

# Sharing Files Among Computers:

## To Create a Shared Folder:

Open the C drive and open the “My Documents” folder.

Create a new folder within “My Documents” and name it “Shared Stuff” (or whatever you want).

Right click on the newly created “Shared Stuff” folder and select the “Sharing” menu item.

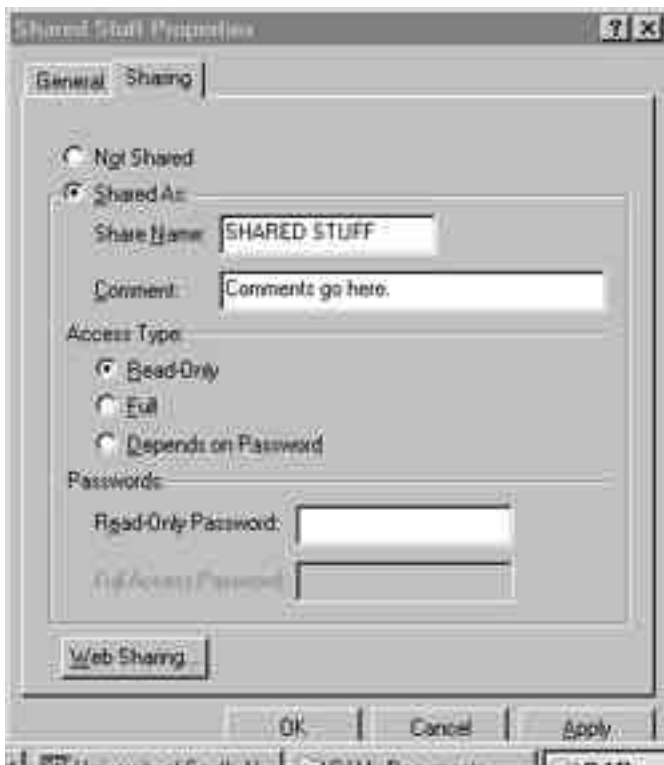
A “Properties” menu will appear. The layout of the Properties menu will vary, so from this point forward, there are two sets of directions with pictures to guide you through the process on both layouts.

### LAYOUT A

If your Properties box looks exactly like the one shown below, click the Sharing tab at the top of the menu.

Select “Shared As:”

Enter any comments about the folder or the stuff in the folder.



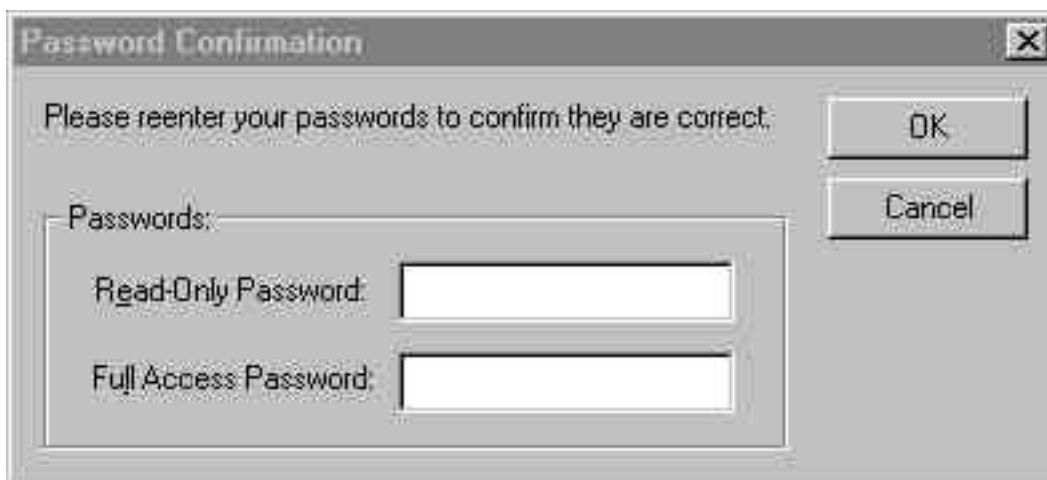
Under “Access Type”, select the “Depends on Password” radio button.

Under “Passwords”, type a password into the “Full Access Password” box.  
Don’t forget the password!



Click “Apply”.

The box shown below will appear so you can verify the full access password by retyping it when prompted.



Click “OK” to get back to the Properties dialog box.

Click “OK” in the Properties box.



The box will disappear, and you are finished.

Anyone who has the password and is on the network can now access your “Shared Stuff” folder.

## LAYOUT B

If your Properties box looks exactly like the one shown below, click the Sharing tab at the top of the menu.

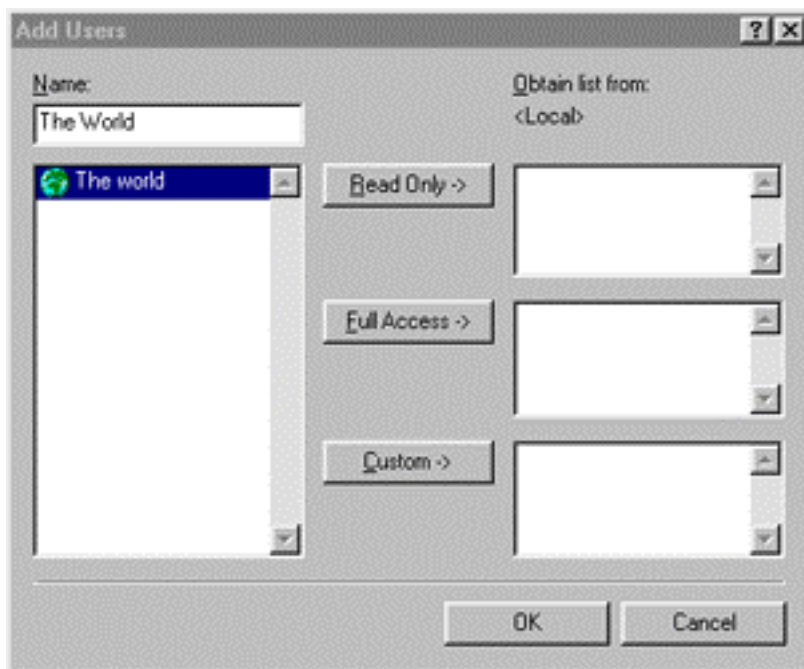
Select “Shared As:”

Enter any comments about the folder or the stuff in the folder.



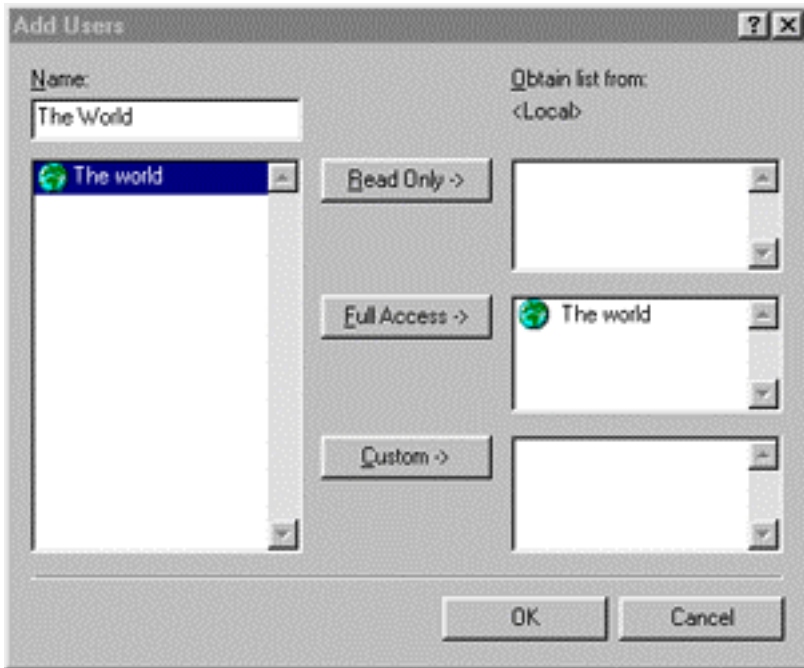
Click the “Add...” button

A new screen will appear as shown below.



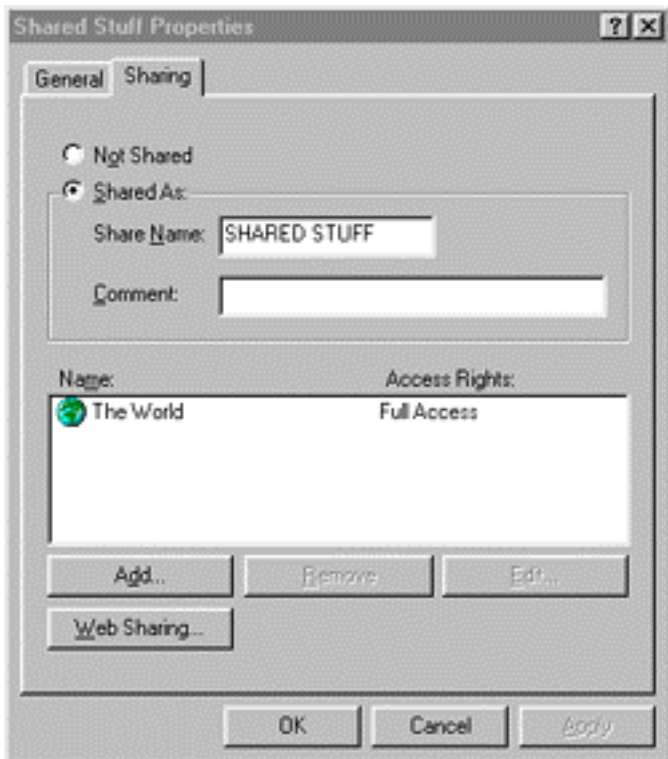
“The World” will be in the top left box and in the list of possible users.  
Single click “The World” to highlight it and click the “Full Access” button.

“The World” is now in the Full Access box at the right of the screen as shown below. Anyone in the world can access the stuff in the “Shared Stuff” folder. Apparently, this version of the sharing setup does not provide for use of a password.



Click “OK”.

You should now be at the screen below.



Click “Apply”.

Click “OK”.

The chosen folder (Shared Stuff) can now be accessed by anyone on the network.

## To Access a Shared Folder on another computer on the network:

Double click "Network Neighborhood".

Double click the domain that the computer with the shared folder is on (For college of Ed stuff, the domain is probably 'lab' and it might already be on the screen. If it is on the screen, the screen will look like the picture below with a bunch of computer names such as Lab107.)



Double click the name of the computer with the shared folder you need.

You can now access the folder and the information inside. You can treat it as if it were a folder on your hard drive, opening stuff in it and saving to it.