

Setting Security Permissions in Windows XP

Setting Permissions

Setting permissions to folders and files within Windows XP will allow the owner (creator) to control *whom*, and what *type* of access is granted. Security in Windows XP is based on implicit and explicit permissions, and can prove be a complex issue. Describing in detail how Windows XP Security works is beyond the scope of this Job Aid.

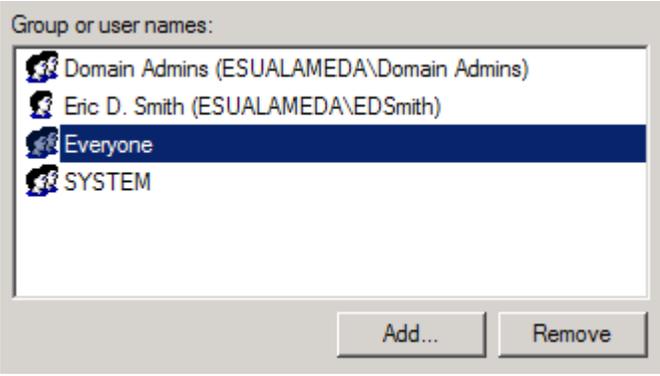
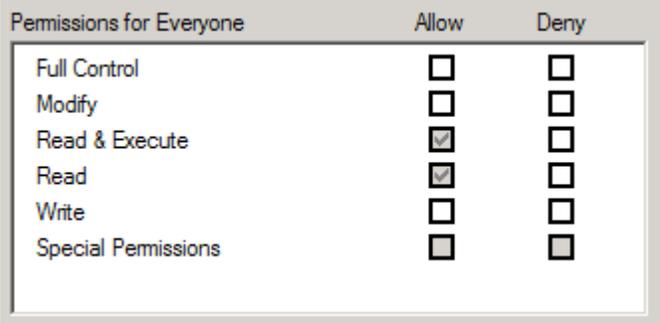
The chart on the last page of this Job Aid describes the different types of access permissions.

Step	Action										
1.	Right Click on the File Name or Folder that you wish to set permissions to.										
2.	Select Properties from the menu list.										
3.	Select the Security tab.										
4.	<table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>You wish to change existing permissions...</td> <td>Move to the section labeled Change Permissions.</td> </tr> <tr> <td>You wish to add permissions...</td> <td>Move to the section labeled Adding Users / Permissions.</td> </tr> <tr> <td>You wish to remove permissions...</td> <td>Move to the section labeled Removing Users / Permissions.</td> </tr> <tr> <td>You wish to find out more about advanced permissions...</td> <td>Move to the section labeled Advanced Permissions.</td> </tr> </tbody> </table>	If...	Then...	You wish to change existing permissions...	Move to the section labeled Change Permissions.	You wish to add permissions...	Move to the section labeled Adding Users / Permissions.	You wish to remove permissions...	Move to the section labeled Removing Users / Permissions.	You wish to find out more about advanced permissions...	Move to the section labeled Advanced Permissions.
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Change Permissions

This section will guide you through the steps required to change (replace) existing permissions for a directory (folder) or file.

Step	Action
1.	In the Group or user names: field of the Security dialogue box, click on the Name you wish to change permissions to.

	
<p>2.</p>	<p>In the field below, entitled Permissions for <group or user name>, select the desired options. Check ALL that apply. <i>Use the chart on the last page if this Job Aid as a guide to the various options.</i></p> 
<p>3.</p>	<p>Select OK.</p>

Add Users / Permissions

This section will guide you through the steps required to add users and permissions for a directory (folder) or file.

Step	Action
<p>1.</p>	<p>Select the Add... button. The Add Users and Groups dialogue box will open.</p>

<p>2.</p>	<p>In the field entitled Enter the objects names to select, type in the Account Name of the person you wish to add.</p> <div data-bbox="570 275 1256 436" style="border: 1px solid gray; padding: 5px;"> <p>Enter the object names to select (examples):</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> </div> <p><i>Note:</i> The account is based on the users SWIII log-in name. <u>For example:</u> The user to add is John Doe. John's account name (how he logs into the system) is Jdoe. Hence, you would type Jdoe into the field.</p> <p>The Account Name must be an EXACT match, or the search function will not locate the account.</p>						
<p>3.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">If...</th> <th style="width: 50%; padding: 5px;">Then...</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">You know the Domain the user is located in...</td> <td style="padding: 5px;">You can narrow the search by clicking on the Locations... button and then the name of that domain to highlight it.</td> </tr> <tr> <td style="padding: 5px;">You do not know the Domain the user is located in...</td> <td style="padding: 5px;">Simply move on to the next step.</td> </tr> </tbody> </table>	If...	Then...	You know the Domain the user is located in...	You can narrow the search by clicking on the Locations... button and then the name of that domain to highlight it.	You do not know the Domain the user is located in...	Simply move on to the next step.
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You do not know the Domain the user is located in...	Simply move on to the next step.						
<p>4.</p>	<p>Select the Check Names button. The User Name will appear in the search field.</p>						
<p>5.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">If...</th> <th style="width: 50%; padding: 5px;">Then...</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">The correct name appeared in the field...</td> <td style="padding: 5px;">Move on to the next step.</td> </tr> <tr> <td style="padding: 5px;">The incorrect name appeared on the field...</td> <td style="padding: 5px;">Select the Cancel button and return to step 2.</td> </tr> </tbody> </table>	If...	Then...	The correct name appeared in the field...	Move on to the next step .	The incorrect name appeared on the field...	Select the Cancel button and return to step 2.
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	<table border="1"> <tr> <td>You wish to add more names...</td> <td>Click inside the Enter the objects names to select field and delete the name. Repeat steps 2 through 6.</td> </tr> <tr> <td>You have all the names you wish to add to the list of permissions...</td> <td>Move on to the next step.</td> </tr> </table>	You wish to add more names...	Click inside the Enter the objects names to select field and delete the name. Repeat steps 2 through 6.	You have all the names you wish to add to the list of permissions...	Move on to the next step.
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You have all the names you wish to add to the list of permissions...	Move on to the next step.				
7.	Highlight all the names in the Search Results field by holding down the Shift key, and selecting each name in the list. Any name that is not highlighted WILL NOT be added.				
8.	Select the OK button. The Select Users or Groups dialogue box will close, and the selected names will show in the Add Names field of the Add Users and Groups dialogue box.				
9.	Select the desired type of access from the list of choices. <i>Refer to the change permissions section.</i>				
10.	Select the OK button.				

Remove Users / Permissions

This section will guide you through the steps required to remove users and permissions for a directory (folder) or file.

Step	Action						
1.	Highlight the Users Name from the list in the Name field. (One click of the left mouse button).						
2.	Select the Remove button.						
3.	<table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>You wish to remove more Users...</td> <td>Repeat Steps 1 and 2.</td> </tr> <tr> <td>You are finished removing Users...</td> <td>Move on to the next step.</td> </tr> </tbody> </table>	If...	Then...	You wish to remove more Users...	Repeat Steps 1 and 2.	You are finished removing Users...	Move on to the next step.
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You are finished removing Users...	Move on to the next step.						
4.	In the Properties dialogue box, select OK .						

Advanced Permissions

This section will guide you through the advanced properties of permissions.

Step	Action								
1.	Under the Security tab click Advanced .								
2.	<table border="1"> <thead> <tr> <th data-bbox="591 459 937 512">If...</th> <th data-bbox="937 459 1354 512">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="591 512 937 642">You wish to add/edit/remove Users...</td> <td data-bbox="937 512 1354 642">Use the appropriate buttons under the Permissions tab</td> </tr> <tr> <td data-bbox="591 642 937 808">You wish to view the owner or change the owner of the file/folder...</td> <td data-bbox="937 642 1354 808">Click on the Owner tab. Depending on your Permissions you may be able to view or change the owner.</td> </tr> <tr> <td data-bbox="591 808 937 1010">You wish to view the permissions that are given to a certain user...</td> <td data-bbox="937 808 1354 1010">Click on the Effective Permissions tab. Click the Select... button to select the user for which you wish to see permissions.</td> </tr> </tbody> </table>	If...	Then...	You wish to add/edit/remove Users...	Use the appropriate buttons under the Permissions tab	You wish to view the owner or change the owner of the file/folder...	Click on the Owner tab. Depending on your Permissions you may be able to view or change the owner.	You wish to view the permissions that are given to a certain user...	Click on the Effective Permissions tab. Click the Select... button to select the user for which you wish to see permissions.
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3.	<p>Click OK and click OK again.</p> <p><i>Note: See the end of this job aid for more information concerning Inheritance and how it affects permissions.</i></p>								

Special Access **File and Folder** Permissions

You can set the following individual directory permissions when creating special access permission for directories:

Special Permissions	Full Control	Modify	Read & Execute	List Folder Contents (for folders only)	Read	Write
Traverse Folder/Execute File	x	x	x	x		
List Folder/Read Data	x	x	x	x	x	
Read Attributes	x	x	x	x	x	
Read Extended Attributes	x	x	x	x	x	
Create Files/Write Data	x	x				x
Create Folders/Append Data	x	x				x
Write Attributes	x	x				x
Write Extended Attributes	x	x				x
Delete Subfolders and Files	x					
Delete	x	x				
Read Permissions	x	x	x	x	x	x
Change Permissions	x					
Take Ownership	x					
Synchronize	x	x	x	x	x	x

**For more information use the Windows Help and look under 'Access Control'*

How **inheritance** affects file and folder **permissions**

After you set permissions on a parent folder, new files and subfolders that are created in the folder inherit these permissions. If you do not want them to inherit permissions, select **This folder only** in **Apply onto** when you set up special permissions for the parent folder. In cases where you want to prevent only certain files or subfolders from inheriting permissions, right-click the file or subfolder, click **Properties**, click the **Security** tab, click **Advanced**, and then clear the **Inherit from parent the permission entries that apply to child objects. Include these with entries explicitly defined here.** check box.

If the check boxes appear shaded, the file or folder has inherited permissions from the parent folder. There are three ways to make changes to inherited permissions:

- Make the changes to the parent folder, and then the file or folder will inherit these permissions.
- Select the opposite permission (**Allow** or **Deny**) to override the inherited permission.
- Clear the **Inherit from parent the permission entries that apply to child objects. Include these with entries explicitly defined here.** check box. You can then make changes to the permissions or remove the user or group from the permissions list. However, the file or folder will no longer inherit permissions from the parent folder.

In most cases, **Deny** overrides **Allow** unless a folder is inheriting conflicting settings from different parents. In that case, the setting inherited from the parent closest to the object in the subtree will have precedence.

Only inheritable permissions are inherited by child objects. When setting permissions on the parent object, you can decide whether folders or subfolders can inherit them with **Apply onto**.