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| Description: UIowa | **Folder Permission Configuration Guide** | **Description: CLAS** |

Folder Permissions

This support section contains information on how to adjust the default security permissions on a folder. This information is geared specifically for the “Departmental” (L:\ drive) network space and Windows 7. If you have questions concerning the directions below please contact your departmental Information Technology Support Staff member.

By default, all the files and folders within a department’s shared L:\ drive folder have been set so that everyone that is officially affiliated with the department based on Human Resource has full control of the subfolders. This may include faculty, staff, emeritus, and possibly grad students on payroll. Additionally, the UI-*DepartmentNameGoesHere* includes the group OUA-CLAS-*DepartmentNameGoesHere*. This group contains the CLAS~~-~~IT Group members that support your department.

Important Notes

1. The following group should ALWAYS have Full Control in order for things to function correctly: "UI-*DepartmentNameGoesHere*". These permissions will flow down from upper level folders and should not have to be added, unless you have changed the default security on a subfolder or file.
2. Security permissions flow down from upper level folders, so set the needed permissions as far up as possible in order to save time and duplication of effort. This means that SubfolderB automatically gets the same settings as FolderA if it resides within FolderA.
3. Deny permissions supersede Allow permissions, so try not to use the Deny settings (just leave the Apply setting blank instead of using Deny).

Enabling the Security Tab (if you do not already see it)

1. Open Windows Explorer, and then select the **Tools** | **Folder** Options menu item.
2. Click the **View** tab on the window that appears.
3. Uncheck the box labeled "Use Simple File Sharing."
4. Click the **OK** button to accept the changes and close the Folder Options window.

Creating a new folder on the departmental drive and setting permissions:

1. Right-click a blank area in the general use folder window, point to **New**, and then click **Folder**.

2. Next right click on the newly created folder and click properties, then the Security tab.





3. Click **Edit** to Add or Delete Groups or users permissions.



4. If you wish to **delete** permissions for a specific user or group, highlight the group or username and click **Remove** to delete. (Refer to Step 8)



6. Enter the user’s HawkID and click **Check** **Names** to verify. Click **OK**.

5. If you wish to **add** permissions for a specific user or group, click **Add** to search for desired user or group.

7. Modify the user’s rights on the folder by checking the boxes in the permissions area for that user. At this point, you may allow full control of a folder for the user or allow read only access to the folder and contents.



8. By default, a new folder in the departmental drive “inherits” the group UI- DepartmentNameGoesHere (HR auto-mated process). If you want to limit access, you can remove the UI- DepartmentNameGoesHere group and “lock” the folder down, but make sure you have given your HawkId full control before moving forward. To do so, the inheritance needs to be disabled. Click the **Advanced** button. **Important:** ***If you remove UI- DepartmentNameGoesHere, you are also removing the CLAS-OUA- DepartmentNameGoesHere (CLAS-IT Group’s management group). It is recommended you re-add this group so your IT support can help you in an emergency.***





10. Click the **Remove** button.

10. Uncheck the box “**Include inheritable permissions for the object’s parent**.”

9. Click on the **Change** **Permissions** button.



10. Click **Apply**, then **OK**.



11. Modify the user’s rights (Refer to Step 7) and Click **Apply**, then **OK**.