How to Set Permissions on a Piratedrive Folder

Follow these instructions to set access permissions or delete users from a Piratedrive folder. Instructions created using a Windows 7 system.

STEP 1. Access the Piratedrive folder properties

Double-click the computer icon on the desktop. Your system’s drive information will open showing all network drives to which you have access.

Right-click the Piratedrive folder you wish to change and choose Properties.

The Properties dialog box opens.

Note the two sections, “Group or user names” and the permissions section.

STEP 2. Add the new user

- Choose the Edit button.
- Click the Add button. The Select Users dialog box opens.
- Enter the PirateID of the person you are adding into the Object names text box.
- Press the Check Names button 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 the new user’s name to highlight and choose the appropriate permissions
- 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.