

# How to Use Groups for Access Permissions in SharePoint and OneDrive

## Background - Sharing and Permissions in the SharePoint Modern Experience

SharePoint permissions have traditionally been managed through a set of permissions groups (SharePoint Groups) within a site (Owners, Members, Visitors, etc.). In Microsoft 365 SharePoint, this remains true for some types of sites, but additional options are available.

The three main types of sites in SharePoint are:

- **Team sites** - Team sites provide a collaboration environment for your teams and projects. Each team site, by default, is part of a Microsoft 365 group, which includes a mailbox, shared calendar, and other collaboration tools. Team sites may also be part of a team in Microsoft Teams. Permissions for team sites are best managed through the associated Microsoft 365 group or Teams team.
- **Communication sites** - Communication sites are for broadcasting news and status across the organization. Communication site permissions are managed by using the SharePoint Owners, Members, and Visitors groups for the site.
- **Hub sites** - Hub sites are team sites or communication sites that the administrator has configured as the center of a hub. They are designed to provide connection between related sites through shared navigation. Permissions for hub sites can be managed through the Owners, Members, and Visitors groups, or through the associated Microsoft 365 group if there is one. Special permissions are needed to associate sites to a hub.

## Team Site Permissions and Microsoft 365 Groups

By default, each SharePoint team site is part of a Microsoft 365 group. A M365 group is a single permissions group that is associated with various M365 services. This includes a SharePoint site, an instance of Planner, a mailbox, a shared calendar, and others.

When you add owners or members to the M365 group, they are given access to the SharePoint site along with the other group-connected services. Group owners become site owners, and group members become site members.

It is possible to manage SharePoint site permissions separately from the M365 group by using SharePoint Groups, but Microsoft recommends against it for the primary membership for Team Sites given all the collaboration features when a M365 group is used. When SharePoint Groups are used for site permissions, M365 Group members will continue to have access to the site, but users added directly to the site using the SharePoint Groups will not have access to any of the M365 Group services. The exception is view-only access - M365 groups don't have a visitors permission for view-only access, so any users you wish to have view permissions on the site must be added directly to the visitors SharePoint Group on the site.

### Adding Site Permissions Using SharePoint Groups

USC University of Southern California SharePoint Search this site

Home pwa Enterprise Collaboration Team Private group

Settings

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  - Site information
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Site contents

Recycle bin


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Test1

I need to go snowboarding... or water...

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Home pwa Enterprise Collaboration Team Private group

Permissions Manage site permissions or invite others to collaborate

Invite people

- Site owners
- Site members
- Site visitors

Site Sharing

Change how members can share

There are additional groups or people with permissions on this site. To see them, please visit Advanced permissions settings.

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## Giving Permissions Using the SharePoint M365 Group

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Following 7 members

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+ Add

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Test1

I need to go snowboarding... or water...

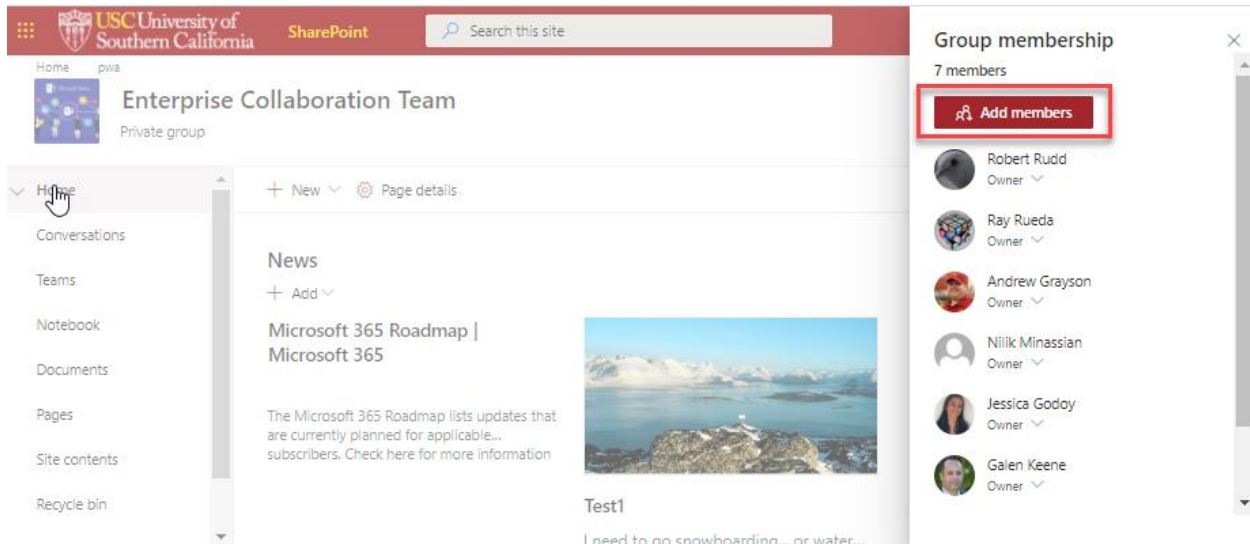
Quick links

- Learn about a team site
- Learn how to add a page

Documents See all

... All Documents

uscedu.sharepoint.com/sites/.../groupstatus.aspx?Targ...



## Utilizing USC Defined Groups in SharePoint and OneDrive

It is possible to leverage groups defined in USC's Global Directory Service (GDS) for SharePoint and OneDrive site access permissions. GDS groups are managed by using the MyGroups application (<https://itservices.usc.edu/mygroups>). GDS groups must be created in advance with group owners defined before they can be managed with the MyGroups application. There is no end-user visible directory of existing GDS groups. Reference the MyGroups page linked above for information about how to contact the ITS Identity and Access Management Team to inquire if a GDS group currently exists to meet your requirement.

If you are a USC staff or faculty member and already have a GDS group that you would like to use for access permissions in SharePoint, please use the ServiceNow "[Request a Service](#)" form and specify "Collaboration" as the Business Service type to submit your request. Upon receiving your request, the ITS Collaboration team will ensure that the GDS group is synchronized into Office 365, visible in the Global Address List, and available to add within your site's SharePoint Group. Please note that it is currently possible to use a synchronized GDS group for SharePoint site permissions by adding the group to the site's SharePoint Groups, however, Microsoft currently does not permit the nesting of groups within an existing SharePoint Team site's M365 group.