

Setting Permissions on Network Files and Folders

1. Right-click the file or folder for which you need to change permissions and select **Properties**.
2. Select the **Security** tab.
3. The top box contains a list of the users and groups that have permission to do something (Modify, Read, etc.) to your file or folder.
4. Decide what you need to do. Here are some examples:
 - a. Change the rights of a person or group already listed
 - b. Allow a person or group not listed to do something to your file or folder
 - c. Deny a person or group the right to do something to your file or folder
5. Once you have decided how you want to change the existing file or folder permissions, you should begin clicking. Figure 1 shows a diagram to describe the areas and buttons under the Security tab:

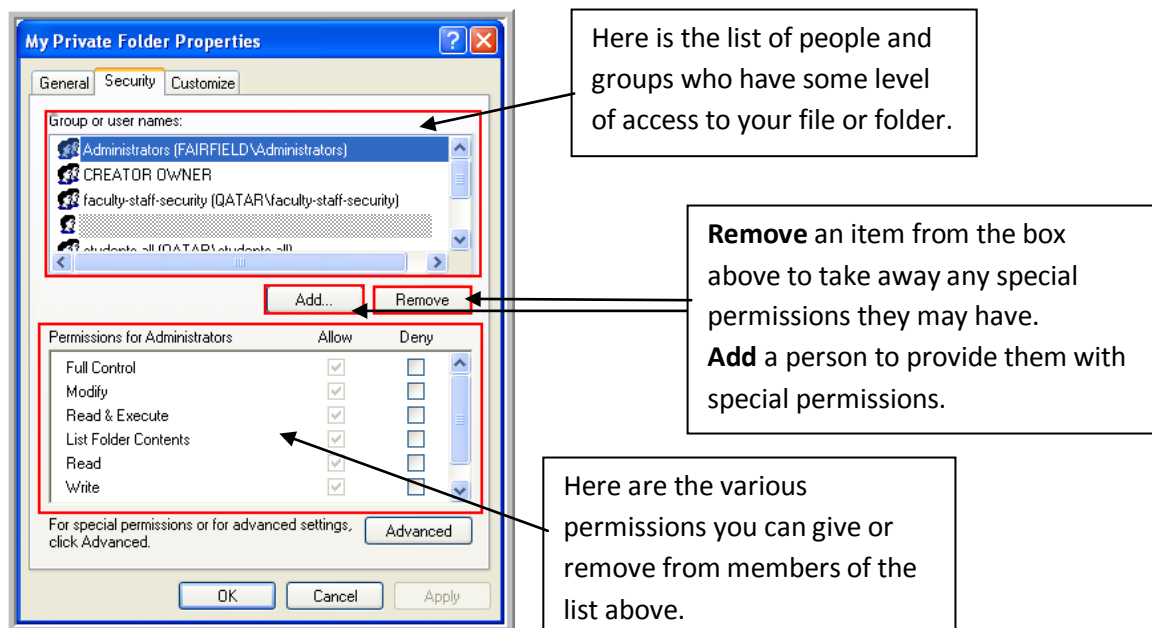


Figure 1. Security tab

6. If you need to modify the permissions of a person or group already listed, highlight their entry in the box. If they are not listed and you want to grant or deny them access, click **Add**.

7. You will be prompted for the user or group you wish to add to your list as shown in figure 2. Type either the username (firstname.lastname) or name of the group and click **OK**. If you are unsure, you may type part of the name and click **Check Names** to select from a list.

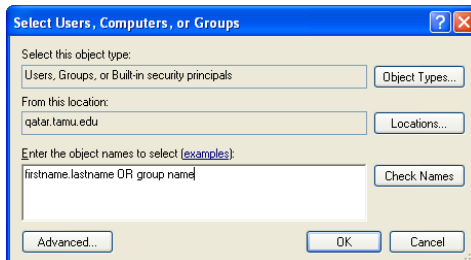


Figure 2. Selecting Users

8. Now, apply the set of permissions you want to grant or deny them by clicking the appropriate selection boxes. Here are a few helpful tips:
 - a. A person may not be listed but may be a part of a group that has some access to the file or folder.
 - b. “Deny” permissions take precedence over “Allow” permissions. For example, denying an individual access to write to a file or folder will override any permission they may receive by being a member of an allowed group.
 - c. A file or folder will inherit the same permissions as its parent folder. Permissions you explicitly give or take away will take precedence over permissions inherited in this way. For example, if someone inherits permission to see the contents of your file or folder, but you add them to your list and deny them any access, they will not be able to open the file or folder.
9. Once you have made all your changes, just click **Apply**, then **OK**.