

Folder Permissions

Objective: In this lab simulation, I created department-specific folders for Sales and Engineering and configured appropriate NTFS permissions to control access. The goal was to ensure that only authorized users from each department could access their respective folders while maintaining data security and separation between teams.

Equipment: Ticketing System, Windows Server 2022, and a Windows 10 PC

Ticket: Please look at page 2

Steps: Please look at page 3

Real World Tickets

Incident Details:

Incident #: 29256

Category: On-boarding A New Member

Department: Sales and Engineering

Priority: High

Assignee: Helpdesk Team

Date/Time Opened: 7/6/2025 1:07 PM

Description:

Please create new shared folders for the Sales and Engineering departments. Set NTFS permissions so that only users within each respective department have access to their folder. Sales staff should not be able to access Engineering files and vice versa.

Solution:

Incident #: 29256

Steps Taken:

1. I went into the Active Directory Users and Computers to add the OU (Organizational Unit) Sales and Engineering
2. I added Daniel Romero to the Engineering OU and I added Mark Villa to the Sales OU
3. I created a folder for the Sales and Engineering department within the server in the C:/ drive
4. Go into both computers and enable printer and file sharing to allow the discovery of the folders
5. Upon making these changes, I configured a GPO (Group Policy Object) on both OU's, which was Sales and Engineering
6. With the GPO's I created I configured a Network Drive Map for each OU respective to their department
7. I gave basic share read and write permissions to each OU's, while giving the permissions of read, write, list folder contents, and execute under the Security section for each shared folder

Notes:

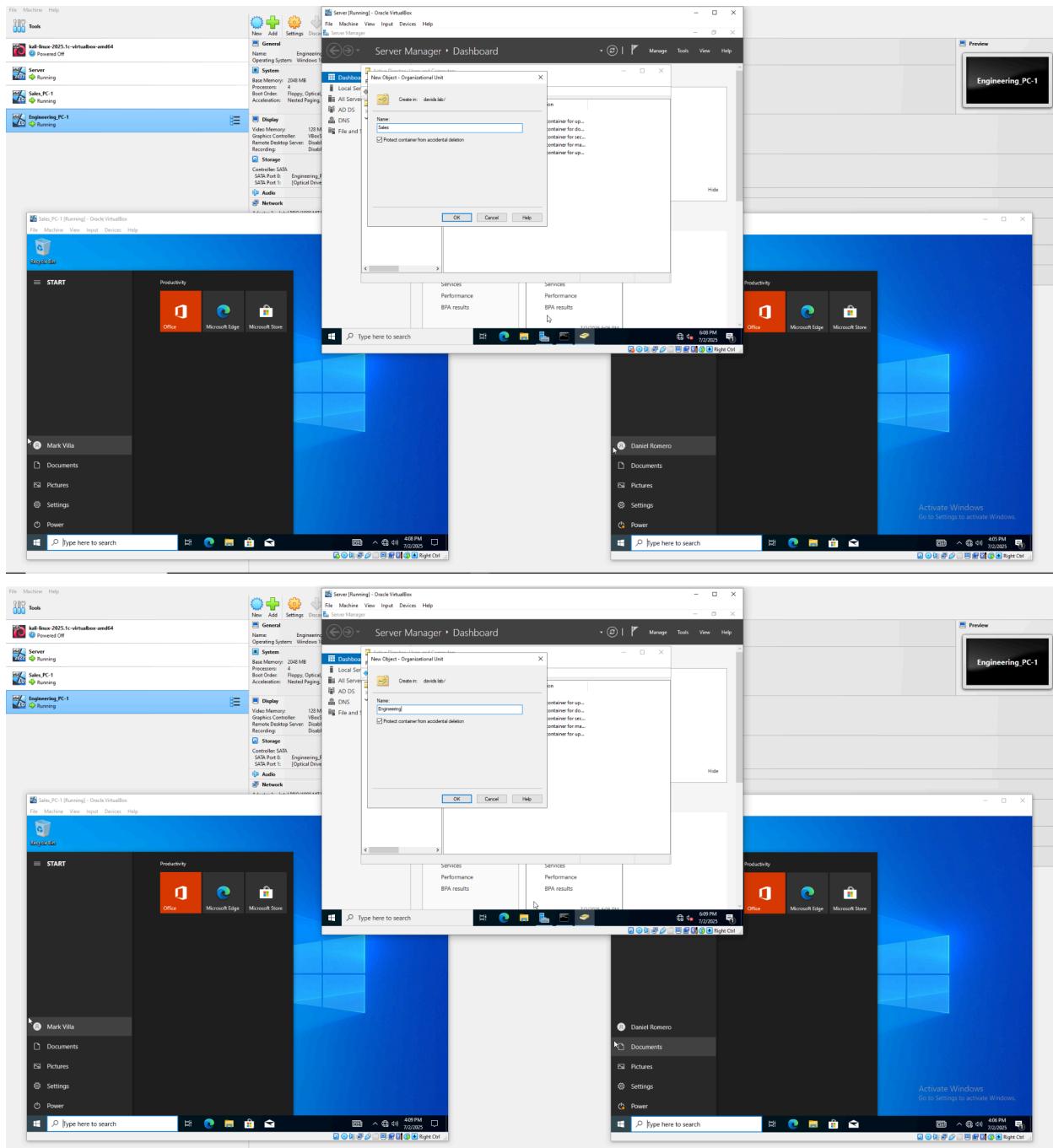
- Mark Villa was added into the Sales OU
- Mark Villa was given the permissions of read, write, list folder contents, and execution
- Daniel Romero was added into the Engineering OU
- Daniel Romero was given the permissions of read, write, list folder contents, and execution

Time Logged: 20 minutes (1:07 PM - 1:27 PM)

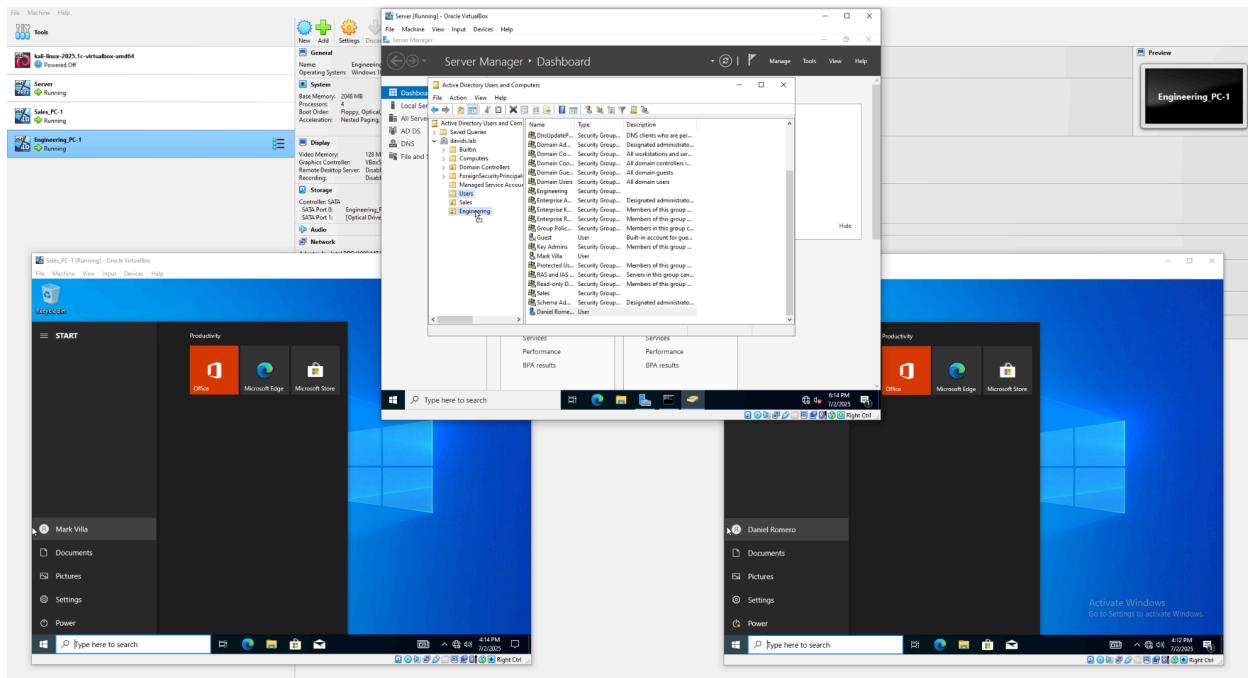
Status: Resolved and Closed

Steps

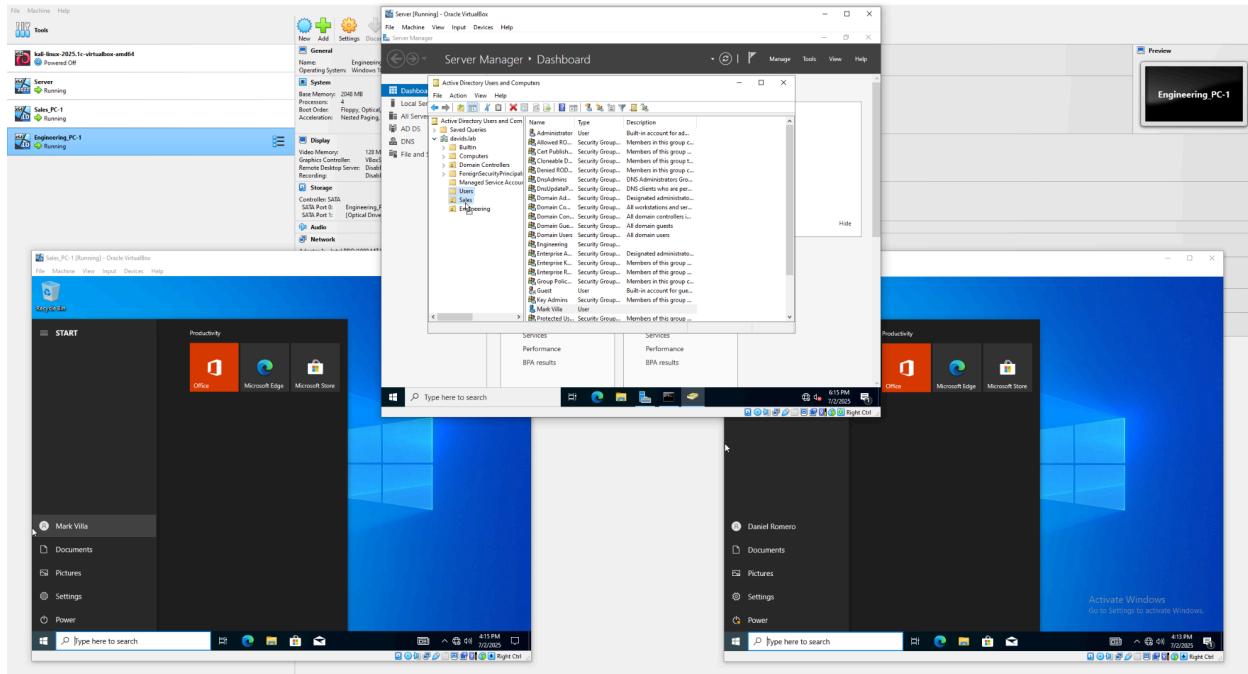
1. Create organizational units for Sales and Engineering



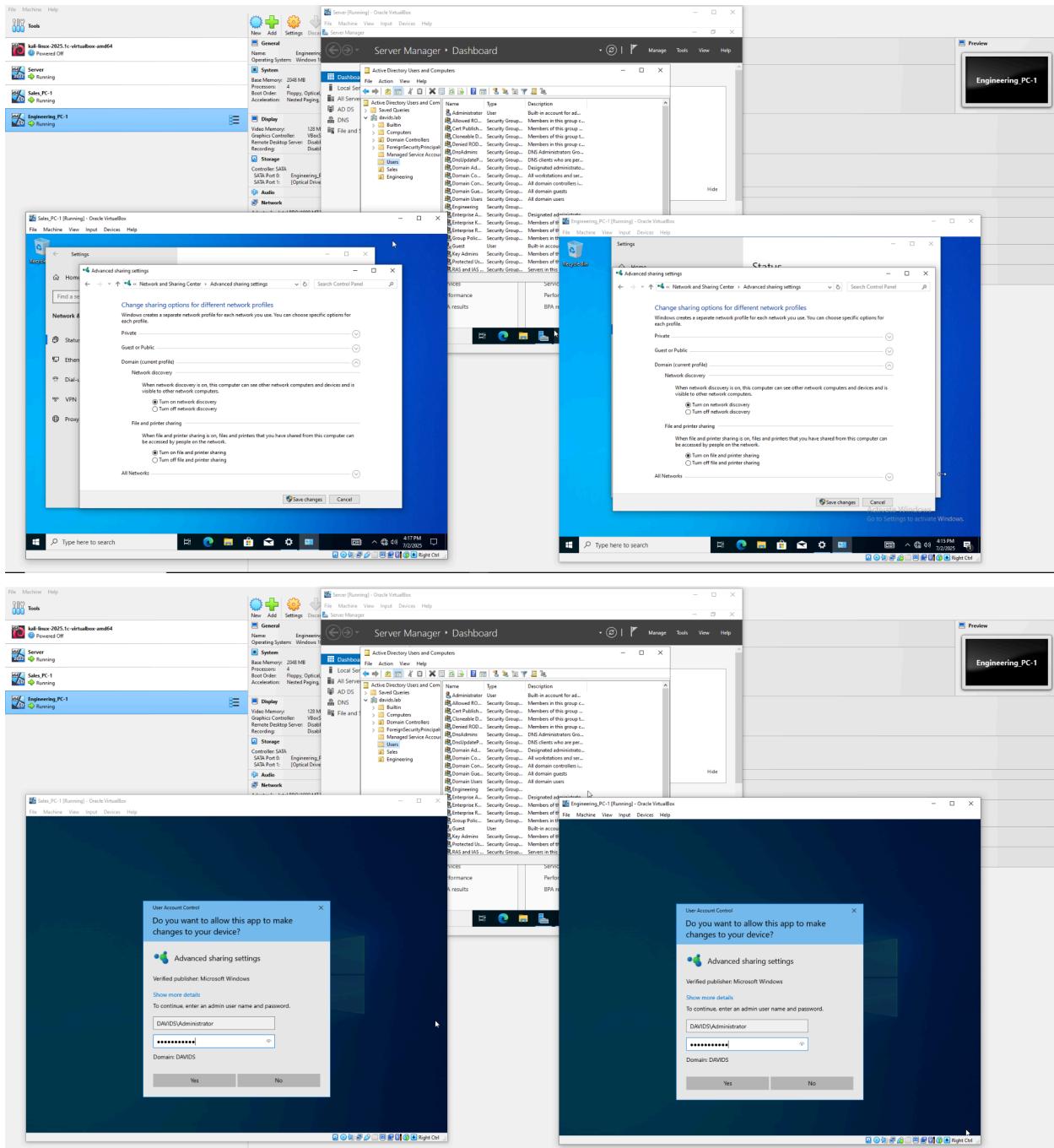
2. Drag Daniel Romero to the Engineering OU



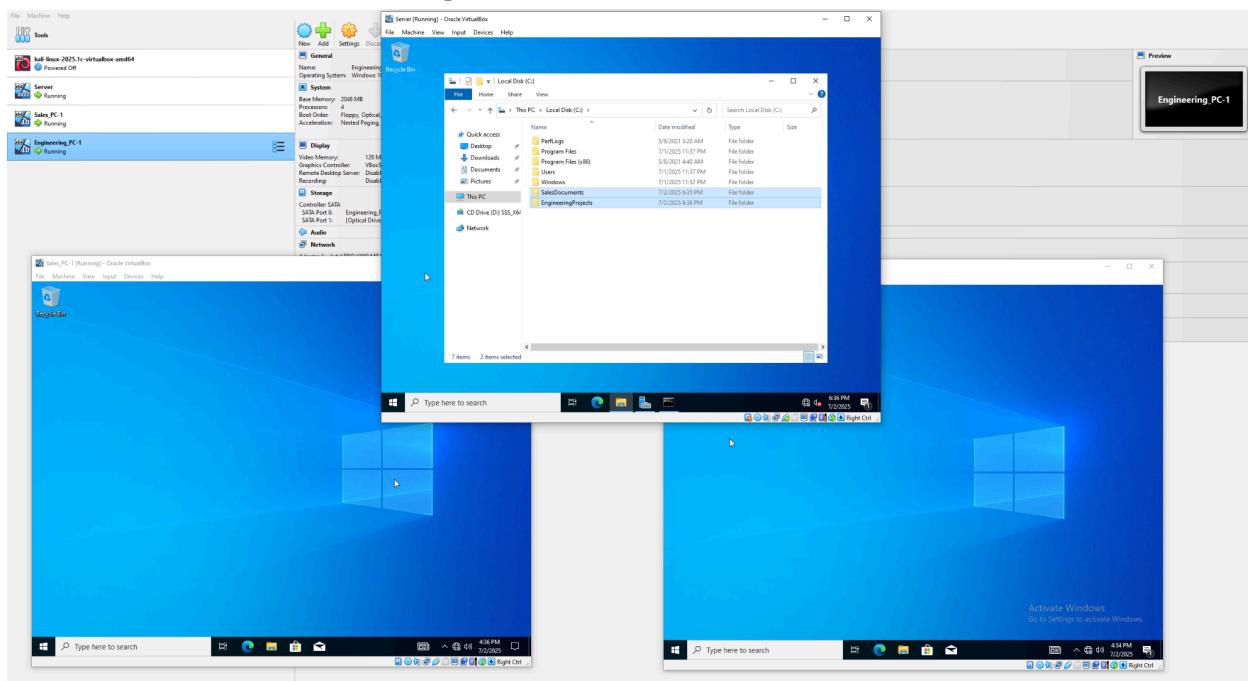
3. Drag Mark Villa to the Sales OU



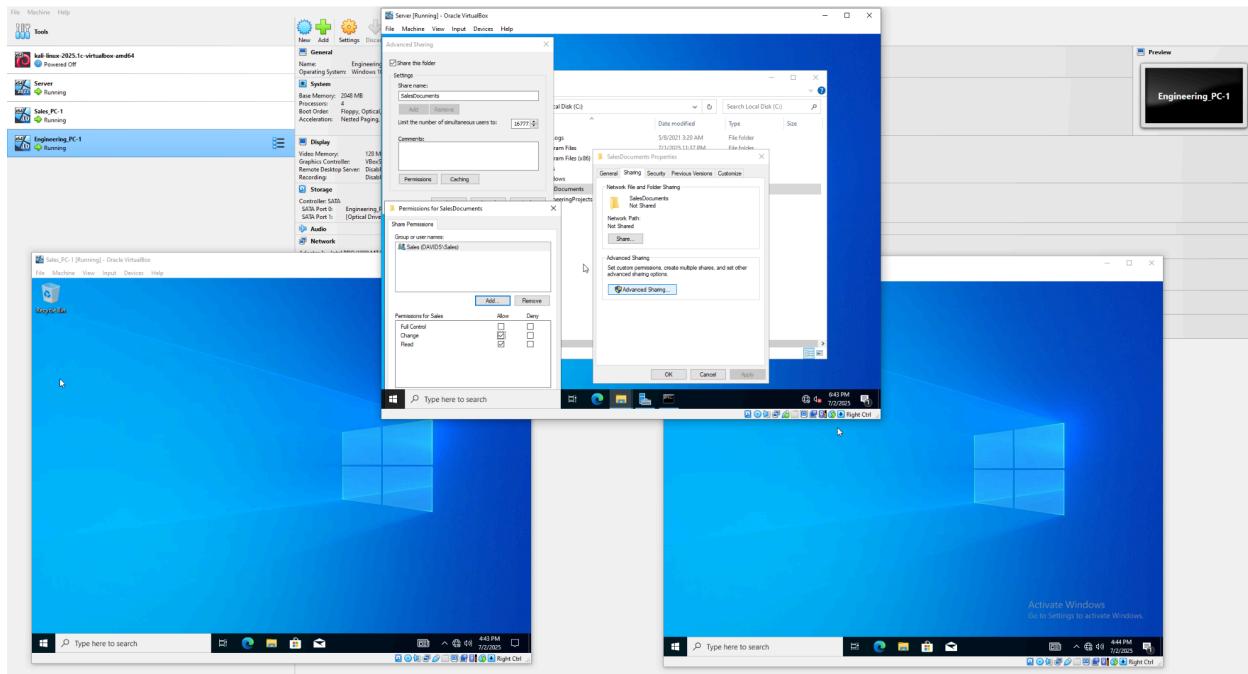
4. Enable file and printer sharing

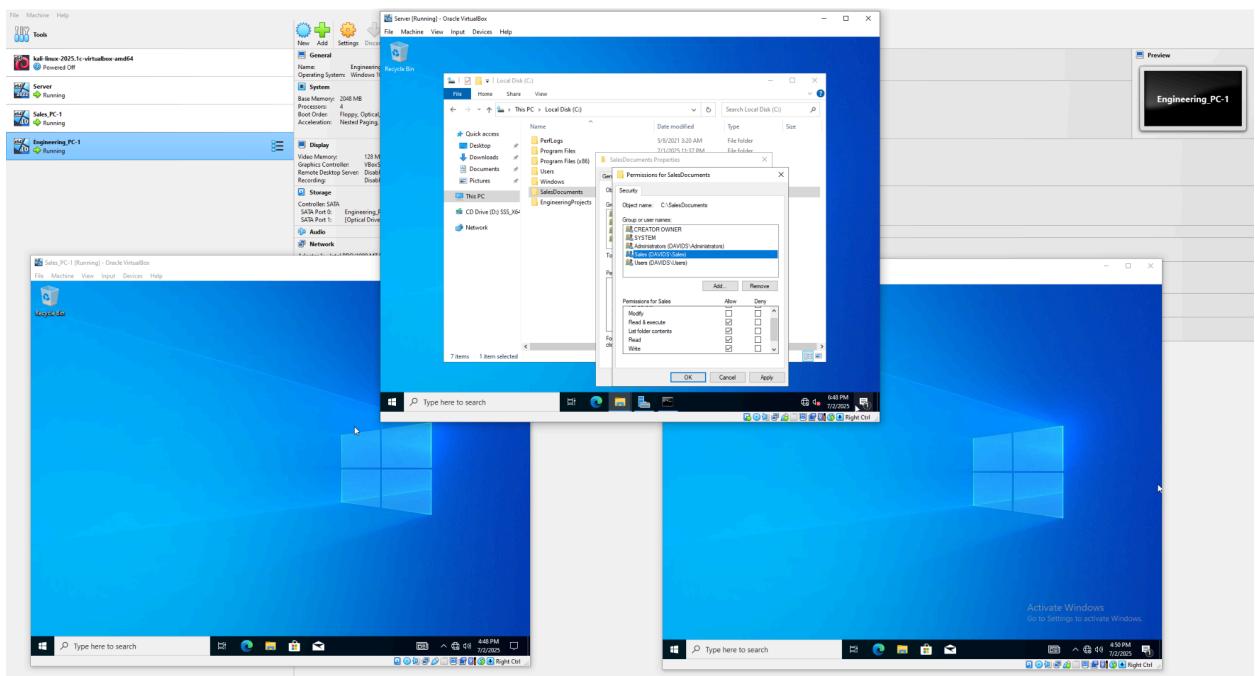


5. Create the folders for each department under the C:/ drive within the server

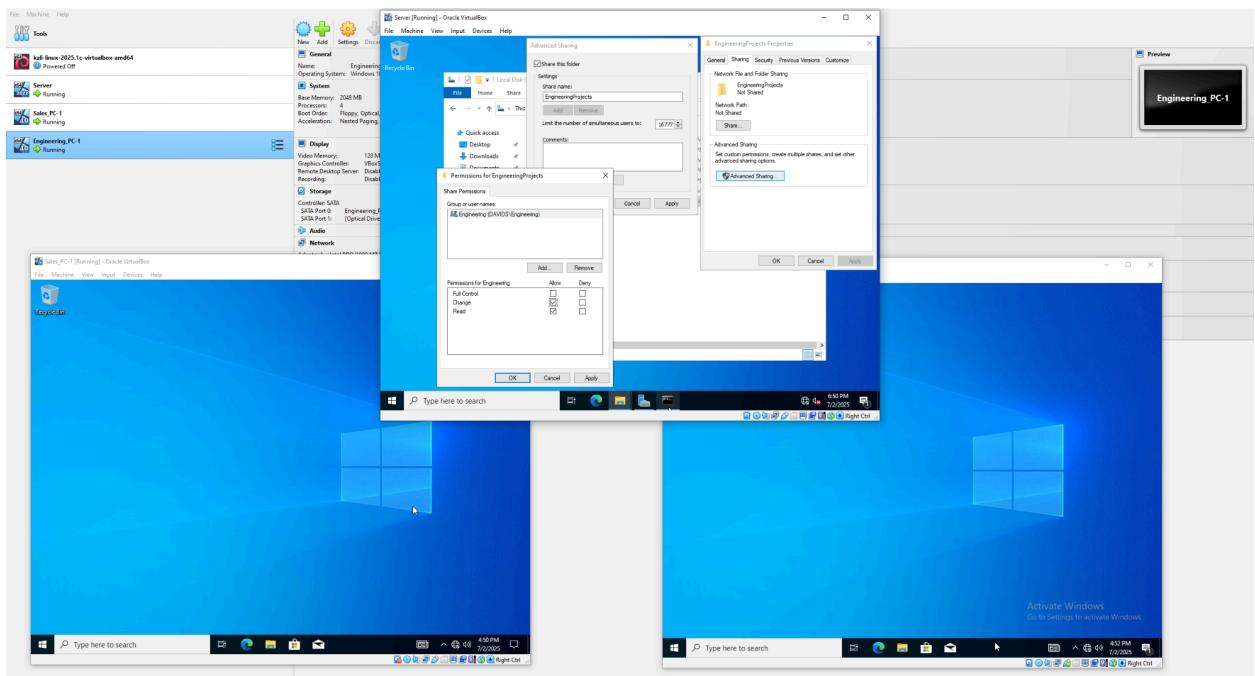


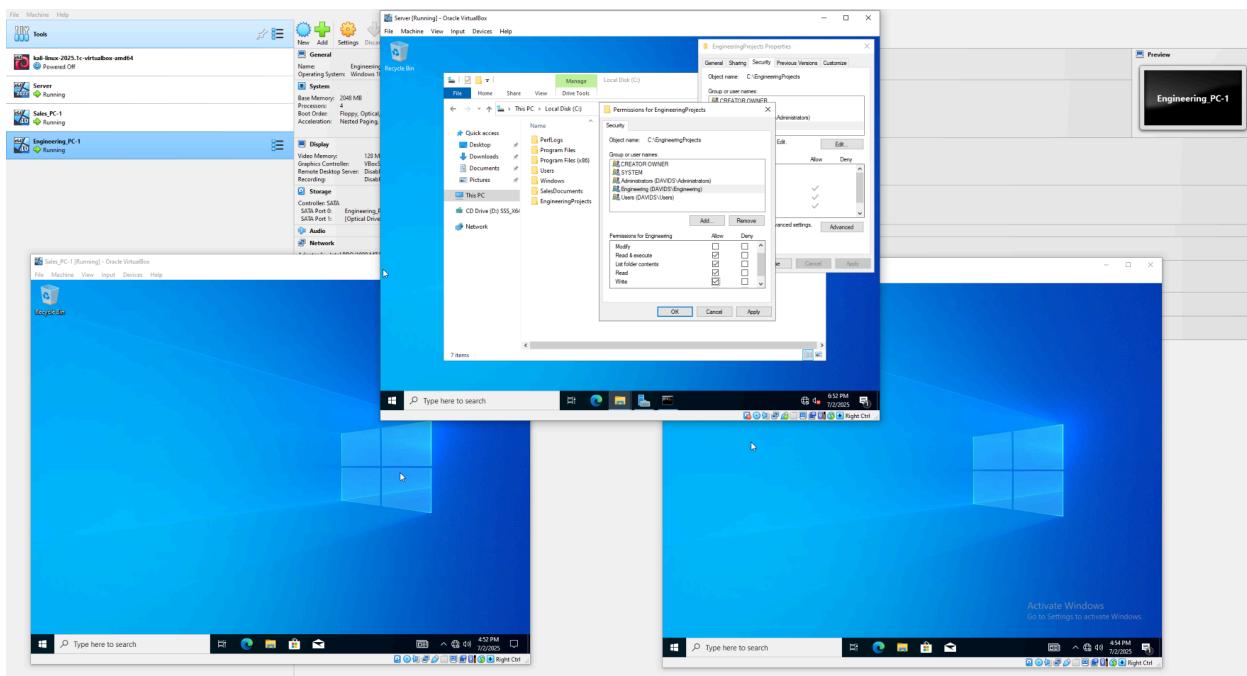
6. Edit the Sales folder permissions



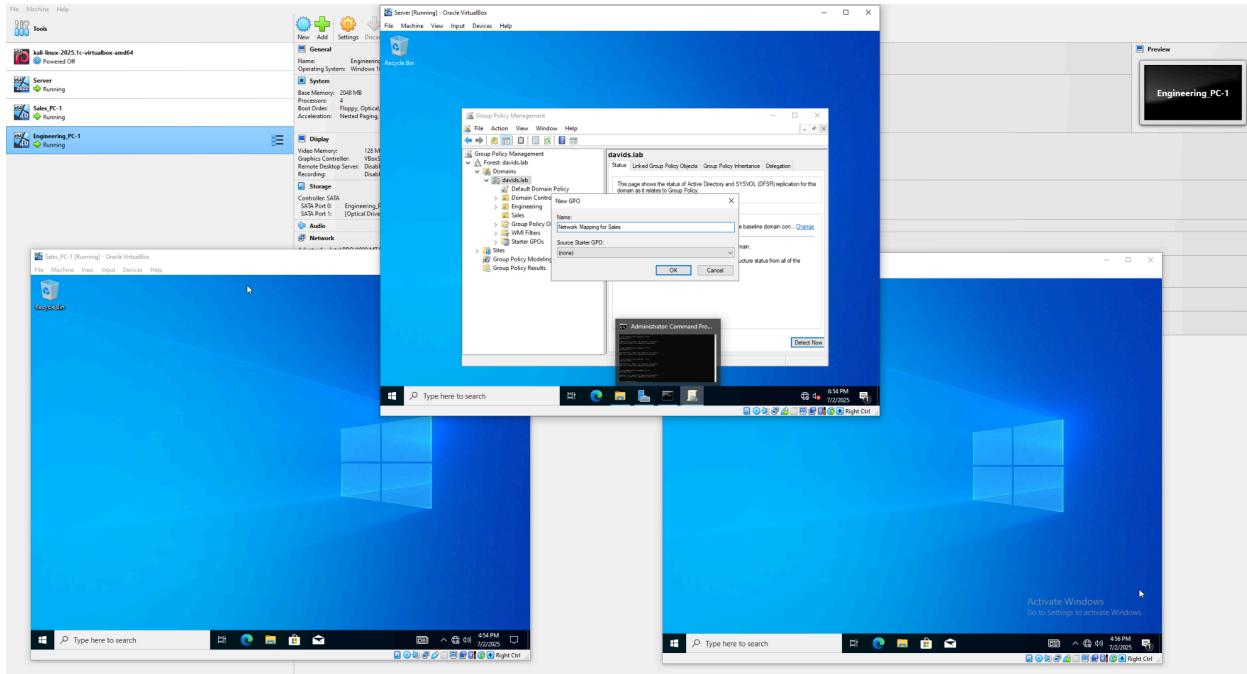


7. Edit the Engineering folder permissions

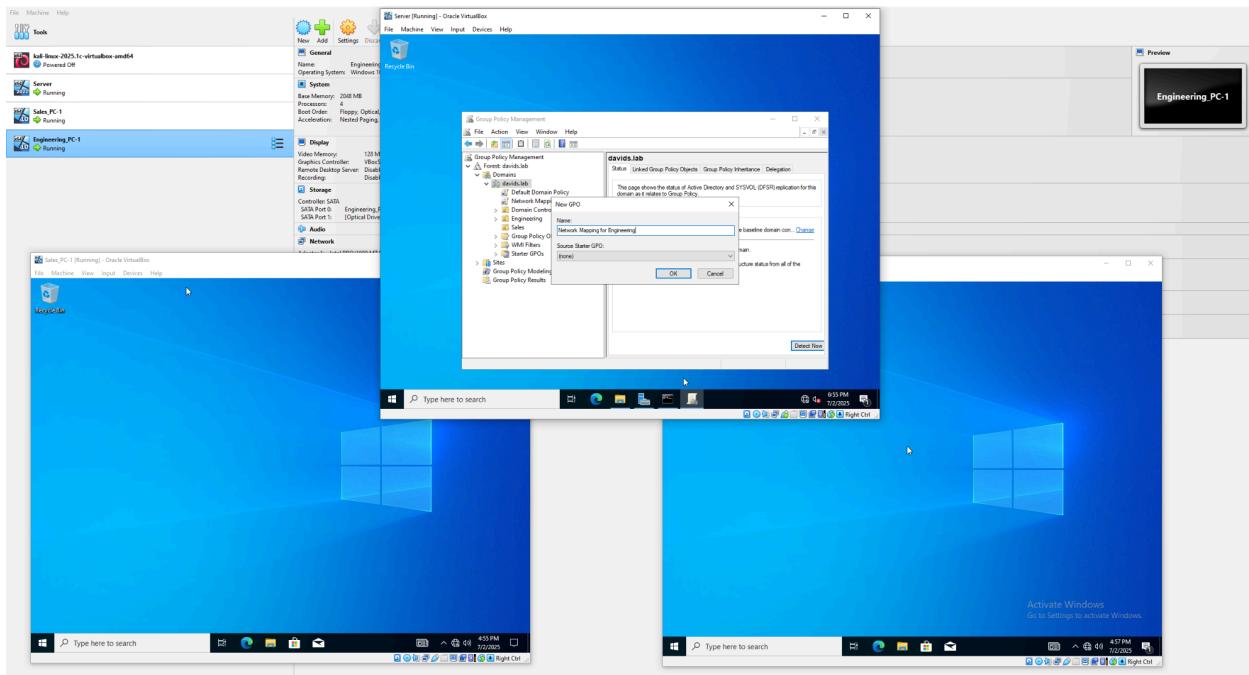




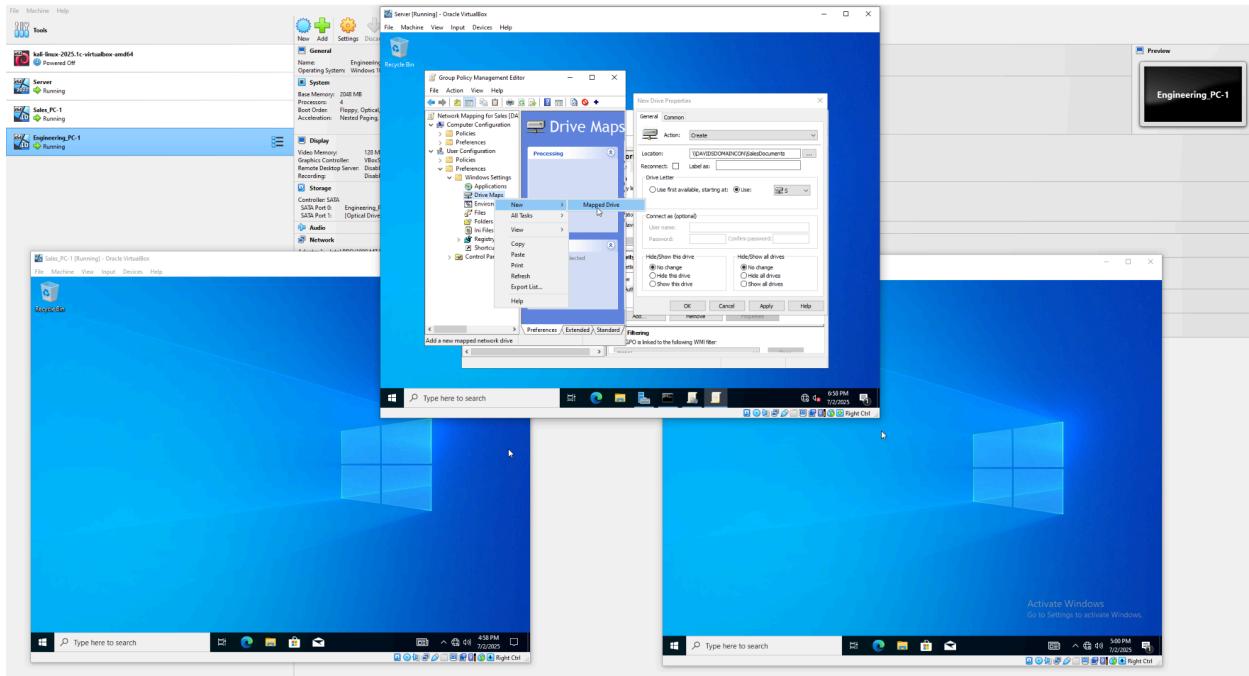
8. Create the GPO to map the Sales folder



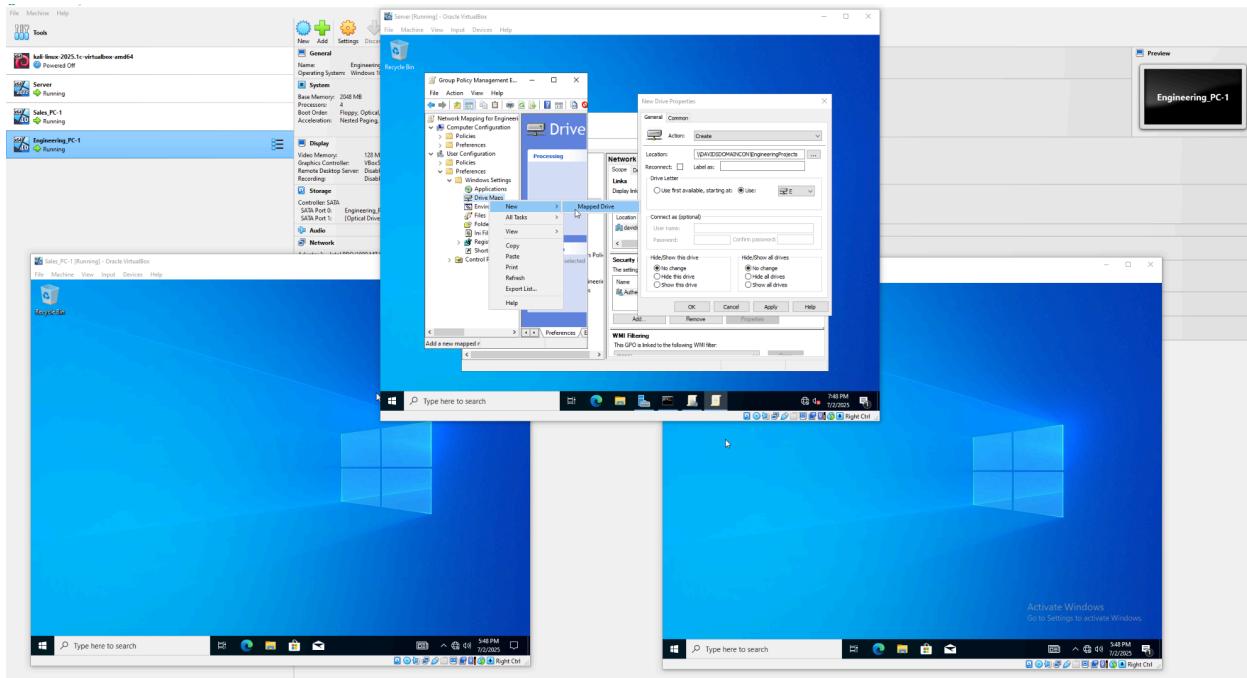
9. Create the GPO to map the Engineering folder



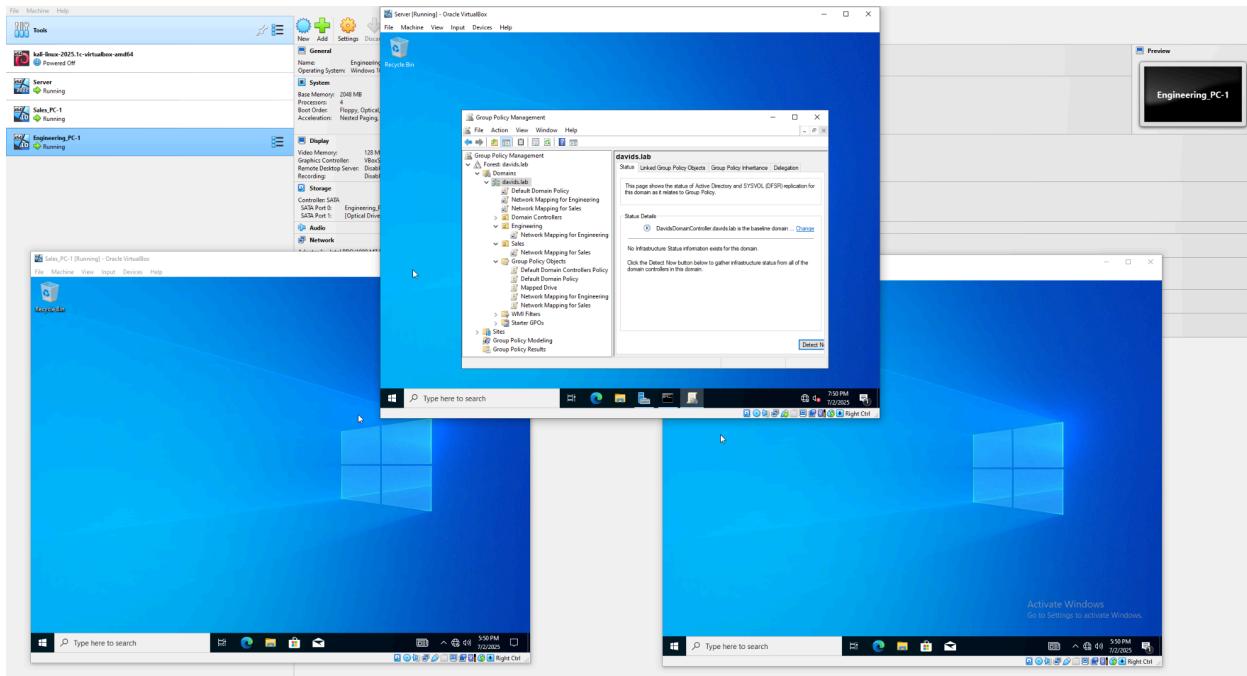
10. Edit the GPO to add the mapping of the Sales folder



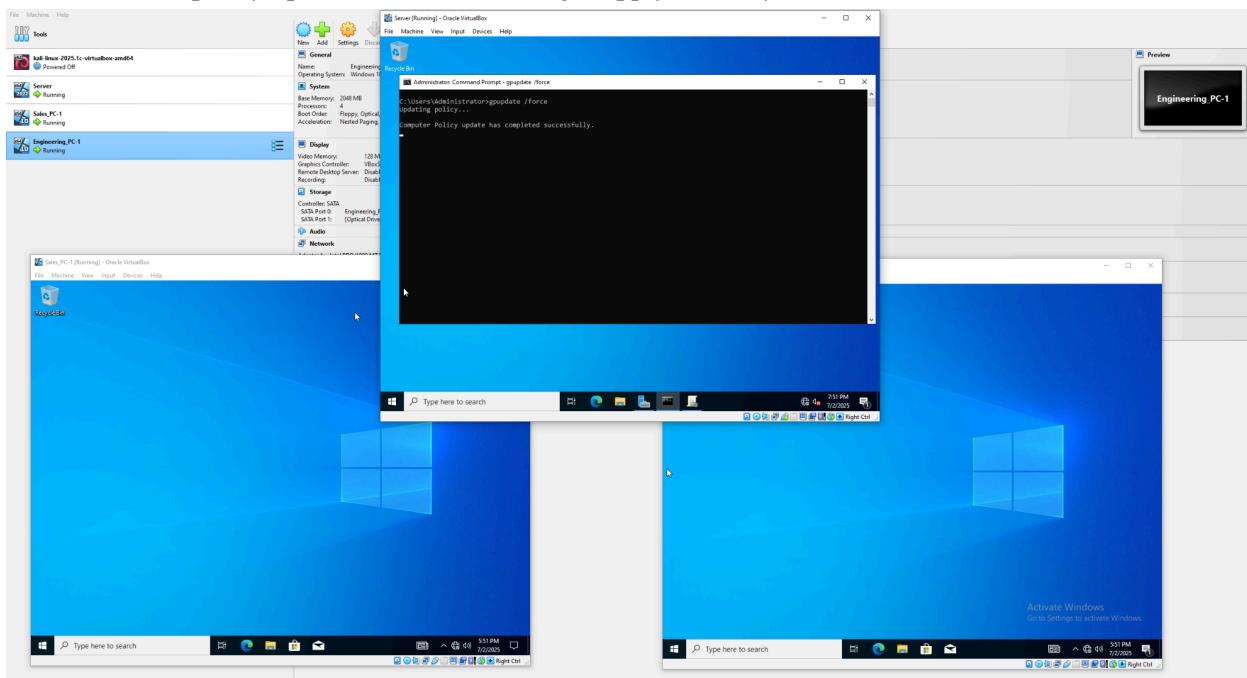
11. Edit the GPO to add the mapping of the Engineering folder



12. Drag and drop the GPO's I created according to their departments



13. Force a policy update to make the changes apply instantly



14. Sign into both domain users and assure that everything is working perfectly

