About Site Access and Storage

Manage access and storage on your SharePoint Server 2007 sites.

Manage Access
Limit access to sensitive business information. Topics in this section:

- Give Users Access to Your Site
- Manage Access to a Document Library
- Approve Requests for Access to Your Site
- Change the Administrator Who Receives Requests for Access

Manage Storage
To avoid outdated content and to maximize your space, delete old documents, workspaces, meeting spaces, and lists. Topics in this section include:

- Locate and Delete Unused Workspaces and Sites
- View Traffic to Your Site
- View Detailed Storage Space Information
- View All Sites Created Under Your Main Site

Before You Begin

Some procedures in this guide require site collection administration permissions. If you are unable to access pages or links mentioned in the procedures, contact the site creator or a site collection administrator to request the appropriate permissions.

Give Users Access to Your Site

Using groups is the most efficient way to manage site access.

By default, there are three groups with associated permission levels: Visitor, Member, and Owner. When you add a user to a group, the user is given the permission level associated with that group.

To grant this permission level	Add users to this group
Read: User can view site content.	**Visitor**
Contribute: User can view and edit site content.	**Member**
Full Control: User can view and edit site content, and modify site settings.	**Owner**

1 From within the site, on the left navigation menu (Quick Launch), click **People and Groups**.
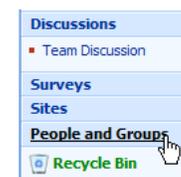
2 On the **People and Groups** page, at the top of the left navigation menu under **Groups**, click the group with the permissions you want to grant to your users.

3 On the **New** menu, click **Add Users**. On the **Add Users** page, in the **Users** text box, type the alias of the user you want to add. To add more than one user, separate each alias with a semicolon.

4 Click **Add users to a SharePoint group**. The group you previously specified is selected.

5 Select the **Send welcome e-mail to the new users** check box to send an e-mail alerting users they have been added to your site. You may also add a personalized message. Click **OK**.

Note You can also add users individually and assign them individual permission levels. To assign specific permission, on the **Add Users** page, click **Give users permission directly**, and then select the check box for the appropriate permission.

Manage Access to a Document Library

In addition to managing access to your entire site, you can also set access levels for a Document Library or list.

1 From within the site, on the left navigation menu, click **Documents**.

2 On the **All Site Content** page, under **Document Libraries**, click the Document Library for which you want to manage access.

3 On the Document Library page, on the **Settings** menu, click **Document Library Settings**.

4 On the **Customize [library]** page, under **Permissions and Policies**, click **Permissions for this document library**.

5 On the **Actions** menu, click **Edit Permissions**, and then click **OK**.

6 On the **Permissions** page, select the check boxes of the users or groups whose permissions to this document library you want to change.

7 On the **Actions** menu, click **Edit User Permissions**, select the check boxes for the permissions you want to apply, and then click **OK**.

Note This procedure also applies to lists and other content.

Approve Requests for Access to Your Site

If you are a site administrator, you may receive requests for access to a site via e-mail. To approve these access requests:

1 In the **Access request for a site** e-mail, click **Grant [User] access to the site**.

2 On the **Add Users** page, under **Give Permission,** do one of the following:

Click **Add users to a SharePoint group**, and then on the list click a permissions group.

-OR-

Click Give users permission directly, and then select the check box for the appropriate permission.

3 Select the **Send welcome e-mail to the new users** check box to send an e-mail alerting users they have been added to your site. You may also add a personalized message. Click **OK**.

Change the Administrator Who Receives Requests for Access

1 On the **Site Actions** menu on the upper right, click **Site Settings**.

2 On the **Site Settings** page, under **Users and Permissions**, click **Advanced permissions**.

3 On the **Permissions** page, on the **Settings** menu, click **Access Requests**.

4 On the **Manage Access Requests** page, select the **Allow requests for access** check box. Type the e-mail address of the person who will receive the access requests. This person must be an Administrator. Click **OK**.

5 In the **Send all requests for access to the following e-mail address** box, type the e-mail address of the person who will receive the access requests, and then click **OK**. This person must be an Administrator.

Note Site collection administrators can see who the administrators are for their sites by going to the **Site Actions** menu. Click **Site Settings**, and then under **Users and Permissions** click **Site collection administrators**.

Locate and Delete Unused Workspaces and Sites

1 On the parent site home page, on the **Site Actions** menu, click **Site Settings**.

2 On the **Site Settings** page, under **Site Administration**, click **Sites and workspaces**.

3 On the **Sites and Workspaces** page, find the site or workspace you want to delete, and then in the **Delete** column, click ✕ .
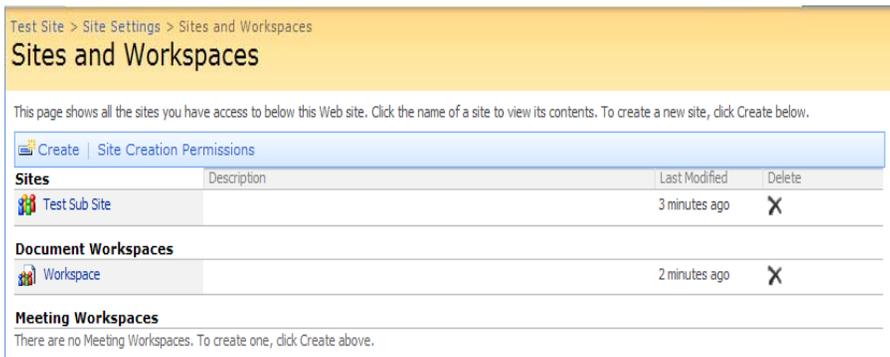


Delete Outdated Document Versions

With Version Control activated, you can keep a history of changes to a file. Version Control can be helpful, but keeping multiple copies of a document takes up space and counts against your site's storage limit. If you do not need multiple versions of a file, consider deleting them.

1 In the document library, click the arrow to the right of the document, and then click **Version History**.

Note If Version Control is not activated, you will not see this option. By default, Version Control is not activated.
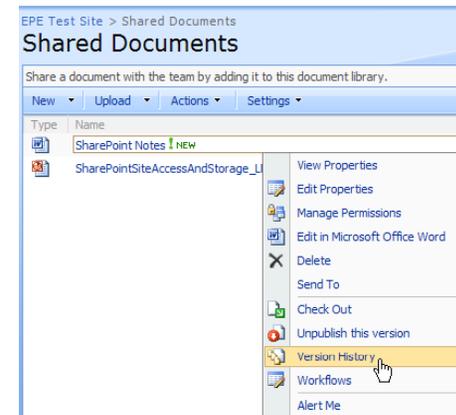

2 To delete a version of the document, click the arrow to the right of the document version, and then click **Delete**.
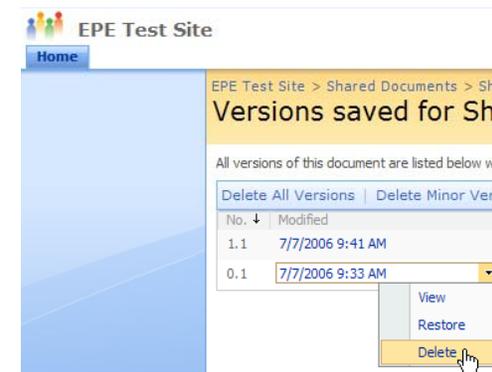
View Traffic to Your Site

The Site Usage Report provides information about how many page requests your site has received and also lists details on users and browser type.

1 On the **Site Actions** menu, click **Site Settings**.

2 On the **Site Settings** page, under **Site Administration**, click **Site usage data**.

3 On the **Site usage summary** page, to view a particular report, click the report from the **Site usage reports** list in the navigation menu on the left side of the page.
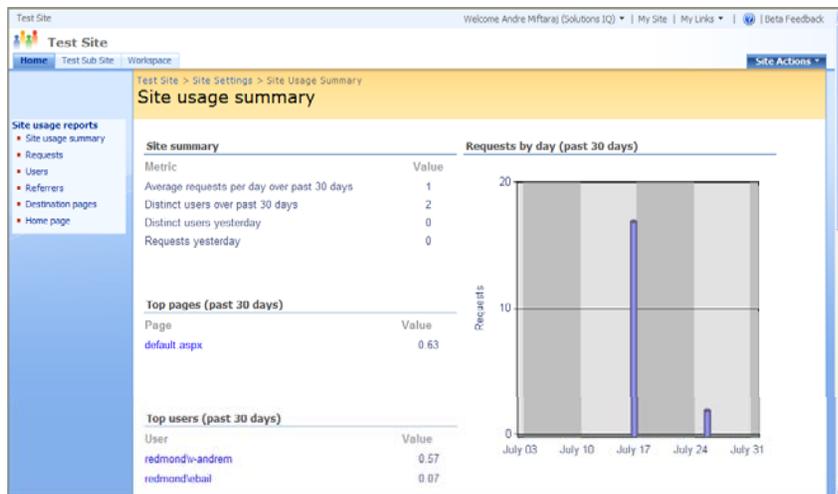
Use Recycle Bins

SharePoint Server 2007 has two recycle bins: the end user recycle bin and the site collection recycle bin. The recycle bins give you two levels of protection against accidentally deleting parts of your site or important data. Deleted items can be restored from either recycle bin.

You can delete documents, libraries, lists—almost anything, except an entire site. Deleted material is initially placed in the end user recycle bin. When you delete the contents of the end user recycle bin, they are placed in the site collection recycle bin.

Important

- After you empty the site collection recycle bin, the deleted material cannot be recovered.

- The recycle bins are automatically emptied every 30 days. Until that time, you can safely restore a deleted item.

Restore Deleted Items from the User Recycle Bin

1 On the left navigation menu, click **Recycle Bin**.

2 Select the check boxes of the items to be restored, click **Restore Selection**, and then click **OK**. The restored items are returned to the location from which they were deleted.

Note If you restore an item that originally resided in a folder that has since been deleted, the folder is recreated in its original location, and the restored item is placed in the folder.

Important The remaining procedures in this guide require that you have site collection administration permissions. If you do not have these permissions, you will not have access to the necessary controls and links to perform these tasks. To get site collection administrator permissions, contact the site creator or a site collection administrator.

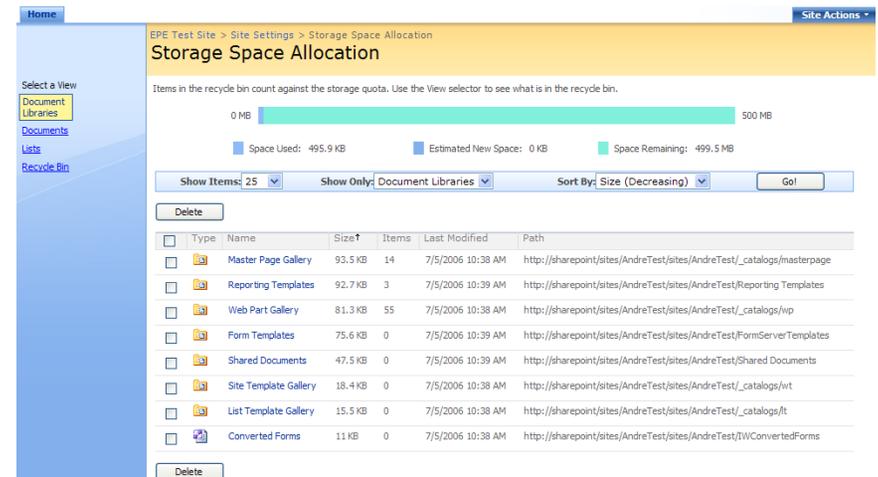## Restore Deleted Items from the Site Collection Recycle Bin

1   On the **Site Actions** menu, click **Site Settings**.

2   On the **Site Settings** page, under **Site Collection Administration**, click **Site collection recycle bin**.

3   On the **Site Collection Recycle Bin** page, on the left pane under **Select a View**, click **Deleted from end user Recycle Bin**. The list now shows you items that were first deleted by users and then deleted from the end user recycle bin.

4   Select the check boxes of the items to be restored, click **Restore Selection**, and then click **OK**.

View Detailed Storage Space Information

The Storage Space Allocation view displays the sizes and locations of Document Libraries, documents, and lists.

1   On the **Site Actions** menu, click **Site Settings**.

2   On the **Site Settings** page, under **Site Collection Administration**, click **Storage space allocation**.

3   In the left navigation menu, click the view you prefer—**Document Libraries**, **Documents**, or **Lists**.

4   To filter your view, click the options you want from the **Show Items**, **Show Only**, and **Sort by** lists, and then click **Go**.

Note To delete documents, document libraries, and lists from the **Storage Space Allocation** view, select the check box next to the documents, Document Libraries, or lists. Click **Delete**.

View All Sites Created Under Your Main Site

The **View Site Hierarchy** page displays workspaces and other sites created on your main site.

1   On the **Site Actions** menu, click **Site Settings**.

2   On the **Site Settings** page, under **Site Collection Administration**, click **Site hierarchy**.

On the **View Site Hierarchy** page, a list of all sites under your main site appears. To go to the **Site Administration** page of a particular site, click **Manage**.

View Available Storage Space

Use the site collection usage summary page to view the space currently being used on your site and the remaining available space. To see details on how much space a particular Document Library, document, or List occupies, see "View Detailed Storage Space Information" earlier in this guide.

1   On the **Site Actions** menu, click **Site Settings**.

2   On the **Site Settings** page, under **Site Collection Administration**, click **Storage space allocation**.