Custom Shared Folders Management

If you would like a folder within your departmental S: drive and would only like a select group of users to have access to it, you can request a Custom Shared Folder from Franklin OIT. Please follow these steps to request and customize the folder.

How to Request the Folder

1. Put in a Helpdesk Ticket asking for a custom shared folder and specify that you need it to be limited to a few people. You do not need to include the MyIDs of the users that you wish to have access, as you will be in charge of granting them access later. In the ticket, make sure to include what you would like your folder to be called.
2. Once the folder has been created, you will receive an email notification that the ticket has been closed and you should then be able to see your new custom folder on the S: drive. Though the folder has been created, the original requester is the only one that can currently see it.

Adding Users to the Folder

1. To add the users that you would like to access the folder, right click on it, and go to properties. You will find your folder in the S: drive within a folder called "Custom Folders".

2. On the next window, click on the “security” tab at the top Then, click the “Edit...” button.
3. In the window that pops up, click on “Add…” You will notice your name already in this list, and you will now be adding in the additional users that you would like to access your folder.
4. From here, you will add the MyIDs of the users that you want to have access to your folder. This is the part of their email address before the @uga.edu part. For example, if someone’s email address is example@uga.edu, the only part you will need is example, but with a myid before it. In the window, type in myidexample, or whatever their MyID is, and then click “Check Names”. 

1. Type in their MyID here.

2. Then, click this.
5. If it worked correctly, you should see their first name and last name in the box where you previously entered in their MyID before you clicked “Check Names, and it should be underlined, ex. Firstname Lastname. The “Check Names” button turns the myid\example into this First and Last name automatically, once you click it. You can now either click OK and repeat steps 3 & 4 to add in your additional users, or you can put a comma after the user you have just added in this window and add in the next MyID (ex. myid\example1, myid\example2, myid\example3). Make sure to put the “myid\” before all MyIDs and hit “Check Names” each time you add one in. If their first name and last name do not appear after clicking “Check Names” please check to make sure their MyID is correct.

6. Once you have added in all your users, click on OK to return to the previous window.

7. You should now see all the users you just added in the “Security” window in addition to your MyID which you originally saw. They will be listed in the area under “Group or user names”.

8. If you would like the user to just read the files in your folder (not be able to modify them), make sure there is a check under “Allow” and next to Read & Execute, List Folder Contents, and Read are. Leave the others blank.

9. If you would like your users to read and be able to modify the contents within your folder, make sure all check boxes are checked (under allow) except for the first one (Full Control.) Once you have made any changes, make sure to click “Apply”. Here’s an example of what the check boxes should look like for someone you are giving read access to vs. someone who has read and write access (read access allows them to just look at files and read/write access allows them to add, edit, modify, and delete files.)
10. If you would ever like to remove a user, select their name from the “Security” window and click on “Remove” and then “Apply”.

Select their name first.

Then, click this.
11. Once you complete these steps, the users you added should be able to see your custom folder and have access to it, whether you gave them either “Read Only” or “Write” permissions.

12. If you have any questions about this or run into any issues following this guide, please make sure to submit a Helpdesk Ticket!

Disclaimer: If for any reason permissions on the folder become corrupt or access is removed for the Administrator groups that are in there by default, all permissions will be reset – this means that the contents within the folder will remain intact, but you will have to add back all of your users. We are not responsible for the contents within the folder. Custom Folders works on Windows computers only.