

Setting up Groups, Shared Folders, Permissions and Security Settings
On Windows 2003 Server
By Greg Gallup August 2006

Setting up Root (department) Folders on the Root of the D-Drive

1. Use the **Remote Desktop Connection** program to connect from your desktop computer to the

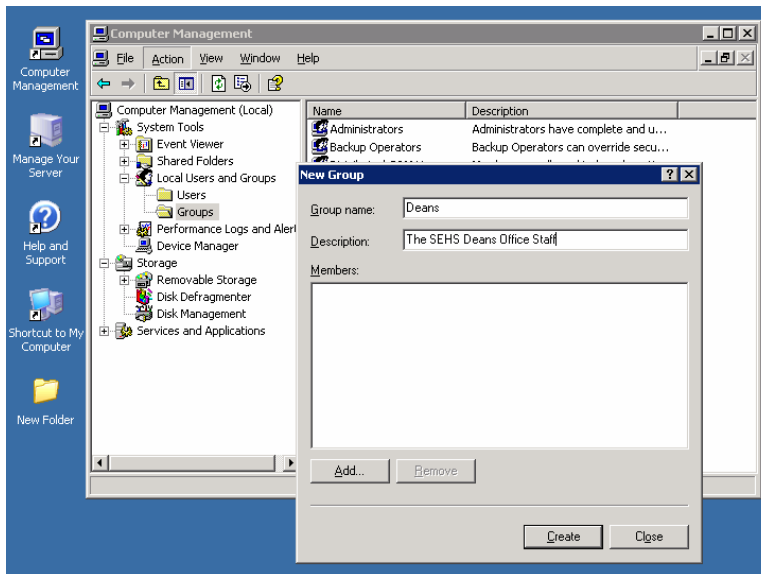
Name of Web and File Server: xxxxx.sys.oakland.edu

IP Address: xxxxxx

Map Network Drive: \\xxxx.sys.oakland.edu\ *department foldername – psa, deans, etc.*) \

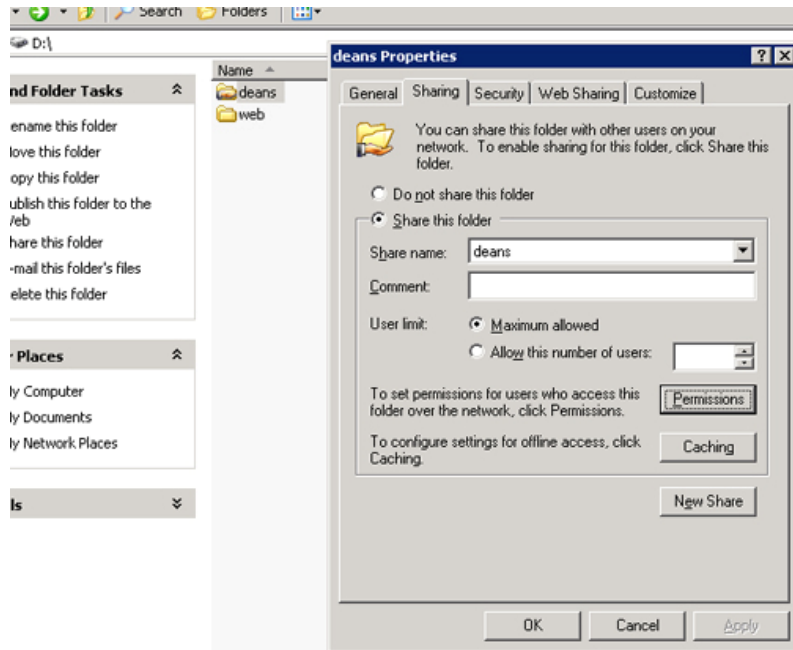


2. Click on **Computer Management** Icon. Select- Local User and Groups- Select Groups
3. Create a New Group by going to **Action – New Group** (label it the Department Name: "Deans"). Then Add users' admnet/opennet network account



4. **Create a New Folder on Server Hard Drive** (File – New Folder) and name it the department abbreviation or project name

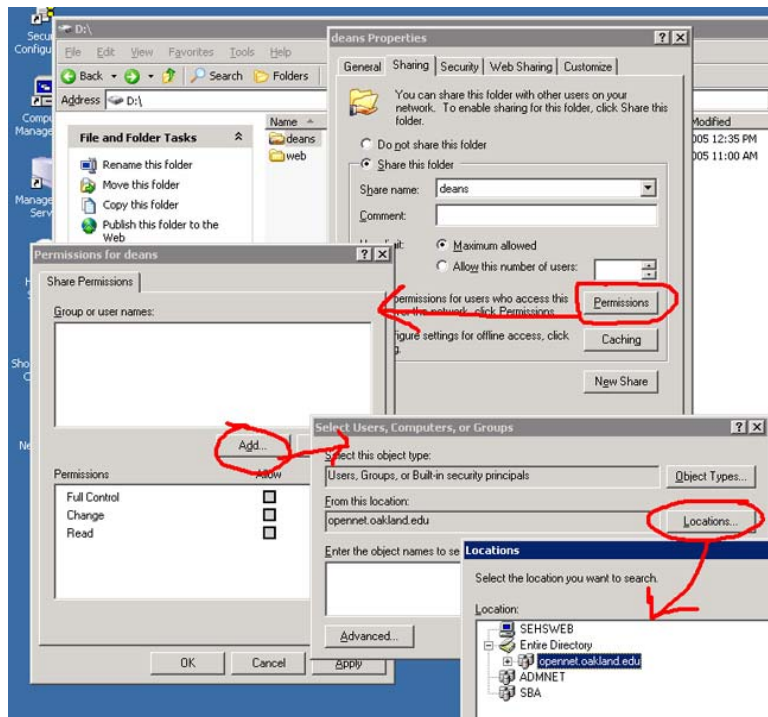
5. Go to **My Computer** icon, **Right Click** on “**Deans**” folder, select **Sharing and Security**, select **Sharing Tab** and select **Share this folder** and give it the same name as the folder you just created.



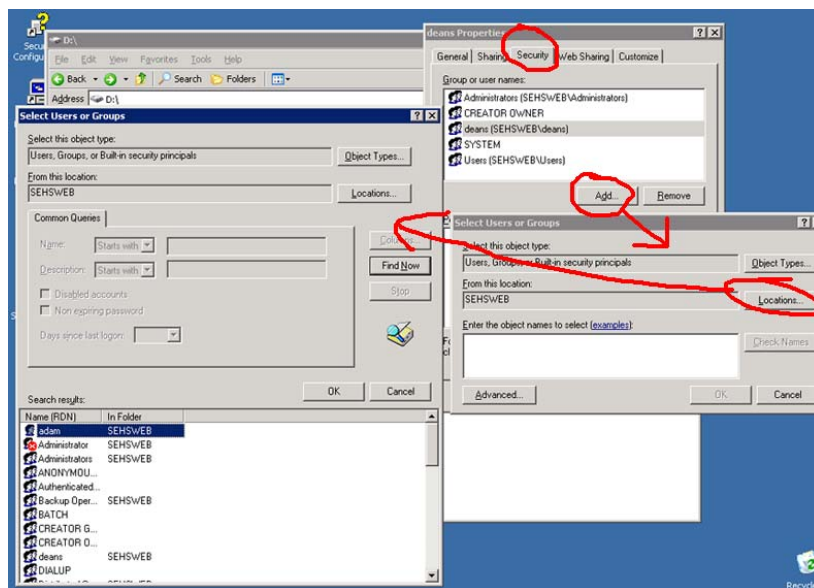
6. Click on **Permissions**, add individual users admnet/opennet network accounts OR you can add the group which you just created in **step # 3**.

NOTE: In order to Add an existing group from SEHS Web: **Click on locations**, then select SEHSWEB and type in the name of the group (example type in “deans”) and then click ok

7. **Check boxes all boxes** for full control, change, and read for all users/groups. **Click Apply** and then click OK



8. Select **Security** Tab, click on **add** (in order to add a group) by clicking Locations, select SEHSWEB and then click OK and select from the list of users or type in the name of the group. **MUST ADD the GROUP**, and NOT individual users. **Allow the group** ("deans") **all permissions**, **EXCEPT Full Control** click on **Apply** and then click OK.



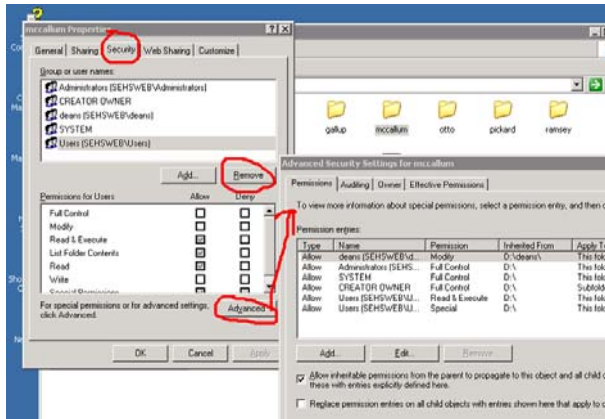
Setting up Sub-Folders (individual users) within the Root (department) Folder of the D-Drive

9. **Double Click** on the **Root Folder** ("deans")

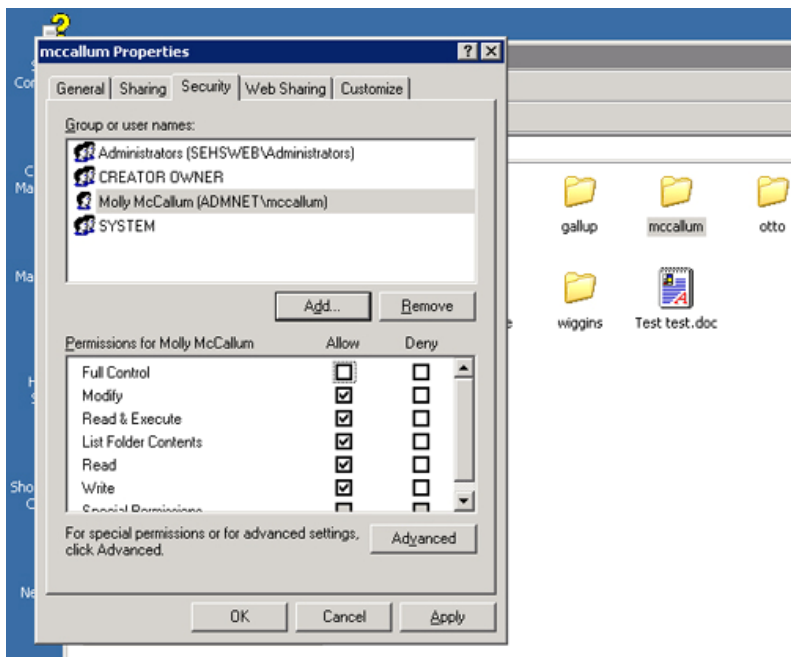
10. Within the root folder (“deans”), **create a new folder** (file-new-folder) for each user (otto, wiggins, pickard, reeves2, etc.)
11. **Right click** on the individual user folder (“otto”) and **select Sharing and Security** and then click on **Security Tab**.

NOTE: DO NOT SHARE THIS FOLDER

12. **Select User (SEHWEB\users)** and click on **Remove**. A security alert box with pop-up, saying “You can not remove users, object is inheriting permissions from its parent” **Click** on “**ok**”, then click on the **Advanced Tab**.



13. **Uncheck the box** which says: “Allow inheritable permissions from the parent to propagate...” A security pop-up box will appear, **click on the COPY button**. **Do NOT** click on “remove” button, if you do, then just re-add the Administrator, System and Creator Owner (step # 6).
14. Click the **Apply button** (under the **Inherited From** tab, everything should say “not inherited” for all the entries being listed)
15. **Select Users** by clicking, then click **Remove** button
16. **Select Users** by clicking, then click **Remove** button again
17. **Select “Deans” or the department named folder**, then click **Remove**
18. Then click **Apply** and then click **Ok**
19. Select **Security Tab**, Click on **Add**, and add the admnet or opennet (example: admnet\gallup) network accounts for the individual user.
20. Select the individual user and **check all “allow boxes”, except the Full Control**. All other users (Administrators, Creator Owner, and System) stay the same with their default settings. Click on **Apply** and then click on **OK**.



20. Done !!