

Protect Directories Overview

Using the **Protect Directories** option, you can limit the amount of access users have to your site. You can specify a username and password for the directory you are protecting. Each protected directory can have multiple users (each with different passwords if you prefer) who have access to it. Additionally, the Protect Directories option can be used to remove a user's access from a protected directory.



Note:

- In order to use the **Protect Directories** option, the **Microsoft FrontPage Extensions** option must be disabled. If it is enabled, then you must use your version of Microsoft FrontPage to protect the directories. If the Microsoft FrontPage Extensions option is enabled, you will not have access to the Protect Directories option and will see the following message if you try to access it.

Directory Protection Manager

THIS TOOL IS NOT AVAILABLE DUE TO FRONTPAGE EXTENSIONS.

FrontPage Extensions have been detected on your domain. As long as they are installed, this tool will not be available due to conflicts with FrontPage. Please use the access restriction tools that come with FrontPage or remove the FrontPage Extensions to use the Directory Protection that comes with the Control Panel.

Example:

If you want to grant only select users access to a particular directory on your site, you can set up protection on that directory by using one user name and one password. Then, if someone requests access to files in that directory, you can give that user the corresponding user name and password.

Alternately, you can set up unique user names and passwords for each user who request access to the protected directory. Though more time consuming, this method would be more secure.

Protecting Directories



How To Protect Directories:

1. From the Control Panel, select the **Protect Directories** Option. The **Directory Protection Manager** displays.

Directory Protection Manager

The Directory Protection Manager will allow you to setup user and password access to any directories on your site.

Choose the directory you would like to work with:

Directory:

To work on another directory, just select a directory above and click Load.

2. Choose the directory you would like to protect from the **Directory** field drop-down list.
3. Make sure the correct directory is displayed. Select the **Load** button. The screen changes displaying additional available fields. If you have not previously added protection to the selected directory, then the following screen appears. However, if the directory you selected has already been protected, you may skip down to Step 6.

Directory Protection Manager

The Directory Protection Manager will allow you to setup user and password access to any directories on your site.

Choose the directory you would like to work with:

Directory:

To work on another directory, just select a directory above and click Load.

Add/Modify a user for directory : "/home/user/user-www/stats"

User ID

Password

4. In the **Add/Modify** section of the screen, type the user name and password in the appropriate fields.



Note:

- If you are modifying the password for an existing user name (one who already has access to the protected directory), enter that user's ID and password in the **appropriate** fields.
5. Select the **Submit** button. The Protect Directories Manager screen reappears.
 6. Once user access has been established for the protected directory, you have the option of removing a specific user's access from this screen if you so choose.

Removing a User's Access to a Protected Directory

Once a directory has been protected for a particular user name/ password combination, that combination can be removed at any time from the list of usernames that have access to the directory.



How To Remove a User's Access to a Protected Directory:

1. From the Control Panel, select the **Protect Directories** option. The **Directory Protection Manager** displays.

Directory Protection Manager

The Directory Protection Manager will allow you to setup user and password access to any directories on your site.

Choose the directory you would like to work with:

Directory:

To work on another directory, just select a directory above and click Load.

2. Choose the directory you would like to protect from the **Directory** field drop-down list.
3. Make sure the correct directory is displayed. Select the **Load** button. The screen changes displaying additional available fields. The list of user ID's which currently have access to the protected directory are displayed in the **User List** section of the screen.

The Directory Protection Manager will allow you to setup user and password access to any directories on your site.

Choose the directory you would like to work with:

Directory:

To work on another directory, just select a directory above and click Load.

User list:

user

Add/Modify a user for directory : "/home/user/user-www/stats"

User ID

Password

Remove a user for directory : "user-www/stats"

User

ID:

4. In the **Remove** section of the screen, choose the appropriate user from the **User ID** field drop-down list. Select the **Remove** button to remove the user.
5. The screen reappears and the User ID you just removed is no longer on the **User List** section of the screen.

Removing All Protection from a Directory

To remove all protection from a specific directory, use the same procedure as outlined above (in the section entitled "Removing a User's Access to a Protected Directory") for every user name in the user list. Once all user names have been removed, the protection on the directory is removed as well.