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

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- 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

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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.

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

**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 <u>all boxes</u> for full control, change, and read for all users/groups. Click Apply and then click OK

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 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. <u>MUST ADD the GROUP, and NOT individual users.</u> Allow the group ("deans") all permissions, EXCEPT Full Control click on Apply and then click OK.

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

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

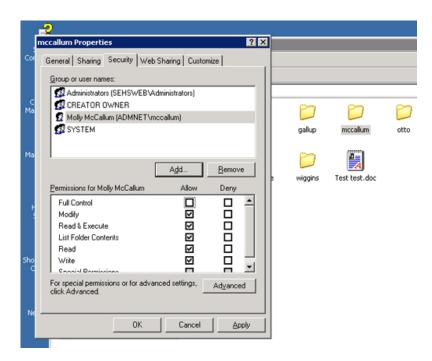
- 10. Within the root folder ("deans"), **create a new folder** (file-new-folder) for each user (otto, wiggins, pickard, reeves2, etc.)
- 11. Right click on the individual user folder ("otto") and select Sharing and Security and then click on Security Tab.

**NOTE:** DO NOT SHARE THIS FOLDER

12. Select User (SEHSWEB\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.

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- <u>Uncheck the box</u> which says: "Allow inheritable permissions from the parent to propagate..." A security pop-up box will appear, click on the COPY button. <u>Do NOT</u> 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: adment\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 !!