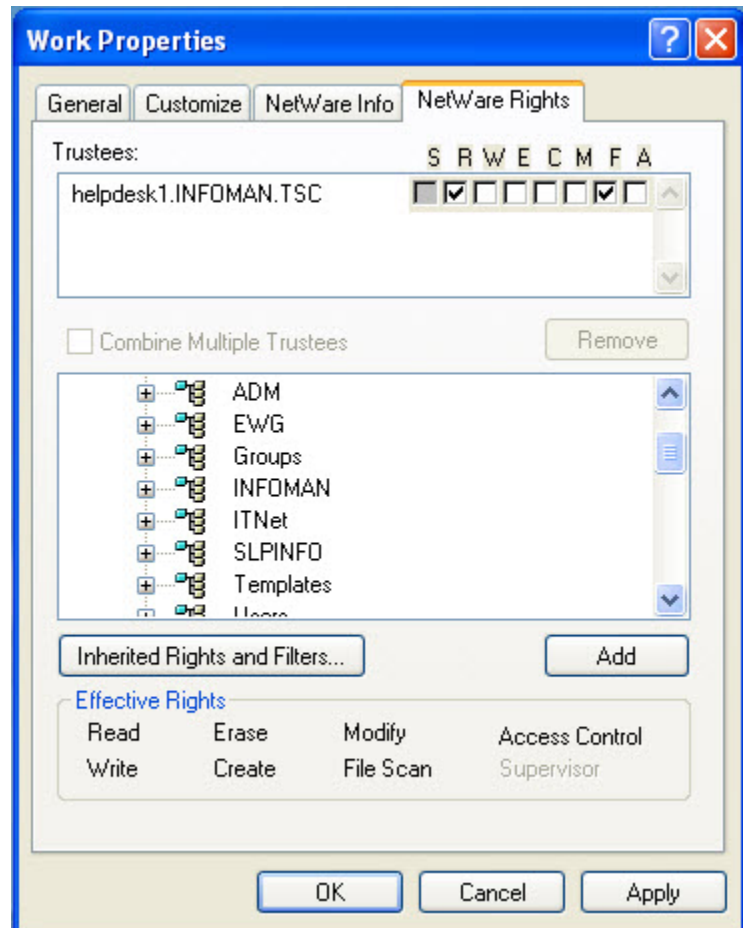


## Sharing Files or Folders on Your S Drive (instructions for superusers)

As the SuperUser for a departmental S: drive, you may occasionally find that you need to grant access to specific files and/or folders within your S: drive to faculty or staff members who do not normally have such access. What follows is the procedure to do this.

1. Double-click on the “My Computer” shortcut on your desktop, and then on the S: drive
2. Double-click down through your S: drive until you see the folder or specific file to which you need to grant access
3. Right-click on the file or folder and select “Properties”
4. In the Properties window, click on the “Netware Rights” tab
5. In the center window on this tab, select the context of the user to whom you are granting access:
  - ADM for Staff
  - EWG > FAC for Faculty
  - Infoman for IT Staff
  - Users > Students for students
6. Click once on the name of the person to whom you are granting access, and then click the “Add” button to the lower right of the window. The user’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
7. Repeat the above process to add as many users as you wish. If you find that you need to remove someone, click their name in the *top* window, and 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

Users with whom you have shared files and/or folders will now be able to access this information through their own S: drive.

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)