

Wofford Network

Sharing Folders on the H: Drive

In this lesson you will learn to:

- Add or remove users with the permission to read the contents of a shared folder
- Add or remove users with the permission to place a file in a shared folder
- Giving different kinds of permissions for a shared folder
- Use shared folders

Public folders are useful for sharing information, but currently are not set up with enough capacity to hold large files. If you want to work with large files, it is better to give others permission to share a folder on your network storage.

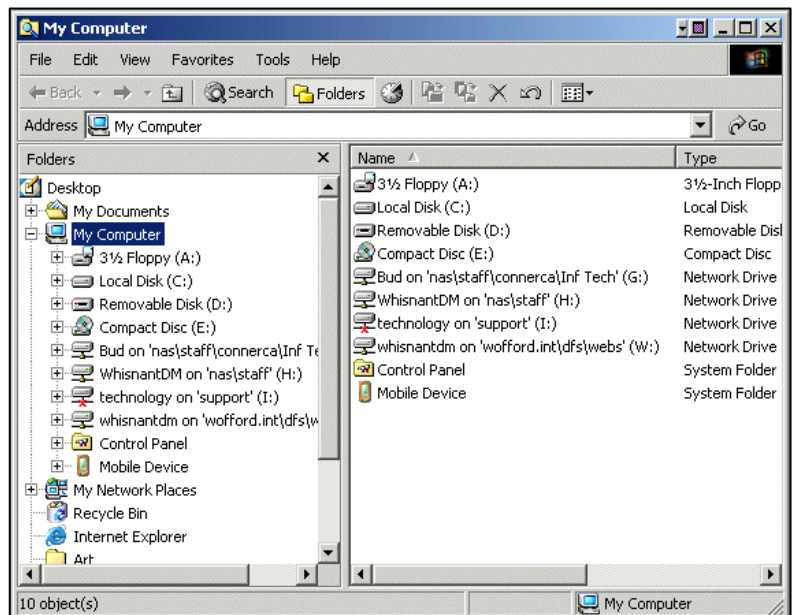
Giving Permission to Share a Folder

In an earlier lesson, you created a new folder on your H: drive with the name “Example.” In this lesson, you will learn how to give others permission to share this folder. *If you have not created the “Example” folder on your H: drive, do so now.*

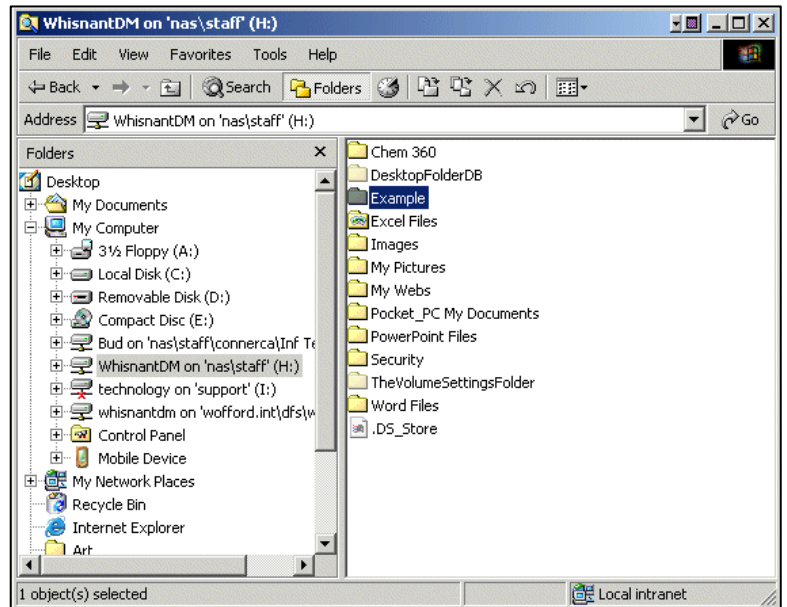
Click on the **My Computer** icon on your desktop.



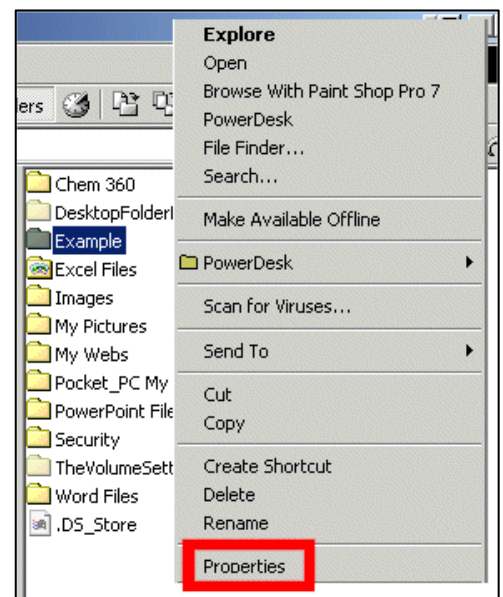
You should see the My Computer window displayed. If the Folders list is not showing, click on the **Folders** icon.



Select your H: drive and right-click (with the mouse button you generally do not use) on the Example folder.

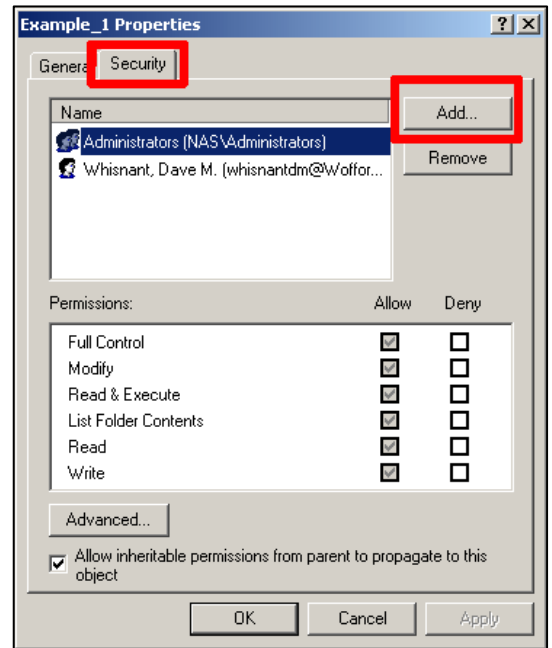


In the window that pops up when you right-click on the Example folder, select **Properties**.

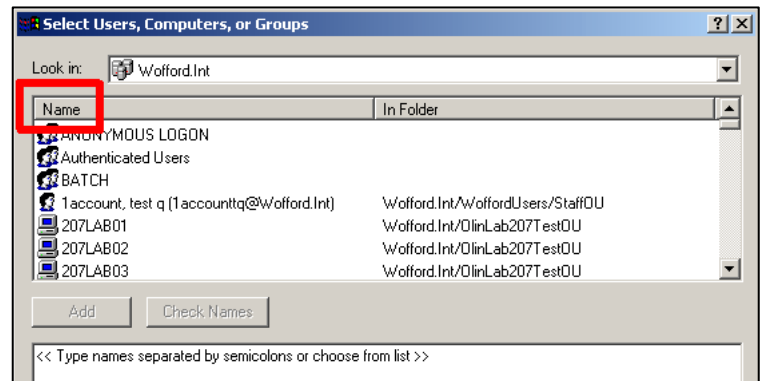


Click on the **Security** tab in the Example Properties folder.

To add users to the list of names that have permission to use this folder, click on the **Add** button.



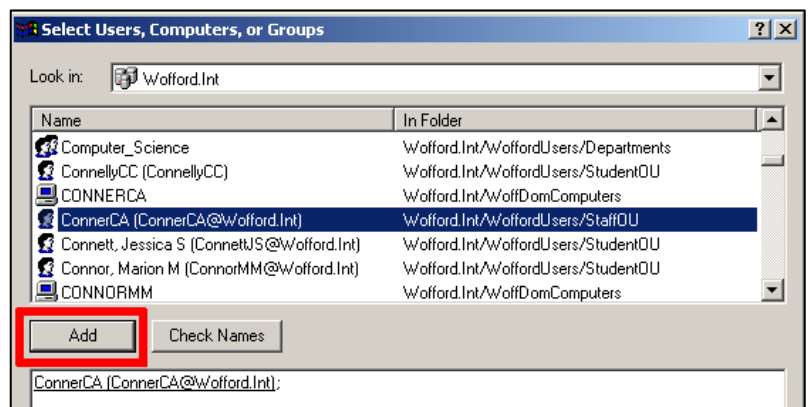
In the Select . . . window, click on the heading **Name** to sort the list of users, computers, and groups by name.



Choose a user to whom you would like to give permission to use the folder. Click on the **Add** button.

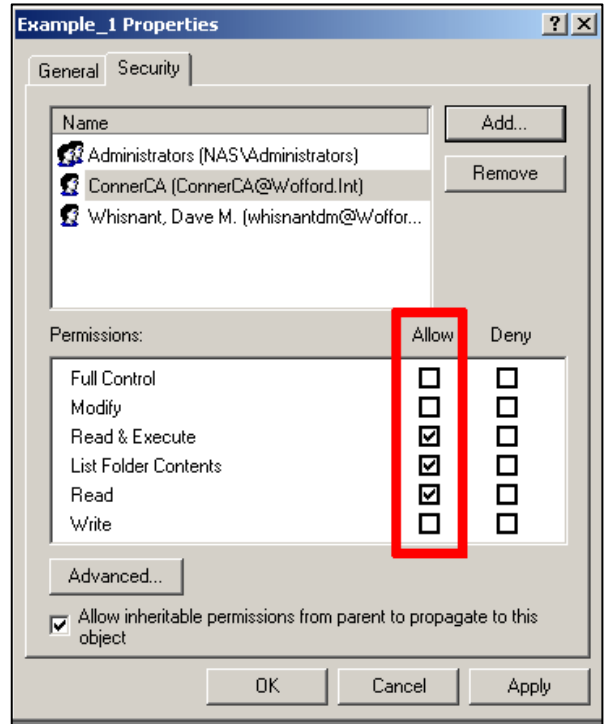
Note: You can select multiple users by holding down the Ctrl key as you click on each user's name.

When you have added the users you desire, click on **OK**.



Once a user has been added, clicking on his or her name will display the permissions that currently are granted to this person.

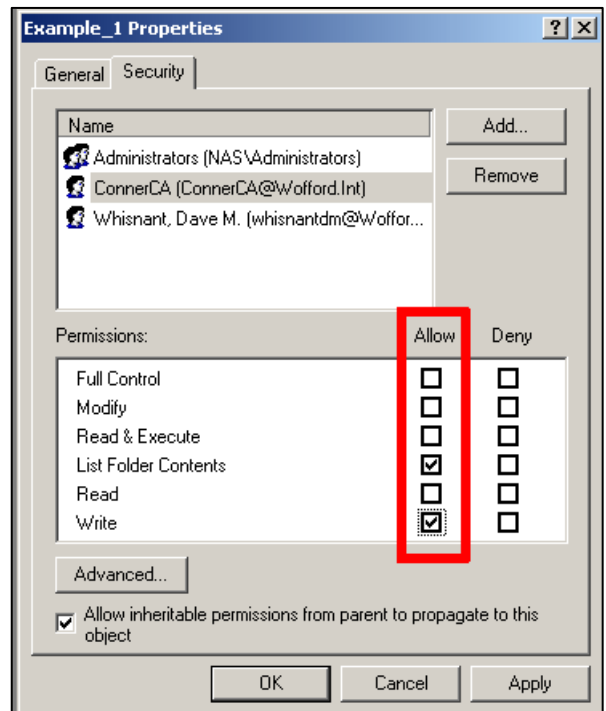
You probably will see that the person is allowed to **Read** files in the folder and **List** the contents of the folder. These permissions will allow the user to read and print out copies of files you leave in the folder. This is a good way for a professor to share large files with his or her students.



If you want users to be able to add files to the folder – electronic versions of assignments, for example – you will need to click on **Write**.

If you plan on using the folder for submitting assignments, you might want to **uncheck Read & Execute** and **Read**, so that students cannot read other students' assignments.

It is probably a good idea never to allow Full Control or Modify.

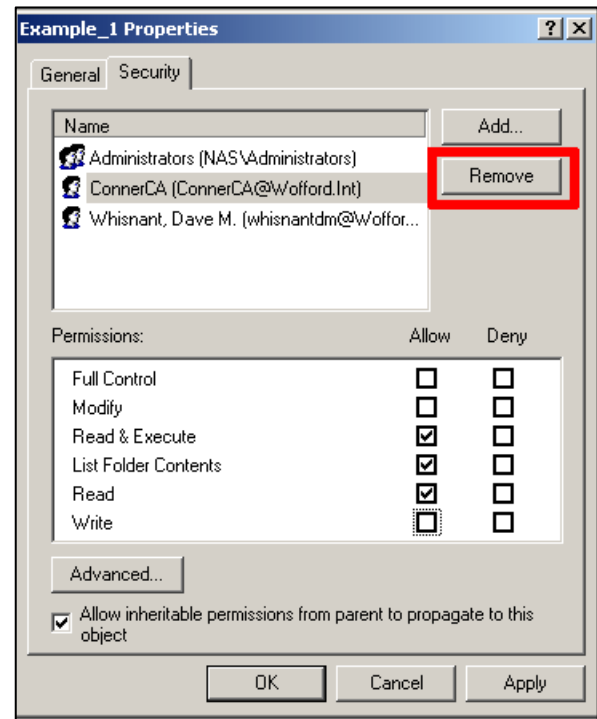


Removing a User From the List of Names With Permission to Use a Folder

If you want to remove a person who currently has permission to use a shared folder, right-click on the name of the folder in the My Computer window and then select Properties as before.

Select the user's name and click on **Remove**.

When you have removed all the users you want, click on **OK**.



Using a Shared Folder

An easy way for a user to gain access to a shared folder is to **open a web browser** or the My Computer window and enter the address of the shared folder.

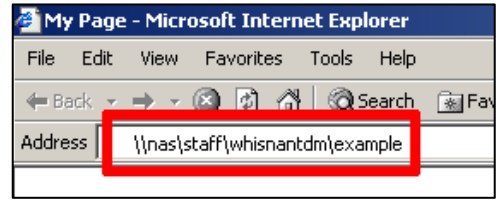
For folders stored on the network storage, the addresses of shared folders have the following format:

\\nas\UserStatus\UserName\FolderName

where

- UserStatus = staff or student
- UserName = the username of the owner of the folder
- FolderName = the name of the folder

For instance, the shared folder named “example” in the network storage of David Whisnant (a faculty/staff member) would have the address shown at the right.



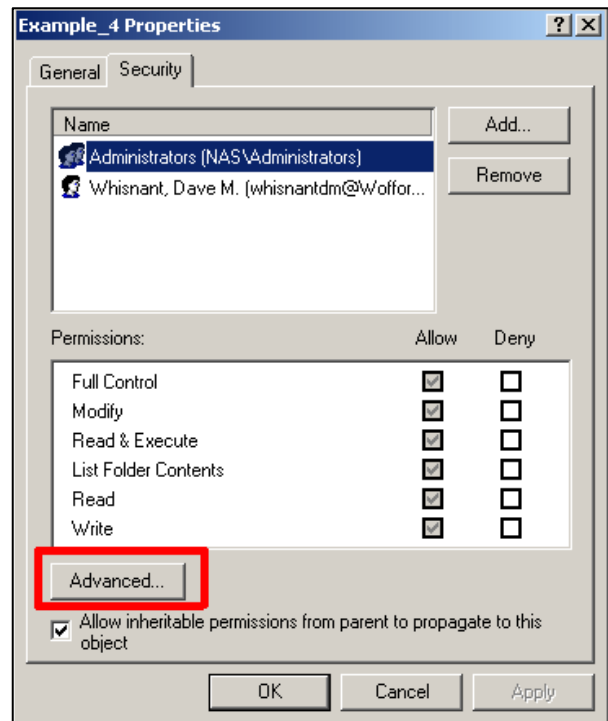
To read a file in the folder, a user can double-click on the file.

To add a file to the folder, a user with Write permission can drag and drop the file into the folder.

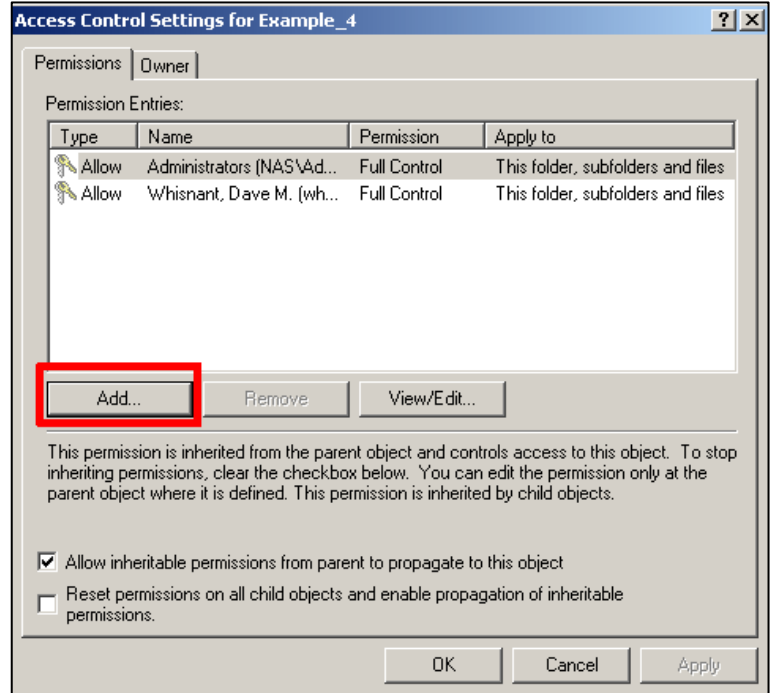
Advanced Permissions

It is possible to grant more detailed permissions – for instance to allow students only to see one particular file in a folder.

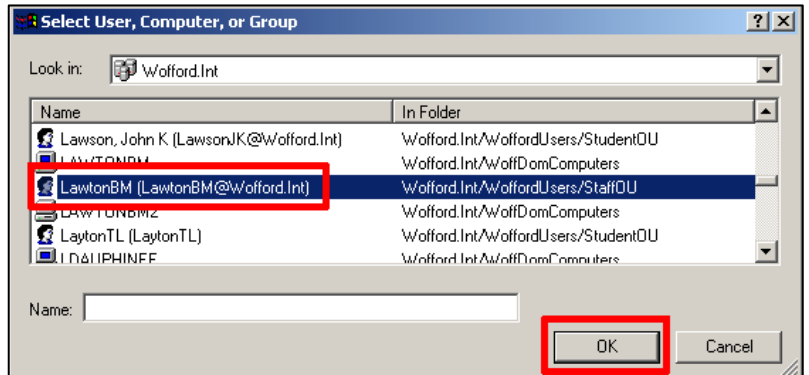
To grant more detailed permissions, click on the **Advanced** button in the security window.



Click on **Add** to add users.



Add users as described earlier.



When you click on **OK**, you will see a longer and more involved list of permissions that can be changed.

Also notice that you can grant permissions for different entities – folders, subfolders, files, etc.

