



Access Requests and Granting Access for Sites

What does this guide cover?	Enabling and disabling Access Requests and granting access to SharePoint Online Sites
Who is it aimed at?	SharePoint Network Administrators, Site Administrators, Site Owners

Introduction

This document covers some of the features of access requests for site owners and site administrators, allowing you to properly manage them or switch them off entirely for more secure sites.

Access Requests - what are the defaults?

By default, "Access Requests" will be enabled for sites, meaning that any user can type in the URL of your site, and if they're not already a site member or visitor, they can request access. Access Requests will also be triggered by any content where permissions have not been set correctly at the site, library, folder or item level.

[An overview of Access Requests on the Microsoft Support website](#)

Usually, Access Requests will 'target' any members of the Site Owners group in a site, so they will receive emails whenever anyone requests access.

Changing the default settings

Access Requests can be controlled from the following:

- 1) Click on the Cog menu (Top right of your site's homepage)
- 2) Click "Site Information"
- 3) Click "View All Site Settings"
- 4) Click "Site Permissions" (NOT Access Requests, we'll come back to that in a moment)
- 5) Click on the "Access Request Settings" Icon in the ribbon. You will then see the following screen:

As you can see, by default, access requests are set to the most 'permissive' settings so you need to untick or make changes to the settings above if you want to:

- a) tighten up security on your site (and stop site members from potentially sharing the site or individual files) and
- b) specify whether you want to allow access requests to your site, and if so, who should receive the emails about access requests (Note: It's always better to nominate the "Team Site Owners" group as that way, more than one person can grant access)

Checking access requests

You can easily see the list of outstanding Access Requests by doing the following:

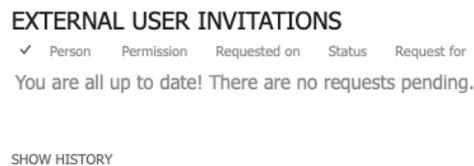
- 1) Click on the Cog (remember, top right of your home page)
- 2) Click "Site Information"
- 3) Click "View All Site Settings"
- 4) This time, click on the "Access Requests" link and you'll see the following screen:

The screenshot shows the 'Access Requests' page in SharePoint. At the top, there is a 'BROWSE' button and an 'EDIT LINKS' link. The main heading is 'Access Requests' with an information icon. On the left, there is a navigation pane with 'Home', 'SPO Onboarded Units and Entities List', 'Recent', 'Onboarded Entities', 'Public List', 'Recycle Bin', and another 'EDIT LINKS' link. The main content area is titled 'PENDING REQUESTS' and contains a table with the following data:

Person	Request for	Requested on	Approve/Decline
Andrew Munday	Nexus 365 Sharepoint Online Service	27 May, 2019	Approve Decline
DRURY, Sue (NHS DIGI...	Nexus 365 Sharepoint Online Service	12 June, 2019	Approve Decline
christopher.bray	Nexus365 Sharepoint Online Service	16 January	Approve Decline
alicia.orhan	Nexus365 Sharepoint Online Service	6 March	Approve Decline
Deborah Potter	Nexus365 Sharepoint Online Service	11 March	Approve Decline
emilyhunter274	Nexus365 Sharepoint Online Service	8 April	Approve Decline
pradyumnataduri	Nexus365 Sharepoint Online Service	24 April	Approve Decline
Ross Gales	Nexus365 Sharepoint Online Service	20 May	Approve Decline
Marcella Busia	Nexus365 Sharepoint Online Service	21 May	Approve Decline
DAVISON, Jade (THE N...	Nexus365 Sharepoint Online Service	4 June	Approve Decline
Jones, Martin Owen (ST...	Nexus365 Sharepoint Online Service	14 June	Approve Decline

By clicking on each entry you can see what the person has requested access to, and it's up to you to decide whether or not to "Approve" or "Decline" their access request by clicking the appropriate button next to their entry.

You will also see the following:



This shows any External User invitations that have been sent from your site, with the appropriate actions shown next to entries (if there are any).

Best Practice Recommendations for Access Requests

Access Requests can be a blessing and a curse. If you are actively managing them, they can be a swift and easy way of managing access and permissions on your site.

However, they can also quickly result in users being granted inappropriate levels of access to items that they really shouldn't be seeing. Therefore we advise the following:

- 1) Switch off access requests entirely (under Access Request settings – Just untick everything!)
- 2) Manage ALL your site permissions and access via the SharePoint Groups (Owners, Members, Visitors) instead.
- 3) Avoid the temptation to just hit the 'share' button on sites, libraries, folders or files. Managing your permissions as detailed above will save you a LOT of pain and annoyance in the long run, as will avoiding using Access Requests unless you are willing and able to manage them on an individual basis
- 4) Disable sharing for Site Members (again as shown in the first section of this document). Allowing members to set up sharing, means allowing (potentially) anyone already granted member access to your site to share information and data in your site without the site owner or the site administrator's consent.

[How SharePoint Hub Site Permissions Cascade to Spoke Sites](#) *[link to external blog]*