

Site Owners Guide

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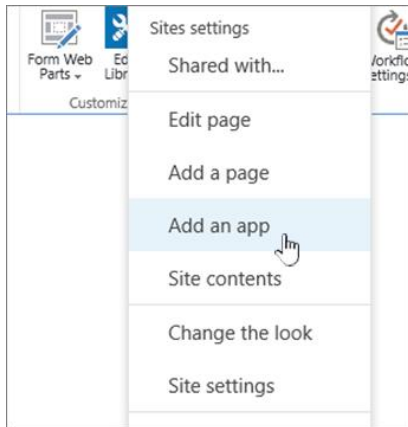
The information within this guide was based on the following links. Please refer to the links below for the most up to date content within this guide.


<https://support.office.com/en-us/article/Create-a-list-in-SharePoint-0d397414-d95f-41eb-addd-5e6eff41b083>

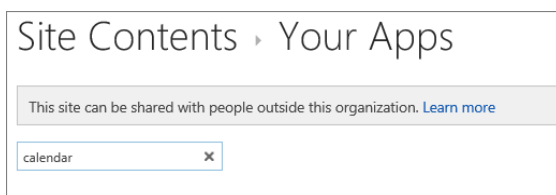
<https://support.office.com/en-us/article/Edit-and-manage-permissions-for-a-SharePoint-list-or-library-02d770f3-59eb-4910-a608-5f84cc297782>

Create a list in SharePoint Server 2016

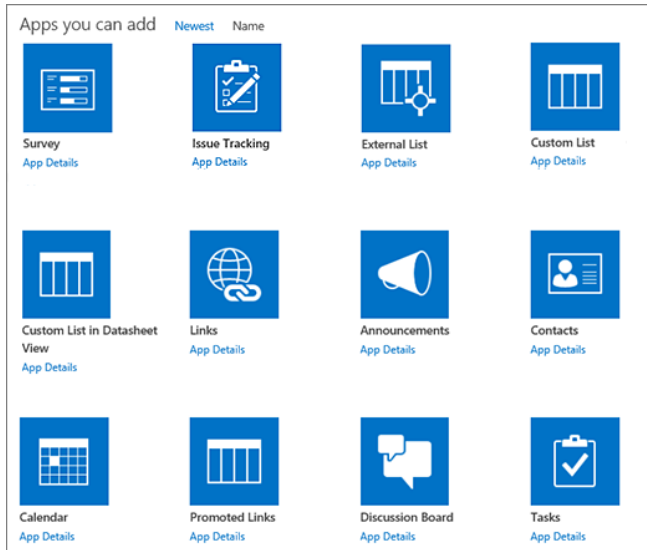
1. Click **Settings**  and then click **Add an app**.



2. Type the type of list template you want (custom, task, calendar, etc.) into the search box, and click **Search** .



3. Click the **List** template app you want use.



4. Type in a **Name** (required).

The name appears at the top of the list in most views, becomes part of the web address for the list page, and appears in site navigation to help users find the list. You can change the name of a list, but the web address will remain the same.

You can also click **Advanced Options**. **Advanced Options** lets you put an optional **Description** and additional information, depending on the particular list app.

Site Contents · New

Name and Description
Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.

Name:
Upcoming events

Description:
Team calendar of events

Group Calendar Options
Specify whether this calendar list works as group calendar.

Use this calendar to share member's schedule?
 Yes No


Incoming E-Mail
Specify whether to allow items to be added to this list through e-mail. Users can send e-mail messages directly to the list by using the e-mail address you specify.

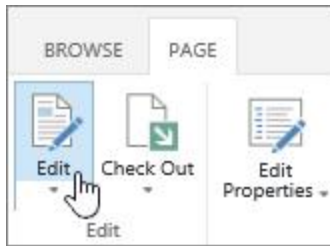
Allow this list to receive e-mail?
 Yes No

E-mail address:
UpcomingEvents@VTSP16.VT.selfhost.corp.microsoft.com

5. Click **OK**.

Add a list to a page in SharePoint Server 2016

1. On the page that you want to add the list or library, click **Page** and then click **Edit**. If you don't see the **Page** tab, click **settings** , and then click **Edit Page**.

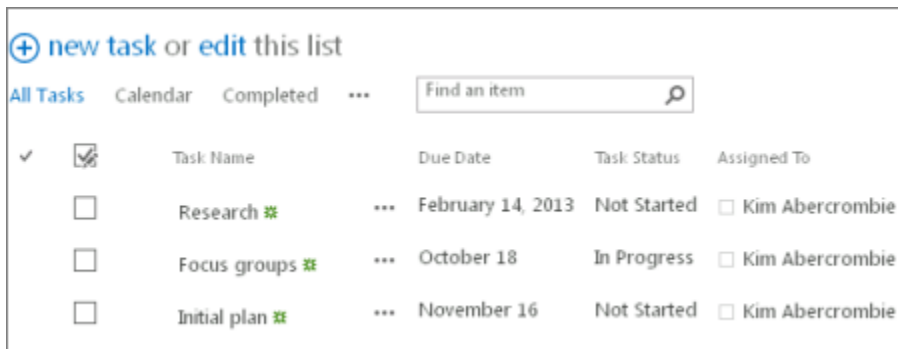


NOTE: If the **Edit** command is disabled or doesn't appear, you might not have permission to edit the page.

2. Click the place on the page where you want to display the list or library, and click **Insert** and then click **App Part**.
3. Select the **App Part** for the list or library and then click **Add**. You should see any lists you created in **Add apps**.
4. When you're finished editing the page, click the **Page** tab, and click **Save**. In some cases, you have the option to **Save as Draft** or **Save and Publish**.

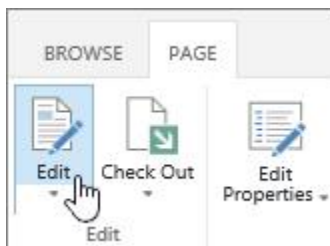
IMPORTANT: Some pages can't be edited, such as the Site Contents page.

Here's an example of a list that was added to a page by using the previous steps.

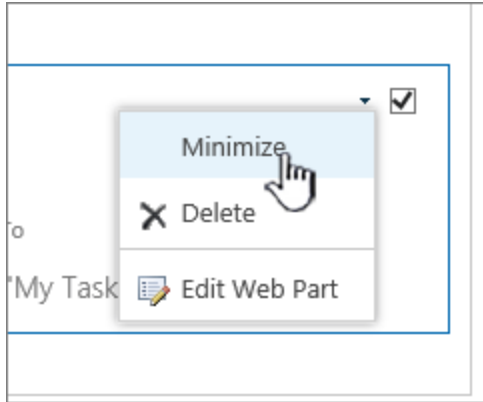


Minimize or restore a list or library on a SharePoint Server 2016

1. On the page where you want to minimize or restore the list or library, click **Page** and then click **Edit**.



2. Point to the list or library, click the down arrow, click **Minimize** or **Restore** depending on the current position of the list or library and then click **OK**.



3. When you're finished editing the page, click **Save**. In some cases, you have the option to **Save as Draft** or **Save and Publish**.

Create a list by importing a spreadsheet

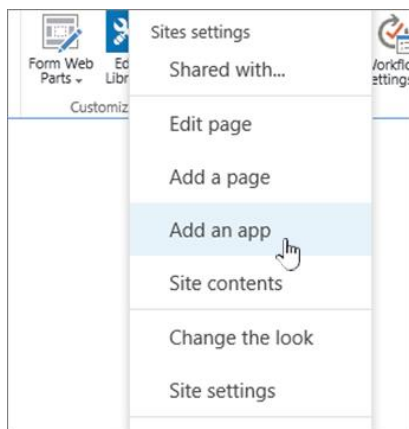
You can save time creating a list by importing a spreadsheet that has the columns and data that you want for the list. Importing a spreadsheet is also a way to create a list without the default Title column. For more info, see [Create a list based on a spreadsheet](#).


Saving a custom list template

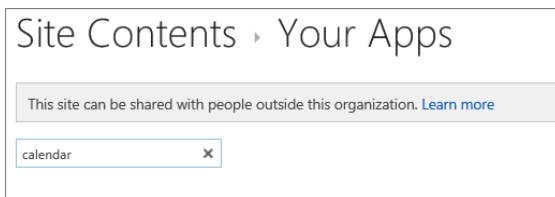
If you've created a list format that you'd like to reuse, then you can save it as a list template. A list template can be uploaded to the apps selection in SharePoint from which you can create new lists. For more info on saving list templates, see [Manage list templates](#).

Create a library in SharePoint Server 2016

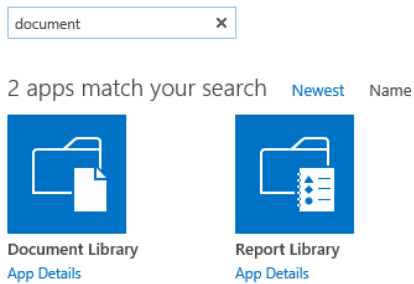
1. Click **Settings**  and then click **Add an app**.



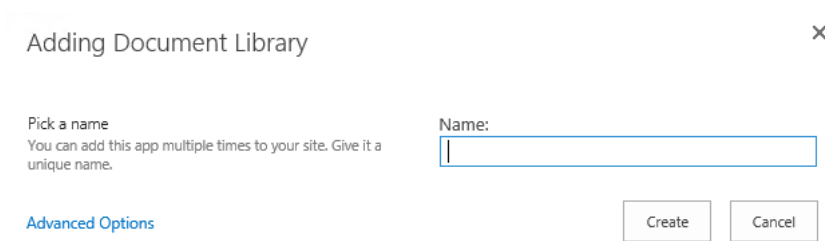
2. Type the type of list template you want (custom, task, calendar, etc.) into the search box, and click **Search**  .



3. Click the **Document** template app you want use.




4. Type in a **Name** (required).

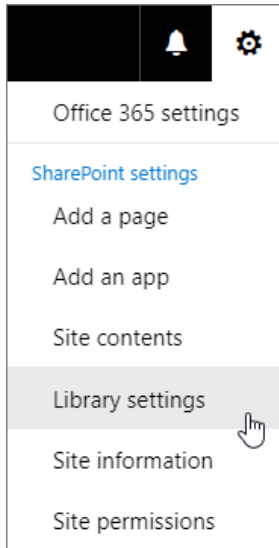



5. Click **Create**.

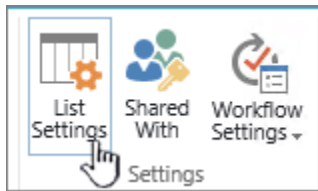
View the Permissions page in SharePoint 2016

For a list or library

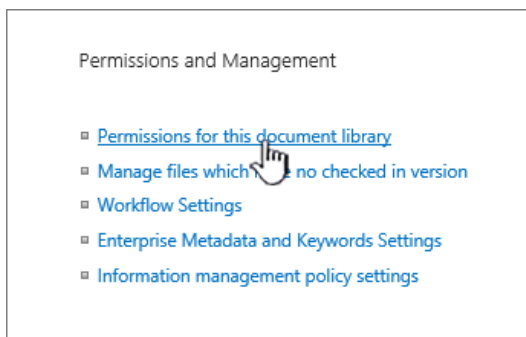
1. Go to the library or list and open it.
2. Choose **Settings**  and then **Library settings** or **List settings**.



If you don't see **Settings** , choose the **Library** or **List** tab to open the ribbon, and then click **Library Settings** or **List Settings** on the ribbon.



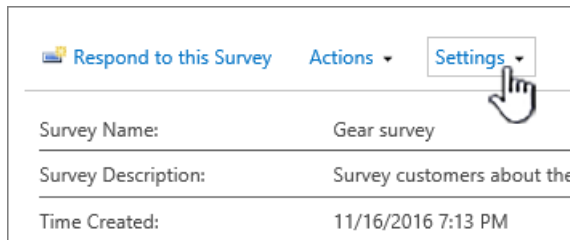
3. On the **Settings** page, under **Permissions and Management**, click **Permissions for this list** or **Permissions for this document library**.



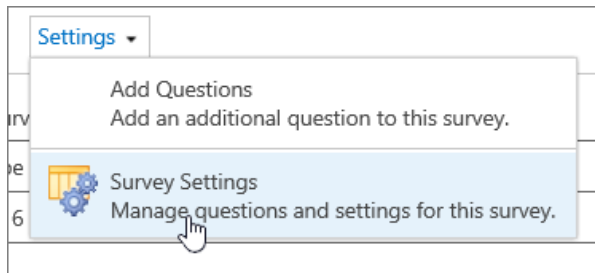
[Top of Page](#)

For a survey

1. Open the survey.
2. Click the survey **Settings** button.



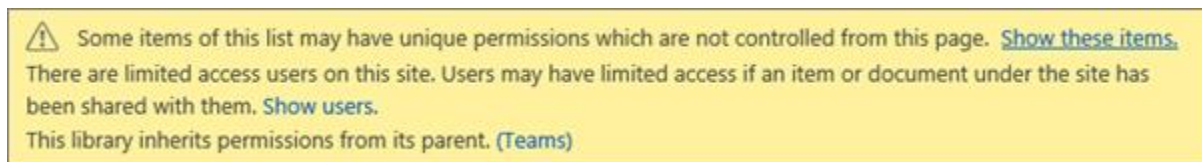
3. Click the dropdown, and select **Survey Settings**.



4. On the **Settings** page, under **Permissions and Management**, click **Permissions for this survey**.

About unique permissions for individual items

When you go to the **Permissions** page, you may see one or more messages at the top of the page like this:



Here's what each message means:

- **Some items of this list may have unique permissions which are not controlled from this page. Show these items.** This means that, at some time in the past, an individual item within the list, library, or survey was shared with others. When you click **Show these items**, you will see an **Exceptions** dialog box showing which items they are. If you are an owner of the item, click **Manage permissions** for each one to make changes.
- **There are limited access users on this site. Users may have limited access if an item or document under the site has been shared with them. Show users.** This means that if an item has been shared with a user, but the entire list, library, or survey has not, then their access is limited to the one item that has been shared with them. Click **Show users** to see who they are.
- **This library inherits permissions from its parent. (name of site).** This means that inheritance has not yet been broken for the list, library, or survey. See [Break permission inheritance](#) below for how to do this.

Break permission inheritance in SharePoint 2016

When you break permissions inheritance for a list, library, or survey and then define new permission settings, the list (or library) becomes a parent for items in it. Items under that parent now inherit the new permission settings (unless the items have uniquely defined permissions.)

To break inheritance and assign unique permissions, follow these steps:

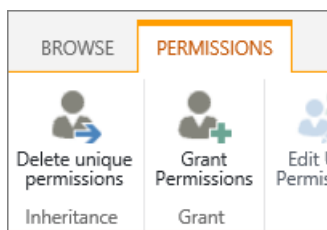
1. Go to the list, library, or survey and open it.
2. Go to the **Permissions** page using the steps in the section above.
3. To break permissions inheritance from the parent, click **Stop Inheriting Permissions**.



Assign unique permissions in SharePoint 2016

You must break inheritance from the parent site before you can grant unique permissions. Once you've broken inheritance using the steps in the section above, follow these steps to grant unique permissions:

1. Go to the list, library, or survey and open it.
2. Go to the **Permissions** page using the steps in the section above.
3. Click **Grant Permissions** on the **Permissions** tab.



NOTE: If the list or library is inheriting from the parent, you won't see **Grant Permissions**.

4. In the **Share...** dialog box, make sure **Invite people** is selected, and then type the names of the people or group you want to grant access to in the **Enter names or email addresses...** box.

Share 'Documents' and its contents

Shared with

Invite people

Shared with

Enter names or email addresses...

Include a personal message with this invitation (Optional).

Share everything in this folder, even items with unique permissions.

SHOW OPTIONS

Share Cancel

5. Add a personal message if you like.
6. Check or uncheck **Share everything in this folder, even items with unique permissions**. This will grant or restrict access to items you already set unique permissions for. (This option is only available for folders.)
7. The permission level granted is set to **Edit** by default, which means the people you invite can make some changes to the list, library, or survey. If you want to grant a different permission level like **Read** only, click **Show options** and change the selection in the **Select a permission level** box.
8. An email message will be sent to everyone in the **Invite people** box. If you don't want this to happen, click **Show options** and uncheck **Send an email invitation**.
9. When you're done, click **Share**.

In some cases, you might want to create a Windows Active Directory security group and grant access to a library or list for all the people in the Windows security group. For example, you might want to grant your whole team access to a list by adding the team security group to a SharePoint group. Then, when new people join your team, you grant them appropriate permissions by just adding them to the appropriate Windows security group. To learn more about Windows Security groups, see [Active Directory Security Groups](#).

NOTE: You cannot grant access to a distribution group that is not a Windows security group.

Change permissions levels in SharePoint 2016

You must break inheritance from the parent site before you can change unique permissions. Once you've broken inheritance using the steps in the section above, follow these steps to change permissions:

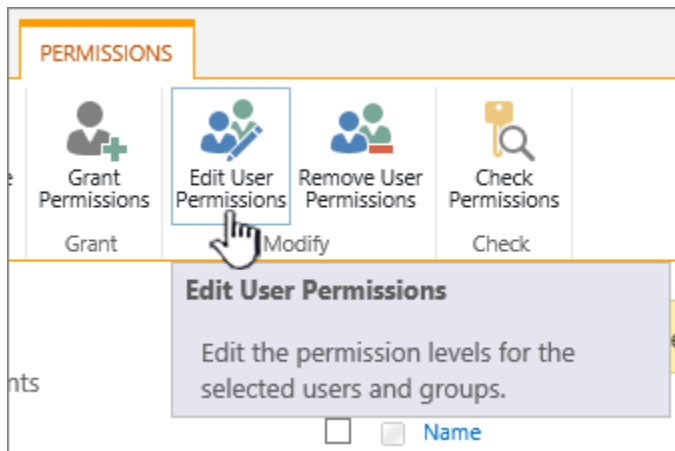
1. Go to the list, library, or survey and open it.
2. Go to the **Permissions** page for the list, library, or survey using the steps in the section above.

3. In the **Name** list, select the checkbox next to the name of the user or group that you change permission levels for.

⚠ Some content on this site has different permissions from what you see here. [Show these items.](#)

<input type="checkbox"/>	<input type="checkbox"/> Name	Type	Permission Levels
<input type="checkbox"/>	Excel Services Viewers	SharePoint Group	View Only
<input type="checkbox"/>	Members	SharePoint Group	Edit
<input type="checkbox"/>	Owners	SharePoint Group	Full Control
<input type="checkbox"/>	Visitors	SharePoint Group	Read

4. Select **Edit User Permissions**.



5. Under **Permissions**, check the box for the permission level you want for the users or groups you selected.

Contoso Dollar Store EDIT LINKS

Permissions » Edit Permissions

Users or Groups
The permissions of these users or groups will be modified.

Users:
Anupam Joshi

Choose Permissions
Choose the permissions you want these users or groups to have.

Permissions:


- Full Control - Has full control.
- Design - Can view, add, update, delete, approve, and customize.
- Edit - Can add, edit and delete lists; can view, add, update and delete list items and documents.
- 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.

For more information on permissions levels, see [Understanding permissions levels in SharePoint](#).

Remove unique permissions in SharePoint 2016

To remove permissions from users or groups that you have granted access to, follow these steps:

1. Go to the list, library, or survey and open it.
2. Go to the **Permissions** page for the list, library, or survey using the steps in the section above.
3. In the **Name** list, select the checkbox next to the name of the user or group that you want to remove permissions from.

 Some content on this site has different permissions from what you see here. Show these items.		
Name	Type	Permission Levels
<input type="checkbox"/> <input type="checkbox"/> Excel Services Viewers	SharePoint Group	View Only
<input type="checkbox"/> <input type="checkbox"/> Members	SharePoint Group	Edit
<input type="checkbox"/> <input type="checkbox"/> Owners	SharePoint Group	Full Control
<input type="checkbox"/> <input type="checkbox"/> Visitors	SharePoint Group	Read

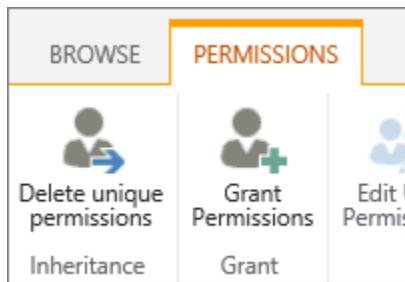
4. Select **Remove User Permissions**.

The permissions page updates to show that the group or user no longer has permissions to the list.

Restore inheritance to delete all unique permissions in SharePoint 2016

When you break permissions inheritance between a site, folder, list, library, list item, or document and its parent, you can restore inheritance at any time, which removes any custom permissions you set.

1. Go to the list, library, or survey and open it.
2. Go to the **Permissions** page for the list, library, or survey using the steps in the section above.
3. On the **Permissions** tab (for a list or a library), click **Delete unique permissions**.



4. Click **OK**. The status bar for the list now reports "This list inherits permission from its parent." The name of the parent appears next to the updated status.