

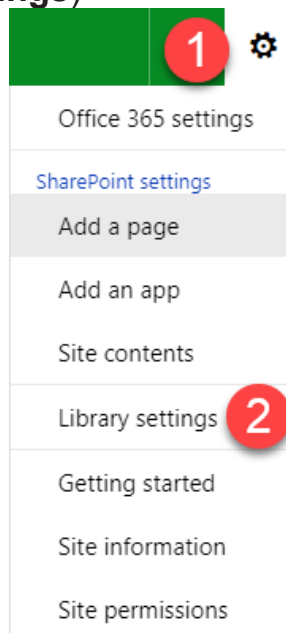
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How to Share All folders in a library

The following steps show how to set permissions for a entire document library. This includes all folders and contents within.

1. Navigate to the document library you want to set unique permissions for (**Gear Icon > Library Settings**)



2. In the middle of the screen click on **Permissions for this document library**

List Information

Name: Documents
Web Address: https://sharepointmaven.sharepoint.com/sites/intranet/accounting/Shared Documents/Forms/AllItems.aspx
Description:


General Settings

- List name, description and navigation
- Versioning settings
- Advanced settings
- Validation settings
- Column default value settings
- Manage item scheduling
- Audience targeting settings
- Rating settings
- Form settings

Permissions and Management

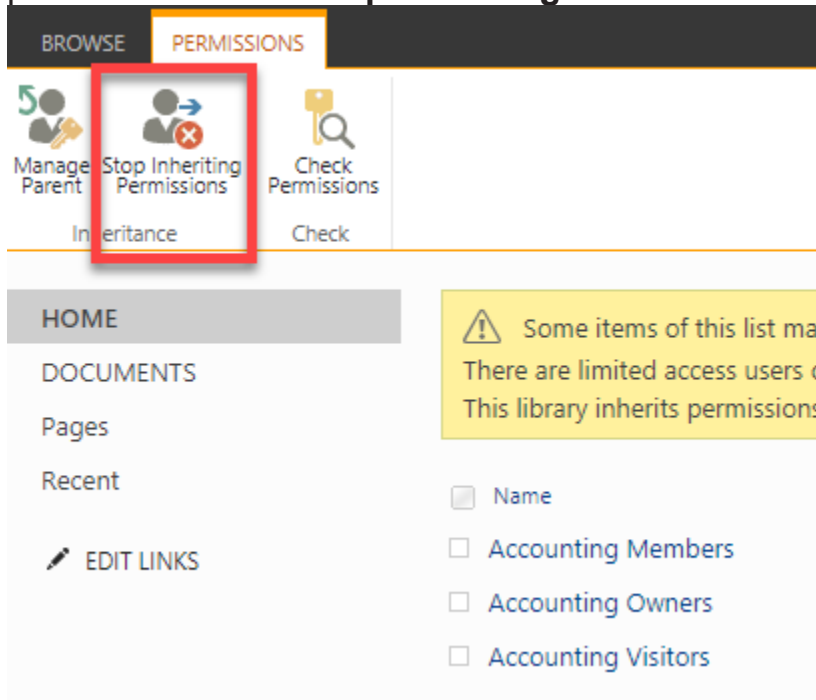
- Delete this document library
- Save document library as template
- Permissions for this document library**
- Manage files which have no checked in version
- Workflow Settings
- Generate file plan report
- Enterprise Metadata and Keywords Settings
- Information management policy settings

3. Note that it will state that by default the library inherits permissions from the parent (Site in our case).

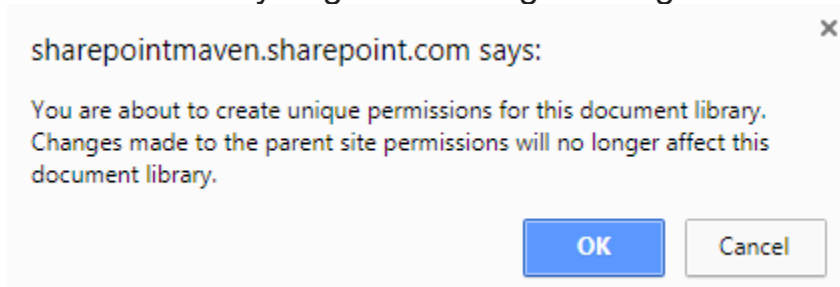
 Some items of this list may have unique permissions which are not inherited from the parent. There are limited access users on this site. Users may have limited access to some items. This library inherits permissions from its parent. (Accounting)

- Name
- Accounting Members
- Accounting Owners
- Accounting Visitors

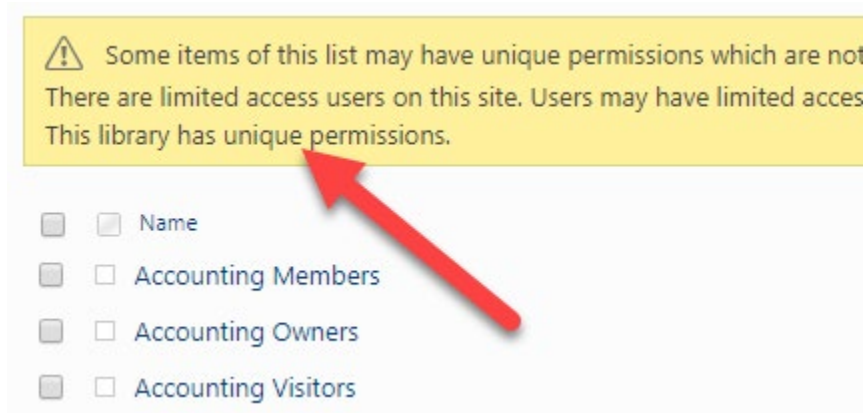
4. It is necessary to break that inheritance so we can set unique permissions. Click **Stop Inheriting Permissions**



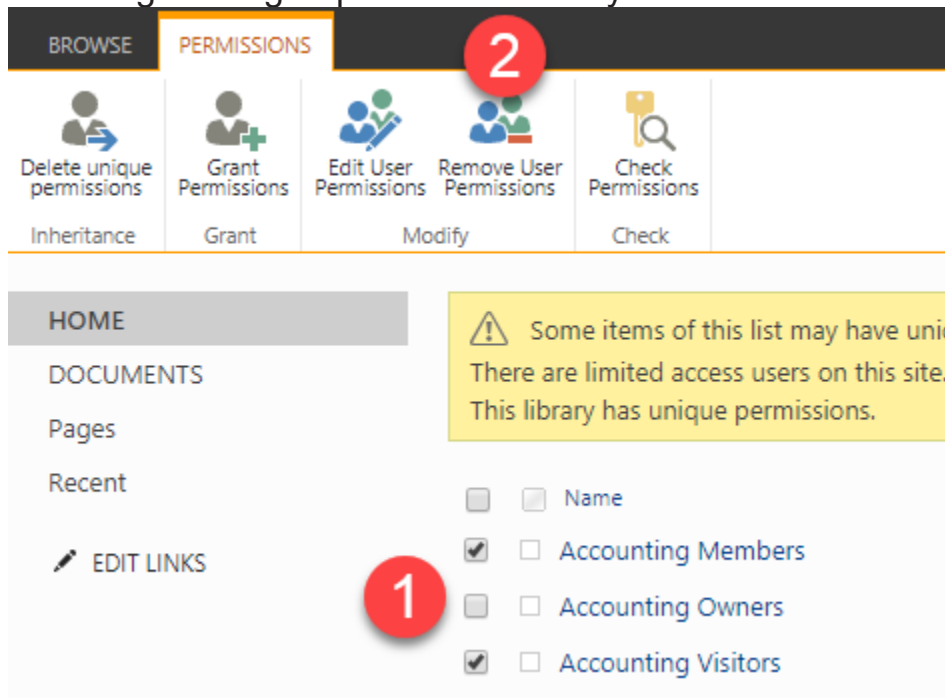
5. Click **OK** when you get a warning message




6. It will now state that **This library has unique permissions.**



7. Next, you can adjust permissions for this particular library. For example, if you do not want team members and visitors to see or access this library, rather just Site Owners should see it. You can do this by removing those groups from the library.



- Likewise, you can add specific users if you wish by clicking on **Grant Permissions** button. In the end, your library might have unique access that looks like this:

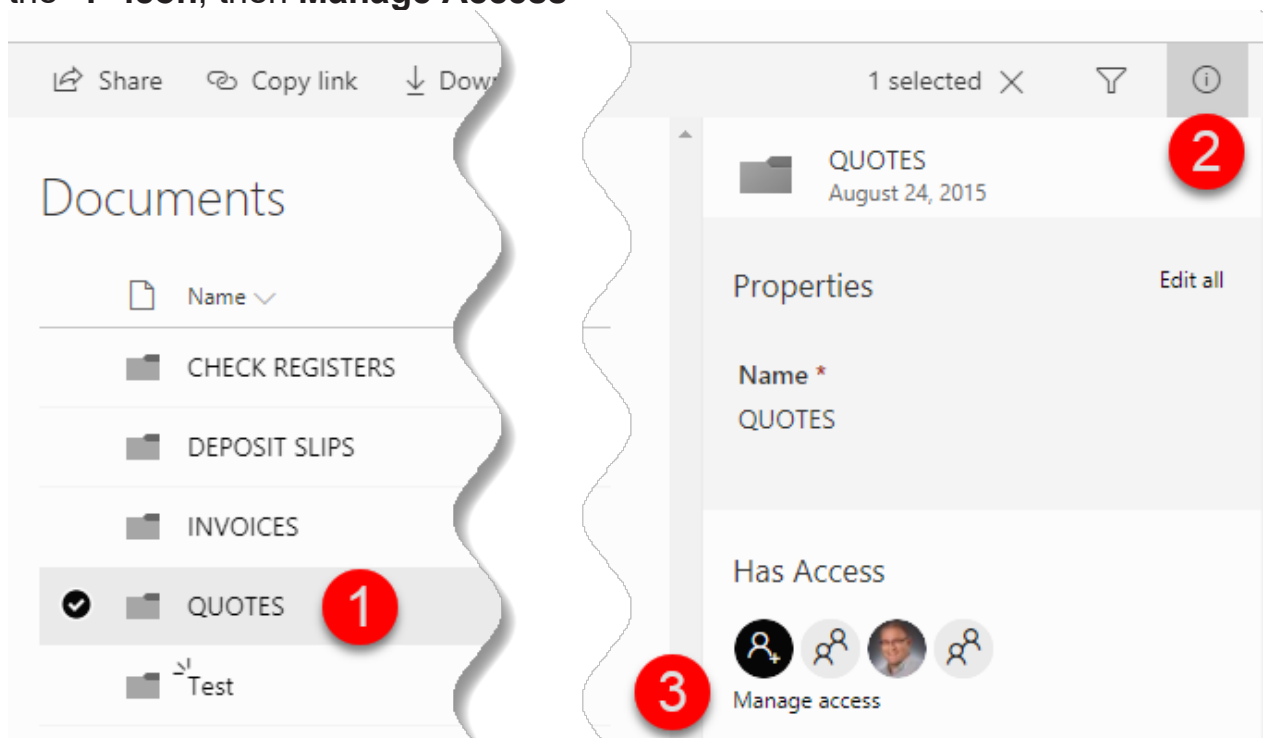
 Some items of this list may have unique permissions which are not controlled from this page. [Show these items.](#)
There are limited access users on this site. Users may have limited access if an item or document under the site has been shared with them. [Show users.](#)
This library has unique permissions.

<input type="checkbox"/>	<input type="checkbox"/>	Name	Type	Permission Levels
<input type="checkbox"/>	<input type="checkbox"/>	Accounting Owners	SharePoint Group	Full Control
<input type="checkbox"/>	<input type="checkbox"/>	Mary Smith	User	Read

How to Share Specific Folders ONLY

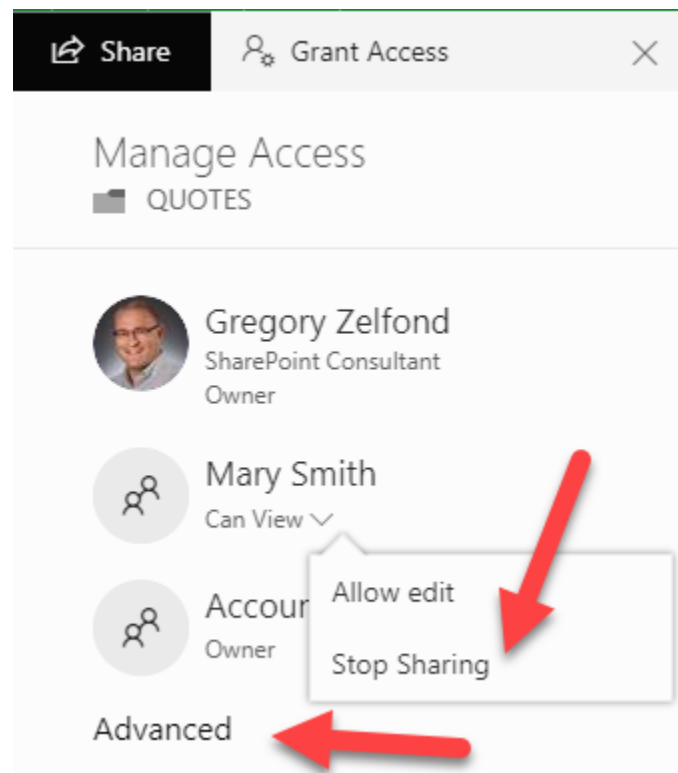
The following steps are if you want to share specific folders (not all) in a library. All content within that specific folder will also be granted access.

- Check the **checkbox** next to the folder you want to edit, then click the **“i” icon**, then **Manage Access**

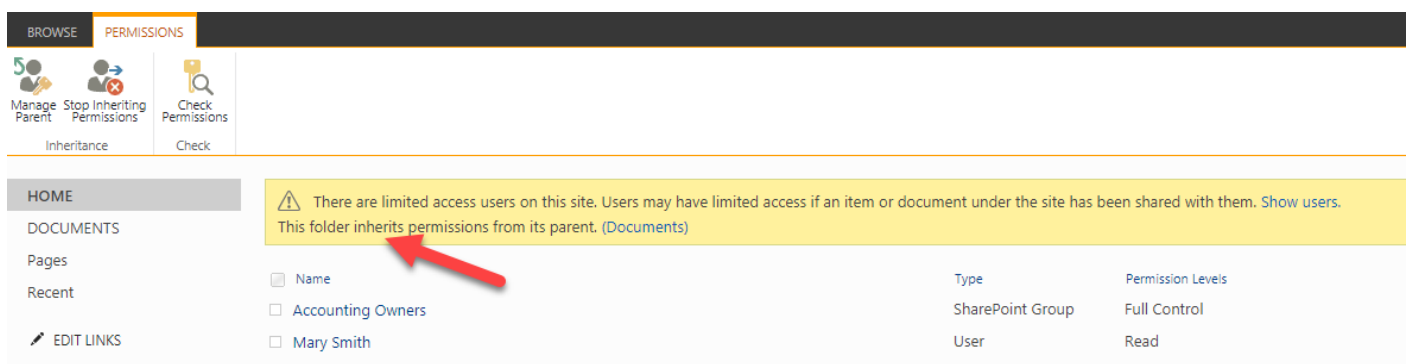


The screenshot illustrates the steps to manage access for a specific folder in a SharePoint library. On the left, the 'Documents' library is shown with a list of folders: CHECK REGISTERS, DEPOSIT SLIPS, INVOICES, QUOTES, and Test. A red circle with the number '1' highlights the 'QUOTES' folder, which has a checkmark next to it. On the right, the 'QUOTES' folder is selected, and the 'Manage Access' pane is open. A red circle with the number '2' highlights the information icon (i) in the top right corner of the pane. Below, the 'Has Access' section shows four user icons, and a red circle with the number '3' highlights the 'Manage access' button at the bottom.

2. You can modify access in the pop-up that appears, but if you opt for more “**advanced**” way of setting up security for a folder, click on **Advanced**



3. From there, you will see the same screens as in Option 1 & 2, which will allow you to set granular permissions for a folder. By default, folder inherits permissions from the parent (**Document** Library). By breaking inheritance and removing/adding groups and users as we did in Options 1 and 2 above, you can set **unique permissions** for your **folder** and hide it from other users.



How to Share a Single file within a folder

If you just want to share a single file follow the steps below.

