Configure Content Approval for a List or Library

When Content Approval is enabled, new and modified files are treated as drafts and are given a **Pending** status. By default, drafts are only visible to their authors and to approvers until an approver changes the status from **Draft** to **Approved**.

When Content Approval is enabled, a new column and new views are added to the library.

Note: Content Approval, Versioning and Check Out/In are interrelated. Refer to the help files on Versioning and Check Out, Check In or Discard a Check Out. Also, refer to the Designer class materials on Versioning for a detailed explanation of the interrelationship.

1. Navigate to the list or library.
2. On the ribbon, click the **LIST** or **LIBRARY** tab. In the **Settings** group, click **List Settings** or **Library Settings**. This example uses a library.

3. On the **Settings** page under **General Settings**, click **Versioning settings**.

4. In the **Content Approval** section, click **Yes** to **Require content approval for submitted items**.

5. The **Draft Item Security** settings are only available after Content Approval is enabled. The default is **Only users who can approve items (and the author of the item)**; if you choose **Only users who can edit items**, drafts can be seen by Contributors and Designers. Change **Draft Item Security** as needed and click **OK** to confirm the change.

6. Return to the library. The **Approval Status** column and **Approve/reject Items** and **My submissions** views have been added.
