

# How can I enable the "Anonymous Access" for my Sharepoint portal?

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To enable the "Anonymous Access", please kindly follow the steps below:

1. Please login to your Sharepoint Portal.
2. On the top right hand corner of your Portal, you must see "Site Actions" menu. Please select the "Site Settings" submenu.
3. Under the "User and Permission" category, please select "Advanced Permissions"
4. Under the "Settings" menu, please select the "Anonymous Access" and it is up to you to decide whether you want to enable the anonymous access for part or your entire portal

Please be advised that the Anonymous Access feature can only be enabled if you requested this feature at the very beginning of your SharePoint setup. If you do not have this feature enabled at the beginning, it cannot be enabled without a complete SharePoint reload