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".



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Folder

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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 hte same.)

Name Administrators (CSDE \Administrators) Domain Users (CSDE \Domain Users)	A <u>d</u> d <u>R</u> emove
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Read & Execute	님
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¹Prepared by Patty Glynn, University of Washington, July 19, 2002

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

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🕷 Select Users, Computers, or Gro	ups	?×
Look in: CSDE		
Name	In Folder	
🕵 Everyone		
Authenticated Users		
BATCH		
CREATOR OWNER		
DIALUP		
Add Check Names		
ZZ Tupe names senarated by semicolor	ns or choose from list >>	
(x) Type fiames separated by semicolor	is of choose from list 22	
		-
		OK Cancel

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.)

Select Users, Computers, o	r Groups	? ×
Look in: 🗊 CSDE		▼
Name	In Folder	▲
🕵 glusker_a	CSDE	
🕵 glynn	CSDE	
🕵 gmurphy	CSDE	
😰 greek_a	CSDE	
😰 Guanghui	CSDE	
🕵 Guest	CSDE	
😰 hammer_b	CSDE	▼
Add Check Name	S	
<< Type names separated by sem	icolons or choose from list >>	
		TK Cancel

7.	The ID you	choose will	appear i	n the bot	tom window.	Click OK.
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Name	In Folder	
💈 glusker_a	CSDE	
glynn	CSDE	_
gmurphy	CSDE	
🔮 greek_a	CSDE	
🔮 Guanghui	CSDE	
💈 Guest	CSDE	
💈 hammer_b	CSDE	
Add Check Names		
<u>SDE \glynn</u>		

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

🖬 128.95.72.61 - Terminal Services Clien	ıt
glynn Properties	? ×
General Security	1
Name	Add
🚮 Administrators (CSDE \Administrators)	
🕵 Domain Users (CSDE\Domain Users)	<u><u>R</u>emove</u>
🧟 Patricia Glynn (CSDE\glynn)	
Permissions:	Allow Deny
Full Control	
Modify	
Read & Execute	
List Folder Contents	
Read	
Write	
Ad <u>v</u> anced	
Allow inheritable permissions from parent object	to propagate to this
ОК Са	ancel <u>A</u> pply

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

ynn Properties	?
General Security	
Name	Add
Domain Users (CSDE\Domain Users)	<u>R</u> emove
Patricia Glynn (CSDE\glynn) Patricia Glynn (CSDE\glynn) </td <td>200: ₂nn·▼</td>	200: ₂nn·▼
Permissions:	Allow Deny
Full Control	
Modify	
Read & Execute	
List Folder Contents	
Write	
Advanced	nt to propagate to this
1	

Remove check from box.

glynn Properties	
General Security	
Name Add	
Image: Second strate in the second strate	
Security	×
 You are preventing any inheritable permissions from propagating to this object. What do you want to do? To copy previously inherited permissions to this object, click Copy. To Remove the inherited permissions and keep only the permissions explicitly specified on this object, click Remove. To abort this operation, click Cancel. 	
<u>Copy</u> <u>R</u> emove Cancel	
Advanced Allow inheritable permissions from parent to propagate to this object	
OK Cancel Apply	

- 10. When you uncheck this box, the "Security" dialogue box on the right will appear. Click on Copy.
- Click on Domain Users again, 11. 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.

glynn Properties	? ×
General Security	
Name Maninistrators (CSDE\Administrators)	A <u>d</u> d
😰 Patricia Glynn (CSDE\glynn)	<u><u> </u></u>
Permissions: Al	low Deny
Full Control	
Read & Execute	
List Folder Contents	
Read Write	
Allow ingentable permissions from parent to pro	opagate to this
OK Cancel	Apply

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!