

Instructions for permission settings for Read/Write access to special folders

To set file and folder permissions for Windows XP

1. Open Windows Explorer, and then locate the file or folder for which you want to set permissions.

To open Windows Explorer click **Start**, point to **All Programs**, point to **Accessories**, and then click **Windows Explorer**.

2. Right-click the file or folder, 'C:\Program Files\cmj', click **Properties**, and then click the **Security** tab.
3. To set permissions for a group or user that does not appear in the Group or user names box, click Add. Type the name of the group or user you want to set permissions for and then click OK.
4. To change permissions for an existing group or user, click the name of the group or user and do the following:
 - o To allow a permission, in the **Permissions for...** box, select the **Allow** check box.

Notes

- In Windows XP Professional, the **everyone** group no longer includes Anonymous Logon.
- You can set file and folder permissions only on drives formatted to use NTFS.
- To change permissions you must be the owner, or have been granted permission to do so by the owner.
- Groups or users granted **Full Control** for a folder can delete files and subfolders within that folder regardless of the permissions protecting the files and subfolders.
- If the check boxes under **Permissions** for user or group are shaded or if the **Remove** button is unavailable, then the file or folder has inherited permissions from the parent folder.
- When adding a new user or group, by default, this user or group will have **Read & Execute, List Folder Contents**, and **Read** permissions.

To set file and folder permissions for Windows Vista

1. Click Start, click My Computer, and then locate the file or folder where you want to set special permissions. ie: 'C:\Program Files\cmj'
2. Right-click the file or folder, 'C:\Program Files\cmj', click **Properties**, and then click the **Security tab**.
3. Click **Advanced**, and then use one of the following steps:
 - o To set special permissions for an additional group or user, click **Add**, and then in **Name** box, type the name of the user or group, and then click **OK**.

- To view or change special permissions for an existing group or user, click the name of the group or user, and then click **Edit**.
4. In the **Permissions** box, click to select the **Allow** check box.
 5. In the **Apply onto** box, click the folders or subfolders where you want these permissions applied. Click on the folder, 'C:\Program Files\cmj'
 6. To configure security so that the subfolders and files inherit these permissions, ensure the '**Apply these permissions to objects and/or containers within this container only**' check box is selected.
 7. Click **OK** two times, and then click **OK** in the **Advanced Security Settings for FolderName** box, where *FolderName* is the folder name.

Important: If you are not joined to a domain and you want to view the **Security** tab:

- Click **Start**, and then click **Control Panel**. Click **Appearance and Themes**, and then click **Folder Options**.
- Click the **View** tab, and then click to clear the **Use simple file sharing [Recommended]** check box in the **Advanced settings** box.

Notes:

- You can set permissions only on drives that are formatted to use NTFS .
- If the check boxes in the **Permissions** box are not available, the permissions are inherited from the parent folder.
- To change permissions, you must be the owner or have permission to change permissions by the owner.
- Groups or users who have **Full Control** permissions for a folder can delete the files and the subfolders in that folder, regardless of the permissions that protect the files and the subfolders.