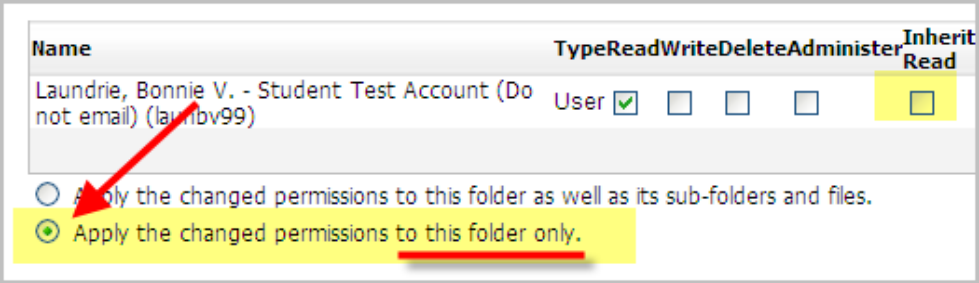
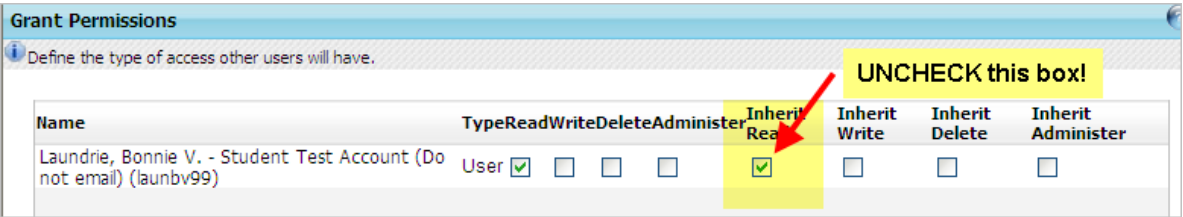
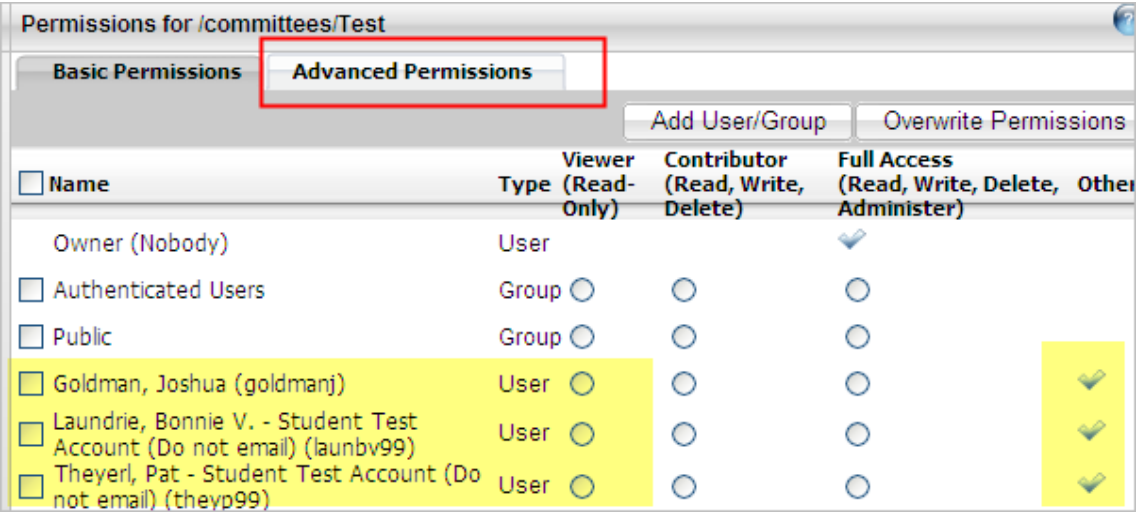


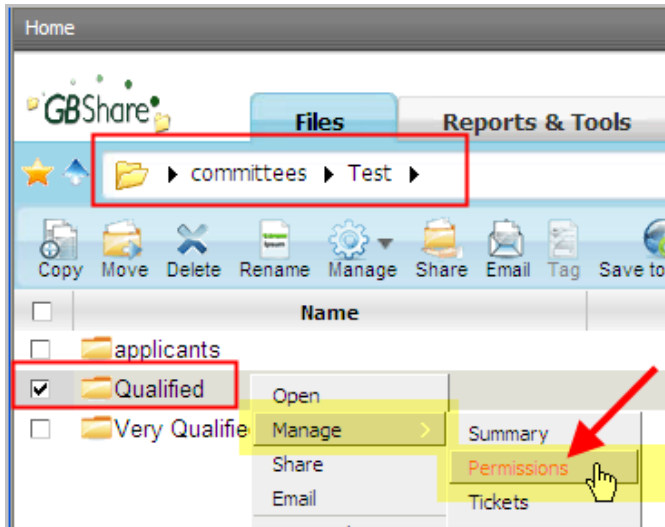
- 3. After adding the user, uncheck the **Inherit Read** box. Then change the radio button to **“Apply the changed permissions to this folder only.”** Click on **Finish**.



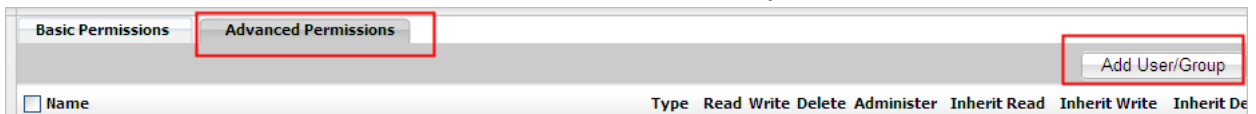
- 4. The Advanced Permissions tab should look like this for those people who will have access to some folders within TEST but not others. Click on **Exit**.



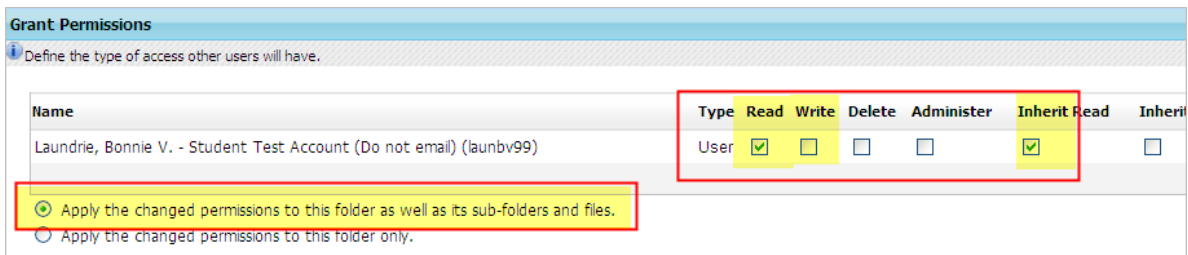
- 5. Permissions can now be added folder-by- folder (within TEST) to grant READ (or READ\WRITE) access to the specific folders we WANT the user to see. Presently, the user has ‘permission’ to TEST, but cannot see ANY folders.
- 6. The example below will grant READ permission to the folder “Qualified”. Navigate to the root of your folder. (Committee→ Test). **Right-click** on the folder Qualified, select **Manage, Permissions**.



Click on the **Advanced Permissions** tab; click on **Add User/Group** and find the user. Click on **Next**.



The example below has added Laundry, Bonnie with **READ** permissions to **all sub-folders and files within this folder**. (This is pretty standard.) Click on **Finish**.



Here the Permissions have been set for the **"Qualified"** folder within the root folder, **TEST**.

