



# SharePoint 2013: Managing access and security or “sharing”?

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This session will help you to understand the SharePoint security model, the securable objects and the tools that are available to manage SharePoint access and security, to create new permission levels and much more

# Who is Serge Tremblay?

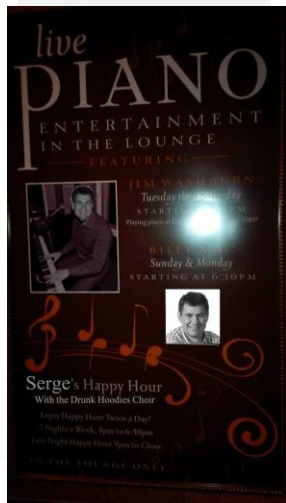
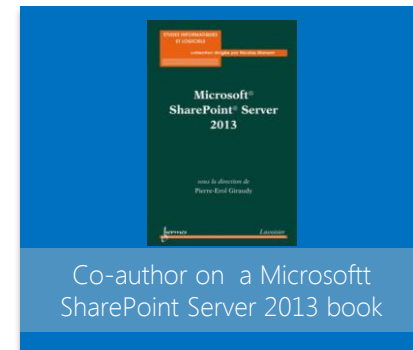
SharePoint



Serge Tremblay



À propos de Serge Tremblay  
 ✨ follow this person [stremblay@victrix.ca](mailto:stremblay@victrix.ca)  
 Feel free to mention me in a post.





## Is this session for me?

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- This session will help you to understand the SharePoint security model, the securable objects and the tools that are available to manage SharePoint access and security, to create new permission levels and much more!

# Agenda

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- Introduction
  - Types of administrators
  - Authentication and authorization
    - Manage access request
  - Sharing
  - Manage permissions
    - SharePoint Groups
    - Permission levels
    - Verify authorizations
  - Key takeaways
-

# Managing SharePoint Security

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## Introduction

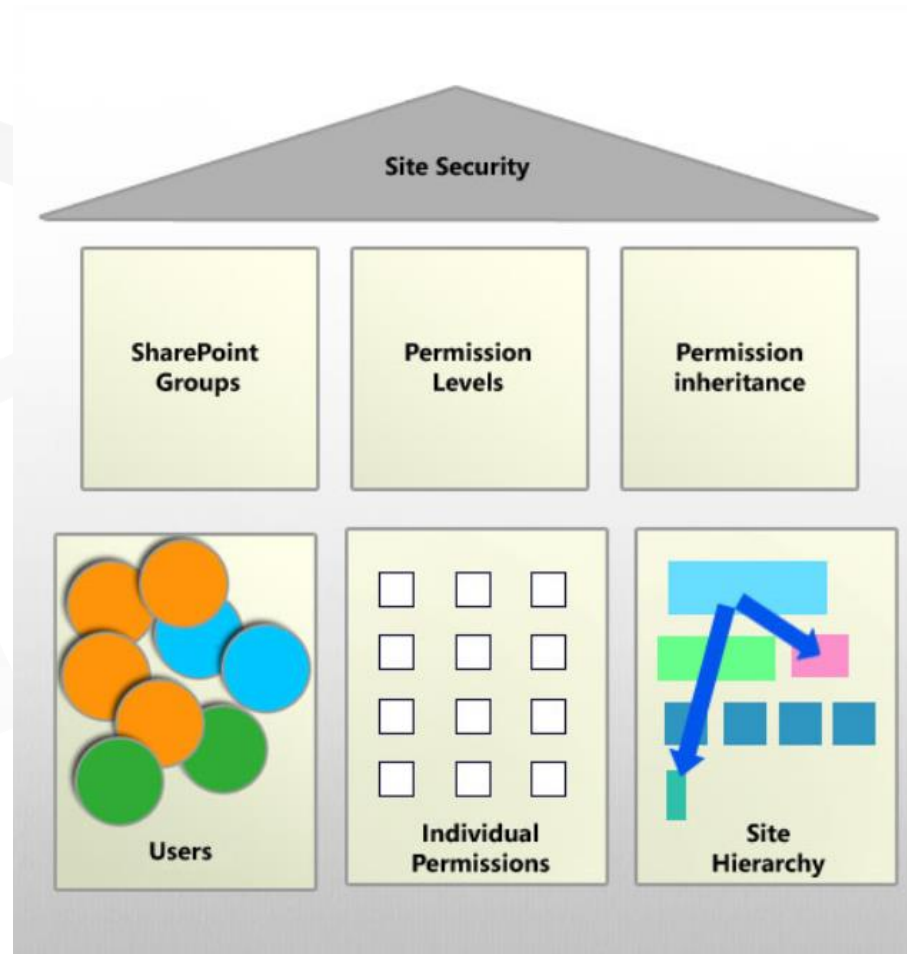
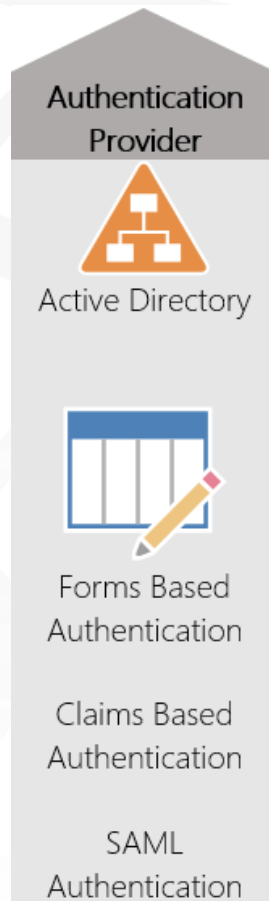
# Introduction

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- SharePoint 2013 (or SharePoint online) offers a set of tools to:
    - Manage permission
    - Verify a user's permission
    - Track/Audit permission changes
    - Apply policies to document libraries/content types
  - Permissions can be managed at different level (granular)
  - Not everyone can/should manage permissions
-



# Components of SharePoint permission management



Source: <http://office.microsoft.com/en-nz/sharepoint-foundation-help/introduction-control-user-access-with-permissions-HA101794487.aspx>



# Managing SharePoint Security

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Who's the boss?

# SharePoint Administrators

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In SharePoint you have administrators at different level

- Farm Administrator
- Site Collection Administrator
- Site Owner (Administrator)
- It is also possible to delegate management of lists and libraries

# Farm Administrator

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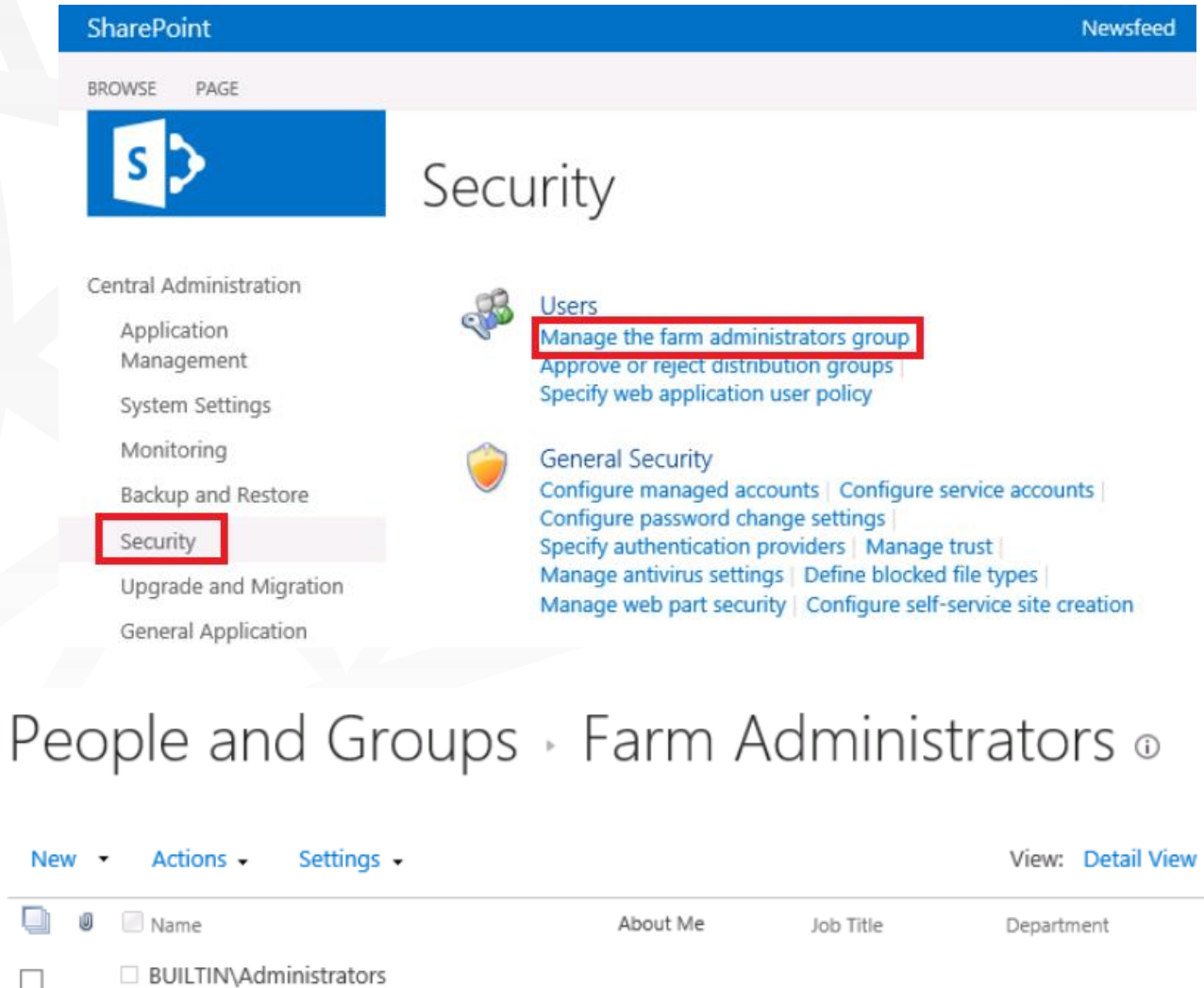
- The Farm administrator manages the SharePoint Farm and could grant himself access to all the data within a SharePoint Farm.
- Sometimes the server local administrator group is part of the Farm administrator group



This is important to know especially if you have sensitive data stored in SharePoint

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# Manage the Farm Administrator group



The screenshot shows the SharePoint Security page. The left sidebar contains the following links: Central Administration, Application Management, System Settings, Monitoring, Backup and Restore, **Security** (highlighted with a red box), Upgrade and Migration, and General Application. The main content area is titled 'Security' and contains two sections: 'Users' and 'General Security'. The 'Users' section includes the link 'Manage the farm administrators group' (highlighted with a red box), 'Approve or reject distribution groups', and 'Specify web application user policy'. The 'General Security' section includes links for 'Configure managed accounts', 'Configure service accounts', 'Configure password change settings', 'Specify authentication providers', 'Manage trust', 'Manage antivirus settings', 'Define blocked file types', 'Manage web part security', and 'Configure self-service site creation'.


SharePoint Newsfeed

BROWSE PAGE


 Security

Central Administration

- Application Management
- System Settings
- Monitoring
- Backup and Restore
- Security**
- Upgrade and Migration
- General Application

 Users

- Manage the farm administrators group**
- Approve or reject distribution groups
- Specify web application user policy

 General Security

- Configure managed accounts | Configure service accounts |
- Configure password change settings |
- Specify authentication providers | Manage trust |
- Manage antivirus settings | Define blocked file types |
- Manage web part security | Configure self-service site creation

People and Groups ▸ Farm Administrators ⓘ

New ▾ Actions ▾ Settings ▾ View: Detail View ▾

	Name	About Me	Job Title	Department
<input type="checkbox"/>	BUILTIN\Administrators			

# Site collection Administrator

- When a site collection is created:
  - A site collection administrator is defined
  - A SharePoint site collection administrator group is created
- The site collection administrator has full control over all the content in the site collection (every sites, lists, libraries, folders, documents and lists items)

## Site Settings

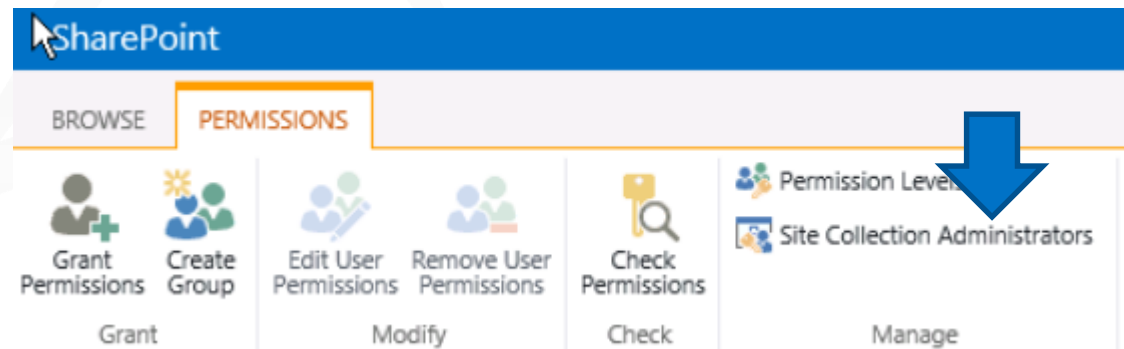
Users and Permissions

People and groups

Site permissions

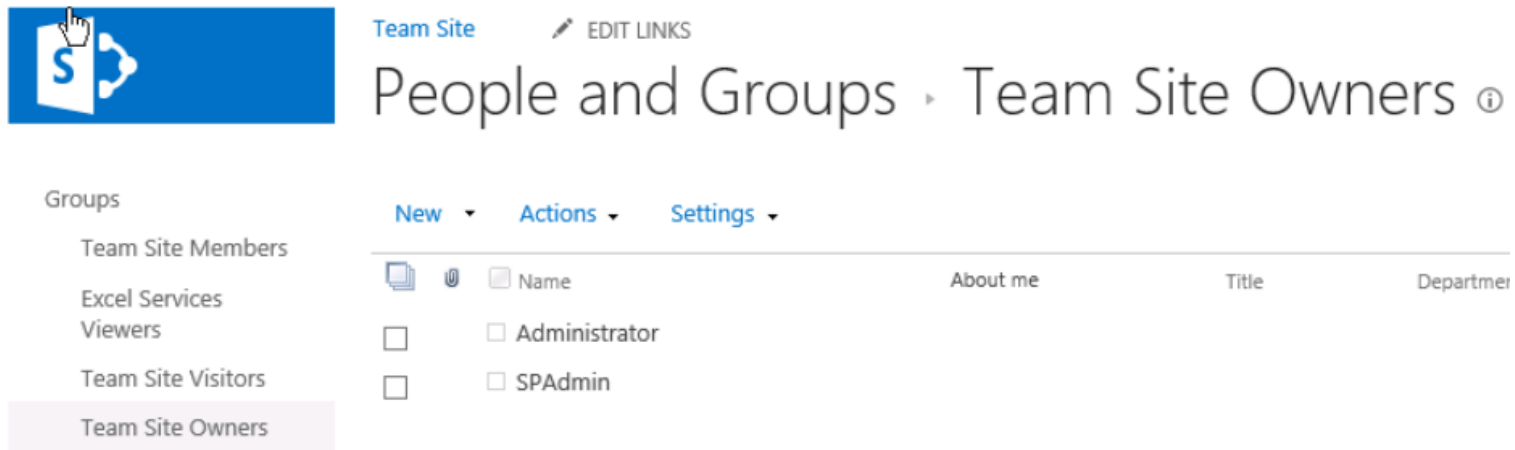
**Site collection administrators**


Site app permissions



# Site Owner (Administrator)

- When a site collection is created a « site owner » group is created
  - Every member of the SharePoint Owner group is granted full control on the content of the site.
  - When a subsite is created, you have the options to inherit parent site permission or to configure unique permissions for the sub-site.





Team Site  EDIT LINKS

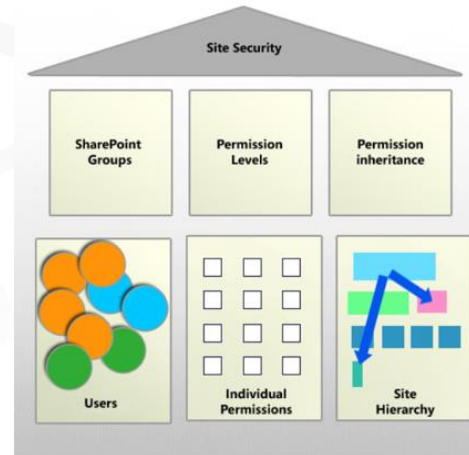
## People and Groups ▸ Team Site Owners ⓘ

Groups

- Team Site Members
- Excel Services Viewers
- Team Site Visitors
- Team Site Owners**

New ▾ Actions ▾ Settings ▾

 	Name	About me	Title	Department
<input type="checkbox"/>	Administrator			
<input type="checkbox"/>	SPAdmin			



# Managing SharePoint Security

## Authentication



# Authentication

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- Only authorized users can access a SharePoint site
- SharePoint needs to verify the user identity in order to verify if the user has access

# Authentication

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- Authentication = Identification
  - Who are you?
  - Show me your paper?
- Authentication is the process of validating the identity of a user.



# Configuring Authentication

- The authentication mode is configured at the Web Application Level by the Farm Administrator
- Available authentication mode
  - Claims based Authentication Windows integrated (Default)
  - Classic Windows Authentication(NTLM)
  - Windows Classic (NTLM with Kerberos)
  - Claims based authentication
  - Anonymous



## Sign In

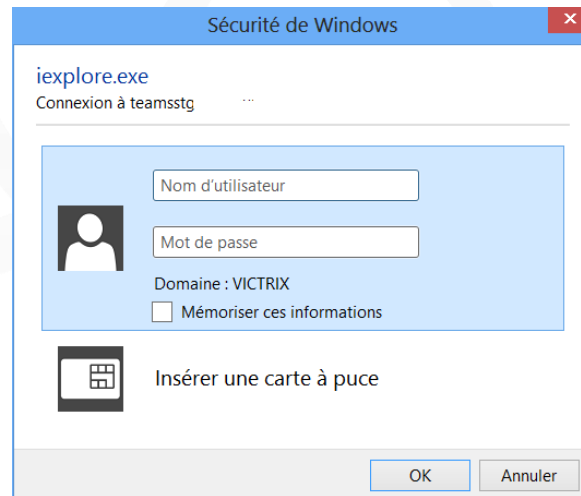
Select the credentials you want to use to logon to this SharePoint site:

Windows Authentication  
Forms Authentication

# Authentication process

- If the user has access to the SharePoint site, and he clicks on a link for a SharePoint site or enter the URL in the browser:
  - The site could open directly
    - Requires correct Windows/IE/Network configurations to allow to automatically pass the user credentials to the SharePoint site
  - The user could be prompted for a username/password



# When user does not have permission for the site

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- He could receive an access request page

Let us know why you need access to this site.

Type your message here

Send request

- Or get an access denied message

Sorry, this site hasn't been shared with you.

# Managing SharePoint Security

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Manage access requests

# Manage access requests

- When access request is turned on, unauthorized users will see a form that they can fill to request access to the site

Let us know why you need access to this site.

Type your message here

Send request

- Access request form with Office 365

You need permission to access this site.

Awaiting approval. We'll let you know about any updates.

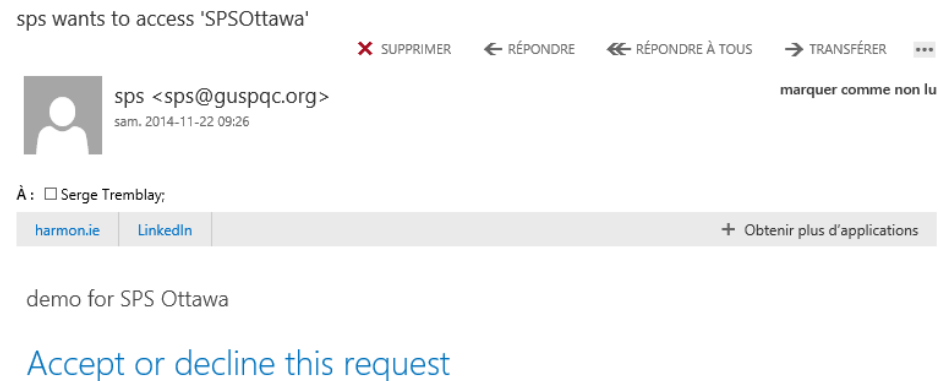
If you want to update your request, you can write a message here.

Send



# Manage access requests

- The site collection administration will receive an email when a user request access
- The email will provide the administration links to grant permission to the user



- The access request communications are saved in a list that is available to the site collection administrator

<http://office.microsoft.com/en-us/sharepoint-help/set-up-and-manage-access-requests-HA103456596.aspx?CTT=5&origin=HA102894713>

# Manage access request

sergePoint

## Site Settings

Users and Permissions

People and groups

Site permissions


Access requests and invitations

Site app permissions

sergePoint

## Access Requests ⓘ

### PENDING REQUESTS

✓	Person		Request for	Requested on	Approve/Decline
	 sps	...	SPSOttawa	About a minute ago	<div>Approve</div> <div>Decline</div>

### EXTERNAL USER INVITATIONS

✓ Person Permission Requested on Status Request for

You are all up to date! There are no requests pending.

# Requirements for access request

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Access request needs to be enabled at the site level

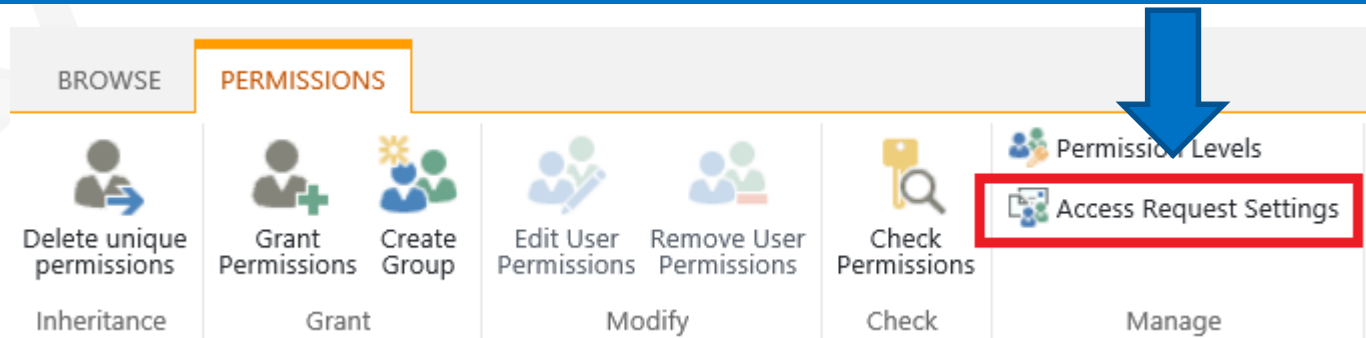


Outgoing email settings needs to be configured in the central administration site in order to be able to use access request

<http://office.microsoft.com/en-us/sharepoint-help/set-up-and-manage-access-requests-HA103456596.aspx?CTT=5&origin=HA102894713>

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# Access Request Settings (OnPrem)



## Access Requests Settings

### Access Requests Settings

Allow users to request access to this Web site.

☒ Allow access requests

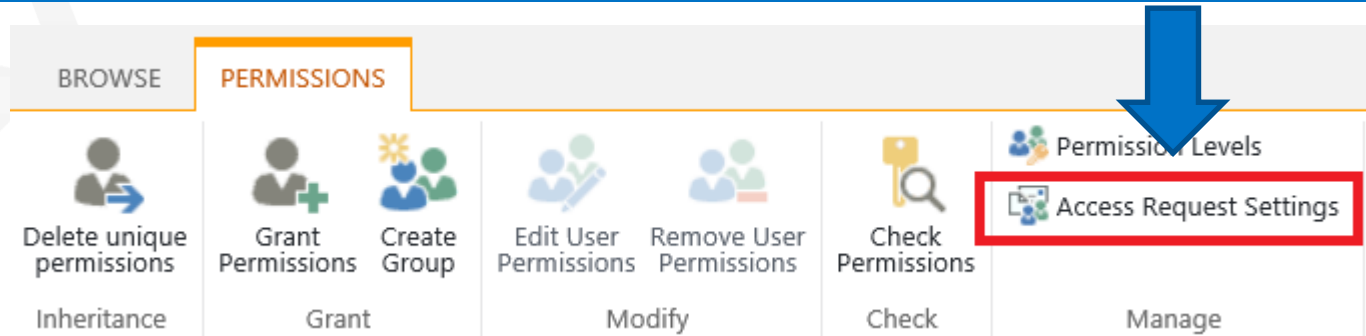
Send all access requests to the following e-mail address:

stremblay@sergepoint.com

OK

Cancel

# Access Request Settings (Office 365)



## Access Requests Settings

### Access Requests Settings

Choose who can request access or invite others to this site.

☒ Allow members to share the site and individual files and folders.

☒ Allow members to invite others to the site members group, sergePoint - Membres. This setting must be enabled to let members share the site.

☒ Allow access requests

Send all requests for access to the following e-mail address:

OK

Cancel

# Managing SharePoint Security

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## Authorizations

# Authorization

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- Authorization = What a user can see or do?
- A site owner can manage site permissions
- Once the user has been identified (Authentication), he will be able to view the content he is authorized to see.



# Managing Authorization

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- To give access to a site, a site owner can add user or an active directory group to a SharePoint group
- Access could also be granted directly to a user or to an Active directory group.

# Authorizations compoments

## Rights

Manage lists  
 Override list behavior  
 Add items  
 Edit items  
 Delete items  
 View items  
 Approve items  
 Open items  
 View versions  
 Delete versions  
 Create alerts  
 View application pages  
 Manage permissions  
 View Web Analytics data  
 Create subsites  
 Manage web sites  
 Etc.

## Permission Levels

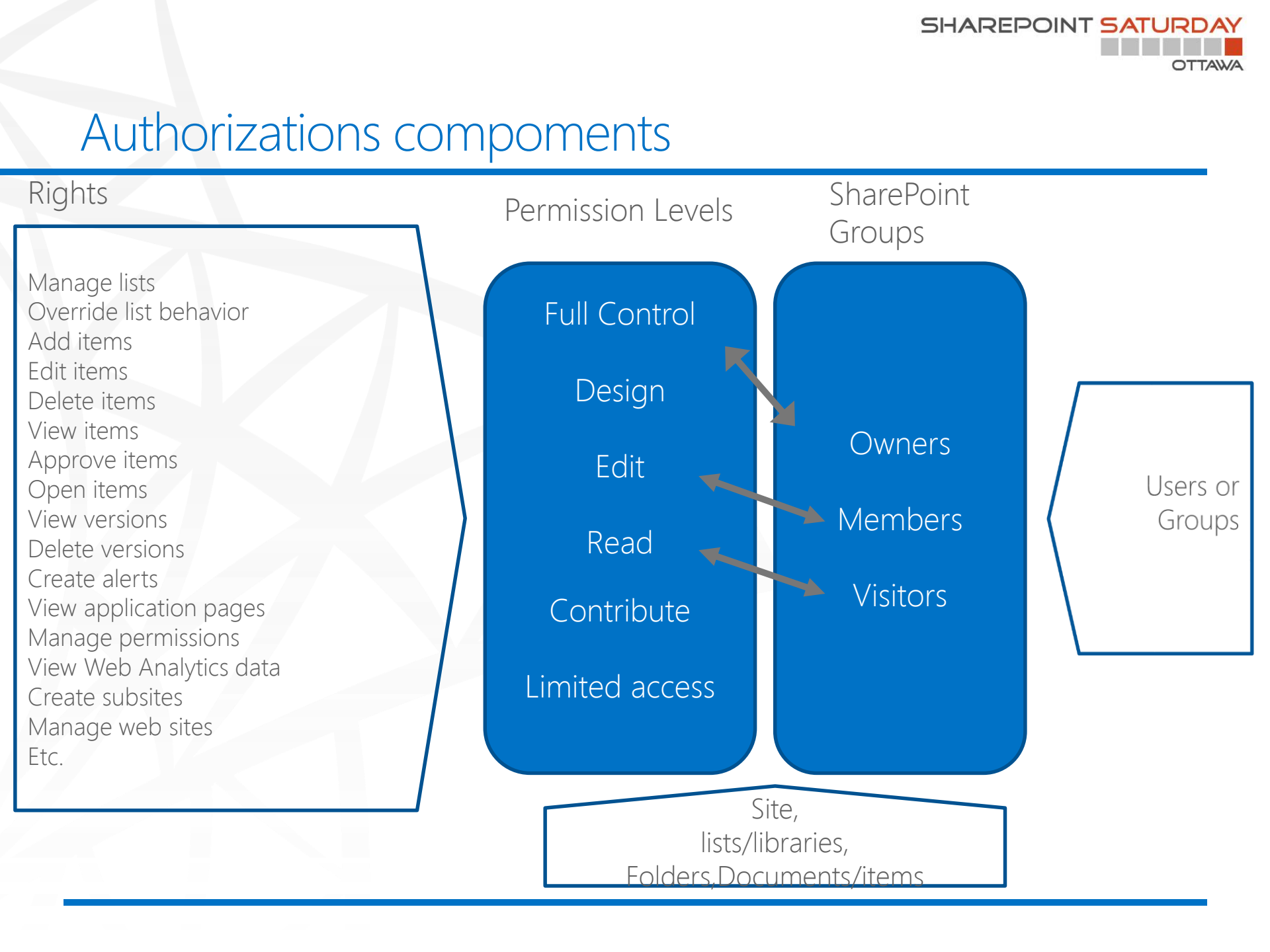
Full Control  
 Design  
 Edit  
 Read  
 Contribute  
 Limited access

## SharePoint Groups

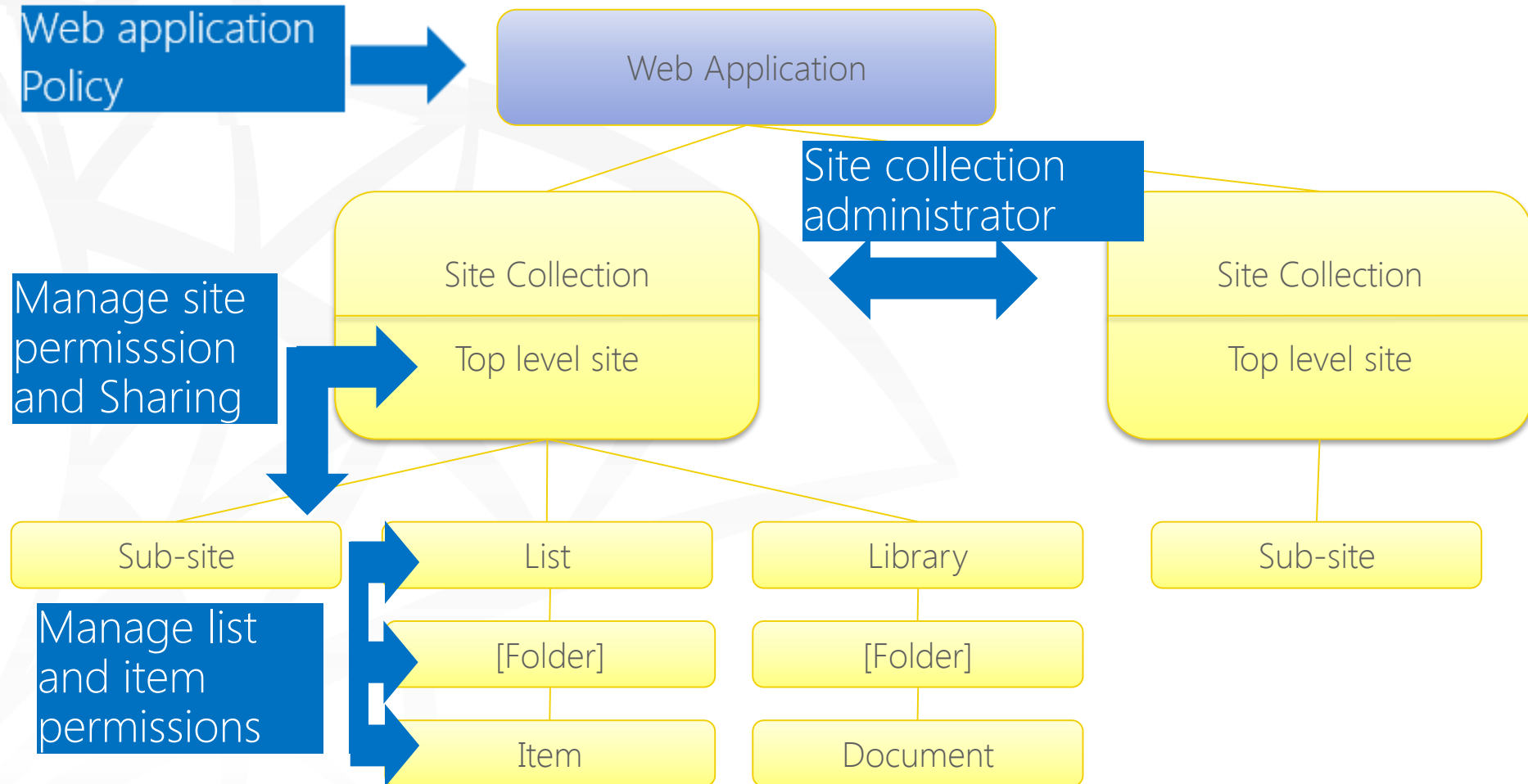
Owners  
 Members  
 Visitors

Users or  
 Groups


Site,  
 lists/libraries,  
 Folders, Documents/items



# Different objects where access can be granted



# Site permissions



SPS Ottawa
 [EDIT LINKS](#)

## Site Settings

Home
   
Documents
   
Site Contents

Users and Permissions
   
[People and groups](#)
  
[Site permissions](#)
  
[Site app permissions](#)

SharePoint

Newsfeed SkyDrive Sites

BROWSE

PERMISSIONS

Delete unique permissions
   
Inheritance

Grant Permissions
   
Grant

Create Group

Edit User Permissions

Remove User Permissions

Check Permissions
   
Check

Permission Levels

Access Request Settings

Home

Documents

Site Contents

EDIT LINKS

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

<input type="checkbox"/>	<input type="checkbox"/> Name	Type	Permission Levels
<input type="checkbox"/>	<input type="checkbox"/> SPS Ottawa Members	SharePoint Group	Edit
<input type="checkbox"/>	<input type="checkbox"/> SPS Ottawa Owners	SharePoint Group	Full Control
<input type="checkbox"/>	<input type="checkbox"/> SPS Ottawa Visitors	SharePoint Group	Read

# Lists and libraries permissions

SharePoint News

BROWSE FILES LIBRARY

View Quick Edit Create View Modify View Current View: All Documents Current Page

Tags & Notes E-mail a Link Alert Me RSS Feed Most Popular Items Connect to Outlook Connect to Office Export to Excel Open with Explorer Form Web Parts Edit Library New Quick Step Library Settings **Shared With** Workflow Settings

View Format Manage Views Tags and Notes Share & Track Connect & Export Customize Library Settings

Shared With

- Administrator
- sp\_install
- serge tremblay

INVITE PEOPLE **ADVANCED**

Close

SharePoint Newsfeed SkyDrive Sites Administrator

BROWSE **PERMISSIONS** SHARE ☆ FO

Manage Parent Stop Inheriting Permissions Check Permissions

Inheritance Check

Home Documents Site Contents EDIT LINKS

**This library inherits permissions from its parent. (SPS Ottawa)**

Name	Type	Permission Levels
<input type="checkbox"/> SPS Ottawa Members	SharePoint Group	Edit
<input type="checkbox"/> SPS Ottawa Owners	SharePoint Group	Full Control
<input type="checkbox"/> SPS Ottawa Visitors	SharePoint Group	Read

# Document permission

Upload completed (1 added)

All Documents ... Find

✓	📄	Name	
✓	📄	doc3 🌟	...

**doc3.docx** ✕

Changed by you on 11/17/2014 5:53 PM

Shared with ☐ [serge tremblay](#) and ☐ [sp\\_install](#)

<http://demo2013/SPSOttawa/Shared%20Doc>

EDIT SHARE FOLLOW ...

- View Properties
- Edit Properties
- Check Out
- Compliance Details
- Workflows
- Download a Copy
- Shared With**



# Managing SharePoint Security

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## Sharing



# Share is everywhere

Office 365 Admin

BROWSE PAGE **SHARE** FOLLOW



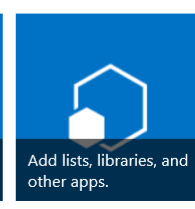
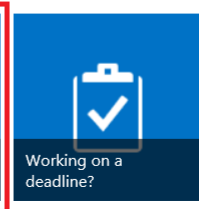
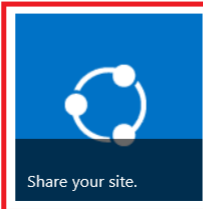
SergePoint

SPSOttawa

Search this site

- Home
- Notebook
- Documents
- Site Contents
- EDIT LINKS

Get started with your site REMOVE THIS



BROWSE FILES **LIBRARY**

Library Settings **Shared With** Workflow Settings

Settings

Admin

Office 365 settings

Sites settings

**Shared with...**

Edit page

Add a page

Share 'Documents'

Only shared with you

Invite people

Shared with



Serge Tremblay

EMAIL EVERYONE ADVANCED

PAGE 1 OF 1

Changed by you on 11/17/2014 7:51 AM

**Only shared with you**

[https://gusppc.sharepoint.com/sites/SergePoint/SPSOttawa/\\_layc](https://gusppc.sharepoint.com/sites/SergePoint/SPSOttawa/_layc)

EDIT **SHARE** POST ...

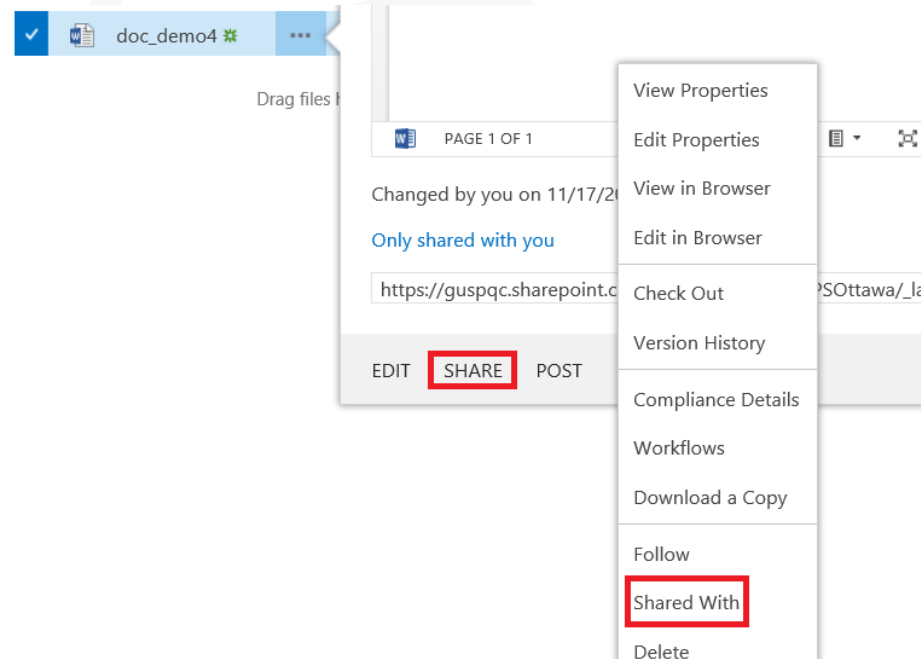
BROWSE **FILES** LIBRARY

New Document Upload Document New Folder Edit Document Check Out Check In Discard Check Out View Properties Edit Properties Version History **Shared With** Delete Document

New Open & Check Out Manage

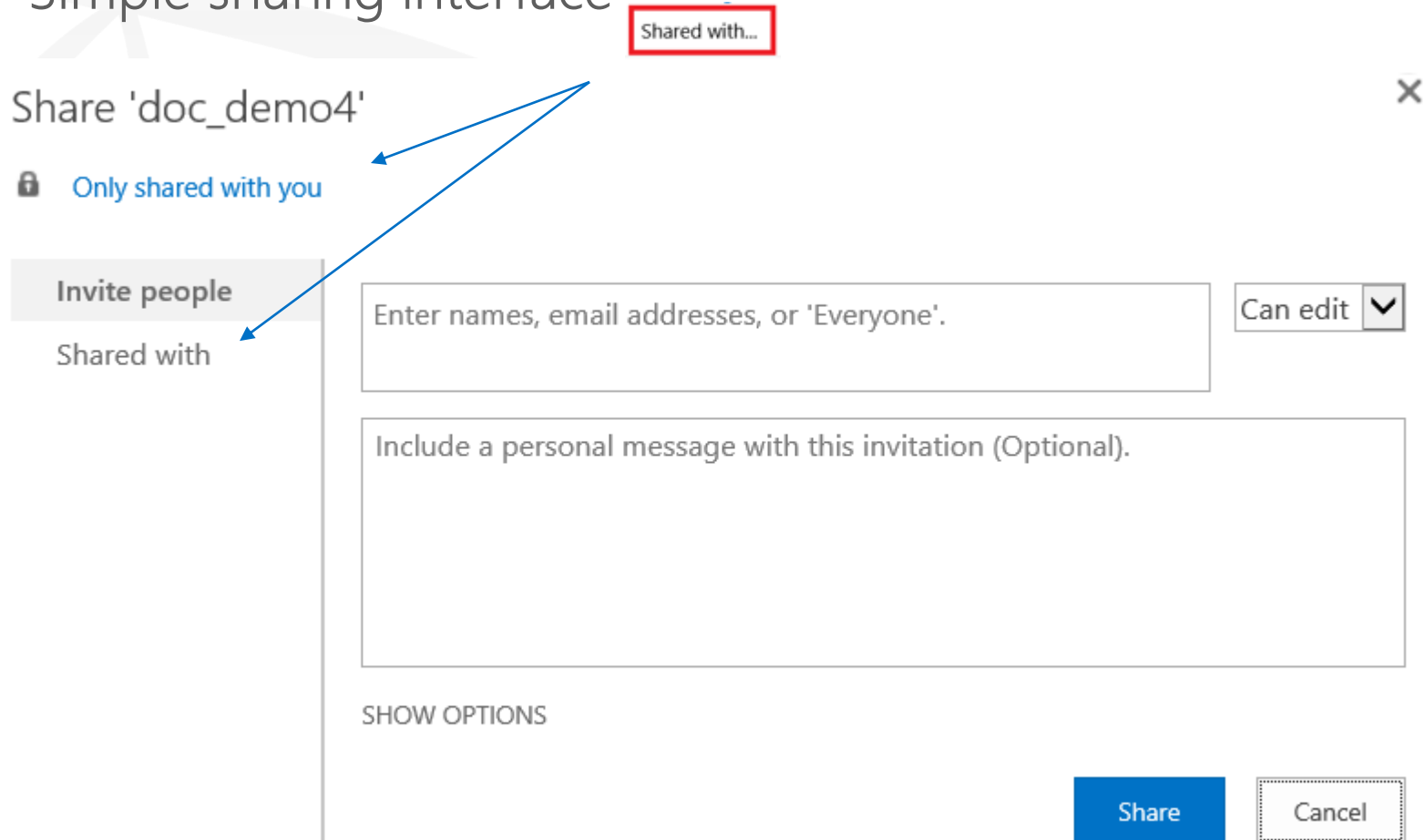
# Share VS Shared with

- “Share” allows you to Share manageable objects with a simple interface, but also shows you who has access
- “Shared with” shows you who has access




# Share

- Simple sharing interface




Share 'doc\_demo4' Shared with... ×

 Only shared with you

**Invite people**

Shared with

Enter names, email addresses, or 'Everyone'.

Can edit 

Include a personal message with this invitation (Optional).

SHOW OPTIONS

**Share** **Cancel**

# Shared with

- “Shared with” has an advanced button that allows you to manage the permissions

Share 'doc\_demo4'

Only shared with you

Invite people

Shared with



Serge Tremblay

EMAIL EVERYONE

**ADVANCED**

BROWSE

PERMISSIONS

Manage Parent

Stop Inheriting Permissions

Check Permissions

Inheritance Check

Home

Notebook

Documents

Recent

announcements

Site Contents

EDIT LINKS

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 document inherits permissions from its parent. (SPSOttawa)

	Type	Permission Levels
<input type="checkbox"/> Name	SharePoint Group	Approve
<input type="checkbox"/> Approbateurs	SharePoint Group	Design
<input type="checkbox"/> Concepteurs	SharePoint Group	View Only
<input type="checkbox"/> Excel Services Viewers	SharePoint Group	Restricted Interfaces for Translation
<input type="checkbox"/> Gestionnaires de conversion	SharePoint Group	Manage Hierarchy
<input type="checkbox"/> Gestionnaires de hiérarchies	SharePoint Group	Restricted Read
<input type="checkbox"/> Lecteurs restreints	SharePoint Group	Full Control
<input type="checkbox"/> Propriétaires de sergePoint	SharePoint Group	Edit
<input type="checkbox"/> sergePoint - Membres	SharePoint Group	Read
<input type="checkbox"/> sergePoint - Visiteurs	SharePoint Group	

# Beware of "Invite people" or "Share"

- When you share a list, a library, a document or a list item, you in fact break permission inheritance

**Before Sharing**

BROWSE PERMISSIONS

Manage Parent Stop Inheriting Permissions Check Permissions

Inheritance Check

Home

Notebook

Documents

⚠ There are limited access users on this site. Users may have limited a has been shared with them. [Show users.](#)

This document inherits permissions from its parent. ([SPSOttawa](#))

## After Sharing

BROWSE PERMISSIONS

Delete unique permissions Grant Permissions Edit User Permissions Remove User Permissions Check Permissions

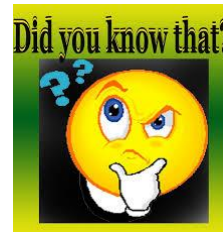
Inheritance Grant Modify Check

Home

Notebook

⚠ There are limited access users on this site. Users may

This document has unique permissions.


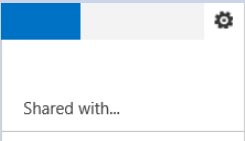














## Did you know that?

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- A user with read permission can use the « Share » feature?
  - In fact he is not Sharing, he is making a request to share!
-

# Finding the Sharing Interfaces

Scope	Share	Shared With	Advanced
Site			 <b>ADVANCED</b> or Site Settings  Site Permissions
List or Library	 		 <b>ADVANCED</b>
Folder			 <b>ADVANCED</b>
Document	or  <b>SHARE</b>	 	

Source: Dan Holme Session SES-B308 at TechEd 2013

<http://channel9.msdn.com/Events/TechEd/NorthAmerica/2013/SES-B308#fbid=iWzsMm2CKEn>

# Manage permissions

sergePoint

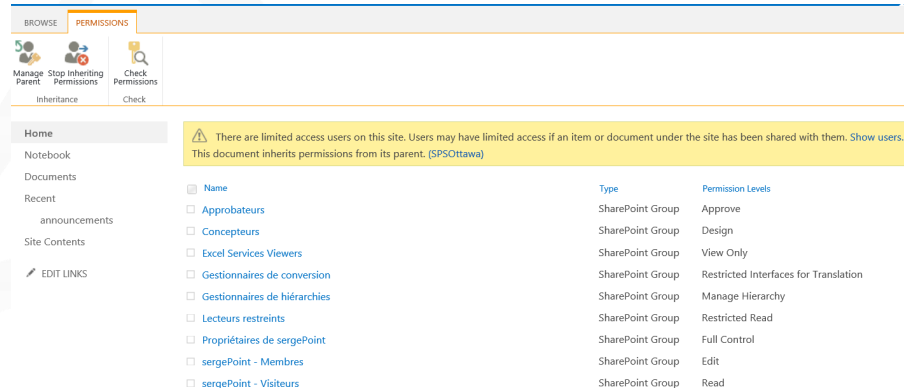
## Site Settings

Users and Permissions

People and groups

Site permissions

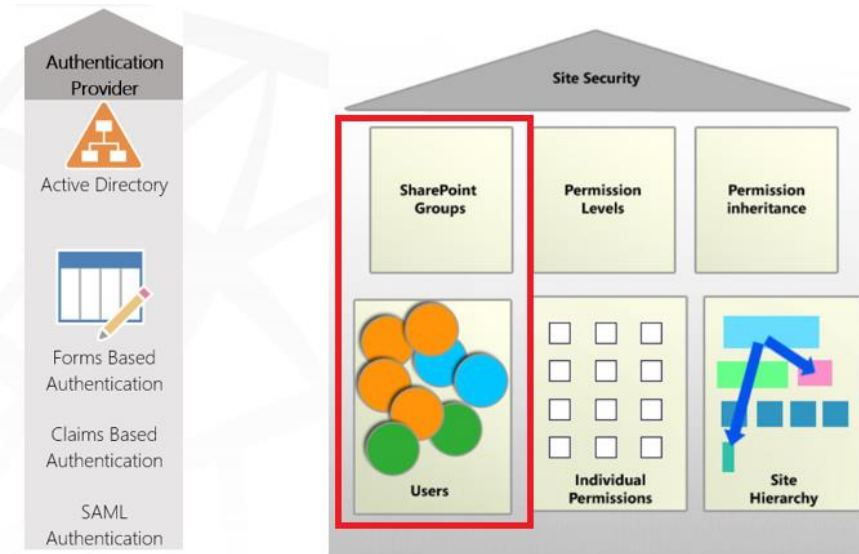
Site app permissions



The screenshot shows the 'PERMISSIONS' tab in SharePoint Site Settings. The left sidebar contains navigation links: Home, Notebook, Documents, Recent, Site Contents, and EDIT LINKS. The main content area has a warning message: '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 document inherits permissions from its parent. (SPSOttawa)'. Below the warning, there are two columns: 'Name' and 'Permission Levels'. The 'Name' column lists various groups with checkboxes, including 'Approbateurs', 'Concepteurs', 'Excel Services Viewers', 'Gestionnaires de conversion', 'Gestionnaires de hiérarchies', 'Lecteurs restreints', 'Propriétaires de sergePoint', 'sergePoint - Membres', and 'sergePoint - Visiteurs'. The 'Permission Levels' column lists the corresponding permissions for each group, such as 'Approve', 'Design', 'View Only', 'Restricted Interfaces for Translation', 'Manage Hierarchy', 'Restricted Read', 'Full Control', 'Edit', and 'Read'.

Name	Permission Levels
<input type="checkbox"/> Approbateurs	Approve
<input type="checkbox"/> Concepteurs	Design
<input type="checkbox"/> Excel Services Viewers	View Only
<input type="checkbox"/> Gestionnaires de conversion	Restricted Interfaces for Translation
<input type="checkbox"/> Gestionnaires de hiérarchies	Manage Hierarchy
<input type="checkbox"/> Lecteurs restreints	Restricted Read
<input type="checkbox"/> Propriétaires de sergePoint	Full Control
<input type="checkbox"/> sergePoint - Membres	Edit
<input type="checkbox"/> sergePoint - Visiteurs	Read





# Managing SharePoint Security

## SharePoint Groups

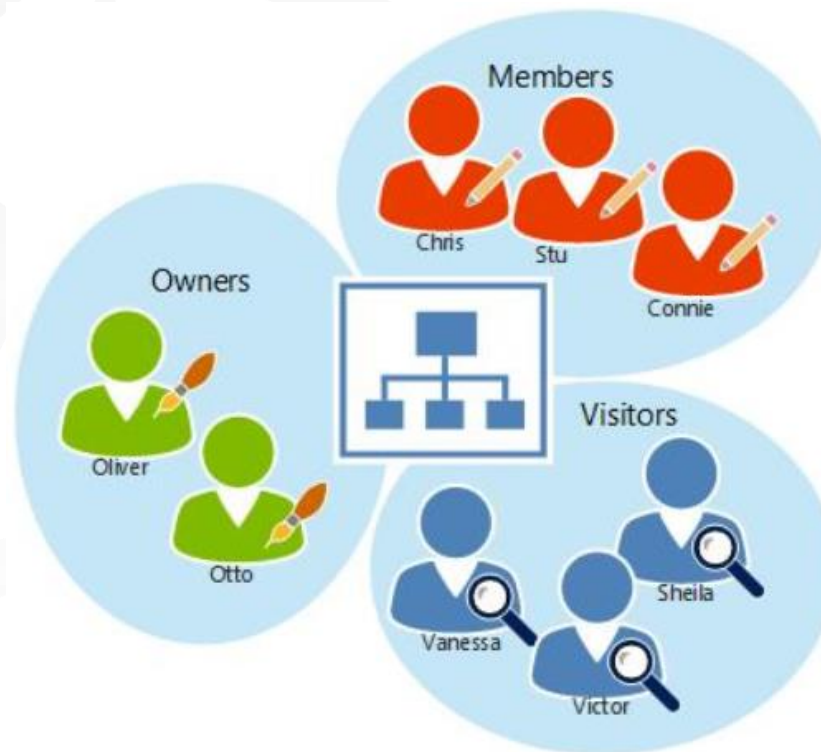
# SharePoint Groups

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- A SharePoint group is a collection of people—SharePoint users—who have the same permission level.
- Everyone in the group has the same access on your site.
- Groups let you manage access to your site for many people at the same time.
- SharePoint Groups are available within the Site Collection

# SharePoint Groups

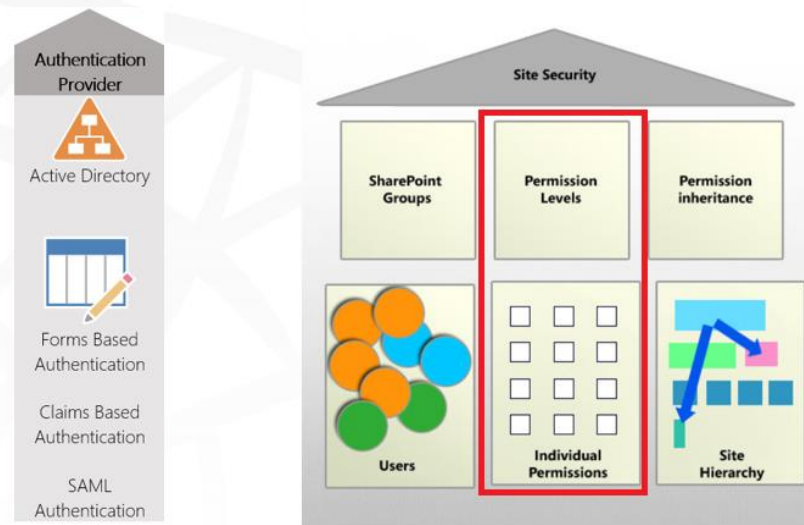
- Use SharePoint Groups to group people who require similar access



# SharePoint Groups

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- SharePoint groups can contain:
    - Users from any authentication providers (Active Directory users/ Forms-Based Auth users/SAML token users)
    - Windows security groups
    - or a combination of the two.
  - You can add Windows security groups to a SharePoint group, (not Windows distribution group)
-



# Managing SharePoint Security

## Permission Levels

## Permission level

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- A permission level is a combination of SharePoint permissions that can be granted to one of the following securable object:
    - Site
    - Library
    - List
    - Folder
    - Document or list item
  - SharePoint comes with pre-define permission levels out of the box
  - An Administrator can create custom permission levels
-

# Lists permissions

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## 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 List Behaviors - Discard or check in a document which is checked out to another user, and change or override settings which allow users to read/edit only their own items
  - ☒ Add Items - Add items to lists and add documents to document libraries.
  - ☒ 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.
  - ☒ View Items - View items in lists and documents in document libraries.
  - ☒ Approve Items - Approve a minor version of a list item or document.
  - ☒ Open Items - View the source of documents with server-side file handlers.
  - ☒ View Versions - View past versions of a list item or document.
  - ☒ Delete Versions - Delete past versions of a list item or document.
  - ☒ Create Alerts - Create alerts.
  - ☒ View Application Pages - View forms, views, and application pages. Enumerate lists.
-

# Site permissions

## 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.
- ☒ Add and Customize Pages - Add, change, or delete HTML pages or Web Part Pages, and edit the Web site using a Microsoft SharePoint Foundation-compatible editor.
- ☒ Apply Themes and Borders - Apply a theme or borders to the entire Web site.
- ☒ Apply Style Sheets - Apply a style sheet (.CSS file) to the Web site.
- ☒ Create Groups - Create a group of users that can be used anywhere within the site collection.
- ☒ Browse Directories - Enumerate files and folders in a Web site using SharePoint Designer and Web DAV interfaces.
- ☒ Use Self-Service Site Creation - Create a Web site using Self-Service Site Creation.
- ☒ View Pages - View pages in a Web site.
- ☒ Enumerate Permissions - Enumerate permissions on the Web site, list, folder, document, or list item.
- ☒ Browse User Information - View information about users of the Web site.
- ☒ Manage Alerts - Manage alerts for all users of the Web site.
- ☒ Use Remote Interfaces - Use SOAP, Web DAV, the Client Object Model or SharePoint Designer interfaces to access the Web site.
- ☒ Use Client Integration Features - Use features which launch client applications. Without this permission, users will have to work on documents locally and upload their changes.
- ☒ Open - Allows users to open a Web site, list, or folder in order to access items inside that container.
- ☒ Edit Personal User Information - Allows a user to change his or her own user information, such as adding a picture.



# Personnal permissions

---

## **Personal Permissions**

- ☒ Manage Personal Views - Create, change, and delete personal views of lists.
  - ☒ Add/Remove Personal Web Parts - Add or remove personal Web Parts on a Web Part Page.
  - ☒ Update Personal Web Parts - Update Web Parts to display personalized information.
-

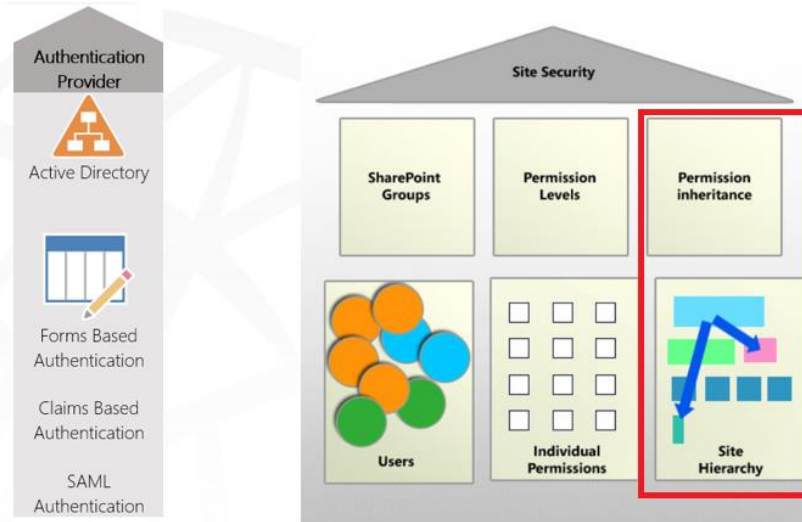
## Permission levels

---

- A permission level is attached to a SharePoint group to determine the access rights for the users who are member of the group
- Permission level could also be attached to Active Directory groups or Users

# Out of the box permission levels for team sites

PERMISSION LEVEL	DESCRIPTION
Full Control	Contains all available SharePoint permissions. By default, this level is assigned to the Owners group and can't be customized or deleted.
Design	Create lists and document libraries, edit pages, and apply themes, borders, and style sheets. By default, this level is not assigned automatically to any SharePoint group.
Edit	Add, edit, and delete lists, list items, and documents. By default, this level is assigned to the Members group.
Contribute	Add, edit, and delete items in existing lists and document libraries. By default, this level is not assigned automatically to any SharePoint group.
Read	Read-only access to items, pages, and documents. By default, this level is assigned to the Visitors group.
Limited Access	<p>The Limited Access permission level is unusual. It enables a user or group to browse to a site page or library in order to access a specific content item. Typically, the user has been given access to a single item in a list or library, but does not have permission to open or edit any other items in the library. The limited Access permission level includes all the permissions that the user requires to access the required item.</p> <p>You cannot assign Limited Access permission level directly to a user or group. Instead, you assign appropriate permission to the single item, and then SharePoint automatically assigns Limited Access to other required locations.</p>

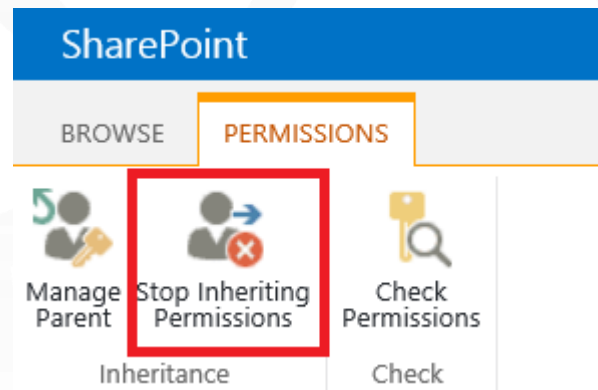


# Managing SharePoint Security

## Permission inheritance

# Permission inheritance

- By default site permissions are inherited by documents, items, lists, libraries and subsites
  - When you add a list item, a document or a folder to a list or library, they will inherit the pemssion of the list or library
  - When you create a sub-site, the subsite can inherit the permission of the parent site.
- You can stop permission Inheritance at any levels



<https://support.office.com/en-nz/article/Introduction-Control-user-access-with-permissions-ab2d1ab1-07cf-4c69-bdd9-390bfd787b26?ui=en-US&rs=en-NZ&ad=NZ>

# Stop permission inheritance

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- if you stop permission inheritance for a library, the library no longer inherits permissions from the site that contains it. This means, for example, that when you make a change for the site, that the library does not inherit the change.
- It's important to remember that permissions inheritance means that changes affect not only the parent site, but also all subsites under the parent site. It is important to consider carefully any changes to permission levels.



Breaking permission inheritance can make permission management more complicated. Avoid if you can!

<https://support.office.com/en-nz/article/Introduction-Control-user-access-with-permissions-ab2d1ab1-07cf-4c69-bdd9-390bfd787b26?ui=en-US&rs=en-NZ&ad=NZ>

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# Managing SharePoint Security

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Special permissions

## Permission on drafts

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- When a document library is configured to use draft and final version you can manage who can see the draft

### Draft Item Security

Drafts are minor versions or items which have not been approved. Specify which users should be able to view drafts in this document library. [Learn about specifying who can view and edit drafts.](#)

Who should see draft items in this document library?

- ☒ Any user who can read items
  - ☐ Only users who can edit items
  - ☐ Only users who can approve items (and the author of the item)
-



# List item permission

---

- A special list permission exist to allow the users to view and edit only the items they have created

## Item-level Permissions

Specify which items users can read and edit.

**Note:** Users with the Cancel Checkout permission can read and edit all items. [Learn about managing permission settings.](#)

**Read access:** Specify which items users are allowed to read

- ☒ Read all items
- ☐ Read items that were created by the user

**Create and Edit access:** Specify which items users are allowed to create and edit

- ☒ Create and edit all items
- ☐ Create items and edit items that were created by the user
- ☐ None

# Managing SharePoint Security

---

Verify permissions

# Check permission

---


- A site administrator can check user or group permissions for:
  - Sites
  - Lists and libraries
  - Folders/documents/items

# Check permissions

SharePoint


BROWSE

PERMISSIONS




Delete unique permissions

Inheritance




Grant Permissions

Grant




Create Group




Edit User Permissions

Modify




Remove User Permissions




Check Permissions

Check



Permission Levels



Access Request Settings

Manage

## SPS Ottawa: Check Permissions

### Check Permissions

To check permissions for a user or group, enter their name or e-mail address.

User/Group:

serge tremblay x

Check Now

Close

Permission levels given to serge tremblay (i:0#.w|sergepoint\stremblay)

None

# Check Permission not Accurate???

- Check permission at the site level will not display permissions that are broken
- At the site level you can see where permission inheritance is broken



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

Lists that have unique permissions



[demoPermissions](#) [manage permissions](#)

Lists that may contain items with unique permissions



[Documents](#) [view exceptions](#)



[MicroFeed](#) [view exceptions](#)

# Managing SharePoint Security

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Audit permission change

# Audit

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- A site collection administrator can enable permission changes audit
- An administrator can view the audit log reports from the site settings

## Site Collection Administration

- Recycle bin
- Search Result Sources
- Search Result Types
- Search Query Rules
- Search Schema
- Search Settings
- Search Configuration Import
- Search Configuration Export
- Site collection features
- Site hierarchy
- Site collection navigation
- Search engine optimization settings
- Site collection audit settings
- Audit log reports
- Portal site connection
- Content Type Policy Templates
- Site collection app permissions
- Storage Metrics

# Site collection audit settings

## Configure Audit Settings

### Audit Log Trimming

Specify whether the audit log for this site should be automatically trimmed and optionally store all of the current audit data in a document library. The schedule for audit log trimming is configured by your server administrator. [Learn more about audit log trimming.](#)

Automatically trim the audit log for this site?

☐ Yes

☒ No

Optionally, specify the number of days of audit log data to retain:

Optionally, specify a location to store audit reports before trimming the audit log:

Browse...

### Documents and Items

Specify the events that should be audited for documents and items within this site collection.

Specify the events to audit:

- ☐ Opening or downloading documents, viewing items in lists, or viewing item properties
- ☐ Editing items
- ☐ Checking out or checking in items
- ☐ Moving or copying items to another location in the site
- ☐ Deleting or restoring items

### Lists, Libraries, and Sites

Specify the events that should be audited for lists, libraries, and sites within this site collection.

Specify the events to audit:

- ☐ Editing content types and columns
- ☐ Searching site content
- ☐ Editing users and permissions



# Audit report

## View Auditing Reports ⓘ

### Content Activity Reports

#### Content viewing

This report shows all events where a user viewed content in this site.

#### Content modifications

This report shows all events that modified content in this site.

#### Deletion

This report shows all events that caused content in this site to be deleted or restored from the Recycle Bin.

#### Content type and list modifications

This report shows all events that modified content types and lists in this site.

### Information Management Policy Reports

#### Policy modifications

This report shows all events related to the creation and use of information management policies on content in this site.

#### Expiration and Disposition

This report shows all events related to the expiration and disposition of content in this site.

### Security And Site Settings Reports

#### Auditing settings

This report shows all events that change the auditing settings of Microsoft SharePoint Foundation.

#### Security settings

This report shows all events that change the security configuration of Microsoft SharePoint Foundation.

Event	Custom Event Name	Event Source	Event Data
9 Security Role Bind Break Inher		SharePoint	<url>record/Lists/Holds</url><scope>690A3554-61D3-4F0B-BC2F-
4 Security Role Definition Create		SharePoint	<name>Expéditeurs du service web du centre des
4 Security Group Create		SharePoint	<title>Expéditeurs du service web du centre des enregistrements pour
4 Security Role Bind Update		SharePoint	<roleid>1073741929</roleid><principalid>21</principalid><scope>80321BE1-2978-431E-
3 Security Group Member Add		SharePoint	<groupid>8</groupid><userid>22</userid><username>i:0#.w sergepoint\approveapps</us
3 Security Group Member Add		SharePoint	<groupid>12</groupid><userid>22</userid><username>i:0#.w sergepoint\approveapps</
1 Security Group Create		SharePoint	<title>SPS Ottawa Owners</title><groupid>23</groupid><user>1</user>
1 Security Group Create		SharePoint	<title>SPS Ottawa Members</title><groupid>24</groupid>
1 Security Group Member Add		SharePoint	<groupid>24</groupid><userid>1</userid><username>i:0#.w sergepoint\administrator</us
1 Security Group Create		SharePoint	<title>SPS Ottawa Visitors</title><groupid>25</groupid>
1 Security Group Member Add		SharePoint	<groupid>24</groupid><userid>20</userid><username>i:0#.w sergepoint\stremblay</user

## Key takeaways

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- SharePoint 2013 (or SharePoint online) offers a set of tools to:
  - Manage permission
  - Verify a user's permission
  - Track/Audit permission changes
  - Apply policies to document libraries/content types
- Permissions can be managed at different level (granular)
- Not everyone can/should manage permissions!



Security is much more than just manage permissions

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# Helpfull links

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- Permissions levels
    - <http://office.microsoft.com/en-ca/office365-sharepoint-online-enterprise-help/understanding-permission-levels-HA102772294.aspx>
  - Groups
    - <http://office.microsoft.com/en-in/office365-sharepoint-online-enterprise-help/create-and-manage-sharepoint-groups-HA102772372.aspx>
  - Check permissions
    - <https://support.office.com/en-US/Article/Check-effective-permissions-for-a-user-or-group-13d15c92-1dea-4aad-a665-4c3d1d377850>
  - Access requests
    - <http://office.microsoft.com/en-ca/sharepoint-help/set-up-and-manage-access-requests-HA104024732.aspx>
-

# More links

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- Audit
    - <http://office.microsoft.com/en-001/office365-sharepoint-online-enterprise-help/configure-audit-settings-for-a-site-collection-HA102031737.aspx?CTT=5&origin=HA102039795>
    - <http://office.microsoft.com/en-001/office365-sharepoint-online-enterprise-help/view-audit-log-reports-HA102039795.aspx>
  - Authentication process
    - [http://technet.microsoft.com/en-us/library/jj219571\(v=office.15\).aspx](http://technet.microsoft.com/en-us/library/jj219571(v=office.15).aspx)
-

Thank You!

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Questions?

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&

Join us for SharePint today!

Date & Time: Immediately after prizes  
Location: Observatory Student Pub  
Address: On Algonquin Campus  
Parking: No need to move your car!\*

Site: <http://www.algonquinsa.com/ob.aspx>

\*Please drive responsibly! We are happy to call you a cab ☺

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# Montrealers' Sessions

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- Automating your SharePoint Deployments with TFS and Build Server”
  - Vlad Catrinescu (130, 8h30)
- Microsoft Azure: Central component of your SharePoint Online DevOps?”
  - Julien Stroheker, Sébastien Levert (130 9h45)
- How to use SP2013, O365 and Yammer to create a knowledge network
  - Nicolas Georgeault (117 11h00)
- SharePoint 2013: Managing access and security or sharing?”
  - Serge Tremblay (119, 1h15)
- Build your business portal on office 365 : the social company
  - Fabrice Vaxelaire, Vincent Biret (119, 2h30)



Planned for February 7th 2015



Meetings 1st Tuesday of the month  
<http://www.meetup.com/guspquebec/>