**MLG College of Learning Inc.**

**Networking I**

**File and Folder Sharing in a Network**

In today's interconnected digital landscape, the ability to seamlessly share files and folders across a network stands as a cornerstone for collaboration, data accessibility, and centralized management. Whether within a small office network or a sprawling enterprise infrastructure, the concept of sharing resources fosters productivity and streamlines workflows among users.

**Sharing a Folder in Windows**

*Step 1: Create or Choose the Folder to Share*

Locate Folder: Identify the folder you want to share.

Right-click: Right-click the folder and select "Properties."

*Step 2: Configure Sharing Settings*

Open Properties: In the folder properties window, go to the "Sharing" tab.

Click "Share": Click on the "Share" button.

*Step 3: Choose People to Share With*

Select Users: Choose specific users or groups to share with.

Permission Levels: Define their permission level **- Read or Read/Write**.

*Step 4: Add Shared Users/Groups*

Add Users/Groups: Click "Add" to include users or groups you want to share the folder with.

Step 5: *Advanced Sharing Settings*

Advanced Sharing: For more settings, click on "Advanced Sharing" in the Sharing tab.

Share Name: Assign a share name for network access.

Permissions: Configure more detailed permissions using "Permissions" button.

Step 6: *Apply Changes*

Apply and Close: Apply the changes and close the properties window.

` Step 7: *Access Shared Folder from Another Computer*

Network Discovery: Ensure network discovery is enabled on both computers.

Access Shared Folder: On the other computer, navigate to "Network" or use the file explorer to find the shared folder

under the network section.

**Notes:**

Firewall Settings: Ensure that firewall settings allow file and printer sharing.

Credentials: When accessing shared folders, you might need to enter credentials (username/password) of the shared user account.

Permissions Hierarchy: NTFS permissions on the folder also affect shared folder access.

**Troubleshooting Tips:**

Check network connectivity.

Verify proper user permissions.

Ensure proper sharing settings are applied.