MSUFiles Fileshare for Custodians
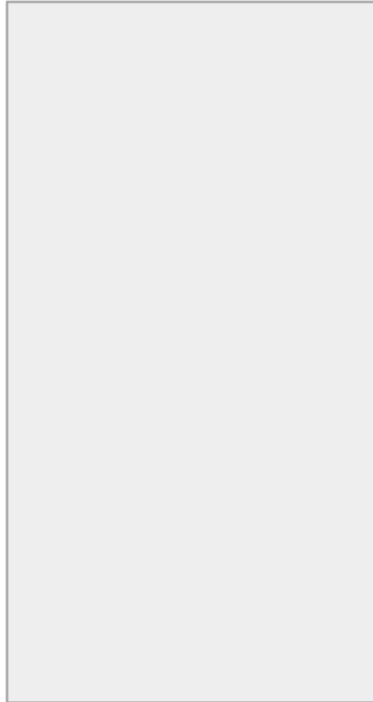
Adding Members to the Access Group

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 https://netid.montclair.edu/GroupManager
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 Members:

*Put only one NetID on each line:*

Add 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**
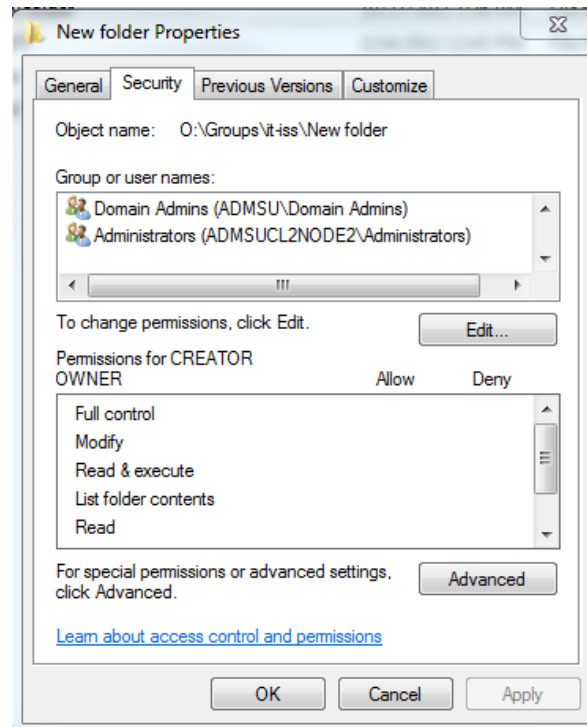
7. Click on **Add**
8. Type the netid under **Enter the object names to select**
9. Click **OK**
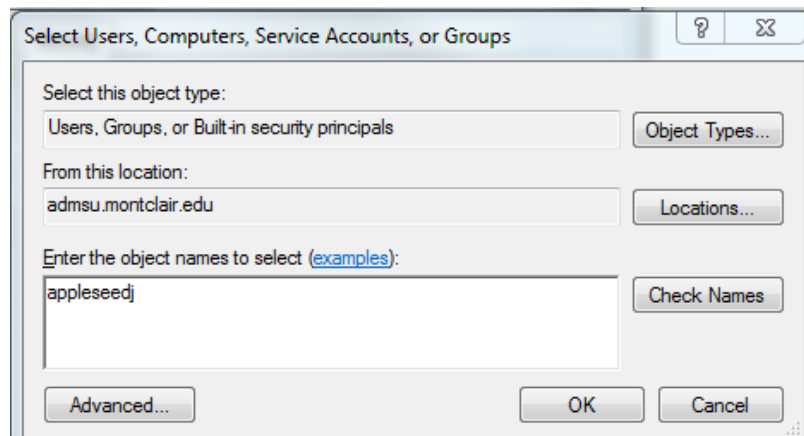
10. Check off the permissions under **Permissions for CREATOR OWNER**
11. Click **OK**

It is not recommended to give the following permission:

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