

---

## Examining File Permissions

1. Open Windows File Explorer.
2. Right-click a file or folder and choose Properties.
3. Select and then examine the Security tab.

You'll see the users and/or groups to which permissions have been assigned.

4. Select a user or group in the list, and examine the list of standard permissions. (To add a new user or group, click Add and follow the prompts.)

Any standard permissions that are checked in the Allow column are applied. If a check box is grayed out, then the permission was inherited.

5. To revoke a set of standard permissions, click the appropriate check box in the Deny column.

If you click the check box in the Deny column for the Full Control permission, all other standard permissions are also denied.

6. Click Advanced to examine advanced options.
7. Click Cancel twice to close the file or folder's properties.

Be sure that you don't accidentally make any changes that you didn't intend to make. Changing permissions without understanding the ramifications can have negative consequences, such as losing access to files or folders. It is a best practice to assign Deny permissions sparingly. It's better to uncheck Allow. (You may need to turn off Inheritance.)

---