## 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.) \

| 🐮 Remote I | Desktop Connection |      |              |
|------------|--------------------|------|--------------|
| 0          | Remote Deskto      |      |              |
|            | Connection         |      |              |
| Computer:  | 10.30.4.31         | 2    | 0            |
|            | Connect Cancel     | Help | 0 options >> |

- 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

|                        | 📙 Computer Management       |  |  |     |
|------------------------|-----------------------------|--|--|-----|
|                        | Eile Action View Window H   | elp  |  | _8× |
| Computer<br>Management | ← → 🗈 🖪 🕼 🔮                 |  |  |     |
|                        | Computer Management (Local) | Name<br>Administrators<br>Backup Operators<br>Group name: Deans<br>Description: The SEHS<br>Members: | Description<br>Administrators have complete and u<br>Backup Operators can override secu<br>2<br>Deans Office Staff | X   |
|                        | 3                           | Add  | CreateClose  |     |

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.

| ₩ D:\  |   |          | deans Properties  |
|--|---|----------|---|
|  |   | Name 🔶   |   |
| nd Folder Tasks                                      | * | adeans 🔁 | General Sharing Security Web Sharing Customize  |
| ename this folder<br>Iove this folder                |   | i web    | You can share this folder with other users on your<br>network. To enable sharing for this folder, click Share this<br>folder. |
| opy this folder                                      |   |          |   |
| ublish this folder to the<br>/eb<br>hare this folder |   |          | C Do not share this folder  Share this folder  Share name: deans  |
| -mail this folder's files                            |   |          |   |
| elete this folder                                    |   |          | Comment:<br>User limit:   |
|  |   |          |   |
| Places   | * |          | C Allow this number of users:   |
| ly Computer<br>ly Documents                          |   |          | To set permissions for users who access this folder over the network, click Permissions.                                      |
| ly Network Places                                    |   |          | To configure settings for offline access, click Caching   |
| ls   | ¥ |          | New Share   |
|  |   |          |   |
|  |   |          |   |
|  |   |          | OK Cancel Apply   |

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

| Elle Edit View Favorites Too         | ls <u>H</u> elp | deans Properties  | <u>?×</u>  |
|--------------------------------------|-----------------|---|--|
| 🔇 Back 🔹 🌍 🔹 🍞 🔎 Search              | P Folders       | General Sharing Security Web Sharing  | Customize  |
| Address D:\                          |                 | You can share this folder with oth  |  |
|                                      | Name +          | network. To enable sharing for the folder.  | his folder, click Share this Modifie                                 |
| File and Folder Tasks 🛛 🕆            | Codeans         | C Do not share this folder  | 005 12:  |
| Rename this folder                   | C web           | Share this folder   | 005 11:  |
| (a) Move this folder                 |                 | Share name: deans   | •  |
| Copy this folder                     |                 | Comment   |  |
| Publish this folder to the<br>Web    |                 | -   |  |
| nissions for deans                   |                 | ? × it • Maximum allowed  |  |
| are Permissions                      |                 | C Allow this number of  | users:   |
| are remissions                       |                 | Sermissions for users who access  | this Permissions   |
| roup or user names:                  |                 | the network click Permission  | Eennessons   |
|                                      |                 | igure settings for offline access, o  | lick out 1   |
|                                      |                 |   |  |
|                                      |                 | igure securigs for online access, o   | click Caching  |
|                                      |                 | p.  |  |
|                                      |                 |   |  |
|                                      |                 | pure seconds for online access, c   | New Share  |
|                                      |                 | 3.  |  |
|                                      | _               | P   |  |
| ~                                    |                 | Inct Users, Computers, or Groups  |  |
| A                                    | dd T            | lect Users, Computers, or Groups  |  |
| ermissions                           | dd              | P   | Ngw Share  |
|                                      | dd              | lect Users, Computers, or Groups<br>Sect this object type:<br>Users, Groups, or Bulk in security principals   |  |
| remissions                           |                 | lect Users, Computers, or Groups  | New Share  |
| ermissions<br>Full Control           |                 | lect Users, Computers, or Groups<br>fect this object type:<br>Users, Groups, or Built-in security principals<br>join this location:<br>opernet caldand edu  | Ngw Share  |
| remissions<br>Full Control<br>Change |                 | Inct Users, Computers, or Groups<br>sect this object type:<br>Users, Groups, or Built-in security principals<br>join this location:   | New Share  |
| remissions<br>Full Control<br>Change |                 | Lect Users, Computers, or Groups<br>Lect this object type:<br>Users, Groups, or Bulk in security principals<br>join this location:<br>opernet oakland edu<br>inter the object names to se Locations   | New Share  |
| remissions<br>Full Control<br>Change |                 | Inter Users, Computers, or Groups<br>Sect this object type:<br>Users, Groups, or Buil-in security principals<br>from this location:<br>opennet caliand edu<br>inter the object names to se<br>Cocations<br>Select the locati  | New Share  |
| remissions<br>Full Control<br>Change |                 | Incl. Users, Computers, or Groups<br>Sect this object type:<br>Users, Groups, or Built in security principals<br>grant his location:<br>opernet oakland edu<br>Inter the object names to se <b>Locations</b><br>Select the locati<br>Location;  | Ngw Share<br>Diject Typ<br>Location                                  |
| remissions<br>Full Control<br>Change |                 | Inter the object names to se<br>Control of the object names to se<br>Control object names   | Ngw Share<br>Diject Typ<br>Location<br>on you want to search.<br>WEB |
| remissions<br>Full Control<br>Change |                 | Inter Users, Computers, or Groups<br>Sect this object type:<br>Users, Groups, or Bulk-in security principals<br>grow this location:<br>operanet caliand edu<br>inter the object names to se<br>inter the object names to set<br>inter the object na | Ngw Share<br>Diject Typ<br>Location<br>on you want to search.<br>WEB |

 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.

| 2  | -            |  |              |
|--|--------------|--|--------------|
| Secu - Di                                      |              | deans Properties                               | ? ×          |
| Configu Ble Edit Yew Favorites Tools Help      |              | General Sharing Security Web Sharing Customize | l            |
| 👝 🔇 Back 🔹 🚫 🔹 🧊 🔎 Search 🌔 Folders 🛛 📰 •      |              | Group or user names:                           |              |
| Address C 1                                    |              | Administrators (SEHSW/EB\Administrators)       |              |
| Select Users or Groups                         | ?            | X CREATOR OWNER                                |              |
| Select this object type:                       |              | deans (SEHSWEB\deans)                          |              |
| Users, Groups, or Built-in security principals | Qbject Types | Users (SEHSWEB\Users)                          |              |
| From this location:                            |              |  |              |
| SEHSWEB  | Locations    | Add  | Bemove       |
| Common Queries                                 | -            | Select Users or Groups                         | ? ×          |
| Name: Starts with *                            | - Dola       | start this object type:                        |              |
| Description: Starts with 💌                     | Find Now     | Users, Group - Ruit-in security principals     | Qbject Types |
|  |              | From this location:                            |              |
| Disabled accounts                              | Sjop         | SEHSWEB  | Locations    |
| Non expiring password                          |              | Enter the object names to select (examples):   |              |
| Days since last logon 🖉                        |              | Enter the object names to select (examples)    | Check Names  |
|  |              | cl   |              |
|  |              | , <u> </u>                                     |              |
| Search results:                                | OK Cancel    | Advanced                                       | OK. Cancel   |
| Name (RDN) In Folder                           |              |  |              |
| adam SEHSWEB                                   |              |  |              |
| Administrators SEHSWEB                         |              |  |              |
| MANONYMOU                                      | 1            |  |              |
| Authenticated                                  |              |  |              |
| Backup Oper SEHSWEB                            |              |  |              |
| BATCH<br>CREATOR G                             |              |  |              |
| CREATOR G.                                     |              |  |              |
| deans SEHSWEB                                  |              |  |              |
| DIALUP   |              | -1   | 3            |
| Antistic artistics                             |              |  | Recycle F    |

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

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

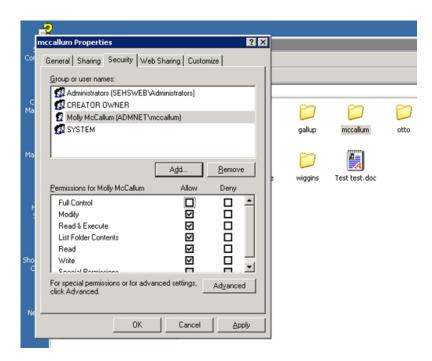
- 10. Within the root folder ("deans"), **create a new folder** (file-new-folder) for each user (otto, wiggins, pickard, reeves2, etc.)
- 11. Right click on the individual user folder ("otto") and select Sharing and Security and then click on Security Tab.

**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.

| Group or user names:   | istrators]                   |  |   |                        |  |   |
|--|------------------------------|--|---|------------------------|--|---|
| CREATOR OWNER<br>dears (SEHSWEB\dears)<br>SYSTEM<br>Dues (SEHSWEB\Users) |                              | gala   | o mccallum  | otto p                 | ickand rams  | )   |
|  | Agid Berrove Pr              | emissions [2   | Auditing   Overes   Elle                                      | ective Permissions     |  |   |
| Eemissions for Users Full Control Modily                                 | Add Berrove Pr<br>Allow Derp | 1  | Auditing   Owner   Elfe<br>e information about spe<br>rigies: |                        | ct a permission entry  | , and then i  |
| Eemissions for Users<br>Full Control                                     | AddBerrover                  | o view more<br>Permission er<br>Type N<br>Allow A<br>Allow A<br>Allow C<br>Allow U | e information about spe                                       | Cial permissions, sele | Ct a permission entry<br>D-\deam\<br>D-\<br>D-\<br>D-\<br>D-\<br>D-\<br>D-\<br>D-\<br>D-\<br>D-\<br>D- | Apply 1<br>This fo<br>This fo<br>This fo<br>Subto<br>This fo<br>This fo |

- <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 !!