### **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.

Add New Members:

- 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

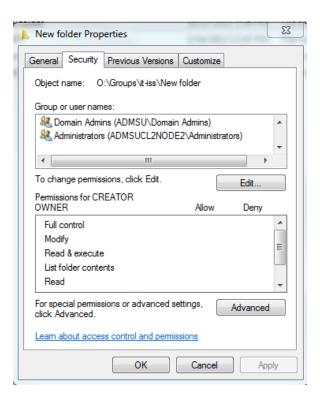
rida item riembersi
Put only one NetID on each line:
Add Members

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