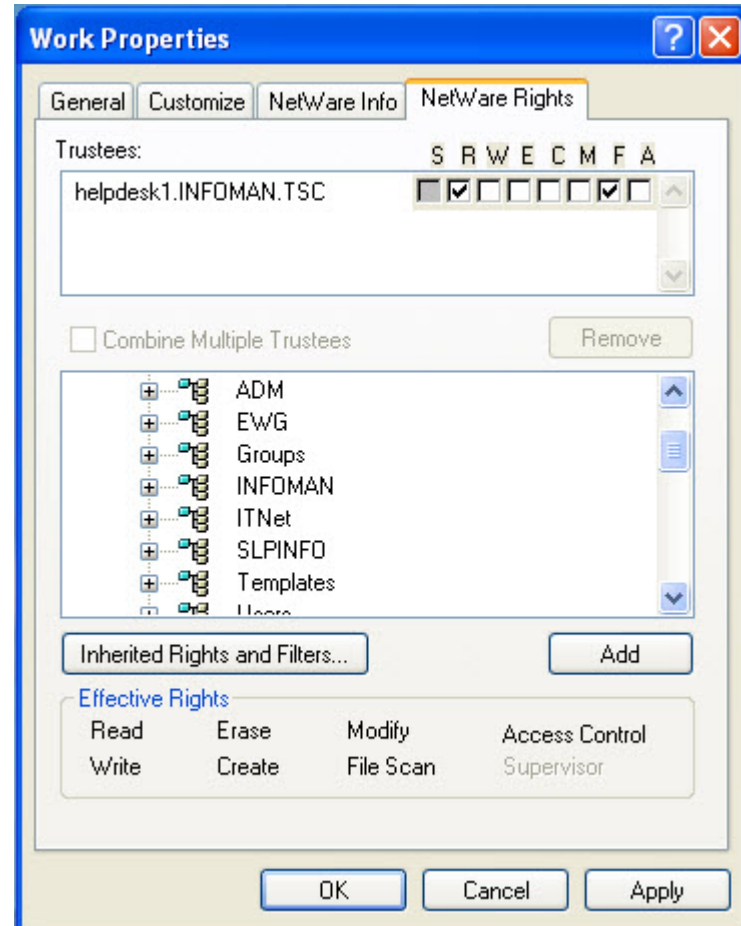


Sharing files or folders on your H drive

The process of granting another user access to a file or folder on your H: drive is called 'Granting Rights'. The process is fairly straightforward:

1. Double click on the "My Computer" window, and then on the Network Drive containing the folder/file you wish to share.
2. Right-click on either the Folder or File (you can share the entire folder, or a single specific file within the folder) and select "Properties"
3. In the Properties window, click on the "Netware Rights" Tab
4. In the middle window, select your appropriate context:
 - o ADM for staff
 - o EWG > FAC for Faculty
 - o Infoman for IT staff
 - o Users > Students for Students
5. Click once on the name of the person to whom you wish to grant rights, and then click "Add" to the lower right. The person's name will now appear in the top window, under "Trustees". Two boxes will automatically be checked off to the right of the name: R and F.
6. Repeat the above procedure to add as many persons as you wish. If you need to remove someone, click their name in the top window, and then click the "Remove" button.



Note: If you grant someone access to a folder, you are automatically granting the same access to *all* sub folders, and anything in them.

When users are first granted access to a folder, they have the **R** and **F** rights. This allows them to find files and to read them. It does not allow them to modify, create, delete or otherwise affect files and folders.

- To allow users to edit files – add the **M** and **W** rights
- To allow users to create new files and folders – add the **C** right
- To allow users to delete files and folders – add the **E** right

If you want to know what these various rights mean, see below.

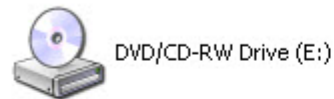
How to find shared files/folders

For Faculty/Staff When you share a file or folder on your H drive with another TCNJ employee, the question always becomes “How do I tell them where the file is?” To locate files/folders which have been shared with you:

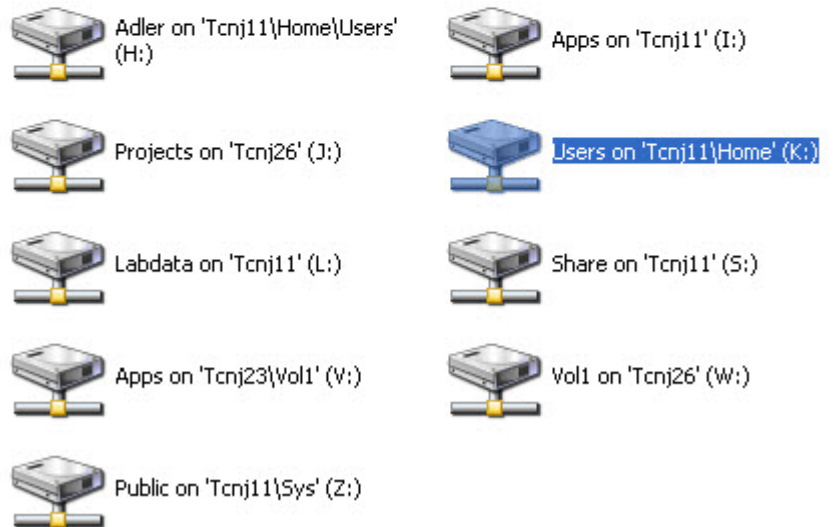
1. Double-click on the “My Computer” shortcut on your desktop and look for the “K” drive.
2. Double-click on the “K” drive, and look for the username of the person who has shared files or folders with you
 - **NOTE:** You will see your own username in the K drive. This is *normal*. It is there because you always have rights to your own drive. Do not worry about it. Nobody else can see it there unless you have shared something in it with them.
3. Double-click on the folder belonging to the person who shared with you and you will then have access to the files you need.



Devices with Removable Storage



Network Drives



For Students Note that it is possible for faculty to share data with students, but the process for students to locate these files or folders is different than that used by faculty and staff. They need to follow these steps:

1. Go to My Network Places, and then select the following:
2. Novell Connections
3. TCNJ
4. TSC
5. ITNET
6. Servers
7. TCNJ11
8. HOME
9. USERS

10. And then the username of the faculty person who has granted access

Curious about what the various rights are? Here's the list:

- **S:** Supervisor - All rights to a file. This right cannot be set by the individual user.
- **R:** Read - The trustee can read the contents of folders (or of a single file within a folder if that's all that was granted)
- **F:** File Scan - The trustee can see the file in a directory listing
- **M:** Modify - The trustee can modify (edit) an existing file
- **W:** Write - The trustee can modify the attributes of an existing file
- **C:** Create - The trustee can create new files within the folder (if rights were granted to an entire folder. This doesn't apply if the trustee only has rights to a single file within a folder)
- **E:** Erase - The trustee can erase a file
- **A:** Access Control - The trustee can add or remove other trustees to the file or folder. (Be VERY Careful with granting Access Control, as it is very easy for a trustee to a folder to delete YOUR rights to a folder on YOUR H drive)