

## SHAREPOINT 3.0 – HOW TO ALLOW ANONYMOUS ACCESS

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With **Windows SharePoint Services 3.0** new features such as the **Wikis & Blogs**, you may want to allow access to these sites to visitors outside of your organization. Allowing **Anonymous Access** to your Site is the simplest solution.

To allow **Anonymous Access**, please follow the instructions below.

### How to allow Anonymous Access:

- Open the site on which you want to enable **Anonymous Access**;
- On the **Site Actions** menu, click **Site Settings**;

**NOTE:** On a site for which the **Site Actions** menu is customized, point to **Site Settings** and then click the settings that you want to view;

- On the **Site Settings** page, in the **Users and Permissions** column, click **Advanced Permissions**;
- On the **Permissions** page, within the **Settings** menu, click **Anonymous Access**;
- On the **Change Anonymous Access Settings** page, select the parts of your Web Site that you want to give anonymous access to;

**NOTE:** Once the **Anonymous Access** has been setup, please allow *2-3 minutes for it to take effect*.

**Caution:** Please note that when you enable **Anonymous Access** you are allowing anyone on the Internet the ability to view your content.

Enabling **Anonymous Access** can also result in additional fees if you exceed your bandwidth allocation.