

the My Documents folder, you can share your My Documents folder so that other network users can access your Word documents.

To share a folder on a desktop version of Windows, follow these steps:

1. Open File Explorer.

- *Windows 10:* Open the desktop and click the File Explorer icon on the taskbar; then click Computer in the Location list on the left side of the screen.
- *Windows 7:* Choose Start ⇨ Computer.

2. Navigate to the folder you want to share.

3. Right-click the folder you want to share and choose Properties.

The Properties dialog box appears.

4. Click the Sharing tab and then click the Share button.

The File Sharing dialog box appears, as shown in Figure 4-2.

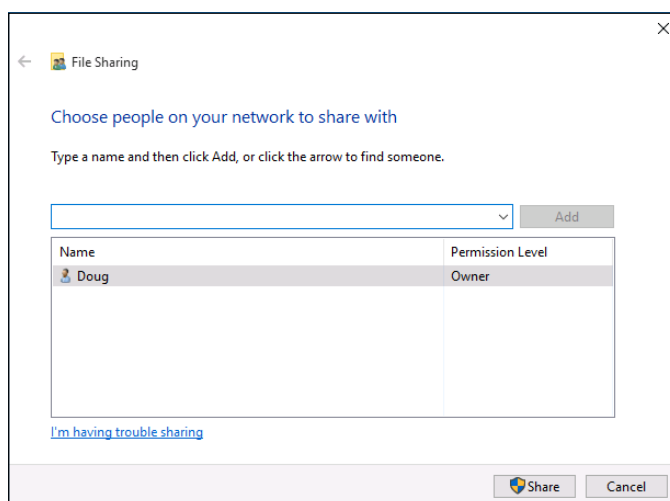


FIGURE 4-2:
The File Sharing
dialog box.

5. Click the arrow in the drop-down list, choose Everyone, and then click Add.

This action designates that anyone on your network can access the shared folder.

If you prefer, you can limit access to just certain users. To do so, select each person you want to grant access to and then click Add.