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](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

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