



Sharing and Permissions on Your Server

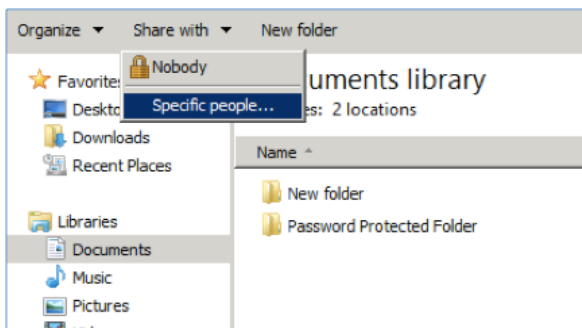
About

This document is intended to assist server administrators with basic operations for sharing data among users and groups and setting permissions for accessing the data. For more complex operations please refer to documentation provided by the server operating system developer.

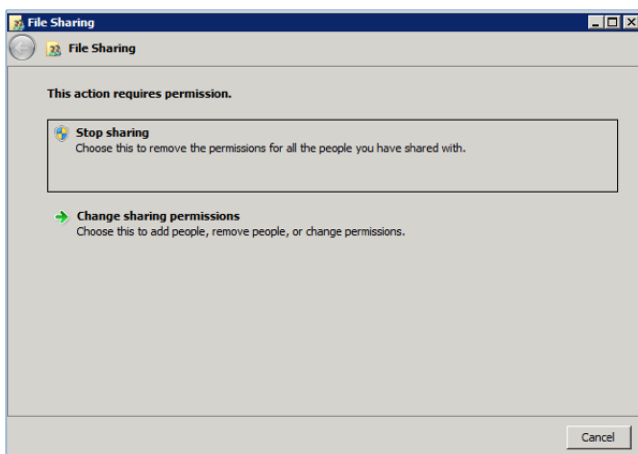
Sharing Data

Name	Date modified	Type
New folder	3/18/2015 12:14 PM	File folder
Password Protected Folder	3/18/2015 10:33 AM	File folder

1. Locate the data you wish to share.

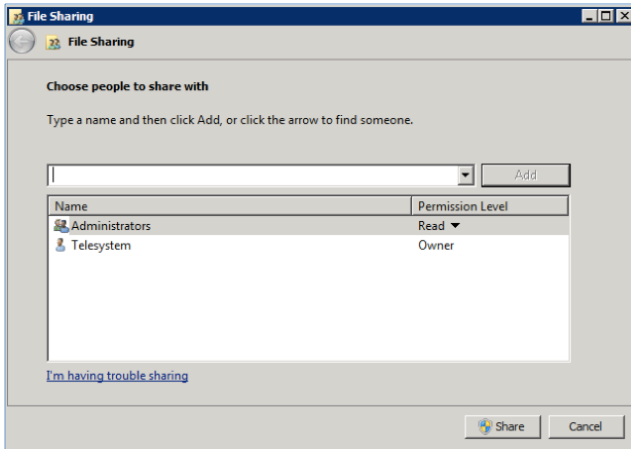


2. Click **Share** with from the menu bar. Choose if you wish to share the data with **Specific people** or if you wish to restrict access to everyone choose **Nobody**.



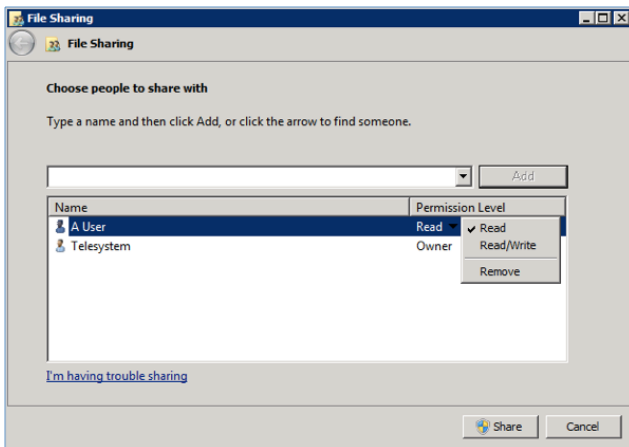
a) If you choose **Nobody** the system will ask you to verify this through a dialog window. Click **Stop Sharing** to prevent any other users from accessing the data, or click on **Change sharing permissions** and then follow the remaining steps for how to share data with specific users and manage their permissions.

3. If you choose to share your data with specific people, you will be presented with the **File Sharing** window. Here, you must choose the people you wish to share your data with. Enter an individual's user name or a group's name into the field and then click the **Add** button. Continue adding users/groups to the list of people you wish to share the data with.

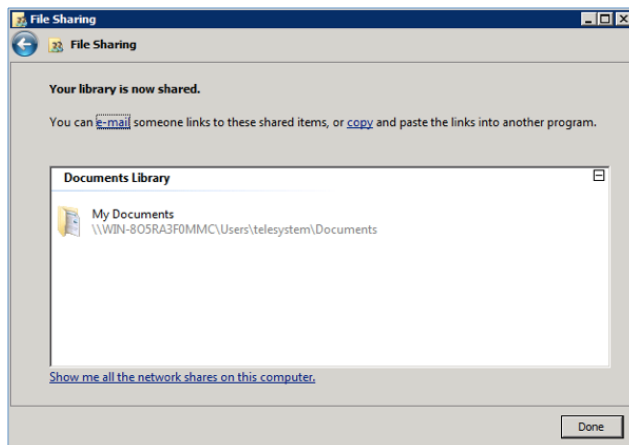


Permission	Meaning for Folders	Meaning for Files
Read	Permits viewing and listing of files and subfolders	Permits viewing or accessing of the file's contents
Write	Permits adding of files and subfolders	Permits writing to a file
Read & Execute	Permits viewing and listing of files and subfolders as well as executing of files; inherited by files and folders	Permits viewing and accessing of the file's contents as well as executing of the file
List Folder Contents	Permits viewing and listing of files and subfolders as well as executing of files; inherited by folders only	N/A
Modify	Permits reading and writing of files and subfolders; allows deletion of the folder	Permits reading and writing of the file; allows deletion of the file
Full Control	Permits reading, writing, changing, and deleting of files and subfolders	Permits reading, writing, changing and deleting of the file

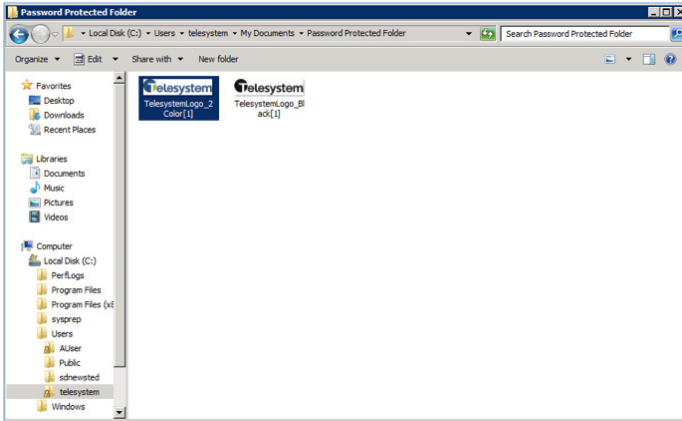
4. Once you have added a person/group, you may adjust their **Permission Level** which determines what type of access they will have to the files/folders. Options here will vary depending on the data you are sharing.



5. Click the **Share** button once you have finished adding users/group and setting **Permission Levels** to complete the process of sharing data.



6. Users may login to their own profile to access the data you have shared with them.



7. If a user with **Read Only** access tries to move or modify a file they will receive an error notification similar to one of the following:

