Note: This procedure should NOT be undertaken without the specific advice of a professional PC Support person. This is a general guideline to make the steps clear only when needed.

1) Open "My Computer" from either the Start menu or from the desktop.



2) Double-Click to open each hard drive (in turn)



3) Open the Tool s menu and click on Folder Options...



5) Click the radio button for "Show hidden files and folders" and then click on OK.

Folder Optio	ns		?	×
General Vie	W File Types Offline Files WS You can apply the view (su you are using for this folder Apply to All Folders	ch as Details or Tiles) tha to all folders. Reset All Folders	t	
Advanced Files a A D D D D D D D D D C O D C D C D D D D D D D D D D D D D	settings: and Folders utomatically search for network isplay file size information in fold isplay simple folder view in Exp isplay the contents of system for isplay the full path in the addres isplay the full path in the addres o not cache thumbnails inden file; and folders Do not show hidden files and Show hidden files and folder we extensions for known file ty	folders and printers der tips lorer's Folders list olders ss bar d folders s pes Restore Defaults		
	OK	Cancel App	ly.	

6) Right-Click on the "**RECYCLER**" folder. This can be done with any folder, but the recycle bin







7) From the pop-up menu, select "Sharing and Security"



8) When the RECYCLER Properties page comes up, select the "Security" folder tab.

RECYCLE	R Properties	? ×
General	Sharing Security Customize	
	You can share this folder with other users on your network. To enable sharing for this folder, click Share folder.	e this
0.0		

9) Click on the "Advanced" button near the lower right corner

Coosial Dorminaia	po	.1	
For special permissions or for advanced settings, Advanced			
	OK	Cancel	Apply

10) On the "Advanced Security Settings for RECYCLER" menu, click the "Owner" folder tab. Advanced Security Settings for RECYCLER

Permissions Auditing Owner, Effective Permissions
んう To view more information about Special permissions, select a permission entry, and then click Edit.
Permission entries:





11) Select the User name desired for new ownership (Administrator for this example)

dvanced Security Settings for F	? ×	
	ctive Permissions	
You can take ownership of an obje	ect if you have the appropriate permissions.	
Current owner of this item:		
Administrator (SYRAH\Administrate	or)	
Change owner to:		
Name		
Administrators (SYRAH\Admin	nistrators)	

- 12) Once the desired user name is selected (again, Administrator is only an example), then click on the "**Replace owner on subcontainers and objects**" check box.
- 13) Then click the "Apply" button.

Advanced Security Settings for RECYCLER	<u>?×</u>
Permissions Auditing Owner Effective Permissions	
You can take ownership of an object if you have the appropriate permissions.	
Current owner of this item:	
Administrator (SYRAH\Administrator)	
Change owner to:	
Name	
Administrators (SYRAH \Administrators)	- 11
Replace owner on subcontainers and objects	
DK Cancel	Apply

14) A "Security" process window should appear, indicating that the ownership of the files is being changed. How long it stays visible depends on how many files need to be changed.

Security		×
Taking ownership of: \??\C:\RECYCLER		
		Cancel



