Setting Master Announcement Permissions to allow certain individuals to add/delete announcements

- Click on the bar behind the Master Announcements

- Click List Tab
- Click List Settings

- Select Permissions for this list
Example: Allow all Site Owners to contribute to the Master Announcements and add a couple of other staff members such as the secretary. When completed will remove permissions for all Certified & Classified staff to contribute to the Announcements, but allow them to be Visitors so they can view the Announcements.

- Click Stop Inheriting Permissions

Alert will appear
- Click OK
• Choose Grant Permissions

• Type in specific staff
• Select Show Options
- Uncheck Send an email invitation
- Keep the EDIT permission level
- Click Share
Removing Permissions for all Certified and Classified Staff to contribute to the Master Announcements. The screenshot shows the school name Members have Contribute permissions, and the school name Visitors have Read Permissions.

Only certain individuals may add announcements while others have Read Only permissions. In other words we would like to remove permissions for all Certified and Classified staff to contribute to the Master Announcements, but allow them to be VISITORS so they can view them.

- Check mark the School Members group (this group has Contribute rights)
- Select Remove Permissions (top left-hand side on the tabs)

This may also be applied to the Master Calendar, or any web part.