Where is the **Add Users** menu item??

If you’ve run into this problem chances are the page you are working on is inheriting the permissions from the Parent Site. You must manually break this bond:

**STEP #1: To un-inherit the parent’s users permissions**

1. **Site Actions > Site Settings > Users and Permissions: Advanced Permissions**
2. **Actions > Edit Permissions**

**STEP #2: Install the default SharePoint Groups**

1. **Site Actions > Site Settings > Users and Permissions: People and Groups**
2. Click on **Groups** in the **Quick Launch** on the left of the screen

3. **Settings > Set up Groups**

4. Read the **Set Up Groups for this Site** form carefully! You will be given the option to create group names for **Visitors**, **Members**, and **Owners** of this site and the option to add users to each group. For each section make sure **Create a Group** is selected!

**HINTS**

- **Group Names:**
  - Use a name letting you know what site the group belongs to!
  - Use underscores instead of spaces!

- **Adding Users:**
  - Add users using the book icon.
  - See the **Add Users** above.
  - Add users using their NetID.

5. Once you’ve given appropriate names to your groups and added users hit the **OK** button.