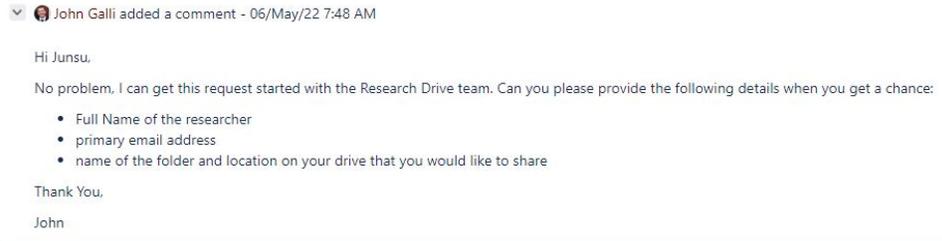


# Create an Outside Collaborator Folder for Research Drive

Guide for creating a shared folder for Non-UW outside collaborators on Research Drive

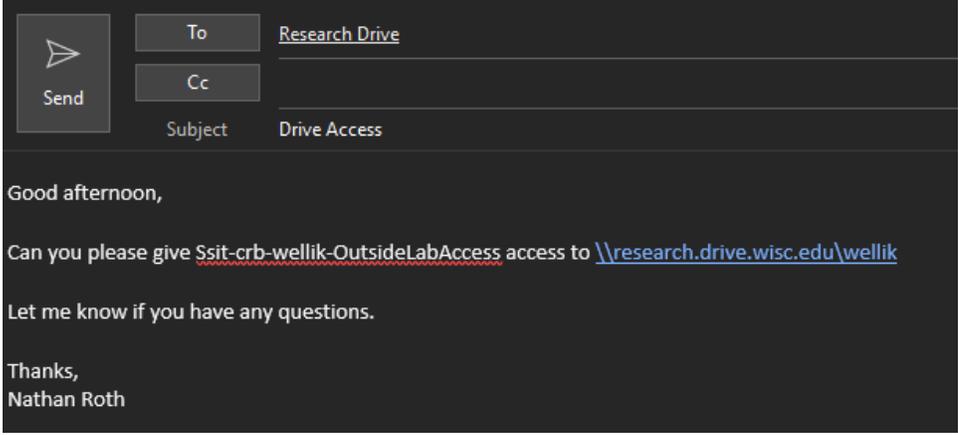
## Step-by-step guide

1. Obtain the name of the folder the Lab P.I. wishes to share **as well as the names and email addresses of the collaborators.**



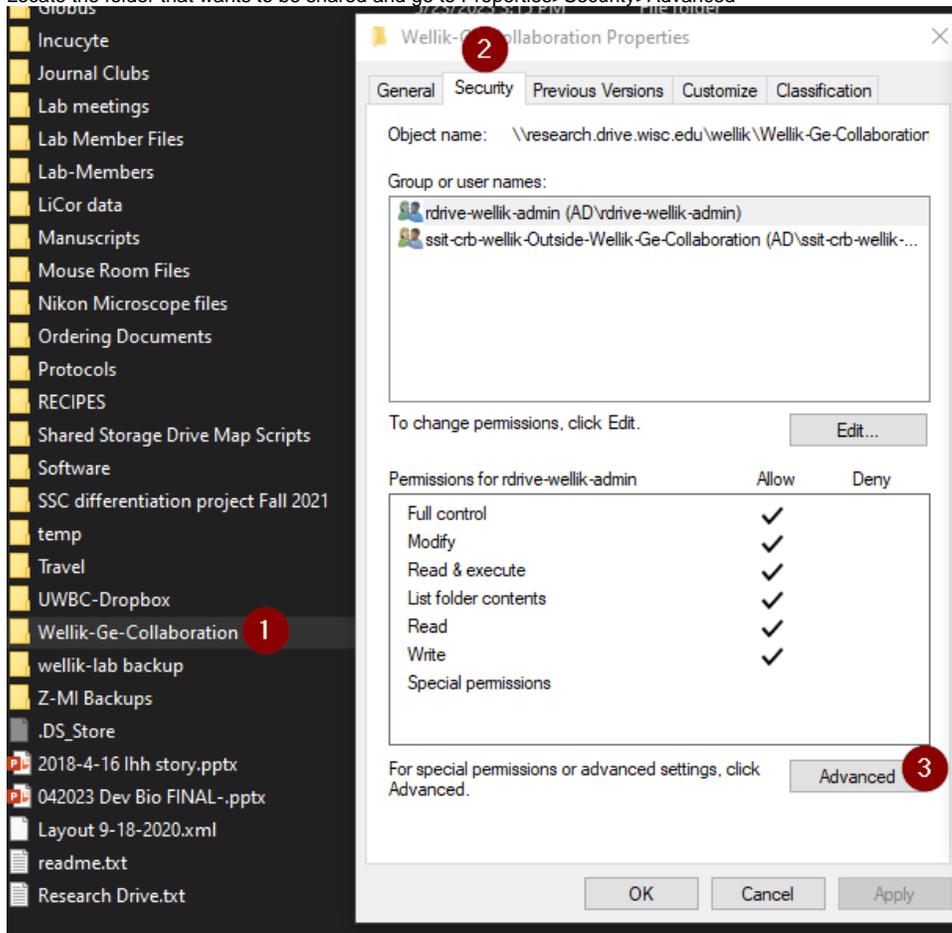
2. **In AD, create two groups;**
  - a. The first group will be the Outside Lab Access group that will need Research Drive Share permissions. Naming system: ssit-(department)-(lab name)-OutsideLabAccess
    - i. \*Note - this group will not have share permissions, just folder permissions. Share permissions will instead be added to the parent outsidelab access group in AD).
    - ii. Security Group... Wellik Lab Outside Access to Research Drive folder
  - b. The second group will give access to the external users who will access the research drive. Naming system: ssit-(department)-(lab)-Outside-(lab name)-(lab name that will get access)-Collaboration
    - i. Security Group... Wellik Lab Outside Access for Wellik-Ge-Collaborator
      1. Add this group to the first group, in this example: ssit-crb-wellik-OutsideLabAccess

3. email [researchdrive@wisc.edu](mailto:researchdrive@wisc.edu) and request to have the outside parent group added to "share permissions" for the lab P.I.'s drive

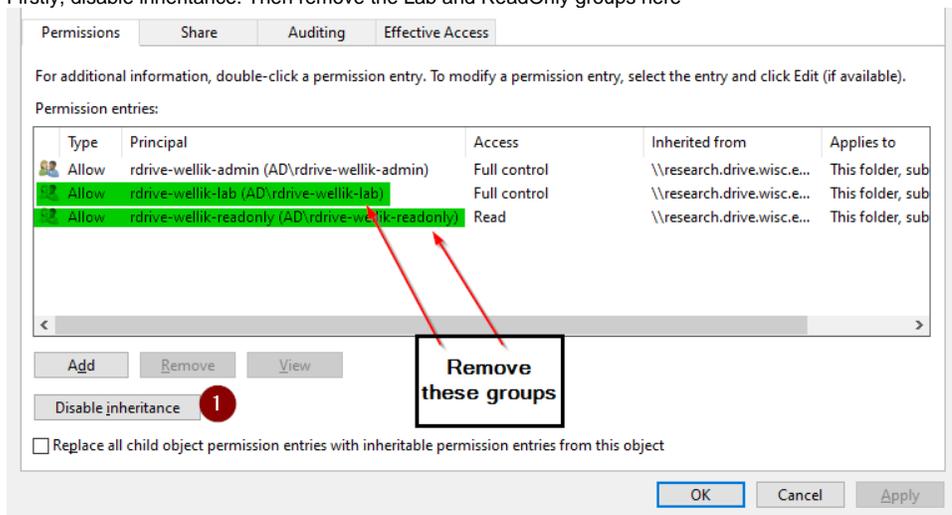


- a.
  - b. **Only if the Outside group isn't created.**
4. add AD group to full permissions for the folder in file explorer

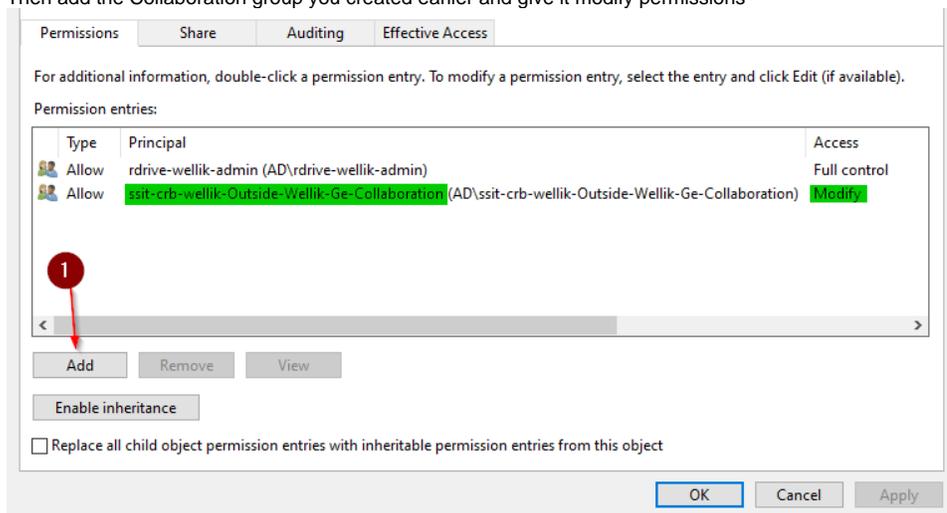
a. Locate the folder that wants to be shared and go to Properties>Security>Advanced



b. Firstly, disable inheritance. Then remove the Lab and ReadOnly groups here



c. Then add the Collaboration group you created earlier and give it modify permissions



5. If sharing to another party within UW-Madison share the word doc within the SSIT-Labs Files section within teams.  
 a. Download the word doc and alter the research drive path to the correct one with the folder included.

6. If sharing to an outside organization, email the outside collaborator and let them know that they will receive an email from [manifest@doit.wisc.edu](mailto:manifest@doit.wisc.edu) with an invitation to Research Drive. Let them know this email will have them create a UW NetID. Ask them to send this NetID to us once they receive it (usually 72 hours or less). If the outside collaborator has not received the NetID within 72 hours, email [activedirectory@doit.wisc.edu](mailto:activedirectory@doit.wisc.edu) to inquire about the delay.

Invitation to join UW-Madison group 'rdrive-kang92-external' >> [Inbox x](#)

**Manifest Groups System** <[manifest@doit.wisc.edu](mailto:manifest@doit.wisc.edu)>  
 to me ▾

You have been invited to join the following UW-Madison Manifest group:

Group name: rdrive-kang92-external  
 Full name: UW-Madison:Application:Research Drive:PI:kang92:rdrive-kang92-external  
 Description: (none)  
 Invitation id: 20550

The invitation was issued by JOHN GALLI.

To accept or decline this invitation, please visit to the following URL:

<https://manifest.services.wisc.edu/InviteResponse.aspx?oqs=lbWHJAGJOkpq2fXZ2sj2sQkkgZ2kaXK23dH4vUxTCvO78Akk>

This invitation expires on 20-MAY-22.

--UW-Madison Manifest Groups Service

Hi Patrick and Phu,

Just a heads up, you should have received an email from [manifest@doit.wisc.edu](mailto:manifest@doit.wisc.edu) with an invitation to Junsu Kang's (kang92) Research Drive. This email invitation will have you create a UW NetID which will let you access a shared folder for Junsu.

Once you have finished filling out the invitation link form and have received an email with the new Net IDs (usually 72 hours or less), please reply back here with the new IDs. We can then finalize the sharing setup and how to access the folder.

Thank You,

John Galli  
 SMPH Shared Services IT  
 University of Wisconsin

a. Send an invite to the outside collaborator's email address through the Lab P.I.'s external group in manifest (see the invitations section)

# rdrive-kang92-external Group details

Path: uw:app:researchdrive:pis:kang92:rdrive-kang92-external

Total Members: 0

[Contacts](#) [Members](#) [Privileges](#) [Invitations](#) [Services](#)

## Invitations

Permission to invite external users (without NetIDs)

### Send invitation(s)

  
**Invitations to send**  

No invitations

	Email address	NetID	Status	Expiration	Manage
Pending (1)					
<input type="checkbox"/>	johnspurchases1@gmail.com		Sending	5/20/2022	<input type="button" value="Cancel"/> <input type="button" value="Resend"/>

1 - 1 of 1 items

- b. Add the new NetIDs to the group you created in AD. Email the outside collaborator again (and the P.I.) and let them know that they should now have access.



## Related articles

- [Network Drive Mappings](#)
- [Create an Outside Collaborator Folder for Research Drive](#)
- [Windows 11 Personal Enable Group Policy , Fix Mapping and Scripting for Lab Drive and Printer](#)
- [SMPH access shared drive remotely \(KB 25224\)](#)