

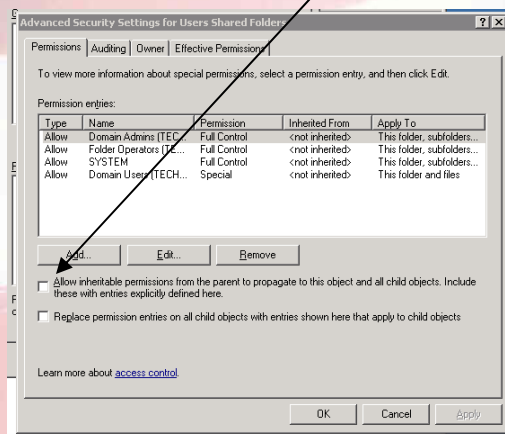
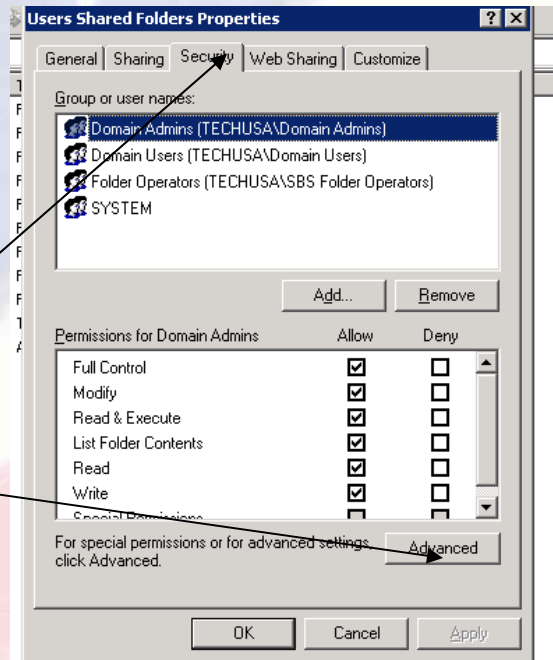


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How to Configure Security for Files and Folders

To configure file and folder security:

1. Log on by using your domain user name and password.
2. Start Windows Explorer.
3. Expand **My Computer**, and then click the drive that contains the folder that you want to configure.
4. Right-click the folder that you want to configure, and then click **Properties**.
5. Click the **Security** tab.
6. Click **Advanced**.
7. Click to clear the **Allow inheritable permissions from parent to propagate to this object and all child objects. Include**



these with entries explicitly defined here check box.

8. In the **Security** dialog box that appears, click **Copy**.

NOTE: The inherited permissions are copied directly to the folder.

9. Click **OK**.

10. To set permissions for a group or user who is not listed in the **Group or user names** box, click **Add**.
11. In the **Select Users or Groups** dialog box that appears, type the names of the groups or users for whom you want to set permissions.



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For example, **Accounting**, **Sales**, and *accounts receivable manager name*).

12. Click **OK**. The groups and users you added appear in the **Group or user names** box.

13. To grant or deny a permission in the **Permissions for User or Group** box, click the user or group in the **Group or user names** box, and then click to select the **Allow** or **Deny** check box next to the permission that you want to allow or deny. For example:

- To grant Modify permissions to the Accountants group, click **Accountants**, and then click to select the **Allow** check box next to **Modify**. Members of this group can add new files to the folder or edit the files in the folder.
- To grant Read & Execute, List Folder Contents, and Read permissions to the Sales group, click **Sales**, and then click to select the **Allow** check box next to these permissions.
- To grant Full Control permission to the accounts receivable manager, click *accounts receivable manager name*, and then click to select the **Allow** check box next to **Full Control**.

14. Click **OK**.

