This tutorial is based on the information found at this link <u>How to Access</u> <u>Shared Folders on a Network (with Pictures) (wikihow.com)</u>. We have slightly modified this content so that it makes a bit more sense with regards to our products specifically.

### 1

**Make sure you're on the correct network.** In order to open a shared folder from a different computer, you must be using the same Internet network as the computer which is sharing the file.

• Skip this step if your PC is wired to the computer which is sharing the folder(s) via an Ethernet cable.



#### **Open Start**

. Click the Windows logo in the bottom-left corner of the screen. The Start menu will pop up.



#### **Open Settings**

. Click the Settings gear in the lower-left corner of the Start menu. This will open the Settings window.



#### Click

**Network & Internet.** This is in the middle of the Settings window.



**Click the Network and Sharing Center**. It's a link toward the bottom of the page.

• You may need to scroll down to see this link. If you still can't find the link after scrolling down, click the **Status** tab in the upper-left corner of the window and look again.

| ORK & INTERNET |                            |
|----------------|----------------------------|
|                | Dial-up                    |
|                | Set up a new connection    |
|                | Related settings           |
|                | Change adapter options     |
|                | Network and Sharing Center |
|                | Internet options           |
|                | Windows Firewall           |
|                |                            |
|                |                            |

**Click** Change advanced sharing settings. This is in the upper-left side of the window. A new window will open.



**Turn on network discovery and file sharing.** Check both the "Turn on network discovery" box and the "Turn on file and printer sharing" box.

| Control Panel Items > Network | and sharing Center > Advanced sharing settings  |
|-------------------------------|---|
| Chan                          | ge sharing options for different network profiles   |
| Window<br>each pi             | ws creates a separate network profile for each network you use. You can choose specific options for<br>rofile.  |
| Private                       | (current profile)   |
| Ne                            | etwork discovery  |
| Fil                           | When network discovery is on, this computer can see other network computers and devices and is visible to other network computers. <ul> <li>Turn on network discovery</li> <li>Turn on automatic setup of network connected devices.</li> <li>Turn off network discovery</li> </ul> <li>e an printer sharing</li> |
|                               | W ien file and printer sharing is on, files and printers that you have share I from this computer can<br>be accessed by people on the network.  |
|                               | Turn on file and printer sharing  |
|                               | U rum on me and printer snaring   |
| Но                            | omeGroup connections  |
|                               | Typically, Windows manages the connections to other homegroup computers. But if you have the<br>same user accounts and passwords on all of your computers, you can have HomeGroup use your<br>account instead.  |
|                               | Allow Windows to manage homegroup connections (recommended)   |

**Click Save changes**. It's at the bottom of the window. Doing so saves your settings.

| ff file and printer sharing  |   |  |
|--|---|--|
| ections  |   |  |
| dows manages the connections to ot<br>ounts and passwords on all of your co<br>id. | her homegroup computers. But if you have the<br>omputers, you can have HomeGroup use your |  |
| Windows to manage homegroup con<br>er accounts and passwords to connec             | nections (recommended)<br>ct to other computers   |  |
|  |   |  |
|  |   |  |
|  |   |  |

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#### **Open File Explorer**

. Click the File Explorer app icon at the bottom of the screen, or right-click the Start icon and then click **File Explorer** in the resulting pop-up menu.

• You can also press  $\boxplus$  Win + E to open the File Explorer.



**Click Network**. It's near the bottom of the sidebar that's on the left of the File Explorer window.

• You may have to scroll down in the File Explorer's left-hand sidebar to see this option.



**Select a computer.** Double-click the name of the computer from which the folder you want to open is being shared.



Creating a shared folder. In order to create or add a shared folder to the network there are a few steps that need to take place. **First** you will need to locate the file you wish to share, and **right click** on this folder and open the **properties** tab for this folder.

|  |  |                    |   |             |   | ~ |     |
|--|--|--------------------|---|-------------|---|---|-----|
|  | Open   |                    | 0   | 06          |   |   |     |
|  | Open in new wind   | ow                 |   | Cloud Files |   |   |     |
|  | Pin to Quick acces   | s                  |   |             |   |   |     |
| = Dream Files (v.96)   | 7-Zip  | >                  |   |             |   |   |     |
| The second secon | CRC SHA  | >                  |   |             |   |   |     |
| File Home Share View   | 🔵 Carbonite  | >                  |   |             |   |   | × ( |
| $\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ $\rightarrow$ This PC $\rightarrow$ Local Disk (C:)  | 3 🚼 Scan with Microso  | ft Defender        |   |             | ē |   |     |
| <ul> <li>Name</li> <li>Quick access</li> <li>Desktop</li> <li>Downloads</li> <li>Documents</li> <li>Documents</li> <li>FreeLancer Help</li> <li>Screenshots</li> </ul>   | Give access to<br>Restore previous v<br>/ Include in library<br>Pin to Start<br>Send to<br>II Cut<br>Copy<br>Create shortcut | ersions            | Type<br>File folder<br>File folder<br>File folder<br>File folder<br>File folder<br>File folder<br>File folder | Size        |   |   |     |
| Shared Folder H  | n 🛟 Delete   |                    | File folder   |             |   |   |     |
| Solidworks Files   | g Rename   |                    | File folder<br>File folder  |             |   |   |     |
| 👝 OneDrive - Perfori   | Properties   |                    | File folder   |             |   |   |     |
| Performance Tren   | ds   | 5/3/2021 4:55 PM   | File folder   |             |   |   |     |
| Splashtop  |  | 2/18/2021 9:58 AM  | File folder   |             |   |   |     |
| Teams Installer  |  | 2/9/2021 1:05 PM   | File folder   |             |   |   |     |
| Nindows Defende  | er   | 2/8/2021 12:14 PM  | File folder   |             |   |   |     |
| 🚝 Documents 🔤 Windows Kits   |  | 2/15/2021 5:31 PM  | File folder   |             |   |   |     |
| 🚽 Downloads 🔤 🔤 Windows Mail   |  | 2/10/2021 10:50 AM | File folder   |             |   |   |     |
| 🎝 Music 🔤 Windows Media F  | Player   | 2/8/2021 12:14 PM  | File folder   |             |   |   |     |
| Pictures Windows Multim  | edia Platform  | 12/7/2019 4:54 AM  | File folder   |             |   |   |     |
| Windows NT   |  | 12/7/2019 4:50 AM  | File folder   |             |   |   |     |
| Windows Photo V  | liewer   | 2/8/2021 12:14 PM  | File folder   |             |   |   |     |
| Windows Portable   | e Devices  | 12/7/2019 4:54 AM  | File folder   |             |   |   |     |
| 👝 Lenovo (D:) 🤍 📕 Windows Sidebar  |  | 12/7/2019 4:31 AM  | File folder   |             |   |   |     |
| 26 items   1 item selected   |  | _                  |   |             |   |   |     |

Once inside of the properties tab, you will need to enter the **sharing tab** and find the **advanced sharing button**.



Click on the box next to the text **share this folder**. Once you have done that click on the **permissions button**.

|                | g                   |           |       | × |
|----------------|---------------------|-----------|-------|---|
| Share this fol | der                 |           |       |   |
| Settings       |                     |           |       |   |
| Share name:    |                     |           |       |   |
| Performance    | Trends              |           | ~     |   |
| Add            | Remove              |           |       |   |
| Limit the num  | ber of simultaneous | users to: | 20 🖨  |   |
| Comments:      |                     |           |       |   |
|                |                     |           |       |   |
|                |                     |           |       |   |
| Permission     | s Caching           |           |       |   |
|                |                     |           |       |   |
|                | OK                  | Cancel    | Apply |   |
|                |                     |           |       |   |
|                |                     |           |       |   |

Find the **add button**. In the box where it says to **enter the objects name to select**, type in **everyone** into this box and click on **OK**. Once you click okay, you should find that your folder is now visible on the network.

| should find that your  | toldei 🖊 | Performance Trends Propertie   | 25                       |       | ×            |
|--|----------|--------------------------------|--------------------------|-------|--------------|
| Performance Trends Properties  | XA       | Permissions for Performance    | ance Trends              | ×     |              |
| Advanced Charing X   |          | Select Users or Groups         |                          |       | ×            |
| Share Permissions  |          | Select this object type:       |                          |       |              |
| Group or user names:   |          | Users, Groups, or Built-in sec | urity principals         |       | Object Types |
| Sector Se | ic       | From this location:            |                          |       |              |
|  |          | DESKTOP-ICNRTML                |                          |       | Locations    |
|  |          | Enter the object names to sele | ect ( <u>examples</u> ): |       |              |
|  |          |                                |                          |       | Check Names  |
| Add Remove   |          |                                |                          |       |              |
| Permissions for Everyone Allow Deny  |          |                                |                          | _     |              |
| Full Control   |          | Advanced                       |                          | OK    | Cancel       |
| Change L   |          | Read                           |                          |       |              |
|  |          |                                |                          |       |              |
|  |          |                                |                          |       |              |
|  |          |                                |                          |       |              |
|  |          |                                |                          |       |              |
|  |          |                                |                          |       |              |
| OK Cancel Apply  |          | O                              | K Cancel                 | Apply |              |

Select a folder. Double-click the folder you want to open.



**Enter a username and password if prompted.** This will usually be the username and password used to log into the computer which is sharing the folder. Doing so correctly will cause the folder to open.

• If the folder isn't protected, double-clicking it will open it immediately.

| _ |            |  |
|---|------------|--|
|   | 🕹 Username |  |
|   | Password   |  |
|   | Login      |  |
|   | Login      |  |
|   |            |  |
|   |            |  |

If you are unable to get to this point, you may have to ensure that the **File Sharing Support** is turned on, within the Windows Features list. Simply click inside the box to add the check and you will be asked to restart the computer. **You must restart the computer for the settings to take.** Once the computer restarts you should be able to share folders between the two computers.

