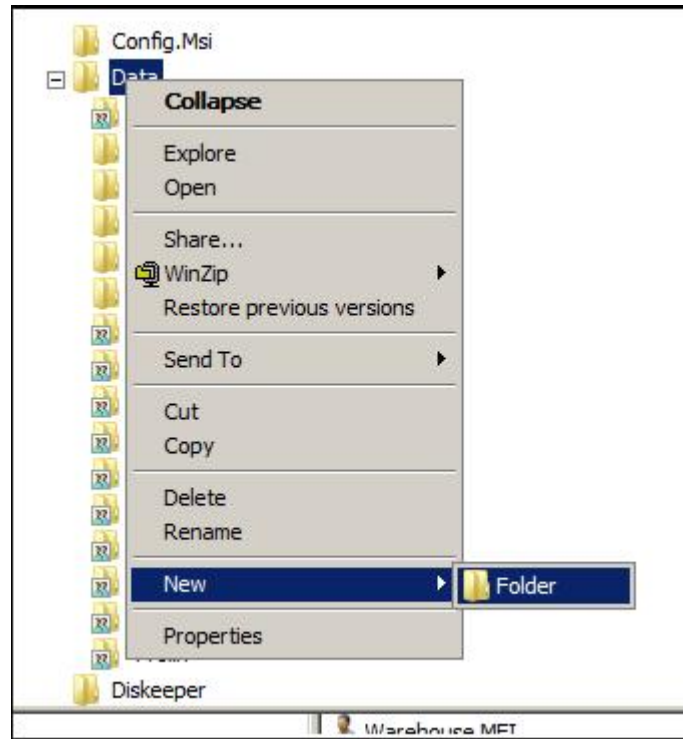


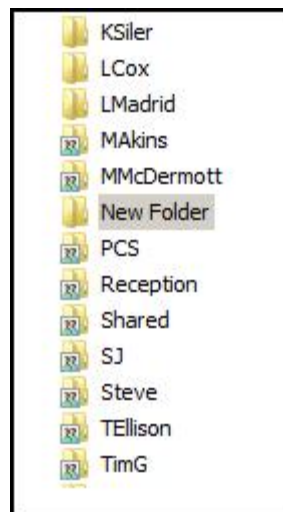


## How to Share a Folder

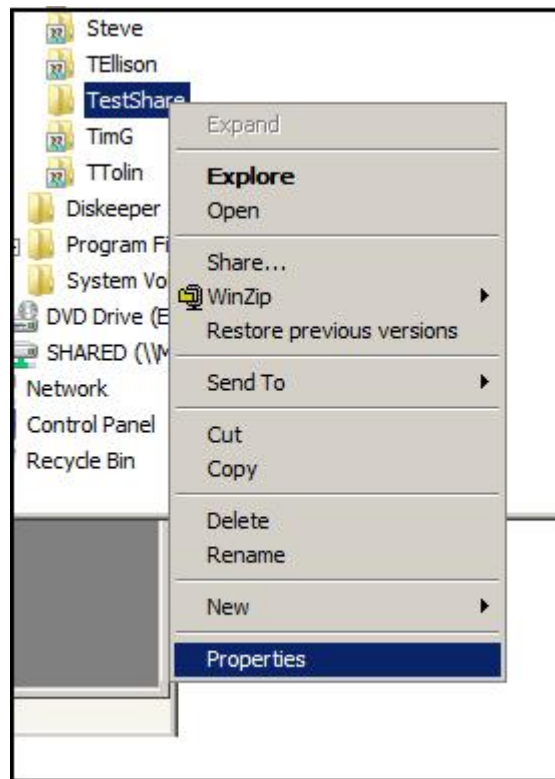
Open Windows Explorer and browse to where you want to add the shared folder. Right-Click the location and select New>Folder. The folder will be added to the tree, as New Folder.



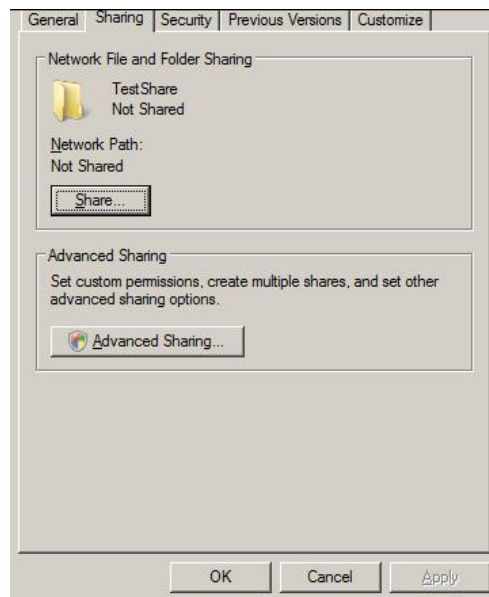
Enter the name you want to give the folder. If the name is not highlighted, Right-Click it and select Rename.



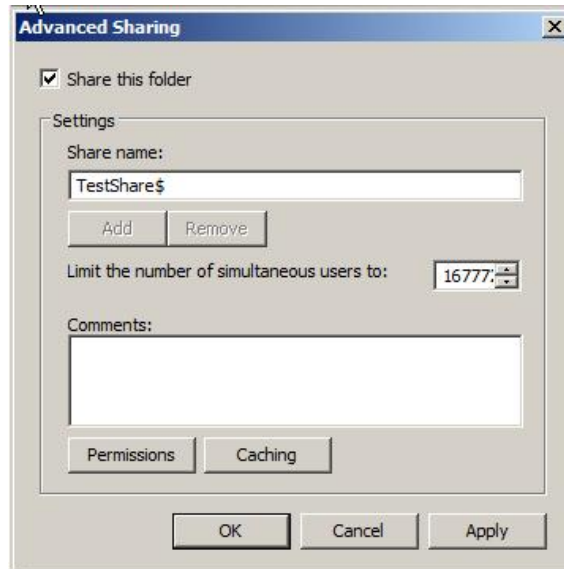
Now Right-Click the folder and select Properties.



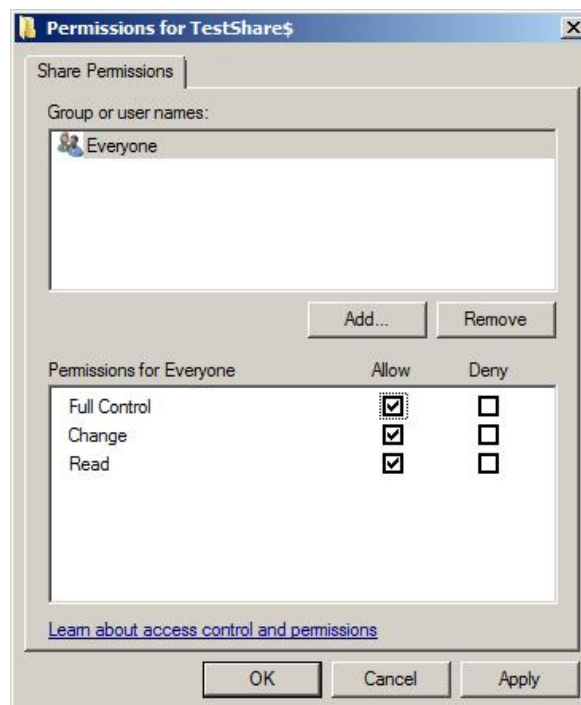
Click the Sharing Tab at the top of the window and then click the Advanced Sharing button.



Put a checkmark in the Share this folder box. This will open the Settings fields. Add a \$ to the end of the Share name if you want to hide it from users that DO NOT have access to it. Then click the Permissions button

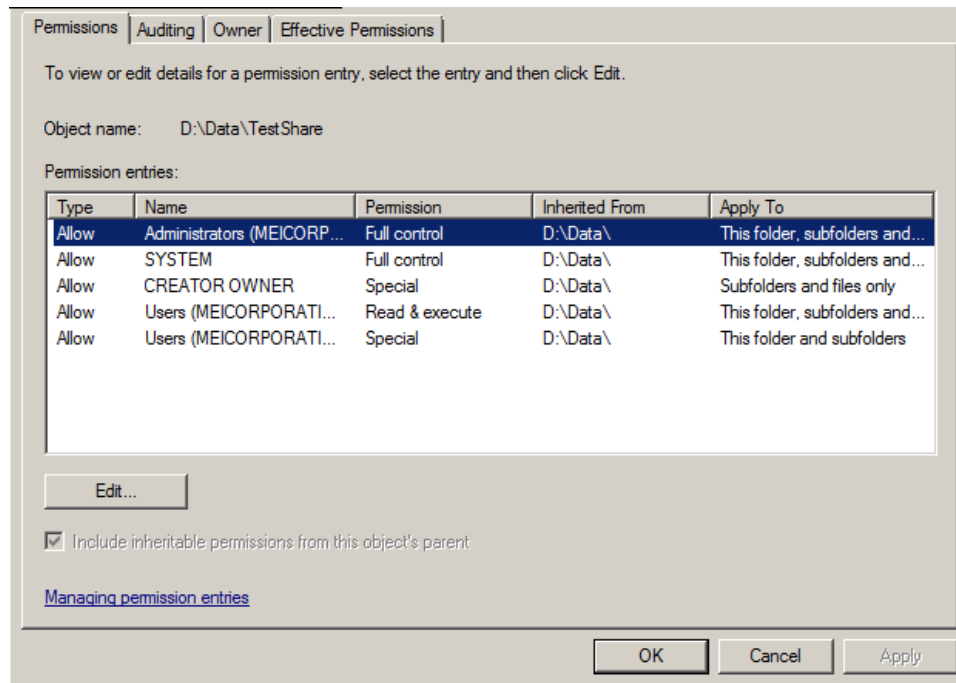
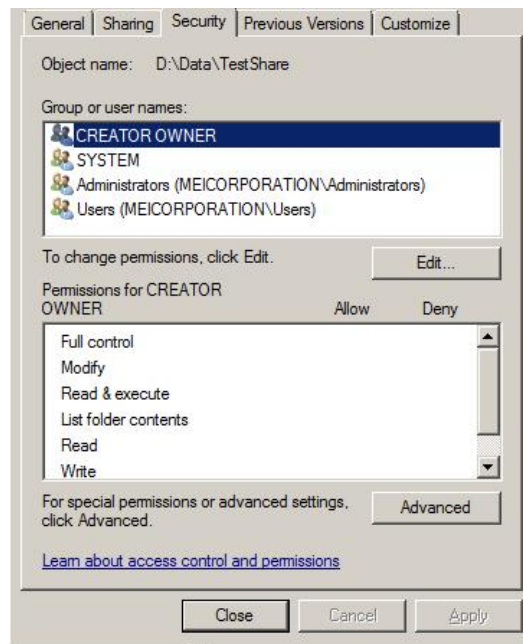


Click the Full Control box under Allow. Then click OK and then OK again.



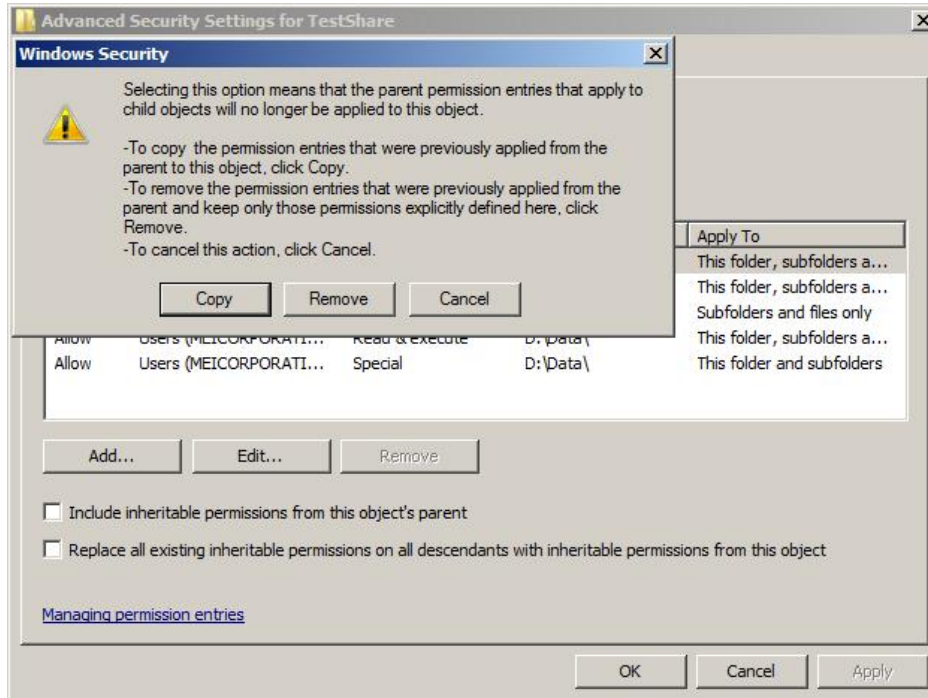
Now click the Security Tab at the top of the screen. Then click the Advanced button at the bottom of the

window and then the Edit button.

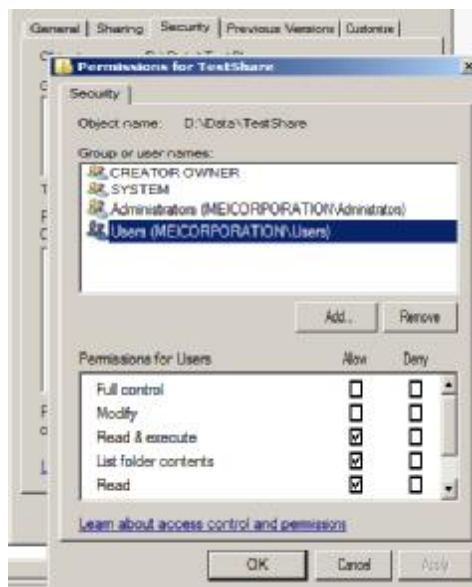


Now remove the checkmark from “Include inheritable permissions from this object's parent”. This will prevent this folder from inheriting its rights from its parent folder (or drive).

When you remove the checkmark a new window will display and you should select Copy. This will copy the current security settings of the parent folder to this folder. Click Ok and then OK again.



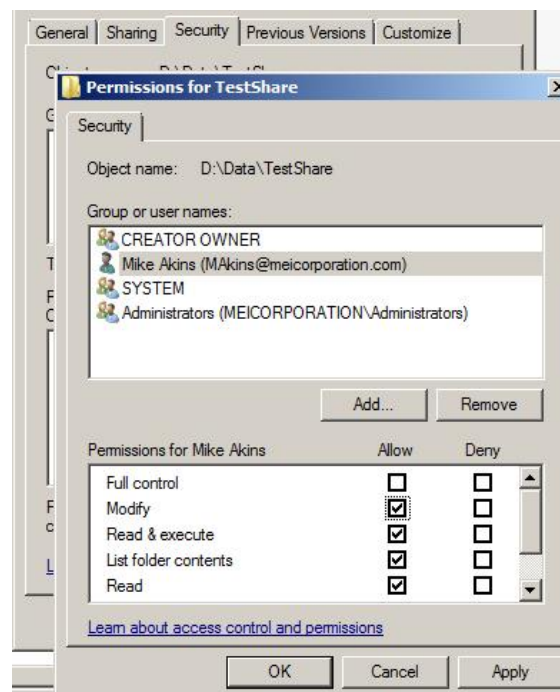
Now Click the Edit button (below Group or user names). Then select Users in the Group or user names box and click the Remove button. This will remove the security rights of the Users group from this folder.



Now click the Add button. This is where you will add the user that has rights to this folder. When you click Add, a new window will appear. Type in the users name and click Check Names. If the name is an exact match it will be displayed. If there are multiple matches you will be shown the matches and you can select the user you want. Click OK when done.



Put a checkmark in the Allow column of the Modify line. This will allow the user full access to this folder, but will prevent them from deleting this folder. Full Control would allow them to delete the shared folder also.



Click OK and then Close. You have now created a shared folder that only this one user has access to.