Windows 7: Identify User Permission to W:\ Drive Group Folders

1. From the W:\ drive, right-click the desired **'Group Folder'** and select properties
   Click the **'Security'** tab
   Select the folder access group whose membership you want to identify

Read Only Permissions: Read & Execute, List folder contents, Read
Naming Convention: 'Read Only' folder access groups generally follow this naming convention 'GRP_PATH_TO_FOLDERNAME_RO'

Read\Write Permissions: Modify, Read & Execute, List folder contents, Read, Write
Naming Convention: 'Read\Write' folder access groups generally follow these naming conventions 'GRP_PATH_TO_FOLDERNAME' or 'GRP_PATH_TO_FOLDERNAME_RW'
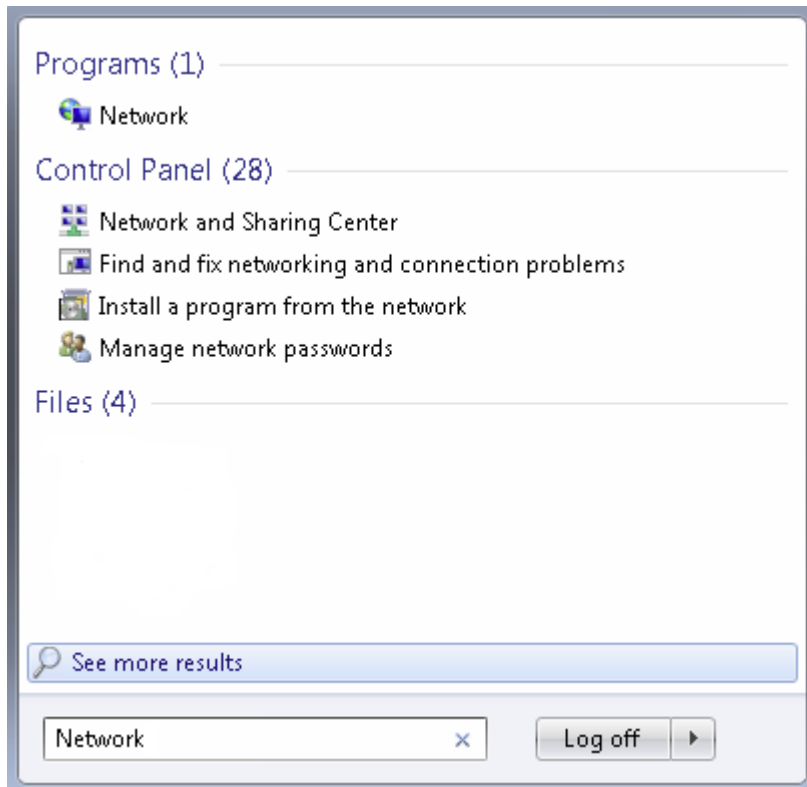
Note: You will only see folders that you currently have access to. There may be additional folders under your department's network storage location that are not visible as you do not have access.
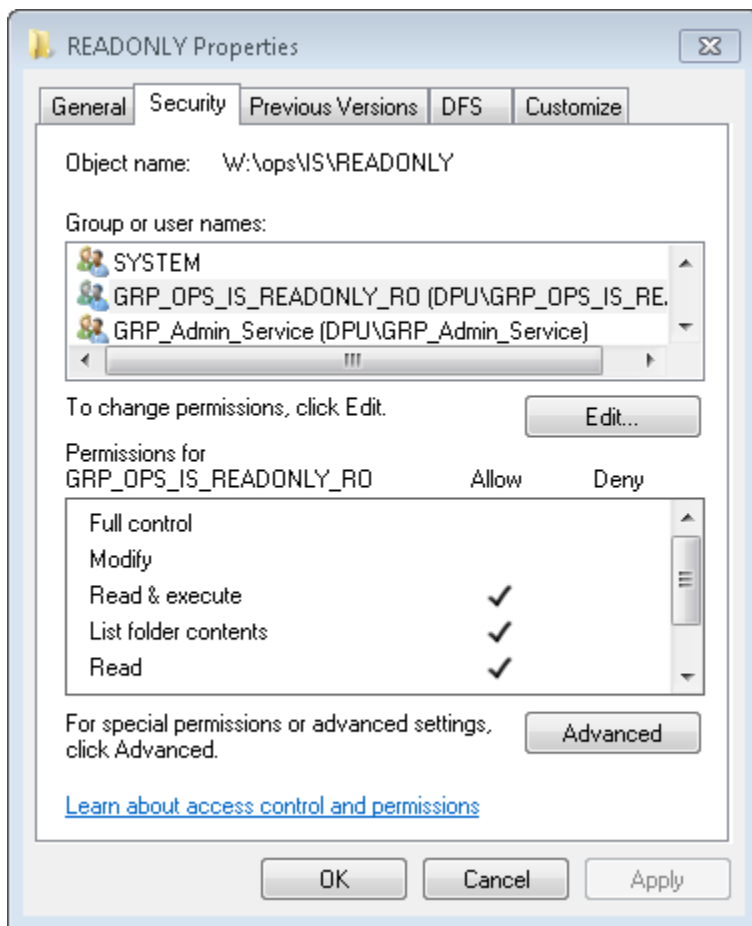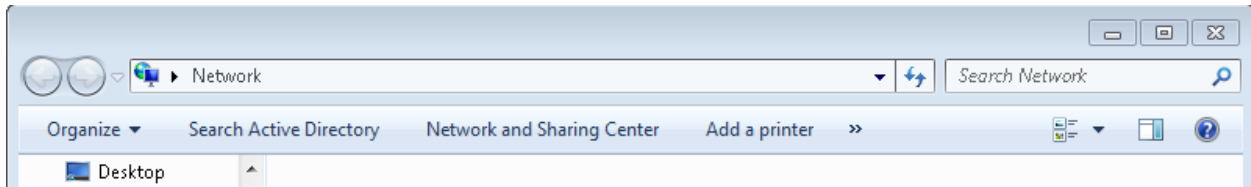
2. Click the Windows 7 **'Start'** button
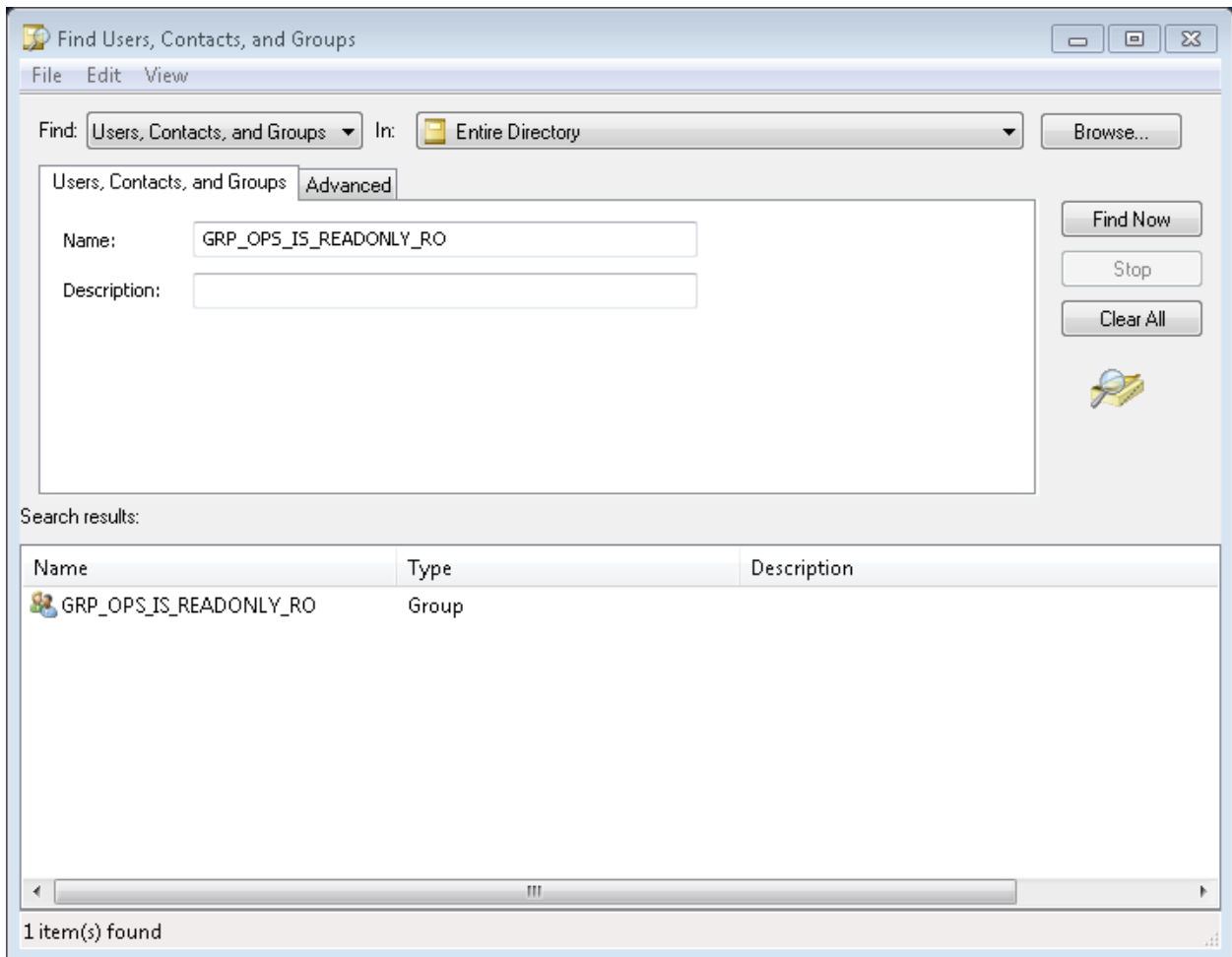

3. From Windows 7 **'Search'** bar type **'Network'**
   Click **'Network'**

4. From the **'Network'** window click **'Search Active Directory'**

5. Type the name of the folder access group that you identified in step 1 into the **'Name'** field
   Click **'Find Now'**

6. Right-click the folder access group and click **'Properties'**

The resulting window will display all members of the folder access group

These members have the permissions identified from step 1 applied to the W:\ drive folder
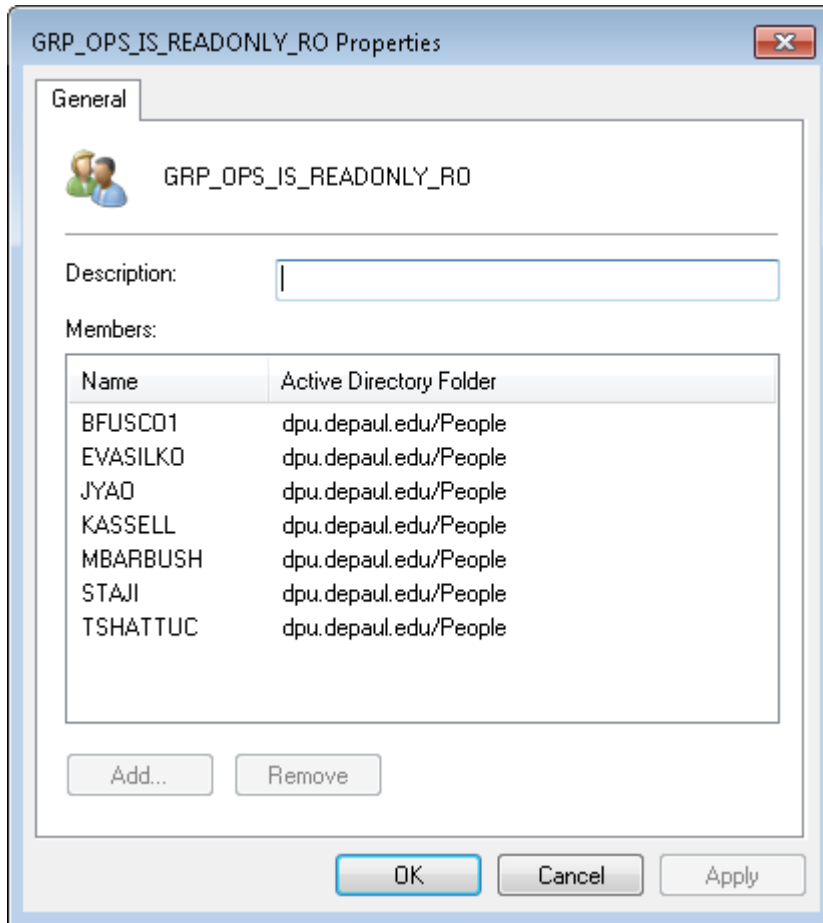
Users with 'Read/Write' permission to a W:\ drive folder can request to update access permissions by contacting 'netadmin@depaul.edu' with a request to have the desired groups updated. In your request, clearly identify the path to the W:\ drive folder, which users you would like to add, and which users you would like to have removed.