Setting Campus Document Repository Folder Permissions

California State University Fullerton
Campus Information Technology
Setting Folder Permissions

• Open the website for your folder by going to: https://mybox.fullerton.edu/ and using the links to the left to navigate to the folder you wish to set permissions for.
Setting Folder Permissions

• If you hover over the folder name you wish to set permissions for you will see a drop down arrow. Click the arrow and from the menu select: “Manage Permissions”
Setting Folder Permissions

- The folder will open. You will see a menu bar with options appear at the top of the folder window.

- Select “Grant Permissions” to add permissions
Setting Folder Permissions

• You will see a dialog box will three sections.
• In the top section – “Select Users” you will add the individuals you wish to grant access to.
• You can use the book icon in the lower right corner to access the campus directory or you can directly enter the individual usernames. The icon with the check and person symbol will check and confirm the names.
Setting Folder Permissions

- In the second section either select the group you wish to add the individuals to or check the appropriate permission level.

![Permission Settings](image_url)
Setting Folder Permissions

• In the third section enter a subject and message to email the individuals a message informing them of their permissions.

• Click “OK” to finish.
Setting Folder Permissions

- If you wish to alter permissions for a person or group, return to the “Manage Permissions” window.
- Click the check box for the user and select “Edit User Permissions.”
- You can remove permissions by selecting “Remove User Permissions.”
Setting Campus Document Repository Folder Permissions

California State University Fullerton
Campus Information Technology