

SharePoint Team Site Owners,

We are pleased to announce the launch of the Office 365 Sites that will provide uniform and universal access to the new SharePoint Intranet and Team Sites for all users.

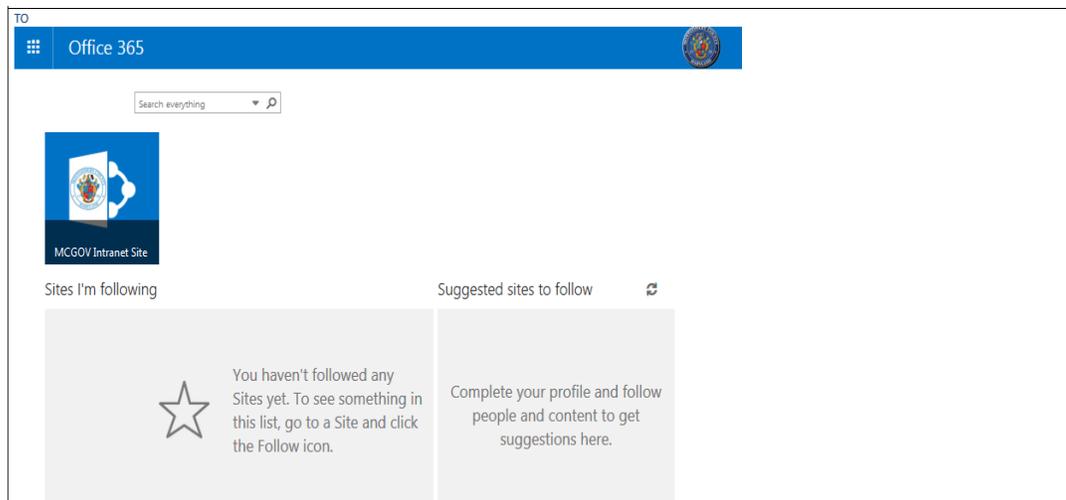
The Sites Tile in Office 365 is used to provide access to various types of sites both Intranet and SharePoint team sites. DTS is implementing it in a very specific and universal way to provide access to both.

When launched, the Sites tile will become available in the selection of tiles in Office 365.



When a staff person selects it they will be directed to a page which will have three elements

1. A **MCGOV Intranet Site** tile
2. An area for **Sites I'm following**
3. An area for **Suggested sites to follow**.

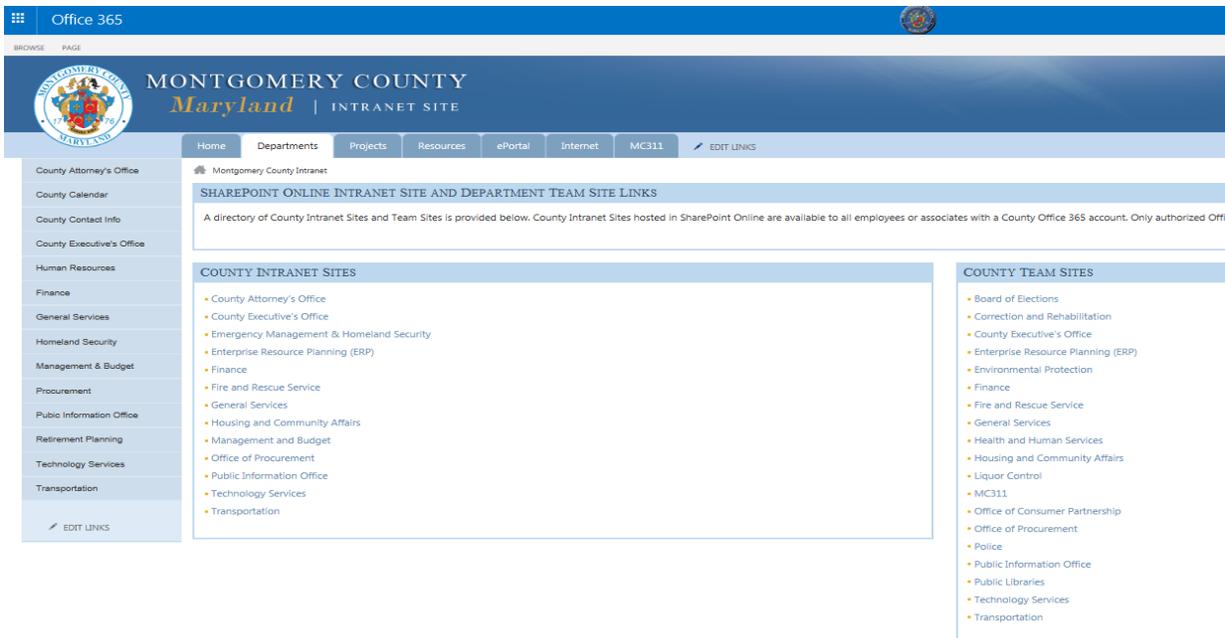


The **Sites I'm following** and **Suggested sites to follow** elements will start out empty (please refer to graphic above), but as the staff member navigates to various sites they will begin to show data.

When the staff person selects the **MCGOV Intranet Site** tile the system will take them to the home page of the County intranet.



Once there they would select the **Departments** Tab which takes them to the page containing links to both **INTRANET** and **TEAM** sites for various departments.



INTRANET Access

All intranet sites are open to all employees so when the staff select any of them they will be sent to that department's intranet site.

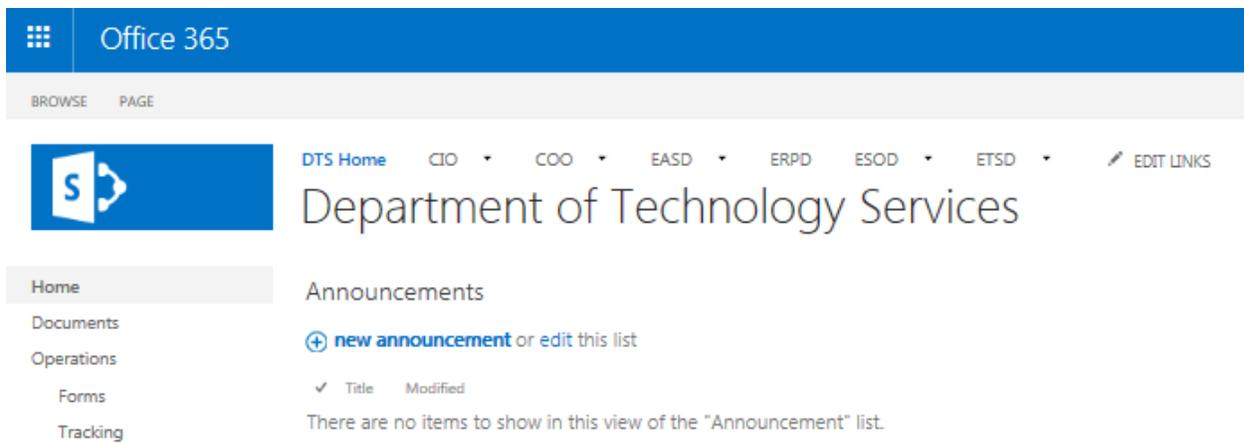
TEAM Site Access

Team sites are exclusive to a specific department's staff and only those permitted can get access. As site owners you grant permissions to

- The home page of the site
- Sub-sites within the main site collection
- Specific libraries and lists (if needed)

When a staff person selects a Department team site if they have permissions they will gain access to that portion of the site they are permitted to.

With Access Permissions



The screenshot shows an Office 365 interface for the Department of Technology Services. The top navigation bar includes 'Office 365' and a 'BROWSE PAGE' link. Below the navigation bar, there is a search bar and a list of departmental links: DTS Home, CIO, COO, EASD, ERPD, ESOD, and ETSD. The main content area is titled 'Department of Technology Services' and features a left-hand navigation menu with options: Home, Documents, Operations, Forms, and Tracking. The main content area displays 'Announcements' with a '+ new announcement or edit this list' button and a table with columns for 'Title' and 'Modified'. A message below the table states: 'There are no items to show in this view of the "Announcement" list.'

Without Access permissions

Access Denied

[@montgomerycountymd.gov](#) does not have permissions to access this resource.

Here are a few ideas:

- ➔ Please ask the site admin to give you access.
- ➔ If you have a different account, try signing in with that account.
This will sign you out of all other Office 365 services that you're signed into at this time.

If this problem persists, contact your support team and include these technical details:

Correlation ID: 590f3e9d-40e1-2000-20e8-1e186c46c31c
Date and Time: 11/3/2015 11:17:56 AM
User: freyj@montgomerycountymd.gov
Issue Type: User does not have permissions.

The cases where staff believes they should access a team site and receive this message they would contact the site owner to request permission to access that site.

Considerations and Cautions

DTS has held SharePoint Team Site launch sessions with all existing team site contacts and established initial permissions for you as team site owners. Once empowered you then manage your department's site permissions.

Once the sites tile is deployed, all staff in the County will have access to it. Those who you have granted access will be able to get into your site. All others will get the access denied screen (please see previous graphics). There are some cautions which you should consider for those who you have granted access to your department team site.

These who have access can move freely around the site

Those who have access can move around the site or sub-sites at will and view files and access applications unless denied access to those elements within the site.

Breaking inheritance for sub-sites and setting specific permissions for libraries and lists will enable you to maintain control of who goes where and does what.

Searching is VERY comprehensive!

One of the key selling points of the SharePoint team site is the ability to find things. Unless locked down with access permissions a staff person can perform a search that may pick up all documents on the entire site.

Breaking inheritance for sub-sites and setting specific permissions for libraries and lists will enable you to maintain control of who can see what when they search.

Permissions Count

If other staff access the site have rights such as members and owners they can delete data. Make sure only those who need to have permissions such as member and owner.

View permissions are the best place to start. You can always upgrade them as needed.

Opening the sites tile will enable easy access for staff to get to these new sites and make your job as site owners easier as you do not have to send URLs to staff to get them to the data and capabilities which these sites offer.

As with other things that we open to the broader audience of county staff, in your role as site owners be careful and cautious so that your teams can realize the benefits while protecting the data and integrity of these environments.

Support

Should you have issues using this process to access your sites please contact the county help desk at 240-777-2828