## Setting Folder Security



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| 12. Select Security tab                                    | Sample Properties   | ? ×          |
|--|---|--------------|
| 13. Add  | General Security<br>Group or user names:                    | 1            |
|  | Administrators (MAR-STAFF1\Administrators)                  |              |
|  | Cheryl Williams (cwilliams@janesville.k12.wi.us)            |              |
|  |   |              |
|  | Add Remov   | e            |
|  | Permissions for Administrators Allow Deny                   |              |
|  | Modify  |              |
|  | Read & Execute  |              |
|  | Read  |              |
|  | Write 🔽 🗖   |              |
|  | For special permissions or for advanced settings,Advanced.  | ed           |
|  | OK Cancel Ap  | ylq          |
|  | Select Users, Computers, or Groups Select this object type: | ?            |
|  | Users, Groups, or Built-in security principals (            | Object Types |
|  | From this location:   | Landbara     |
|  | Enter the object names to select (examples):                | Locations    |
| 14. Enter the following: MAR-studentsGRP                   | MAR-StudentsGRP   | Check Names  |
| 15. Ok   |   |              |
| 16. Highlight newly made group (MAR-StudentsGRP)           | Advanced  | Cancel       |
| 17 Check "Modify" hox                                      |   |              |
| 18 Apply   | Read & Execute  |              |
|  | List Folder Contents  |              |
| 13. UK   | Write III   | PTA Grant    |
| w your students will be able to save to your newly created | For special permissions or for advanced settings, Advanced  | Abhicanou    |
| der  |   |              |

ОК

Cancel

1

Apply

It is not recommended to select the "Full Control" box. This gives them power to do more harm than good.