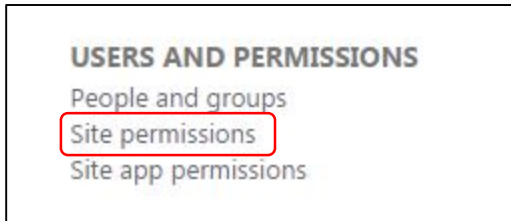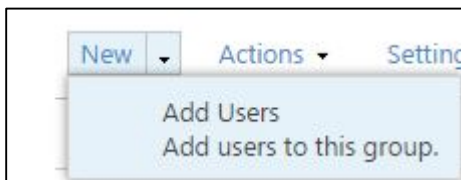# Granting permissions

1. Go to your site.
2. Click on **Settings** (gear icon located on the top right). Then select **Site Settings**.
3. Click **Site Permissions**, located under the **Users and Permissions group**.

USERS AND PERMISSIONS
People and groups
Site permissions
Site app permissions

4. If the new person is a member, then click on **Members** group. Otherwise, click on the **Owners** group.

☐ ☐ Student Website Support Members
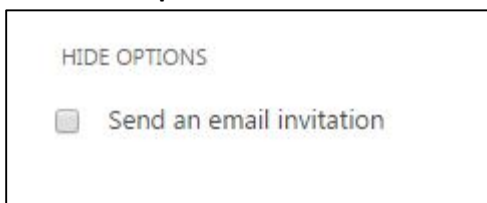
☐ ☐ Student Website Support Owners
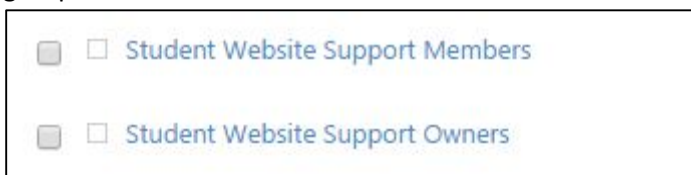
5. Click on **New** and then on **Add Users**.

New ▾   Actions ▾   Setting

Add Users
Add users to this group.

6. In the first text box, enter the user's name and click on the desired name. **Note**: It is usually the name with the title below it.

mohammad ali

Mohammad Ali

Mohammad Ali
Analyst, Web Applications
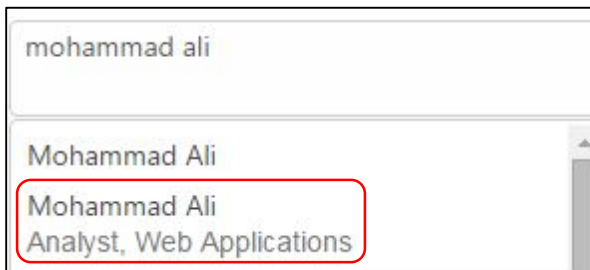
7. Click **Show Options** and uncheck the box if you don't want to send an email notification.

HIDE OPTIONS

☐ Send an email invitation

8. Then click **Share**.

Share   Cancel