Giving Permissions to a SharePoint Document or Picture Library

1. Open the Library you wish to give permissions to.
2. Click on **Settings** and select **Document Library Settings**.
3. Click on **Permissions for this Document (Picture) Library**.
4. Click on **New** and select **Add Users**.
5. You can either add individuals or add an entire group in the box provided. Be sure to check the users by clicking on the person with a check mark at the bottom of the box.
6. You can add the users to an existing SharePoint group that already has permissions to the library or you can give permissions directly to the persons you have listed in the box.
7. To add the users to an existing group with permissions just click the box and select the name of the group using the drop down arrow.
8. To give permissions directly to the people you have listed in the box click the Give Permissions Directly box and then select which permissions you want the person, or people to have.
9. I recommend that you check the box to send a Welcome email to the new library users. You can put any message you wish to send and the email will be automatically created and sent to the users you have added.