# **MSUFiles Fileshare for Custodians**

# Adding Members to the Access Group

To add members to a group share that are not in the HR group have to be added to the Access Group first.

- 1. Navigate to <a href="https://netid.montclair.edu/GroupManager">https://netid.montclair.edu/GroupManager</a>
- 2. Login with your NetID
- 3. Click on the Group Title that you are managing
- 4. Type the member's NetIDs under Add New Members
- 5. Click Add Members

# Add New Prelinbers. Put only one NetID on each line: Add Members

### Add New Members:

## 6. Logout and close out of NetID Groups Manager

Adding members to the access group will only allow them to see the group share directory - but none of its contents.

# Giving Members Permission to Folders w/in the Group Directory

- 1. Open the group share in **Computer**
- 2. Db-click on groups and db-click on the group directory
- 3. Right-click on the directory that you are adding permissions to
- 4. Click on **Properties**
- 5. Click on the Security tab
- 6. Click on Edit

New fo	older Prop	perties		1.000		2
General	Security	Previous Vers	ions (	Customize	е	
Object	name: C	):\Groups\it-iss\	New fo	lder		
Group	or user nam	ies:				
& Do	main Adm	ins (ADMSU\D	omain A	dmins)		
🚨 Ac	Iministrator	s (ADMSUCL2)	VODE2	Administ	trators)	
4						
` <u> </u>						- F
To cha	nge permis	sions, click Edit	t.	[	E	dit
	ions for CF	REATOR		,		
OWNE	R			Allow		Deny
Full o	ontrol					*
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List f	older conte	ents				
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	cial permis Ivanced.	sions or advanc	ed sett	ings, (	Adv	anced
Leam a	bout acce	ss control and p	oermissi	ons		

- 7. Click on Add
- 8. Type the netid under Enter the object names to select
- 9. Click OK

Select Users, Computers, Service Accounts, or Group	os 💡 🕅
Select this object type:	
Users, Groups, or Built-in security principals	Object Types
From this location:	
admsu.montclair.edu	Locations
Enter the object names to select ( <u>examples</u> ):	
appleseedj	Check Names
Advanced	OK Cancel

# 10. Check off the permissions under **Permissions for CREATOR OWNER** 11. Click **OK**

It is not recommended to give the following permission:

- full control
- delete subfolders and files
- delete
- change permissions
- take ownership