

## How to Set Permissions on a Piratedrive Folder

Follow these instructions to set access permissions or delete users from a Piratedrive folder.

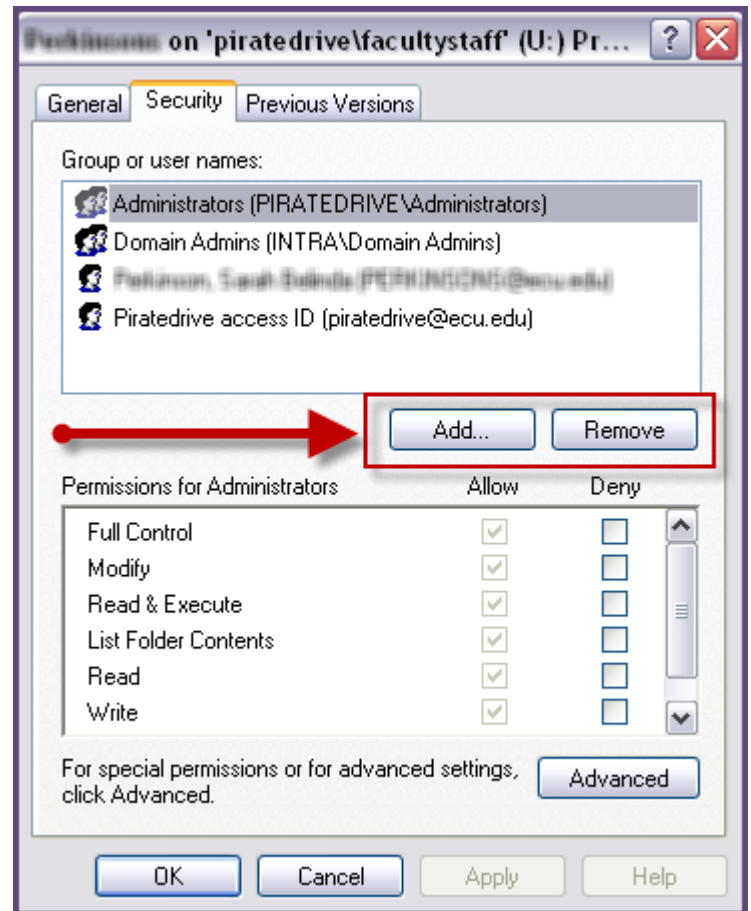
### STEP 1. Open My Computer to access the folder properties

Right-click the network drive and choose Properties. Choose the Security tab.

### STEP 2. Add a user

- Choose the **Add** button
- Enter the PirateID of the person you wish to add
- Press **Check Names** to confirm a valid ID
- Click **OK**

You should now see the person's name and e-mail address in the **Group or user names** box of the **Properties** dialog box.



### STEP 3. Set permissions

- Click on the new user's name to highlight
- To allow a user to have read-only access to documents, keep the default permissions (**Read & Execute, List Folder Contents and Read**)
- To allow a user to make updates to documents, choose **Modify**
- Only administrators should have **Full Control**
- DO NOT delete the Administrators, Domain Admins or Piratedrive access ID accounts
- Click **OK**

**NOTE:** To remove a user's access from a Piratedrive folder, highlight the name and choose **Remove**.