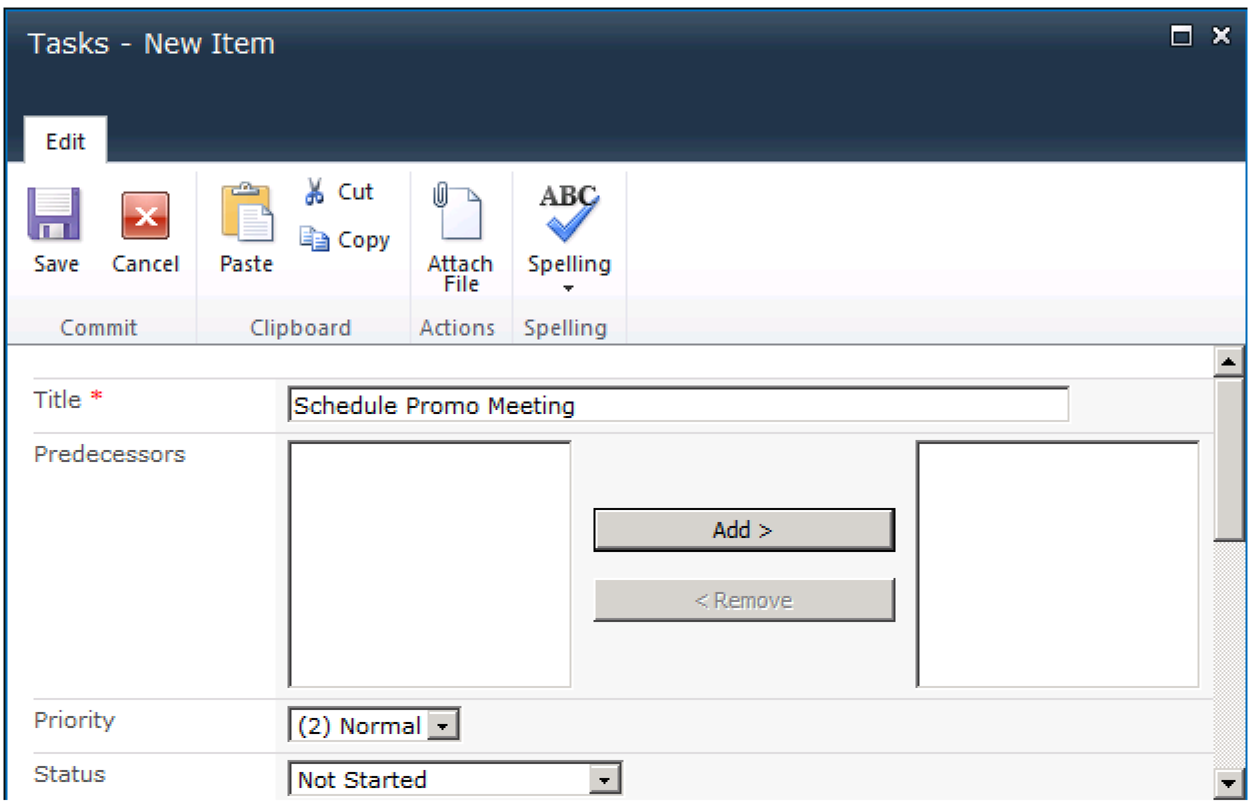


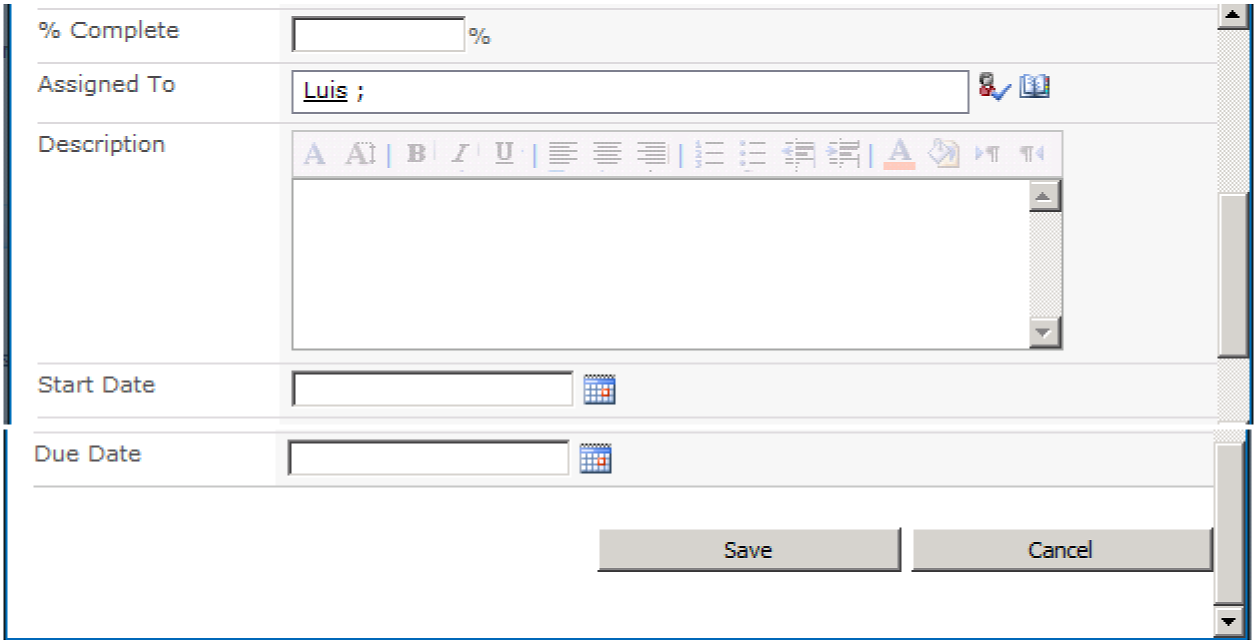
24. Click Create.
25. Click the New button and select Add Users.



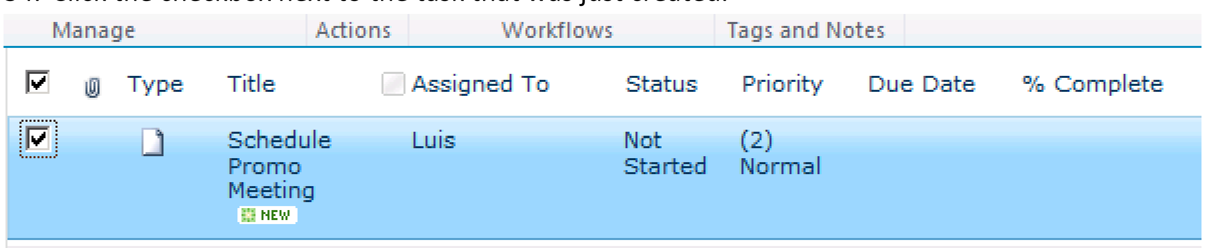
26. Add Frank and Luis.
27. Click OK.

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.

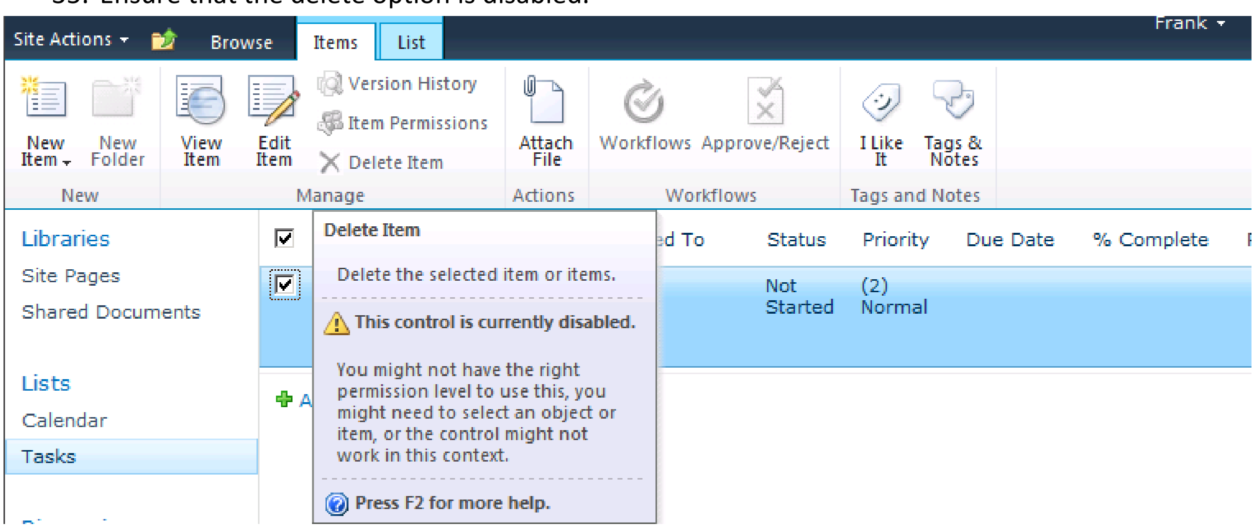




33. Click Save.
34. Click the checkbox next to the task that was just created.



35. Ensure that the delete option is disabled.



36. Close the browser.

