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# How to Take Ownership of a Folder in Windows 10 Using File Explorer

By [Henry T. Casey](#) published May 08, 2019



You may find yourself unable to move, edit or copy a file in [Windows 10](#), and often times that's because of the permissions attached to it. It may be a file or folder that the system doesn't want altered or one created by a user that's been deleted. Fortunately, you can reclaim the file.

Here's how to take ownership and get full access to files and folders in Windows 10.

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1. Right-click on a file or folder.

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2. **Select Properties.**

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3. **Click the Security tab.**

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4. **CLICK ADVANCED.**

5. Click **"Change"** next to the owner name.

**6. Click Advanced.**

**7. Click Find Now.**

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9. Click **OK**.

10. Click **Apply**. If you're modifying a folder, you might want to

11. Click **OK**.

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12. Click **Add**. Now it's time to make sure you have all kinds of permissions.

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13. Click **Select a principal**.

14. Click **Advanced**.

15. Click **Find Now**.

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16. Select your user name and click **OK**.

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17. Click OK.



19. Click OK.

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20. Click OK.

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21. **Click your user name**, it's time to verify your new permissions.

22. **Click OK**, as you've taken ownership and full permissions for the folder!

With this tutorial under your belt, it's time to learn more about Windows, including [how to password protect a folder in Windows 10](#) and [how to create a new folder in Windows 10](#), [how to create a shortcut to a website in Chrom](#), [how to delete old emails in Gmail](#) so you don't need to pay for OneDrive and how to [map a network drive](#).

## Windows File Explorer Tips

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