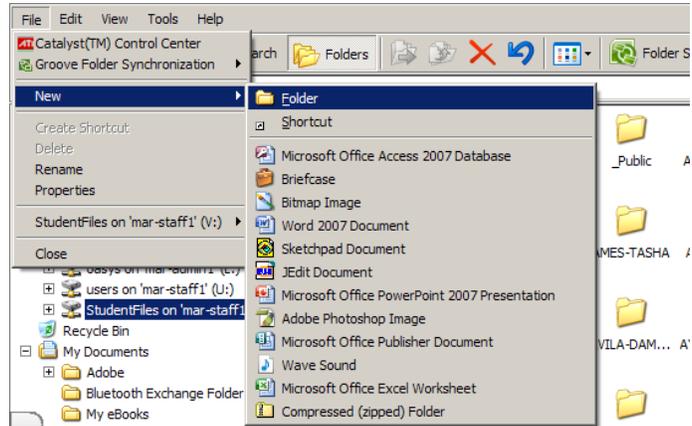


Setting Folder Security

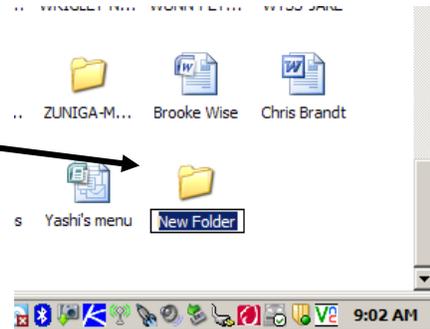
1. Start
2. Programs
3. Accessories
4. Windows Explorer



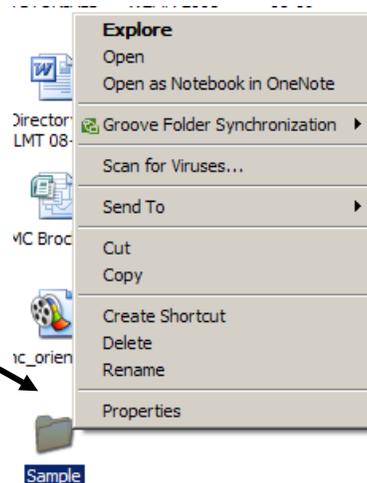
5. Select the drive you want to create a folder in
Staff U:drive
Student V:drive
6. File
7. New
8. Folder



9. Give your folder a name
(it will be found at the END of the list in the drive you selected)

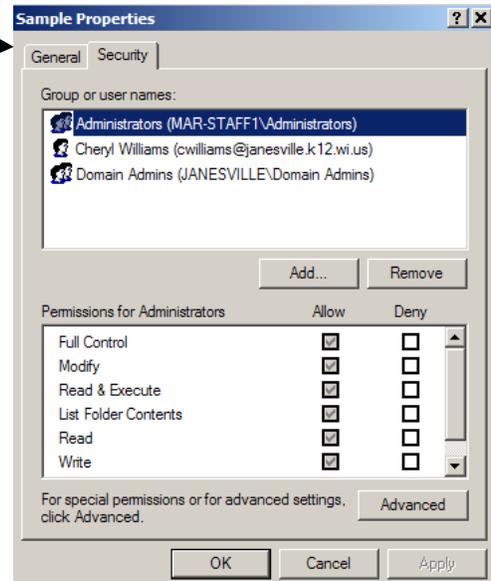


10. Right click on newly made folder
11. Select Properties

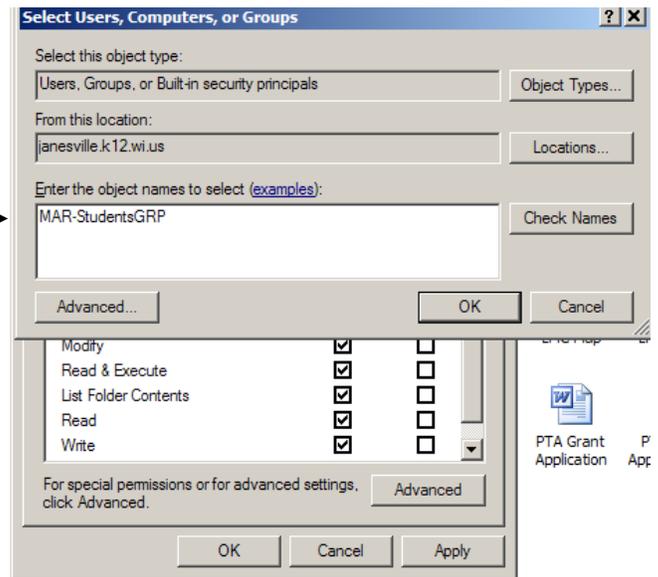


Setting Folder Security

12. Select Security tab
13. Add



14. Enter the following: **MAR-studentsGRP**
15. Ok
16. Highlight newly made group (MAR-StudentsGRP)
17. Check "Modify" box
18. Apply
19. Ok



Now your students will be able to save to your newly created folder.

It is not recommended to select the "Full Control" box. This gives them power to do more harm than good.