

In this tutorial, you will learn how to change folder permissions on Windows. This allows you to manage who can access and modify your files and folders. You can grant specific permissions to different users or groups, facilitating secure file sharing within your network.

You have to be an administrator to change files and folders permission.

Step-by-Step Guide on NTFS Permissions Management

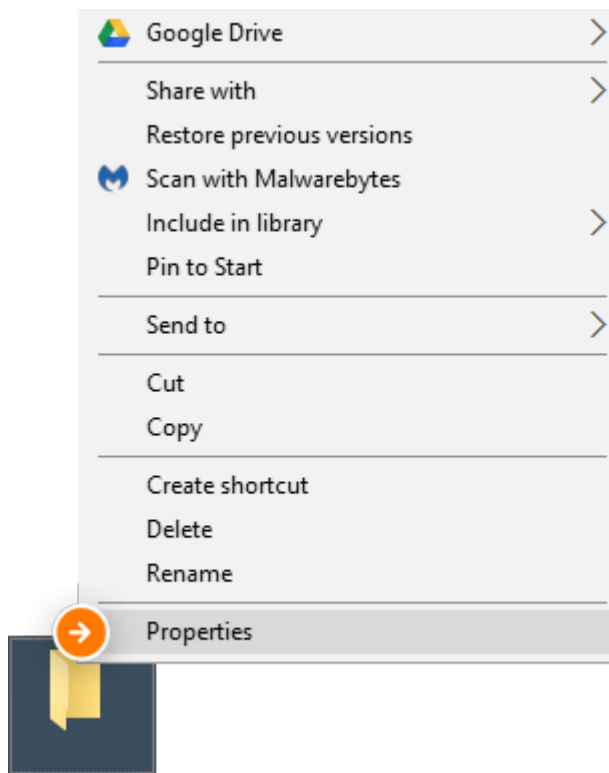
Step 1: Log in as an Administrator

Log in to your computer using an administrator account. If you are not logged in as an administrator, you will not be able to access most permission settings.

Step 2: Open Folder Properties

- 1.** Right-click on the file or folder you want to change permissions for.
- 2.** Select "Properties."

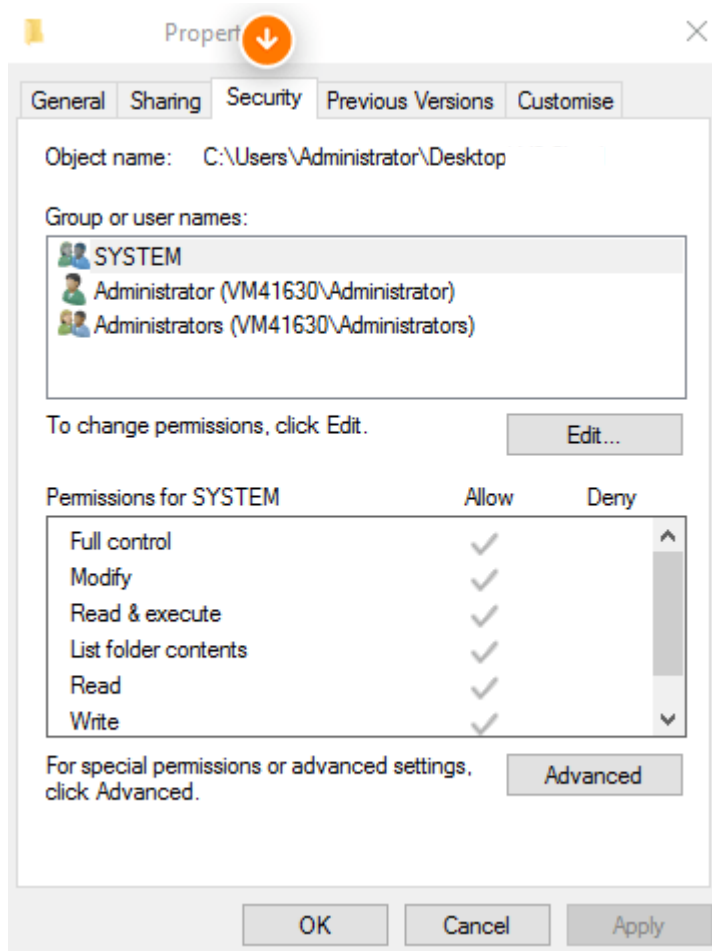
Note: *You cannot change permissions for files that are currently in use.*



Step 3: Access Security Settings

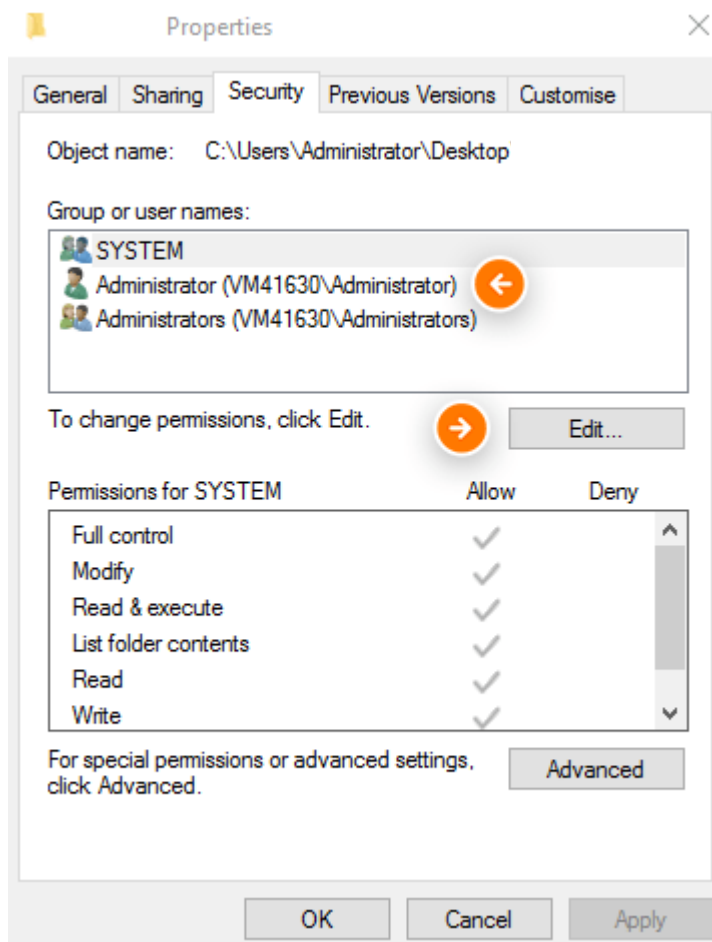
1. Go to the "Security" tab. Here you will see a list of groups and users who have permissions for this folder.

Note: If the "Security" tab is missing, you might be trying to change permissions for a file stored on a USB drive formatted with the FAT32 file system. Permissions **can only** be set on drives formatted with the NTFS file system.



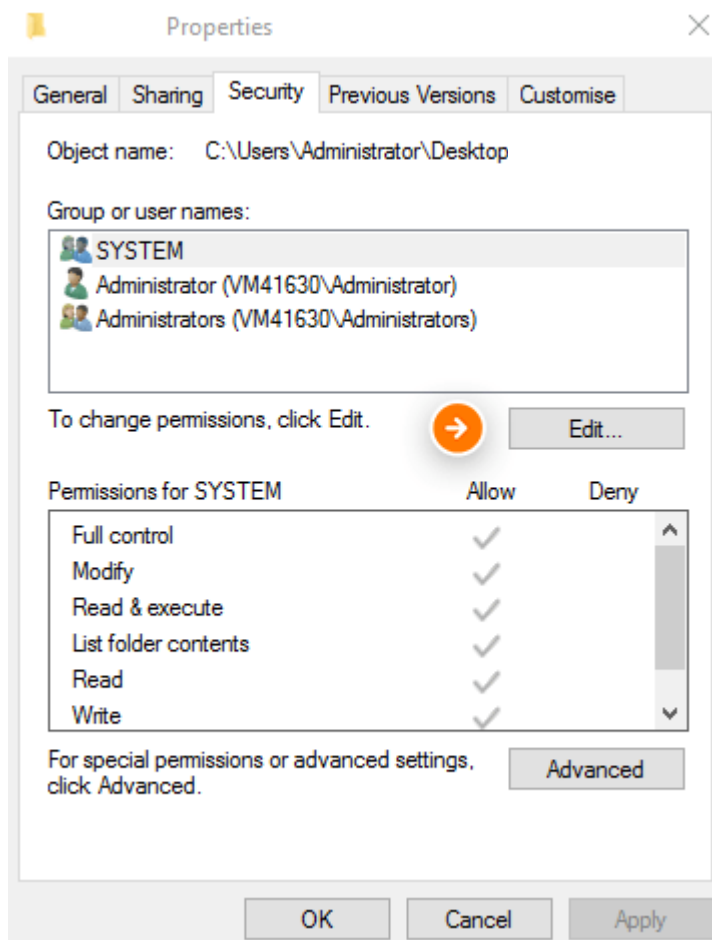
Step 4: Modify Existing User Permissions

1. Select the user or group you want to modify.
2. Click "Edit."

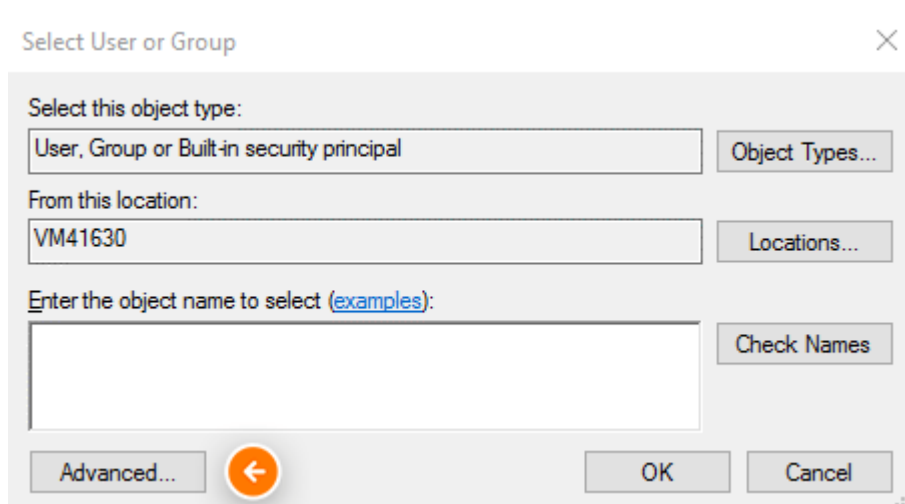


Step 5: Add a New User or Group

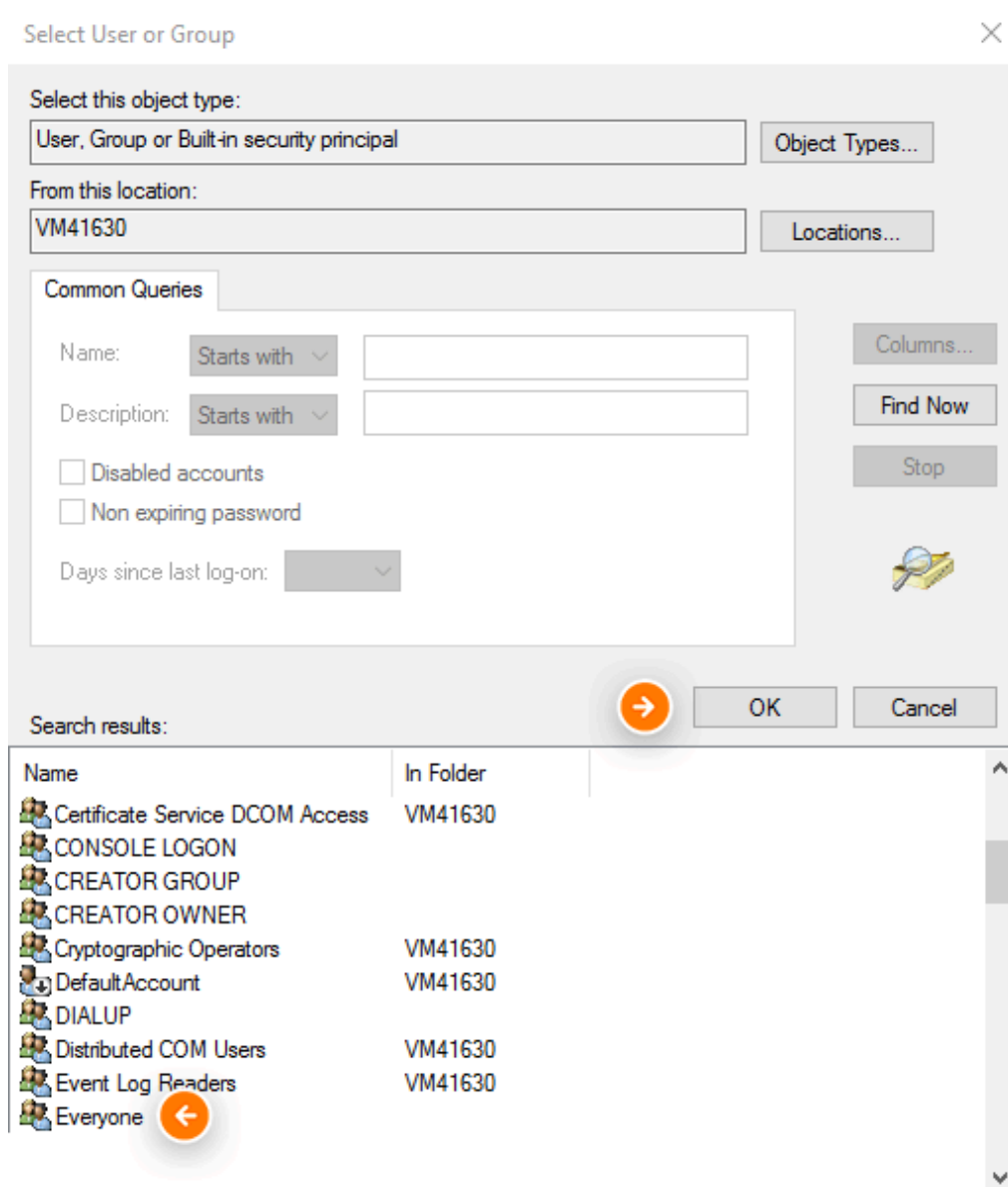
1. In the permissions window, click "Add."



1. Click "Advanced."
2. Click "Find Now."

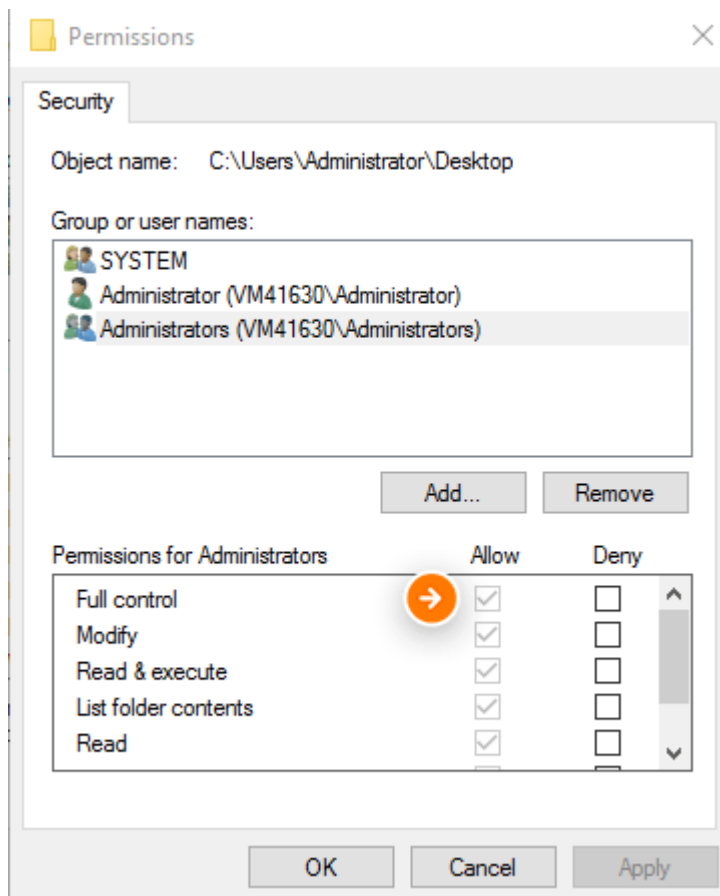


1. Select the user or group you want to add from the list.
2. Click "OK."



Step 6: Set Permissions

1. Select the user or group.
2. Check the boxes for the permissions you want to grant:
 - ✓ **Full Control:** The user can read, write, change, or delete the file.
 - ✓ **Modify:** The user can read, write, and change the file.
 - ✓ **Read & Execute:** The user can read or run the file.
 - ✓ **List Folder Contents:** The user can view the files in the folder.
 - ✓ **Read:** The user can open and read the file.
 - ✓ **Write:** The user can edit the file or create new files.



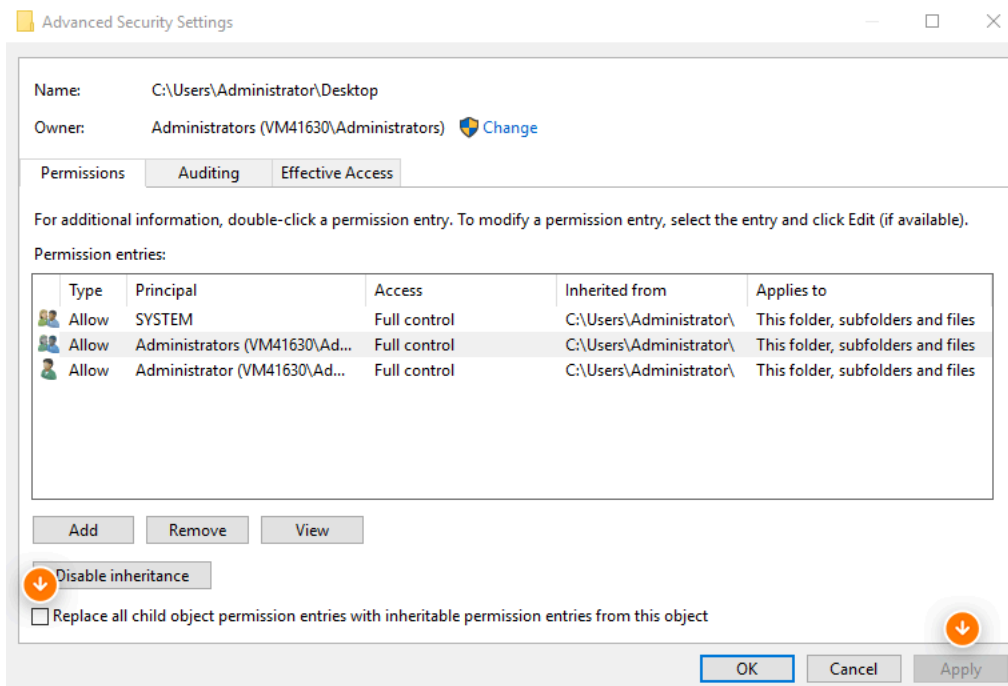
Step 7: Apply Changes

1. Click "Apply."
2. Click "OK."

Note: If the permission settings are grayed out, you need to change the inheritance settings.

Go back to the "Security" tab, click "Advanced," and uncheck "Replace all child object permission entries with inheritable permission entries from this object."

Then, apply the changes and repeat Step 6.



Understanding NTFS Permissions

Basic NTFS Permissions

Basic permissions are combinations of advanced permissions. They provide a simplified way to set permissions:

- ✓ **Full Control:** Allows all permissions.
- ✓ **Modify:** Includes read and write permissions.
- ✓ **Read & Execute:** Allows viewing and running files.
- ✓ **List Folder Contents:** Allows viewing the contents of a folder.
- ✓ **Read:** Allows reading the contents of a file.
- ✓ **Write:** Allows modifying or creating files.

Advanced NTFS Permissions

Advanced permissions offer more granular control:

- ✓ **Traverse Folder / Execute File:** Allows moving through folders and executing files.
- ✓ **List Folder / Read Data:** Allows listing the contents of a folder and reading file data.
- ✓ **Read Attributes:** Allows viewing the attributes of a file or folder.

- ✓ **Read Extended Attributes:** Allows viewing extended attributes of a file or folder.
- ✓ **Read Permissions:** Allows viewing the permissions of a file or folder.

Permission Inheritance

NTFS permissions are often inherited from the parent folder. This simplifies management by automatically applying the same permissions to new files and subfolders. To override inheritance:

1. Go to the "Advanced Security Settings."
2. Uncheck "Include inheritable permissions from this object's parent."
3. Apply specific permissions as needed.

By following these steps, you can effectively manage folder permissions on your Windows system, ensuring secure and organized access to your files.

Frequently Asked Questions about Folder Permission on Windows

1. How can I remove permissions for a specific user or group?

To remove permissions for a specific user or group:

1. Right-click on the folder and select "Properties."
2. Go to the "Security" tab.
3. Click "Edit."
4. Select the user or group you want to remove.
5. Click "Remove."
6. Click "Apply" and then "OK."

2. What should I do if I can't change permissions due to ownership issues?

If you are unable to change permissions because you do not have ownership of the folder:

1. Right-click on the folder and select "Properties."
2. Go to the "Security" tab and click "Advanced."
3. Click on the "Owner" tab.
4. Click "Edit" and select the user or group you want to assign ownership to.
5. Check "Replace owner on subcontainers and objects" if you want to apply the changes to all subfolders and files.
6. Click "Apply" and then "OK."

3. How do I prevent a user from inheriting permissions from a parent folder?

To prevent a user from inheriting permissions:

1. Right-click on the folder and select "Properties."
2. Go to the "Security" tab and click "Advanced."
3. Click "Disable inheritance."
4. Choose either "Convert inherited permissions into explicit permissions on this object" to keep the current permissions or "Remove all inherited permissions from this object" to remove them.
5. Click "Apply" and then "OK."