Setting up a Personal SharePoint Web Site

Any SharePoint user can set up a personal Web site where they can upload documents to share with others, or just store in a personal folder accessible only by you.

Accessing your Personal Web Site

1. Go to https://mysite.westernu.edu, and from the drop down menu in the top right corner select My Site.

2. Click on My Content and will see two document libraries, one for Shared Documents and one for Personal Documents.

On this page you can Add Documents (for sharing or for personal use) and edit your Profile.
Adding Colleagues

1. If you click on **My Site** on top left corner...

2. ...and then on **My Colleagues**...

3. ...and then on **Add Colleagues**...
4. …you can identify colleagues with who you can share documents and collaborate. You can use the **Browse** feature to search by first or last name.

![Add Colleagues screenshot](image)

**Managing Permissions**

You can manage permissions for your documents, giving some colleagues full permission and others view-only permission.

1. Select the document by clicking on the check box...

   ![My Site screenshot](image)

2. …then click the down arrow to the right of the document and select **Manage Permissions**.
3. On the next screen, select **Manage Parent** from ribbon menu...

4. ...then select **Grant Permission** to select the user and permission level
1. You can now identify colleagues with whom you can share the selected document. Use the Browse feature as you did before to search by first or last name.

For additional assistance, contact Technical Support at techsupport@westernu.edu or (909) 469-5432 (x5432 on campus).