



Granting Permission to a My Content Folder

Introduction

This requires actions first by the owner of the folder and second by the person to whom permission is being granted.

Actions for the Folder Owner

1. Login to Bb Content System.
2. Under My Content in the navigator, click the Users folder.
3. In the main window, click **Modify** next to your username folder.
4. Click **Permissions**.
5. Click **Add Users**.
6. Type the username in the box and check the desired permissions.
7. Click **Submit**.



This grants permission to access the owner's main folder. If permission to a specific subfolder is what is desired, then the owner must take away permission from any other subfolders.

Actions for the Person Being Granted Permission

1. Login to Bb Content System
2. Under My Content, click **Users**.
3. Click **Find Folder**.
4. Type the folder owner's username in the box and click **Submit**.