

# Add User to SharePoint Site



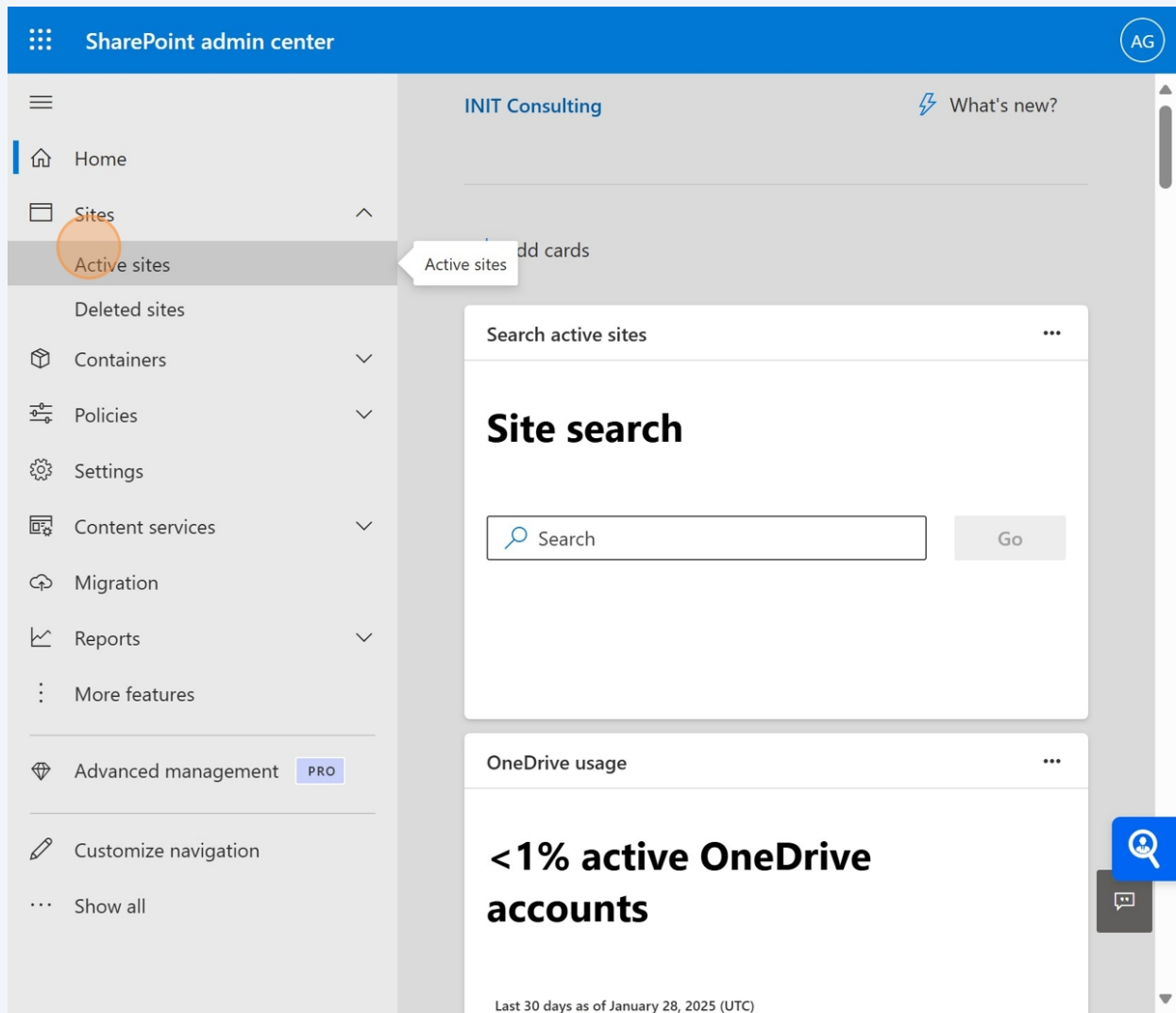
- 1 Navigate to <https://admin.microsoft.com/>

## 2 Click "SharePoint"

The screenshot displays the Microsoft 365 admin center interface. The left-hand navigation pane is visible, with the 'SharePoint' option highlighted by an orange circle. The main content area shows the 'SharePoint' dashboard, which includes a table of health and usage data for various SharePoint sites. The table has three columns: 'Health', 'Unique active users', and 'Product usage'. The 'Health' column shows status indicators (blue 'i' for advisory, green checkmark for healthy) and counts of advisories. The 'Unique active users' column shows the number of active users. The 'Product usage' column shows a progress bar and the percentage of usage. A 'Details' link is visible in the top right of the table area. A 'Help & support' button is also visible in the bottom right corner of the main content area.

Health	Unique active users	Product usage
1 advisory	5	83%
Healthy	4	67%
2 advisories	4	67%
Healthy	3	
Healthy	Not available	
Healthy	Not available	Not available

### 3 Click "Active sites"

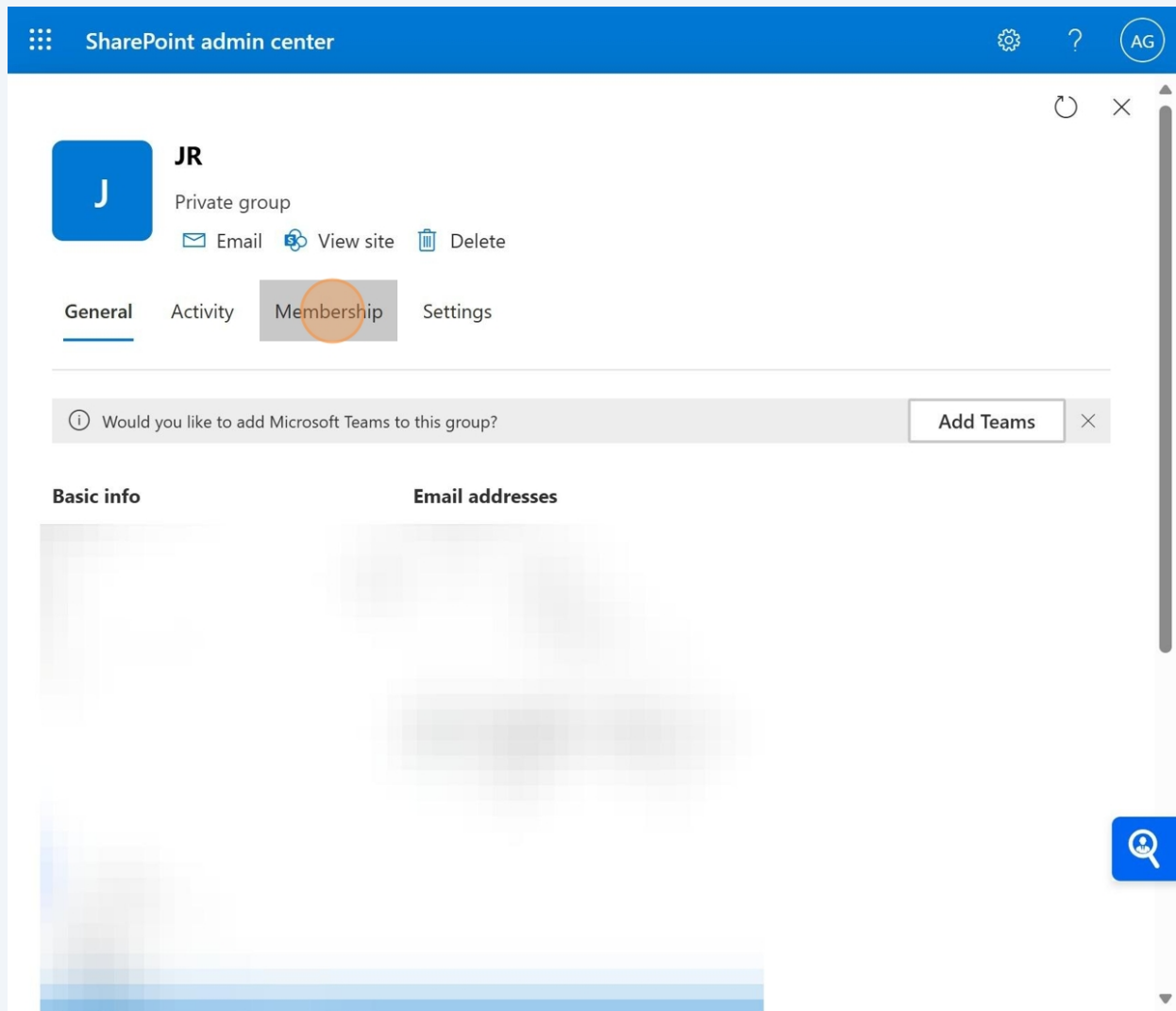


#### 4 Click the site you need to add a user to

The screenshot shows the SharePoint Admin Center interface. The left-hand navigation pane is visible, with 'Active sites' selected under the 'Sites' category. The main content area is titled 'Active sites' and includes a sub-header: 'Use this page to sort and filter sites and change site settings. [Learn more about managing sites](#)'. A storage status bar indicates '1.09 TB available of 1.09 TB'. Below this, there's a section for 'Your recent actions' and a search bar labeled 'Search sites'. A table of active sites is displayed with columns for 'Site name' and 'URL'. One site is highlighted with a blue checkmark icon and an orange circle around the initials 'JR'. The URL for this site is '.../sites/JR'. A vertical scrollbar is visible on the right side of the table.

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Click "Membership"



## 6 Click "Members"

The screenshot shows the SharePoint admin center interface. At the top, there's a blue header bar with the text "SharePoint admin center" and icons for settings, help, and a user profile (AG). Below the header, there's a navigation pane on the left with options: "General", "Activity", "Membership" (selected), and "Settings". Under "Membership", there's a sub-menu with "Owners", "Members" (highlighted with an orange circle), "Site admins", "Site owners", "Site members", "Site visitors", and "About membership and permissions". The main content area shows the "Members" tab selected, displaying a table of members. The table has columns for "Name" and "Email address". One member is listed: "Joshua Rowland" with email "joshua@initconsulting.net". A search bar "Search all membersh..." is visible at the top right of the main content area. A blue button with a magnifying glass icon is located at the bottom right of the main content area.

SharePoint admin center

JR Private group

Email View site Delete

General Activity **Membership** Settings

Owners + Add owners Search all membersh...

Members

<input type="checkbox"/>	Name	Email address
<input type="checkbox"/>	JR Joshua Rowland	joshua@initconsulting.net

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Click "Add members"

The screenshot shows the SharePoint admin center interface. At the top, there is a blue header bar with the text "SharePoint admin center" and icons for settings, help, and a user profile (AG). Below the header, the main content area displays the "JR" group page. The group is identified as a "Private group" and has options for "Email", "View site", and "Delete". The "Membership" tab is selected, showing a list of members. A search bar labeled "Search all membersh..." is present. The "Add members" button is highlighted with an orange circle. The member list includes a table with columns for "Name" and "Email address". One member, Joshua Rowland, is listed with the email address joshua@initconsulting.net. A blue button with a magnifying glass icon is located in the bottom right corner.

SharePoint admin center

JR  
Private group  
Email View site Delete

General Activity **Membership** Settings

Owners + Add members Search all membersh...

Members

<input type="checkbox"/>	Name	Email address
<input type="checkbox"/>	JR Joshua Rowland	joshua@initconsulting.net

Site admins

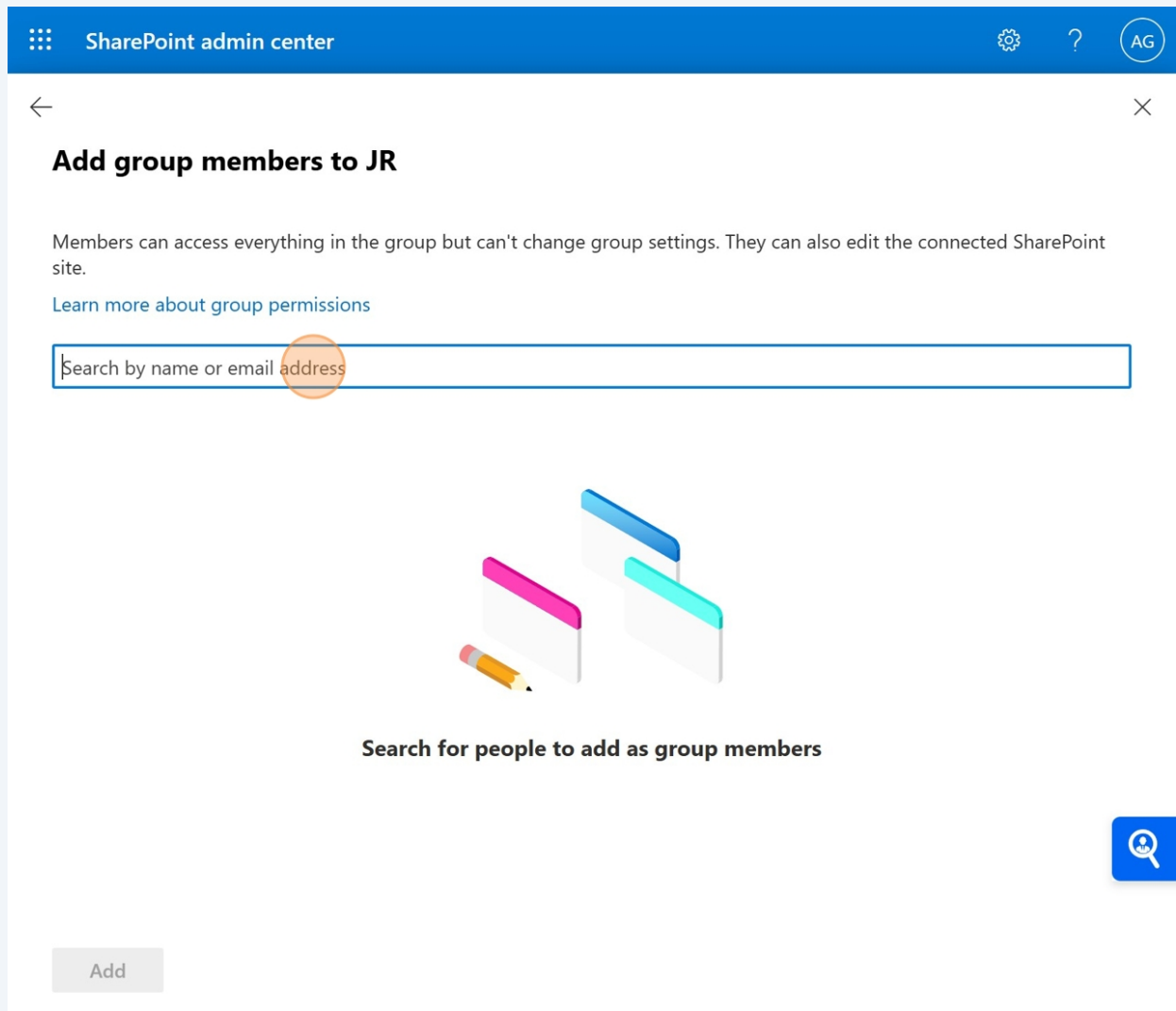
Site owners

Site members

Site visitors

About membership and permissions





- 8 Click the "Search by name or email address" field.





- 9 Type the employees name or e-mail address



## 10 Click the matching record


 SharePoint admin center   


 

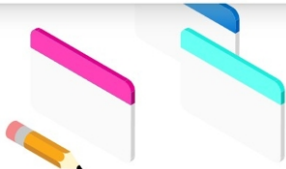
### Add group members to JR

Members can access everything in the group but can't change group settings. They can also edit the connected SharePoint site.


[Learn more about group permissions](#)

 Andrew Greene  
andrew@initconsulting.net

 Andrew Greene's Calendar  
AndrewGreenesCalendar@initconsulting.net









Search for people to add as group members



Add

## 11 Click "Add"


 SharePoint admin center   

### Add group members to JR

Members can access everything in the group but can't change group settings. They can also edit the connected SharePoint site.

[Learn more about group permissions](#)

Name	Title	Teams license
 Andrew Greene andrew@initconsulting.net		