



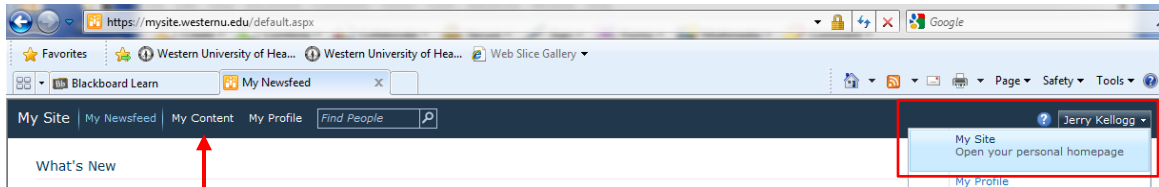
IT Tutorial

Setting up a Personal SharePoint Web Site

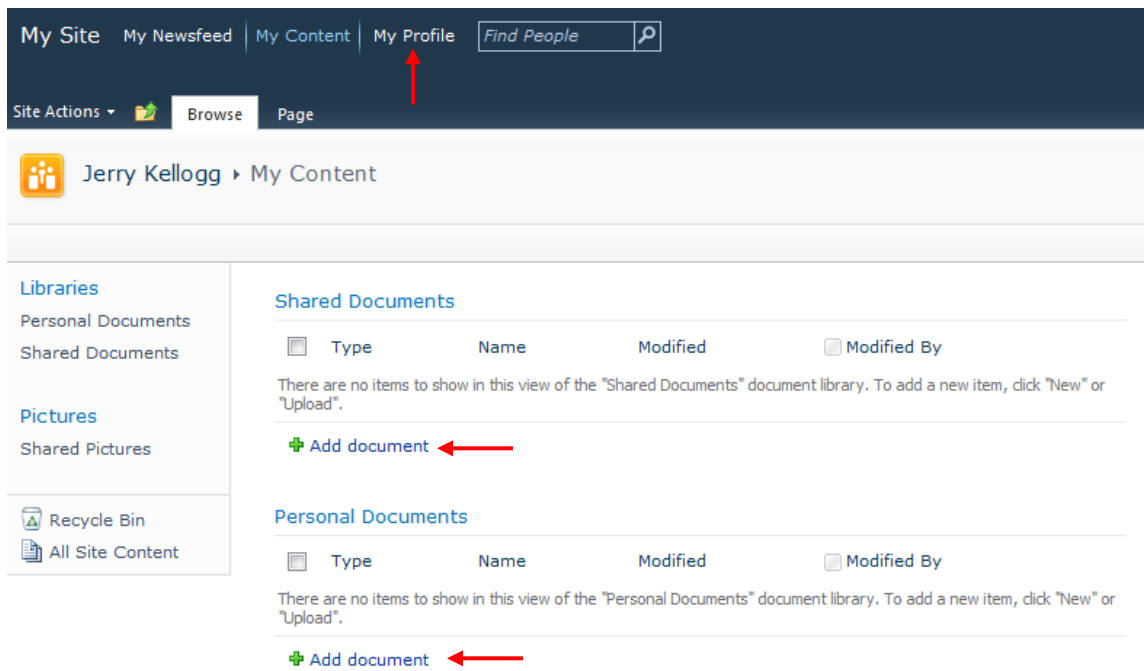
Any SharePoint user can set up a personal Web site where they can upload documents to share with others, or just store in a personal folder accessible only by you.

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**.



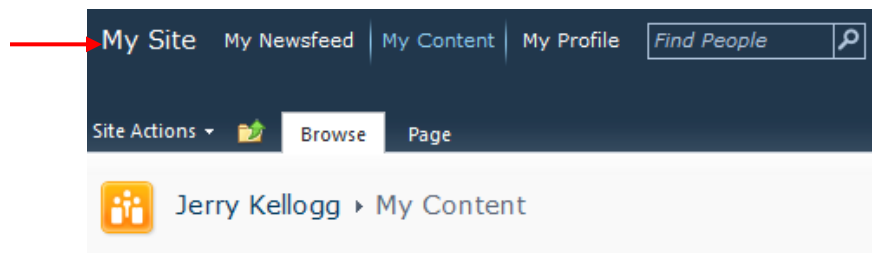
2. Click on **My Content** and will see two document libraries, one for **Shared Documents** and one for **Personal Documents**.



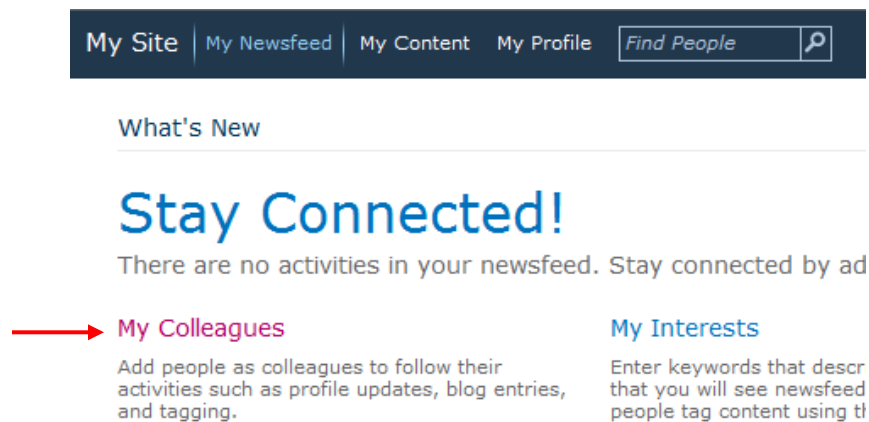
On this page you can **Add Documents** (for sharing or for personal use) and edit your **Profile**.

Adding Colleagues

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



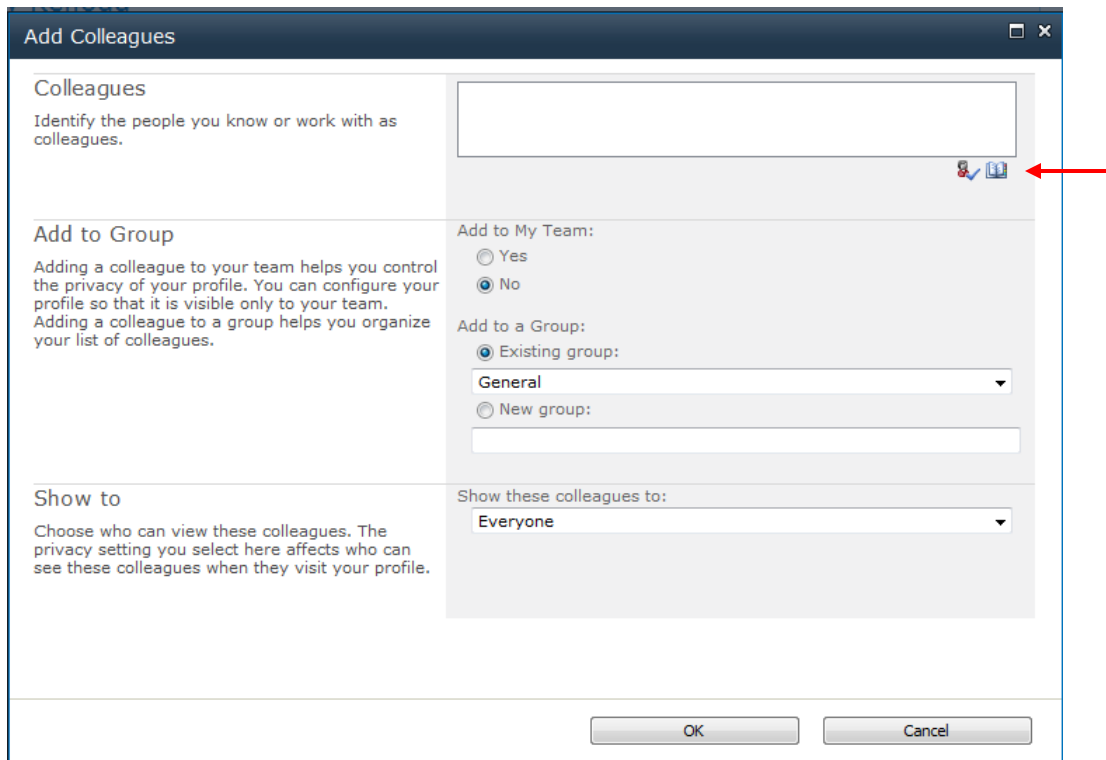
2. ...and then on **My Colleagues..**



3. ...and then on **Add Colleagues..**



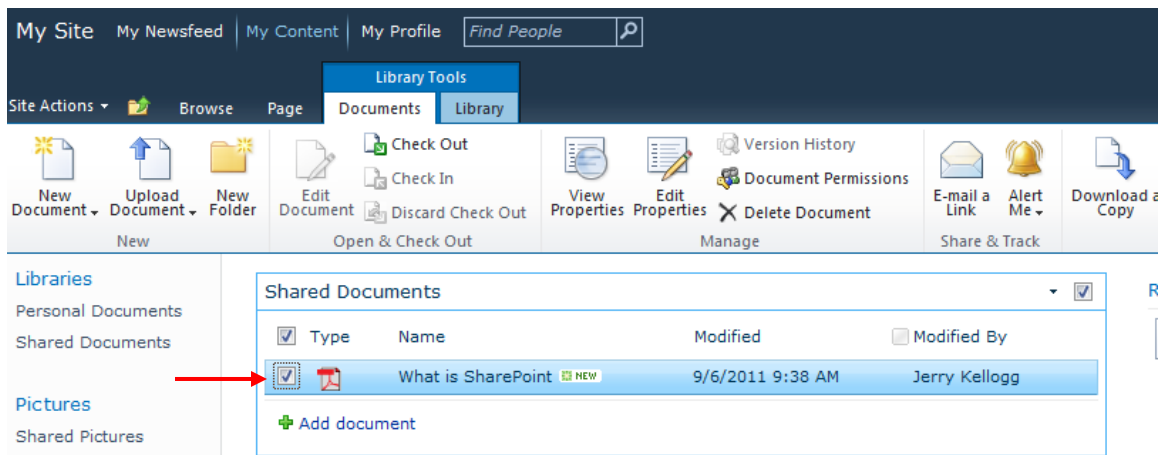
4. ...you can identify colleagues with who you can share documents and collaborate. You can use the **Browse** feature to search by first or last name.



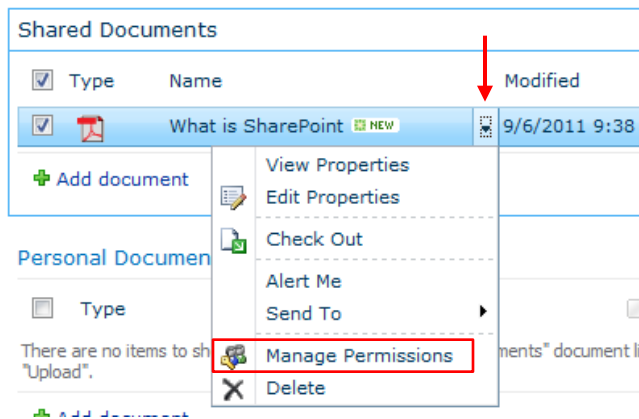
Managing Permissions

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

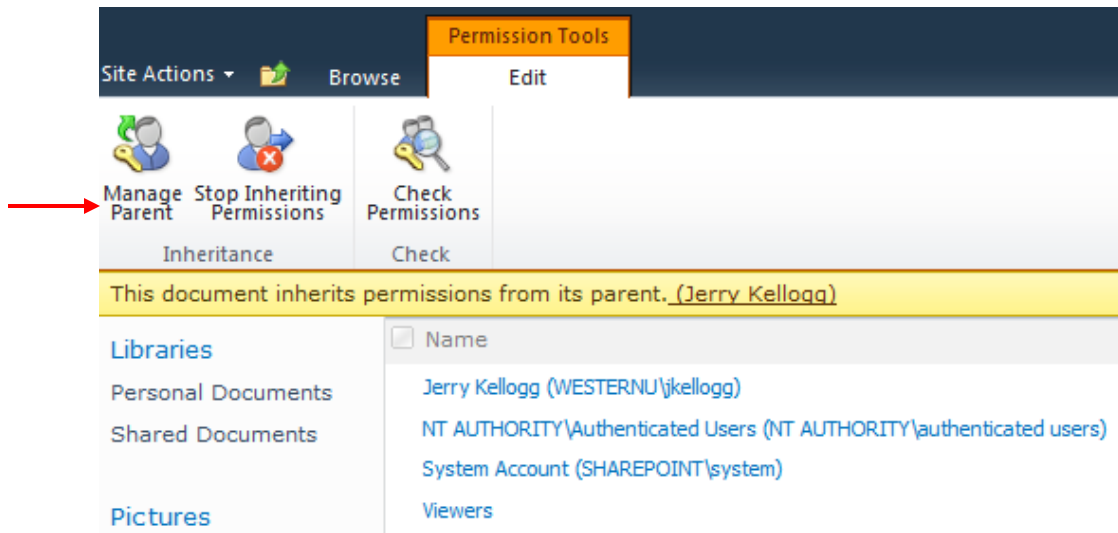
1. Select the document by clicking on the check box...



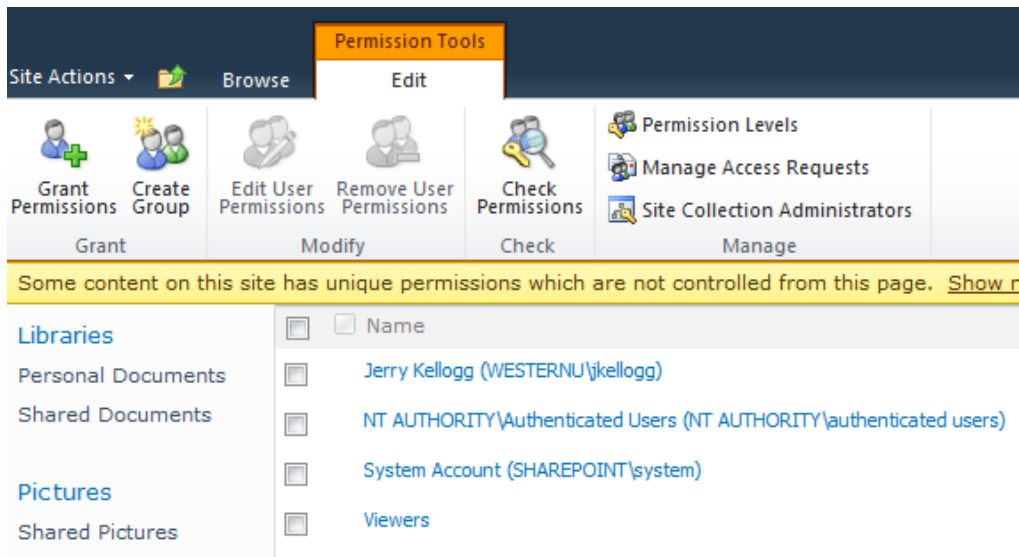
2. ...then click the down arrow to the right of the document and select **Manage Permissions**.



- On the next screen, select **Manage Parent** from ribbon menu...



- ...then select **Grant Permission** to select the user and permission level



1. ...you can now identify colleagues with who you can share the selected document. Use the **Browse** feature as you did before to search by first or last name.

Grant Permissions

Select Users

You can enter user names, group names, or e-mail addresses. Separate them with semicolons.

Grant Permissions

Select the permissions you want these users to have. You can add users to a SharePoint group that has already been granted the appropriate permission levels, or you can grant the users specific permission levels.

Adding users to a SharePoint group is recommended, as this makes managing permissions easier across multiple sites.

Send E-Mail

Use this option to send e-mail to your new users. You can personalize the message that is sent.

Links and information about the site will be added below your personal message.

Users/Groups:

Add users to a SharePoint group (recommended)

Grant users permission directly

Viewers [View Only]

[View permissions this group has on sites, lists, and items...](#)

Send welcome e-mail to the new users

Subject: Welcome to the SharePoint group: Viewers for site: Jerry Kellogg

Personal Message:

OK Cancel

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