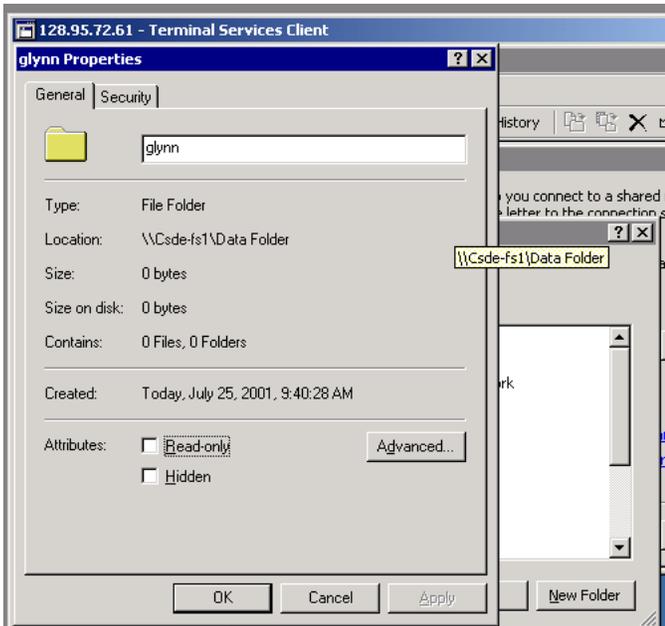
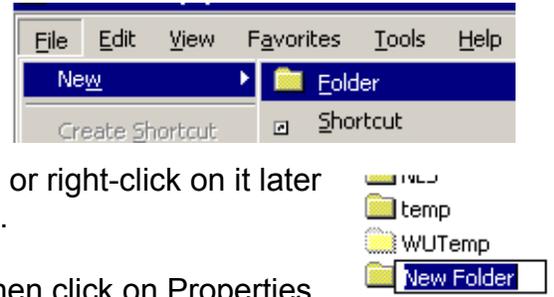


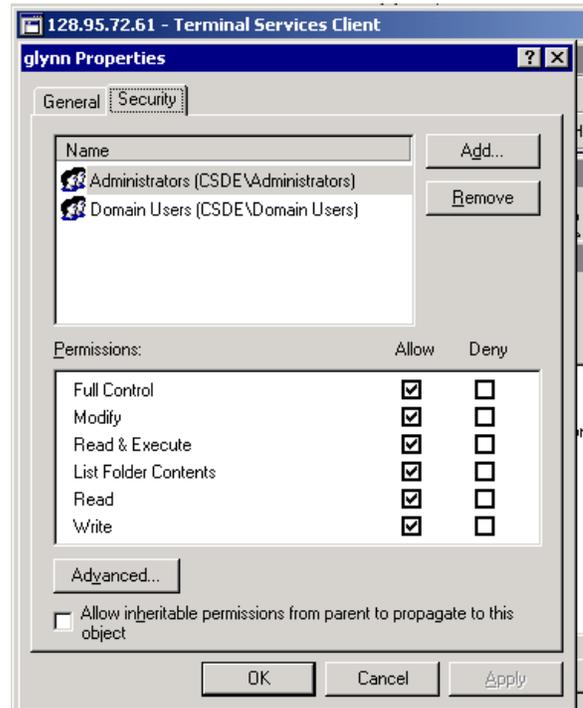
Setting Security on a Folder in a Public Directory¹

In some Windows file systems, you may set the security for this new folder so that some users can read it, and some cannot.

1. From Windows Explorer or My Computer create a directory. (Alt File New Folder)
2. A new folder will appear. You may rename it at this point, or right-click on it later to rename it. For this example, I named the folder "glynn".
3. Once the file is named, right-click on the new folder and then click on Properties.

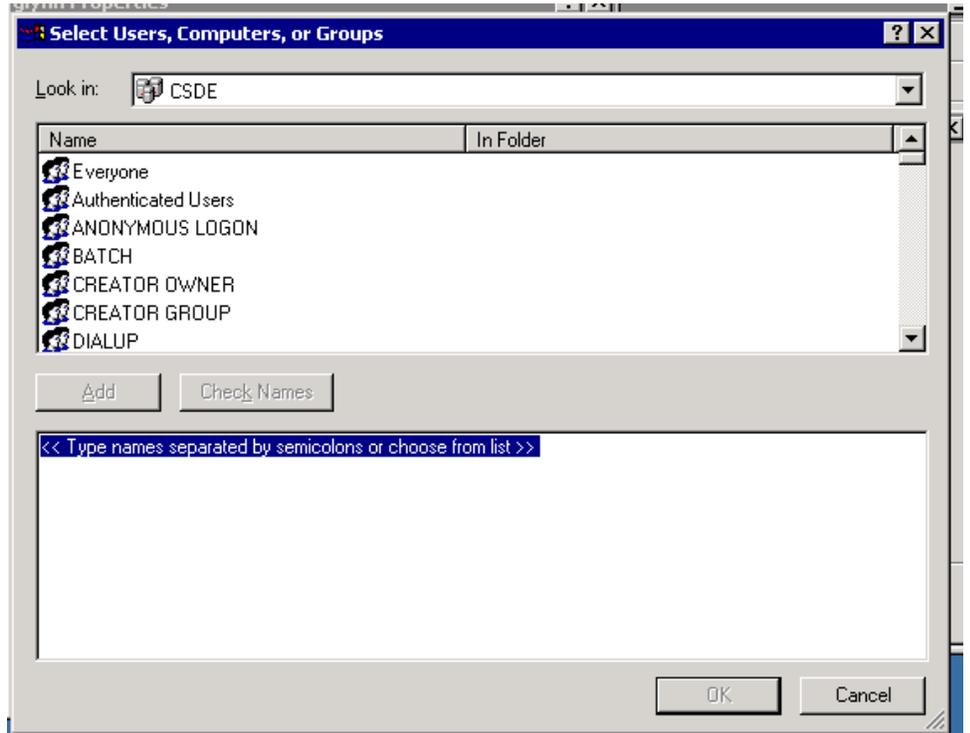


4. Click on the Security tab. (What you see here will vary depending on the machine/system that you are on, but the concepts should remain the same.)

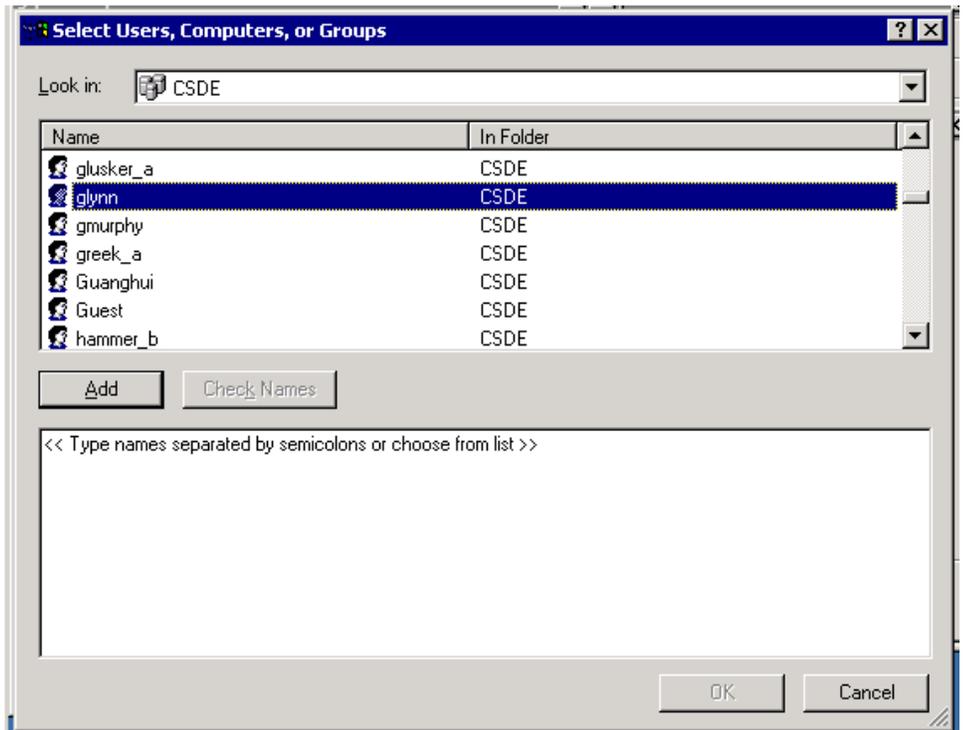


¹Prepared by Patty Glynn, University of Washington, July 19, 2002

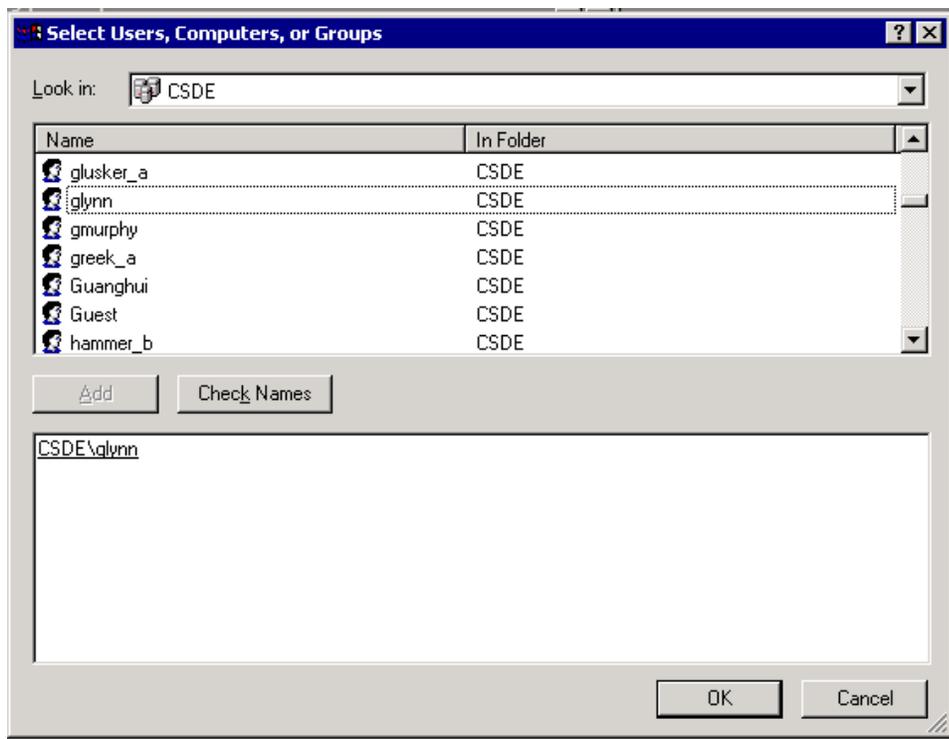
5. Click on Add. A window like the following will appear.



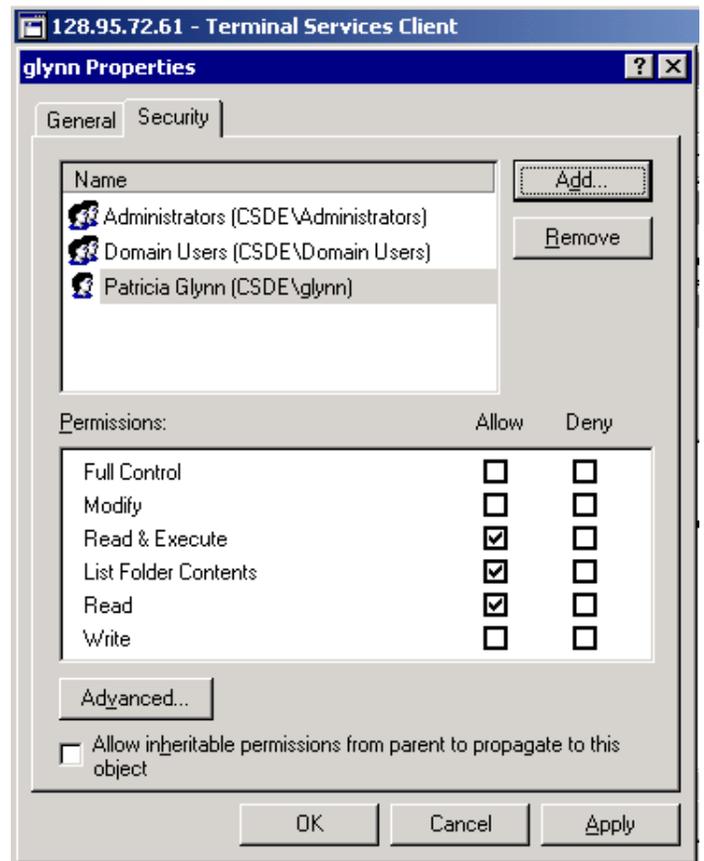
6. Scroll down in the top half of the window, and find your own ID, highlight it, and click on add. (You will repeat these steps for any ID you want to give access to.)



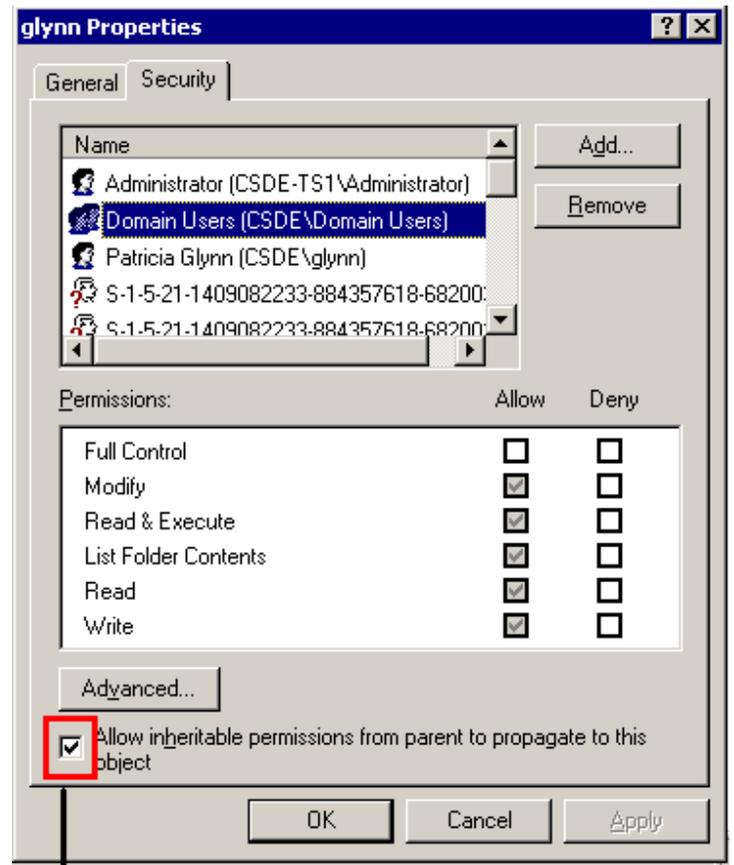
7. The ID you choose will appear in the bottom window. Click OK.



8. With YOUR ID highlighted, put check marks in all of the boxes below Allow.

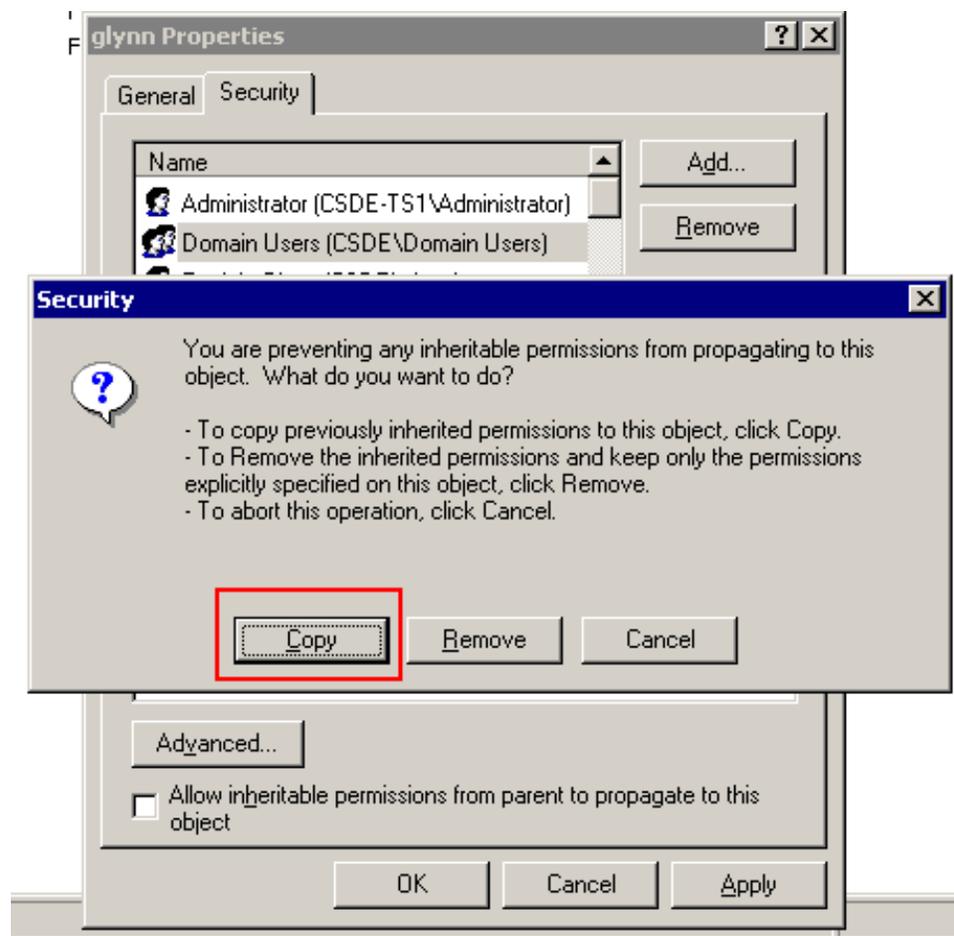


9. Highlight Domain Users. If there is a Check in “Allow inheritable permissions ...” remove the check. (You will get a little message, which you may ignore). Click on Remove.

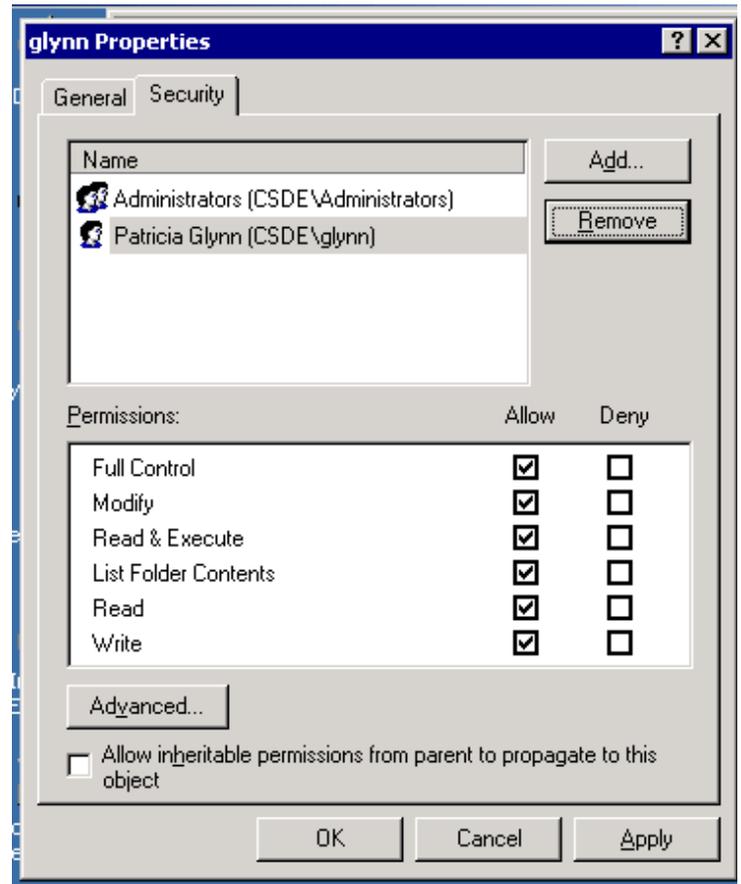


Remove check from box.

10. When you uncheck this box, the “Security” dialogue box on the right will appear. Click on Copy.
11. Click on Domain Users again, and then click on Remove.



12. The security window should look something like the following. Do not make changes to the security for Administrators. Click on OK, then OK.



If all went well, you and the others you have specified will be able to access the folder, and others won't. It is always a good idea to test!