Sharing a Network Folder

One of the advantages of being on a network is the ability to collaborate and share information via shared folders.

To share a folder on the network, complete the following steps:

1. Create or locate the folder on the network you would like to share and right-click on it.
2. Click on **Properties** in the menu. The following screen will appear. Notice the name of the folder appears in the screen name.

![My Screenshots Properties window](image)

3. Click the **Security** tab and then click the **Add** button. The following screen will appear allowing you to select which users you would like to grant access to the shared folder.

![Select Users, Computers, or Groups window](image)

Type in the Username (firstname.lastname) of the individual or individuals you wish to grant access to in the **Enter the object names to select** field.
area and click the **Check Names** button. The names will be verified on the network and reappear underlined. This is your indication that the network recognizes the users and it is safe to proceed. Once all the names have been verified click the **OK** button.

4. The folder properties screen will reappear with your new users listed in the **Group or user names:** area. You can then set permissions for each user in the **Permissions for firstname.lastname** area. Simply highlight the user and then place check marks beside the desired permissions.

![My Screenshots Properties dialog box](image)

Once all permissions have been set click the **Apply** button and then the **OK** button.