

## Video - Share a Folder (9 min)

This video demonstrates an interesting task. How to share a folder and a file over the network and allow users to connect to that share without needing or requiring a username or a password. Let's say you have a network and you want to share a file with all of the users on that network. Let's say it's a class, and you want to share a file with all of your students. But you don't want to give all of your students your username or password. And you don't want to create user accounts for all of the students in the classroom either. How would you share that file and folder to all of the students, give them read/write access over the network. This video will be a demonstration on how exactly to do that.

So. I have my file here, it's called sharing-test. And the students will need to connect to this file, and then add their names to the file here. So, I'll take this file, I'll save it. Close it, and now I'll create my shared folder. I'll just create a folder. And I'll name the folder MyShare. And I'll put the file into the folder. Drag and drop. So here's the folder I intend to share. Now I need to share this folder over the network. Before I do this, I'm going to check my advanced network sharing settings. I'll go down to the system tray. Click on the network icon. And open the Network and Sharing Center. I'll go to Change advanced sharing settings. Notice that this network is Network 10, and it's a Work network. So in Change advanced sharing settings, I'll collapse this top piece here to show you that there's two different types of profiles that you can change here. Your Home or Work profile, and your Public profile. Since this network is classified as a Work network, we'll be changing the Home or Work profile. It also tells us that this is the current profile right here. So open it up and take a look at the settings. Turn on network discovery is enabled, which is good. Turn on file and printer sharing is enabled, which is good. Public folder sharing is off, but this share that I've created is not in the Public users folder. So this won't matter. Media streaming is off, that also won't matter. File sharing connections, we'll Use 128-bit encryption, this is recommended. That's fine. And under Password protected sharing, turn off password protected sharing or Turn on password protected sharing. I'll need to make sure that password protected sharing is off if I want to share this file and folder over the network without requiring a password. So as you can see it's off, so that's fine. And then down here, HomeGroup connections. This is not a home group that we're working with, this is a shared folder on my user account, which is a Work network. So these settings are all good. If we go back to Network and Sharing Center, you can see once again that this is a Work network that we're connected to. So my advanced sharing settings are all set. I can close this window.

Now to share my folder. To share the folder I'll simply right-click on the folder, and the easiest way to do it would be to choose Share with. And then share with Specific people. And this would be the easiest way. Form here I could choose Everyone. And then Add Everyone. And then change the permissions. And this would be the easiest way. But I think you learn more by doing it the manual way. So I'll cancel this. And right-click on MyShare. And go to Properties. In the Properties window, I'll click on Sharing. Click Advanced Sharing. And check mark Share this folder. You can see that it tells me that the Share name will be the same as the folder name, MyShare. And I'll need to set some Permissions. So I'll click on Permissions. And you can see that Everyone is the group that it's being shared with. And this is what I want, I wanna to share it with Everyone. I'll allow everybody Full Control. And, I'll click OK. And I'll click Apply or OK. And so now, my sharing permissions have been set. You can see my Network path, the UNC is \\WIN7-PC, this is the name of my computer, \ and then the name of the folder.

Now that the sharing settings have been configured, I'll need to also configure the Security settings for the folder. So I'll click on the Security settings. And you can see that this folder has the following groups and users with permissions to the folder. The SYSTEM, student, and Administrators. But, Everyone is not here in the list. So I'll need to add the group Everyone if I want to successfully share this with Everyone. So I'll click the Edit button. And then I'll click Add. And, we know that Everyone is a group, so I'll type in Everyone. And click Check Names. And you can see there it is. I'll click OK. And now the Everyone group has been added to the Security permissions. You can see that, Read, execute, List folder contents, Read, and then I'll also check mark Write.

So, this brings up an important point for sharing files and folders. Not only do you need to have the share permission set, but you also need to have the NTFS file and folder permission set, or the Security permission set if you wanna successfully share a file and folder over the network. So it requires Security NTFS permissions, file permissions, as well as Sharing permissions. So now that I have both set, and I have Read and Write access listed for Everyone under both Sharing and Security, I can close this and try to connect to

the share from another computer on the network. You might be asking, what about the file within the folder? The file within the folder should also have the same permissions inherited from the parent folder. Let's double-check to see that that's the case. I'll go to Properties. Security, and you can see that the Everyone group is also in the permissions. So this should work fine.

And now I'll go to another computer on the network and try to connect to MyShare. I'm on another computer on the network. And now I want to see if I can reach that share. I'll open a folder on my computer. Click on the Network icon. And look for shared devices over the network. You can see that my Windows operating system has identified the WIN7-PC that has the shared folder. Let's see if we can go into this WIN7-PC. You can see there it is, MyShare. I'll go into it. Sharing-test. Open up the shared file. And see if I can add my name to the share. File, Save. Close the file, open it again. And you can see that it's worked. Notice I did not have to put in a username or password to connect to the share. The share was completely wide open. Under normal circumstances, I would not recommend sharing a file or folder over the network without user authentication, username, and password. In this case though, it does provide an interesting example of how would you share a file over a network to multiple users to streamline the process without having to give away your user account and password, as well as not having to create usernames and passwords for everyone you want to share the file with.