



# Giving Others Access to Your Folders on the Fileserver

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On the Rhodes College file server (fileserver1.rhodes.edu) you are able to change access permissions to your folders. You will be able to give others full access to your folders and/or to subfolders that you create. Contact the Help Desk (x3890) with questions. If you have a Macintosh, contact the Help Desk as this procedure will not work on a Macintosh.

Each of the departmental folders contains three folders: Public, Private and InBox. Access permissions have been set to give you full control of all three folders.

- **Public:** Files placed in the Public folder can be read and/or copied by anyone with a Rhodes account.
- **Private:** Files placed in the Private folder can only be accessed and/or viewed by you or anyone that is setup by you.
- **InBox:** The InBox is set up so that all users can move files into the InBox but they cannot view the contents of the InBox unless you give them broader access.

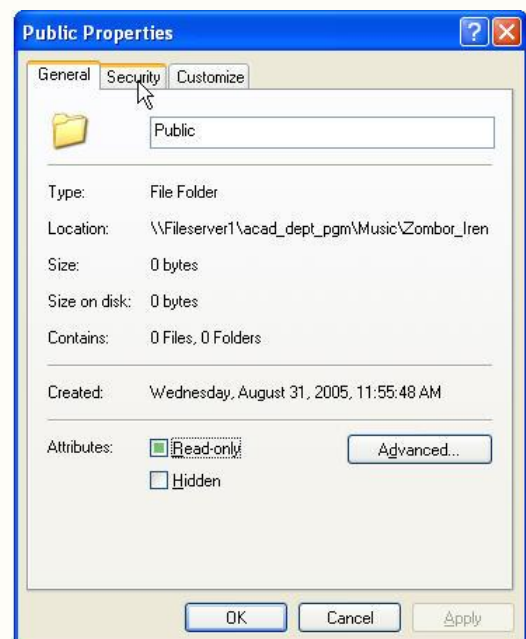
Files can only be placed into Public, Private and InBox folders. You cannot move a file outside these three folders. You can create and/or delete folders within any of these three folders: Public, Private and InBox.

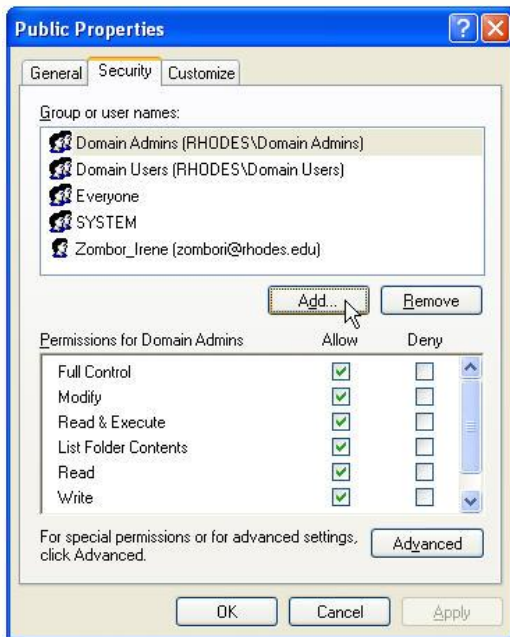


To give someone access to one of your folders, follow this procedure.

1) Right click on the folder to which you wish to give someone permission to add/modify or delete files. Select **Properties**.

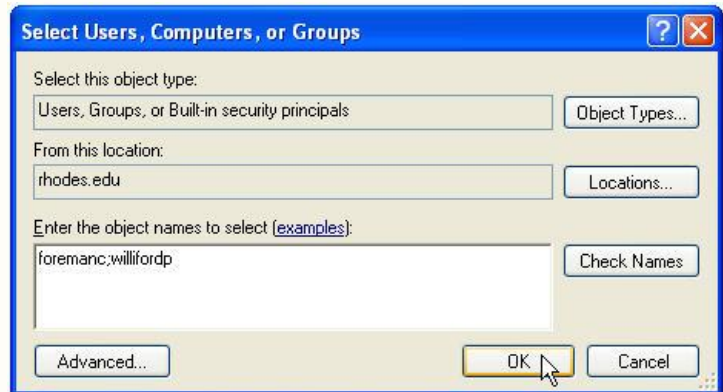
2) A Properties window will open up. Select the **Security** tab.





3) Click on the **Add** button

4) A Select Users window will open up. Enter the user names (separated by a semi-colon) of each person to whom you want to give access to this folder. Select **OK**. (The user name is the first part of a person's email address, i.e., everything before the @rhodes.edu)

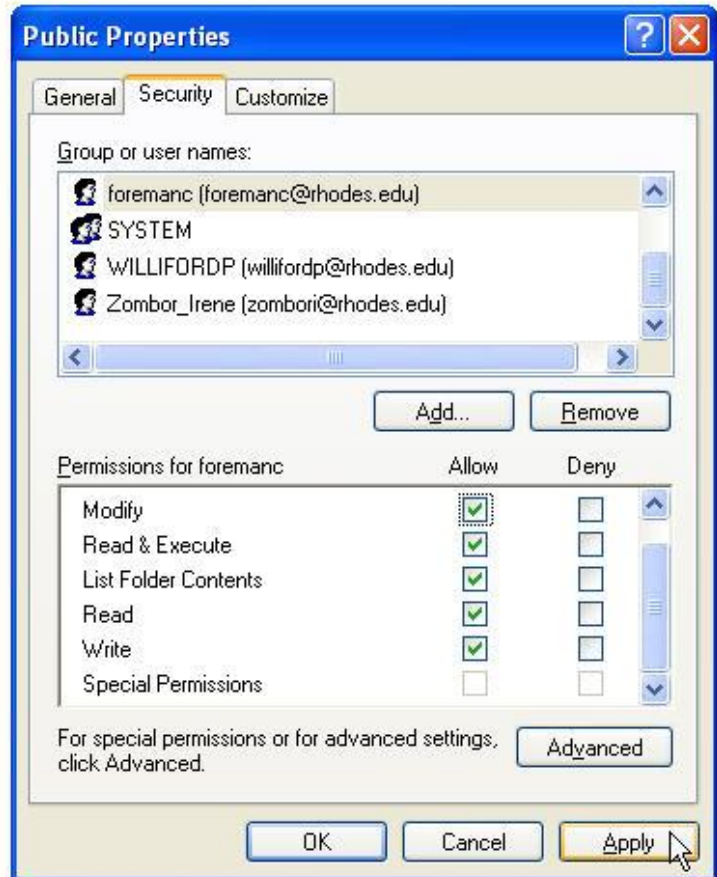


5) The new users' names will appear in the Security window.

6) Select the first new user's name, then check the **Allow** box next to **Modify** to give them permission to add/delete and modify files in this folder. Select Apply. (Repeat this step for each user you added.)

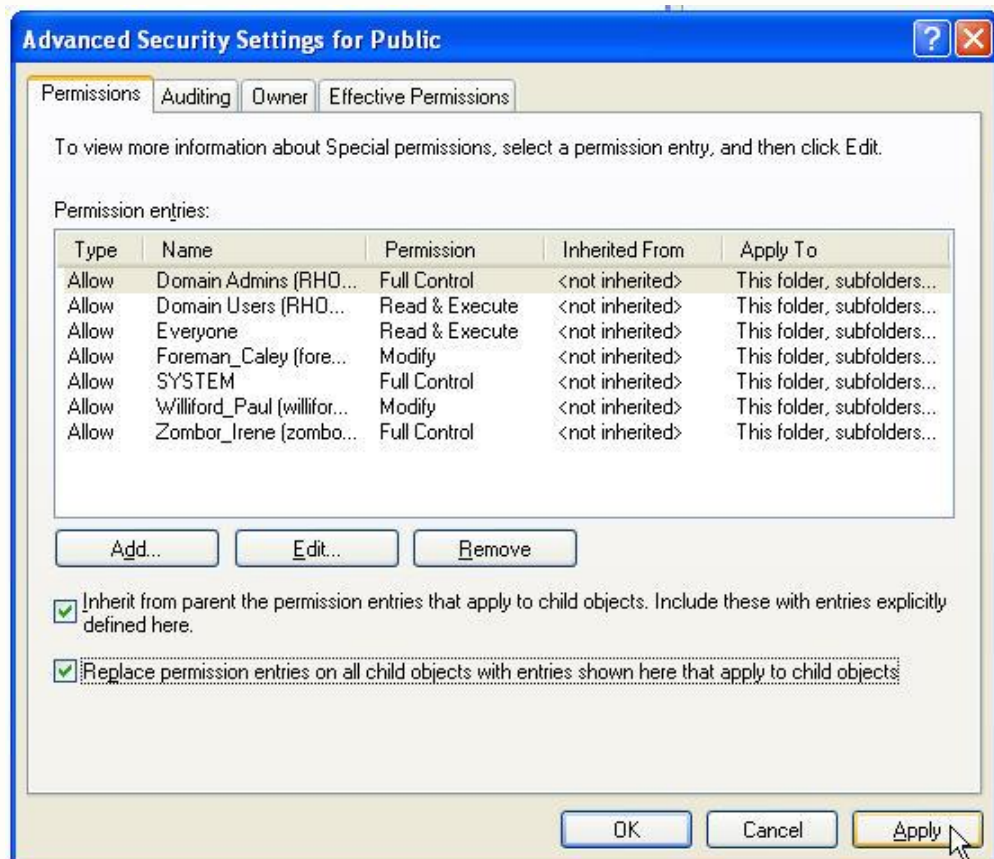
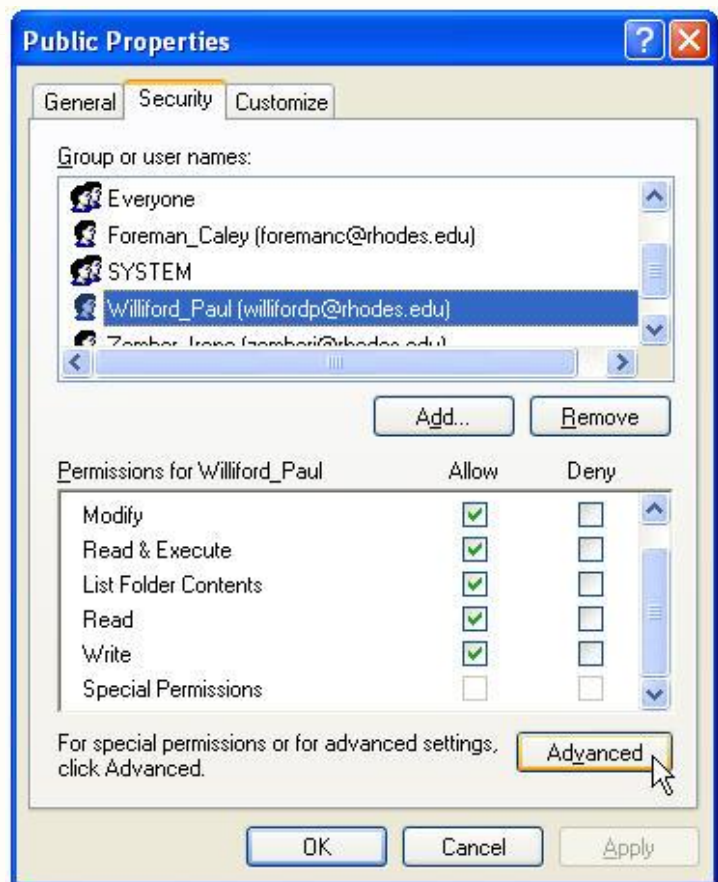
**NEVER USE THE "DENY" COLUMN IN ANY CIRCUMSTANCE!**

**IMPORTANT NOTE: DO NOT REMOVE OR MODIFY THE DOMAIN ADMINS OR SYSTEM ACCOUNTS. These accounts are used to back up the server. If they are removed the files in those folders will NOT be backed up.**

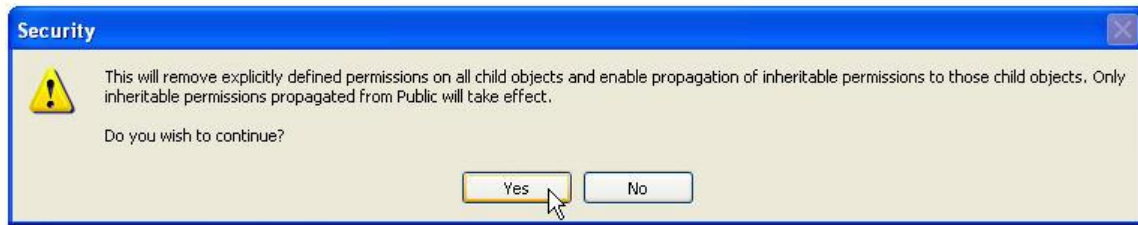


7) After you have applied permission changes for each of the users you added, click the **Advanced** button to extend the same privileges to all subfolders.

8) Click on "Replace permission on all child objects with entries shown here that apply to child objects." If the folder is the Public folder, be sure the box to the left of "Allow inheritable permissions from parent to propagate to this object" is checked. If it is the Private or InBox, be sure the box is not checked. Then click **Apply**.



9) A Security window will open up. By selecting Yes the access privilege set at this level will be extended to all subfolders.



10) Click on OK in the remaining windows to return to the folder view.