Windows 8: Identify User Permission to W:\ Drive Group Folders

 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 the 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.

READONLY Properties ×			
General Security Previous Versions DFS Customize			
Object name: W:\ops\IS\READONLY			
Group or user names:			
GRP_OPS_IS_READONLY_RO (DPU\GRP_OPS_IS_RE  GRP_Admin_Service (DPI)(GRP_Admin_Service)			
Contraction of the contract			
< >>			
To change permissions, click Edit. Edit			
Permissions for GRP_OPS_IS_READONLY_RO Allow Deny			
Full control			
Modify			
Read & execute 🗸			
List folder contents 🗸			
Read 🗸 🗸			
For special permissions or advanced settings, Advanced click Advanced.			
Learn about access control and permissions			
OK Cancel Apply			

2. Click the 'Windows' key on your keyboard to open the 'Start' screen



 Type 'Network' Click 'Network' tile



 Click the 'Network' tab Click 'Search Active Directory'



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

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File Edit View			
Find: Users, Contacts, and Groups V	In: Entire Directory	¥	Browse
Users, Contacts, and Groups Advance	ed		<b>D</b> 111
Name: GRP_OPS_IS_READO	ONLY_RO		Find Now
Description:			Stop
			Clear All
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Consultant data			
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Name	Туре	Description	
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& GRP_OPS_IS_READONLY_RO	Group		
<pre>&amp; GRP_OPS_IS_READONLY_RO</pre>	Group		
SRP_OPS_IS_READONLY_RO	Group		
SRP_OPS_IS_READONLY_RO	Group		
SRP_OPS_IS_READONLY_RO	Group		
SGRP_OPS_IS_READONLY_RO	Group		\$

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

GRP_OF	PS_IS_READONLY_RO Properties	×
General		
GRP_OPS	_IS_READONLY_RO	_
Description:		11
Members:		
Name	Active Directory Folder	
BFUSCO1 EVASILKO JYAO KASSELL MBARBUSH STAJI TSHATTUC	dpu.depaul.edu/People dpu.depaul.edu/People dpu.depaul.edu/People dpu.depaul.edu/People dpu.depaul.edu/People dpu.depaul.edu/People dpu.depaul.edu/People	
Add	Remove	
	OK Cancel Apply	

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.