



# Tech Info Library

## System 7: Creating Groups for File Sharing

Revised: 9/10/92  
Security: Everyone

System 7: Creating Groups for File Sharing

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### Article Change History

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09/10/92 - REVIEWED

- For technical accuracy.

### TOPIC -----

How do I create Groups for file sharing?

### DISCUSSION -----

Whenever more than one user needs access to a particular folder on your system, you can create a group. The group contains the names of all the users who belong to it. Each user can be a member of as many groups as desired. Once the group is created, access permission can be controlled at the group level.

After creating all the individual users, create a group to which they all belong. Here's how to create a group:

- 1) Open the Users & Groups control panel.
- 2) Choose New Group from the File menu. A new double-headed icon appears, ready to have a name typed in to replace the default name "New Group". Type in whatever you want to name the group.
- 3) To include each user you want in the new group, drag the user's icon onto the group icon. Note that even though the user is added to the group, the user's icon stays in the Users & Groups window as well.
- 4) Open the group icon to see who is in the group. To remove a user from

a group, drag the user's icon out of the group and throw it away.

- 5) When you open the user icon after a user has been added to a group, the names of the groups to which that user belongs appear in the user's Groups box.

Remember that anyone who walks up to your system can change file sharing passwords and permissions. You may want to consider getting a System 7 compatible password locking screen saver.

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