3.   Select **Security, Permissions** from the menu bar in the *File Manager* window. The *File Permissions* dialogue box appears.
4.   From the list, select the group/individual for whom you wish to set permissions.
5.   Select the appropriate option from the *Type of Access* drop-down list.

To Prevent Other C4 Users From Accessing Your File:

1.   Double-click on the **File Manager** icon in the *SIGAPPS (Common)* group.
2.   Select the **I:** drive, then single-click the file you wish to modify.
3.   Select **Security, Permissions** from the menu bar in the *File Manager* window. The *File Permissions* dialogue box appears.
4.   From the list, select the group/individual for whom you wish to set permissions.
5.   Select **No Access** from the *Type of Access* drop-down list.

SIGAPPS (Common) Group