

Adding or Changing Permissions to a Labshare - Using Windows XP

- A **labshare** is a directory on the campus network that enables multiple people to access the same set of files.

Student files needed for use during a class lab can be stored in a labshare.

- Academic department representatives may request a labshare by contacting the Information Technologies Helpdesk at (508) 929-8856 or by e-mailing Help@worchester.edu.

By default, all members of the requesting department will receive full access to the labshare.

Each member of the department may create one or more subdirectories within the department labshare.

- Permission levels can be assigned to folders, files, or users or groups that access the share.
- Having separate network domains makes it possible to provide appropriate resources, such as applications and printers, to different users.

Faculty and staff reside on the `wsc_domain.worchester.local` .

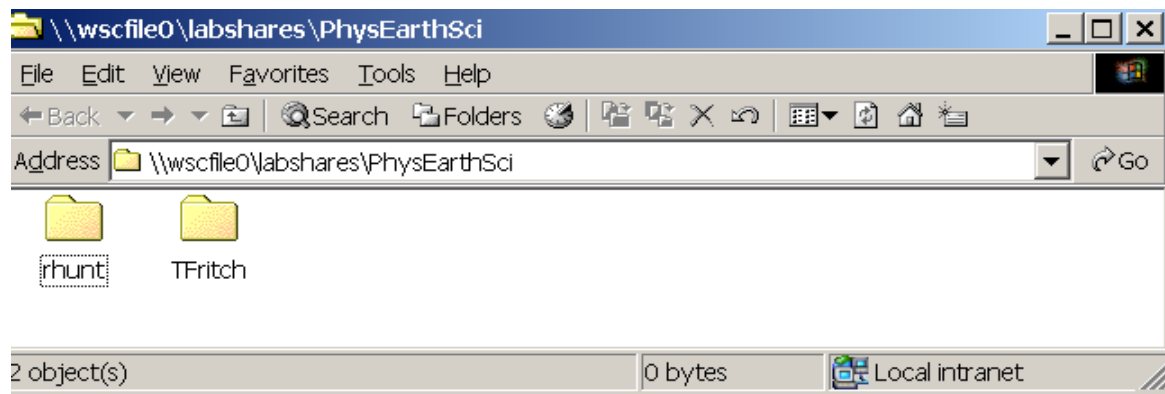
Students reside on `acl.worchester.local`

The following procedures explain how to create a folder within a labshare, add users, and assign or change permissions.

1. Click on the **Start menu** and choose **Run**.
2. Type [\\wscfile0\labshares\labshare_name](#) of which you are a member and click **<OK>**.

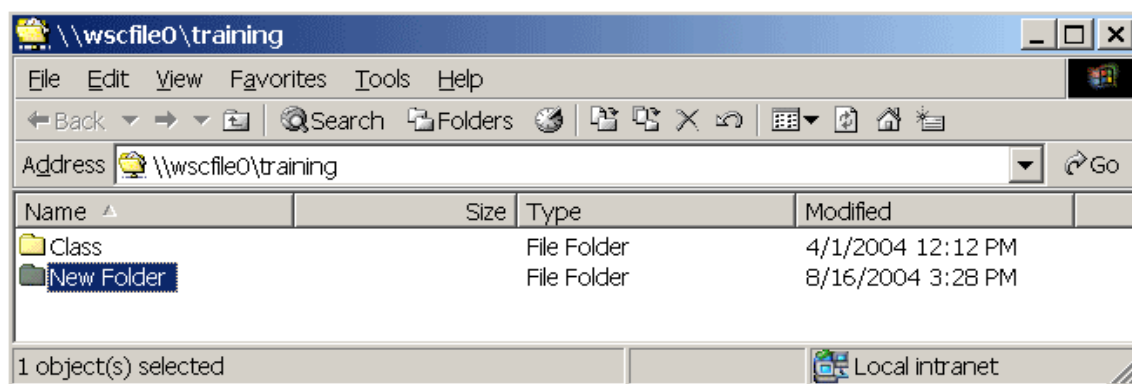
For example: [\\wscfile0\labshares\PhysEarthSci](#)

The labshare window opens.



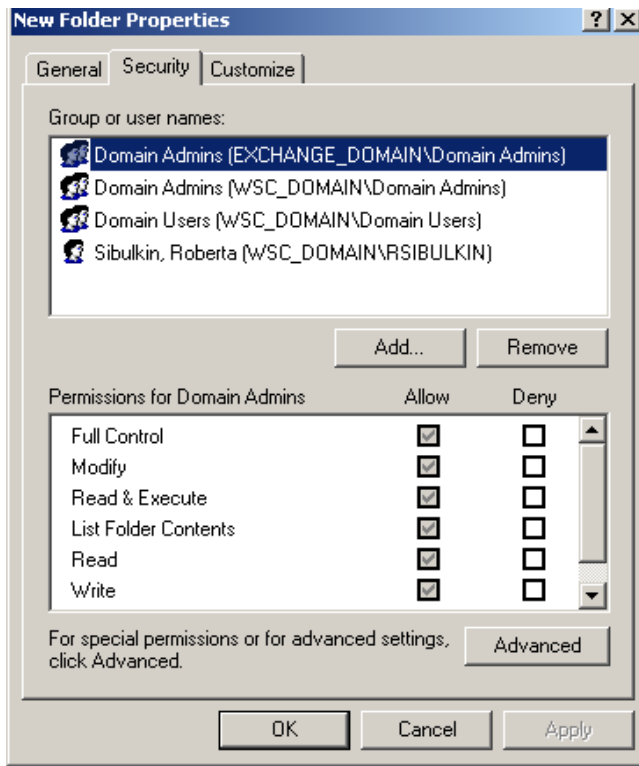
3. Add a subfolder for storing files for your class by selecting **File>New>Folder** and typing the desired folder name.

Subfolders can be created within each folder, so that files can be organized by year, class, or other desired manner.



4. To assign permissions to a folder, **right-click on the desired folder** and select **Properties**.

The properties dialog box opens.



5. Click on the **Security** tab to bring it to the front.

- Students and faculty accounts reside on different domains on our WSC network.

Students are located on `acl.worcester.local`

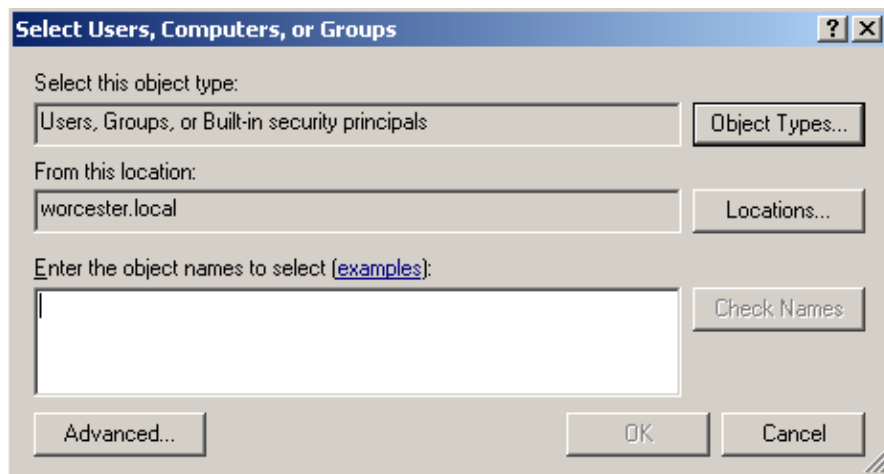
Faculty and staff reside on `wsc_domain.local`

- Multiple usernames can be entered into the Select Users, Computers, or Groups dialog box by separating them with a semicolon.

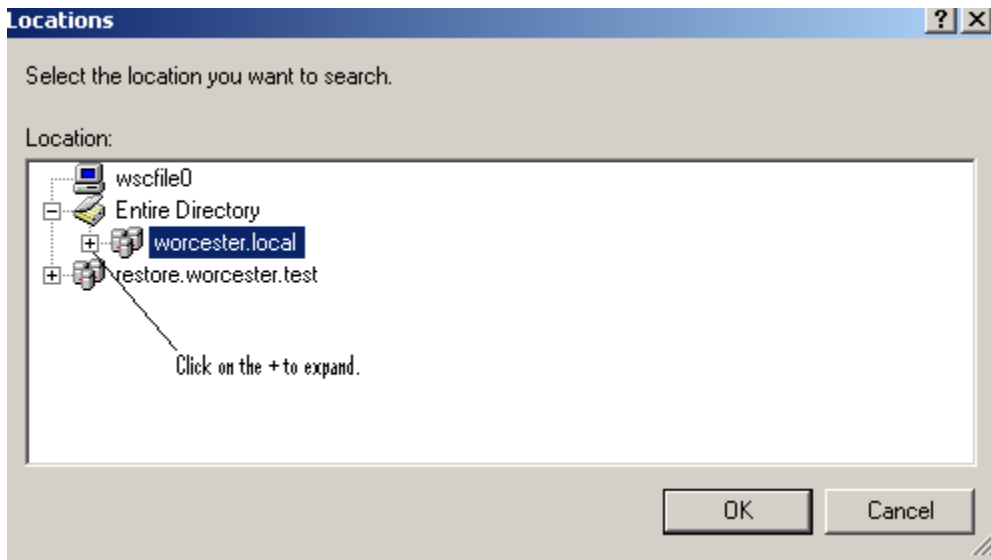
Enter all members of the selected domain at the same time to make the task easier.

6. To assign permissions to particular users or groups, click on the **Add** button.

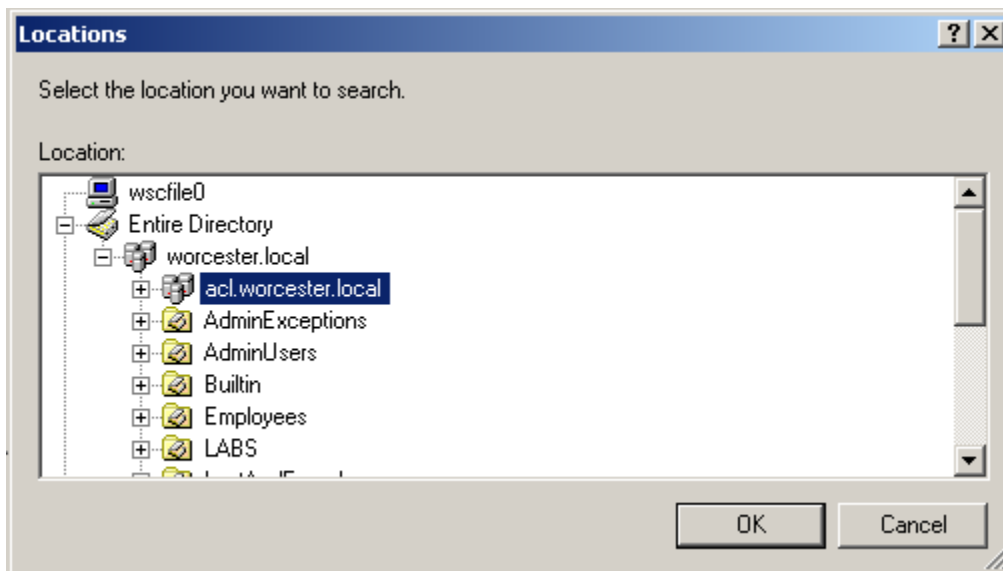
The Select Users, Computers, or Groups dialog box displays



7. Click on the **Locations** button.



8. Click on the **Plus sign (+)** beside **Worcester.local** to display additional network domain locations from which to choose.
9. If you wish to add a student, select `acl.worcester.local` and click **<OK>**. If you wish to add a faculty or staff member, scroll to locate `wsc_domain.worcester.local`, select it, and click **<OK>**.

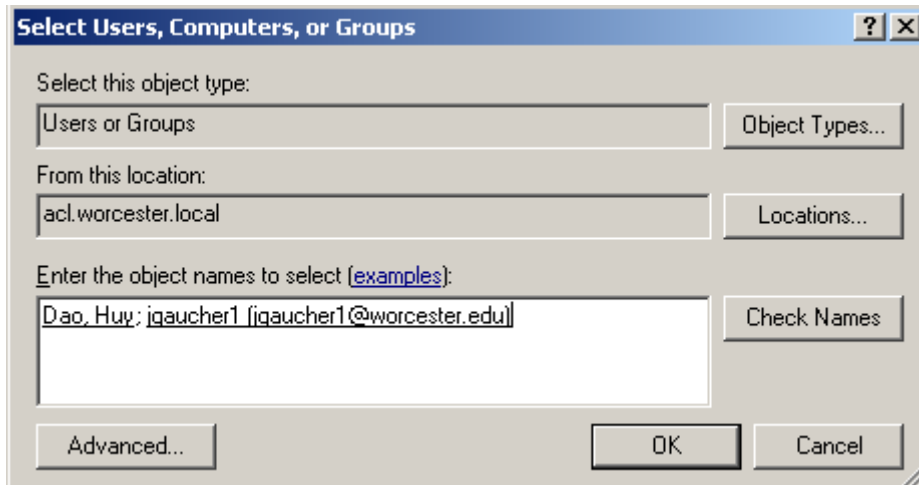


The Select Users, Computers, or Groups dialog box displays.

10. In the Enter the object names to select box, type the network username of the student , faculty, or staff member that you wish to add.

If you wish to enter multiple usernames from members of the selected domain, separate each of the usernames with a semicolon.

If you want to add members from a different domain, click on the Locations button to choose the desired domain before adding additional usernames.



11. Once all of the desired usernames have been entered into the Select Users, Computers, or Groups dialog box, click on the **Check Names** button.

If an incorrect username is added or there are multiple users with a similar username, you may be prompted to specify additional information or to select the correct username from a list.

- By default, users and groups are given Read and Execute, List Folder Contents, and Read permissions. This enables the user or group to view the contents of the labshare to which they are a member.
- Additional permissions can be assigned.

By default; using Windows XP, permissions are inherited from the parent folder. That means that subfolders created within (beneath) a folder will inherit the same permissions.

To turn off this feature, click on the Advanced button and uncheck “Inherit from parent the permission entries that apply to child objects. Include these with entries explicitly defined here”.

- When assigning permissions, checking Deny is not recommended. Instead, remove the user or group name from your labshare security list.

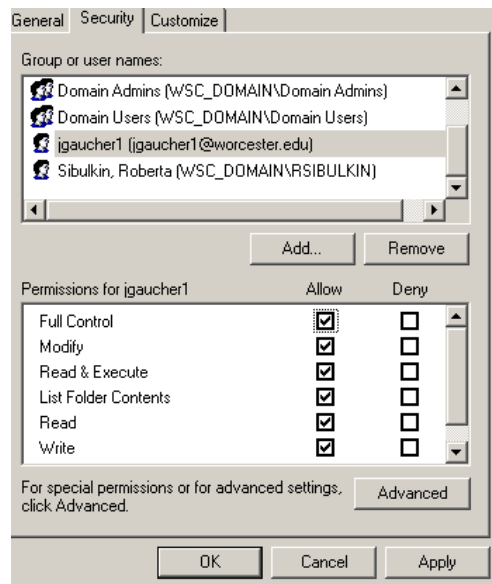
Full Control	The user or group can view the contents of the labshare, change permissions of files and folders, delete files and folders, and create new files and subfolders.
Modify	The user or group can write and execute permissions and delete a folder.
Read & Execute	The user or group can view folder content and the names and file information that can be viewed in Windows Explorer
List Folder Contents	The user or group can view the names and file information that is visible in Windows Explorer.
Read	The user or group can view the contents of files and subfolders in the share and view attributes, ownership, and permissions.
Write	The user or group with write permissions can save files, create new files and subfolders, change attributes, and view ownership and permissions.

12. **Highlight the name of the user or group** to whom you want to assign permissions.

Permissions that currently are assigned are displayed with a check.

13. Place a **check in the boxes** beside the permissions you wish to **Allow**.

It is not recommended to check Deny.



14. Click **<OK>**.