Staff that are part of the “Site Members” group have a permission level of ‘Edit’. To prevent users from editing a page, the following steps must be completed.

Once the steps are completed users will no longer see the edit button.

Navigate to the site or sub site:
• Click on site contents under the gear upper right-hand side
• Look and Click on ‘Site Pages’

• Click on ‘Library’ tab in the upper left-hand side

• Click on ‘Library Settings’ in the Ribbon Bar
• Under Permissions and Management click ‘Permissions for this document library’

![Permissions and Management](image1)

• Click ‘Stop Inheriting Permissions’ in the ribbon bar

![Stop Inheriting Permissions](image2)

• Click ‘OK’

![Message from webpage](image3)
• Click in front of the School Name Members
• Click ‘Edit User Permissions’

If the site permissions have multiple groups, the site administrator will have to adjust the permission levels on every members group within that site.