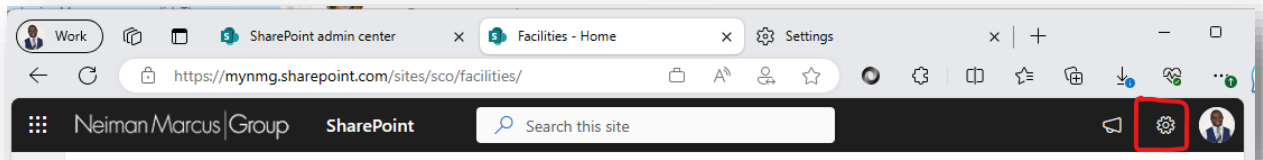
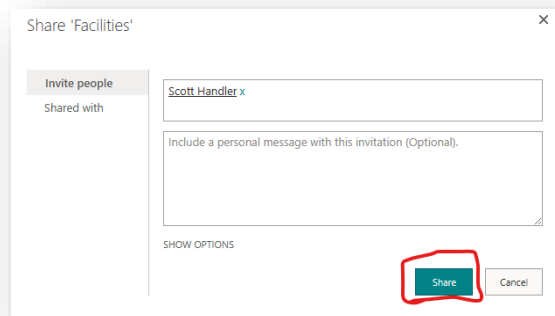


Granting access to Facilities Site

1. Go to [Facilities - Home \(sharepoint.com\)](https://my.nmg.sharepoint.com/sites/sco/facilities/)
2. Click on the gear at the top right-hand corner of the screen



3. Click on Site Permissions
4. Click on [Advanced Permissions Settings](#) at the bottom of the list.
5. Click on [Facilities Members](#) group.
6. Click in **New → Add Users**
7. Type the names of the users that you want to grant access to the site.



8. Click **Share** button.