

SharePoint® win

Keep content safe and sound using permissions

People and group lists offer a unified place to find, communicate with and manage people and their permissions – including support for custom fields such as Department, "Office #" and Area of Focus. You can also use the new Person field type to create rich displays of lists of people. As a site administrator, you can view all users and groups that have been granted access to your site.

To view users and groups:

1. On the home page of the site or site collection, click the **Site Actions** menu, point to **Site Settings** and then click **People and Groups**.
2. On the People and Groups page, in the Quick Launch, do one of the following:
 - To view all users who have been added directly to the site, added to a group or inherited from a parent site, click **All People**.
 - To view all SharePoint 2010 groups that are available to this site, click **Groups**.

To change the group list:

1. On the home page of the site or site collection, click the **Site Actions** menu, point to **Site Settings**, and then click **People and Groups**.
2. On the People and Groups page, on the Quick Launch, click **Groups**.
3. On the People and Groups: All Groups page, click the **Settings** menu, and then click **Edit Group Quick Launch**.

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Life win

WORD SCRAMBLIN'

Your brain, like the rest of you, requires regular exercise to stay healthy and fit. Snap your brain out of its regular fitness routine by unscrambling these three words:

PZA

BRYLIAR

GAVSUONADATE

ADVANTAGEOUS

LIBRARY

ZAP

ANSWERS