

# SETTING UP FILE SHARING WITH USER AND GROUP PERMISSIONS

19Oct2021

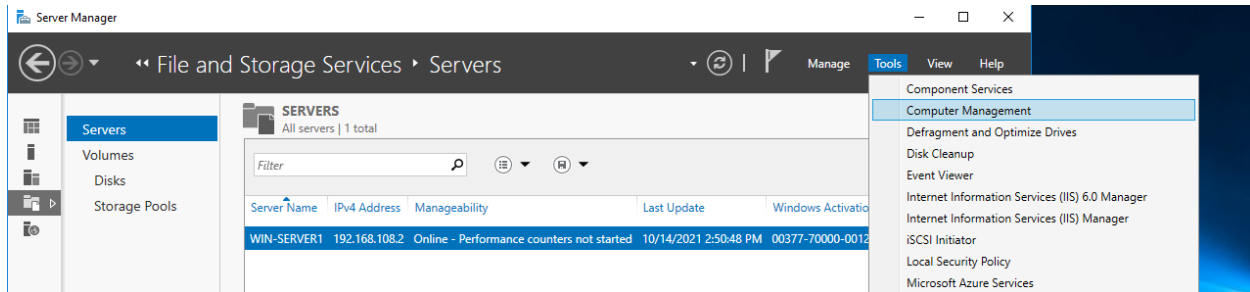
Drew Brown

Prepared for: Taste Unlimited LLC Prepared by: TYSM Solutions LLC

The File Sharing techniques outlined in this guide is to enable you and your Taste Unlimited team the ability to understand the how behind setting up file sharing and why this process can help your staff more quickly and efficiently complete the necessary tasks to ensure your business is operating smoothly.

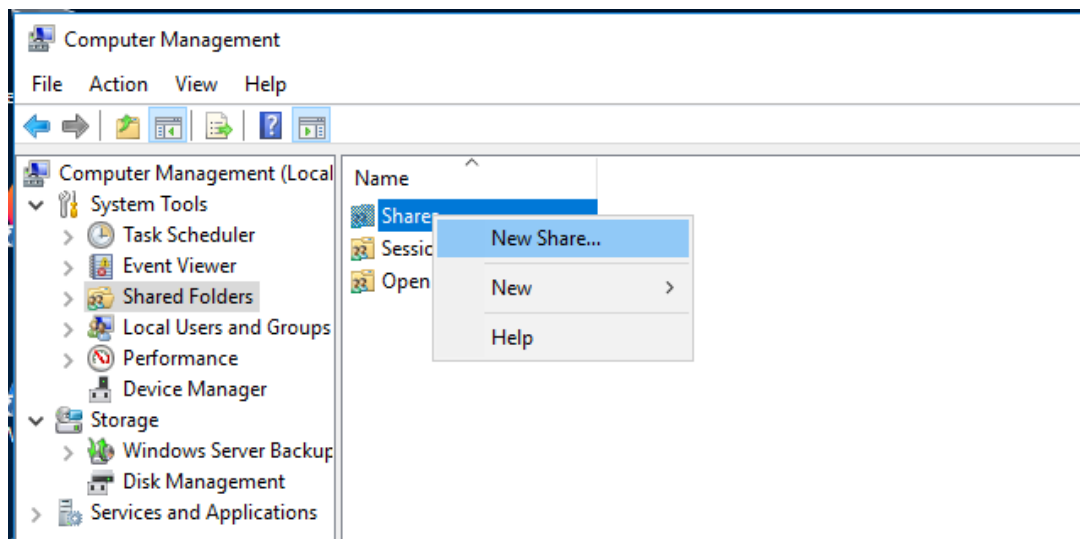
Here are the basic steps necessary to enable file sharing for any folder of your choice.

#### Step 1)



Open Server Manager and navigate to Tool at the top left and select Computer Management.

#### Step 2)



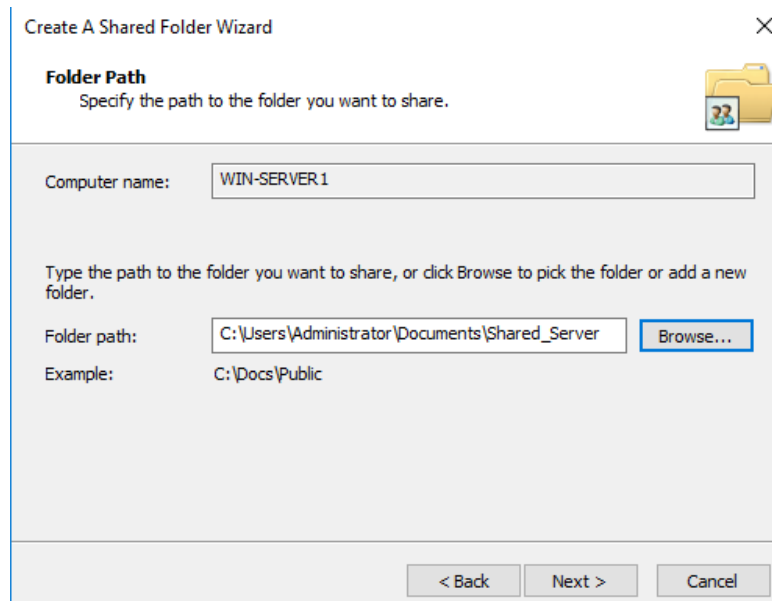
Under the System Tools tab on the left, select Shared Folders and navigate to the first option Shares. Right click the option and select New Share...

Step 3)



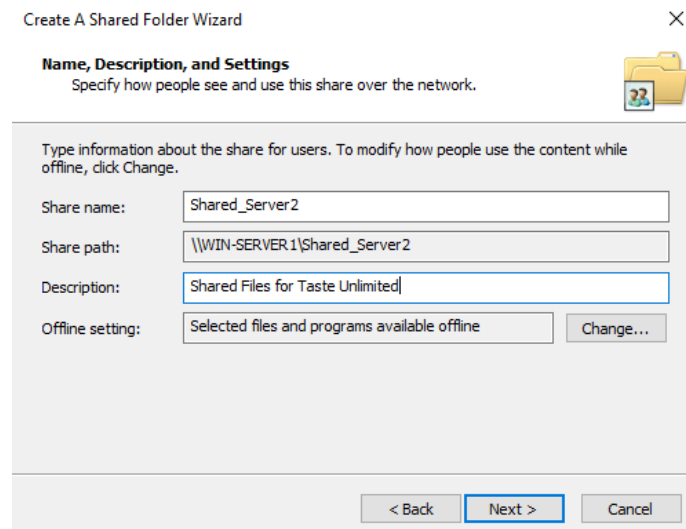
Selecting New Share... will prompt a wizard window for creating your new shared folder. Click Next >

Step 4)



Notice the name of the Server at the top of the dialog box and at the bottom direct your shared folder path. It is best practice to create a new folder within whichever directory you choose so that you will ensure the new permissions set are appropriate for whichever users and groups you wish to share with. Click Next>

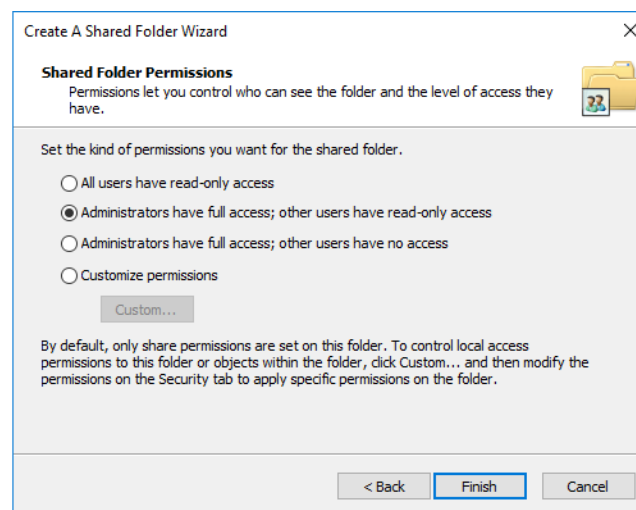
## Step 5)



The screenshot shows the 'Create A Shared Folder Wizard' window, specifically the 'Name, Description, and Settings' step. The window title is 'Create A Shared Folder Wizard'. Below the title bar, there's a sub-header 'Name, Description, and Settings' and a description 'Specify how people see and use this share over the network.' To the right of the text is a folder icon with a person. The main area contains four input fields: 'Share name:' with the value 'Shared\_Server2', 'Share path:' with the value '\\WIN-SERVER1\\Shared\_Server2', 'Description:' with the value 'Shared Files for Taste Unlimited', and 'Offline setting:' with the value 'Selected files and programs available offline'. There is a 'Change...' button next to the 'Offline setting' field. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

The next screen will prompt for additional input to specify the name of the folder and an optional description to provide a bit more context for users and staff seeking information to complete their respective work. There is also an offline setting that will allow users to have offline access should server maintenance or any other connection issues arise. This could get messy regarding multiple users attempting to update the shared documents with changes that have taken place offline. Click Next>

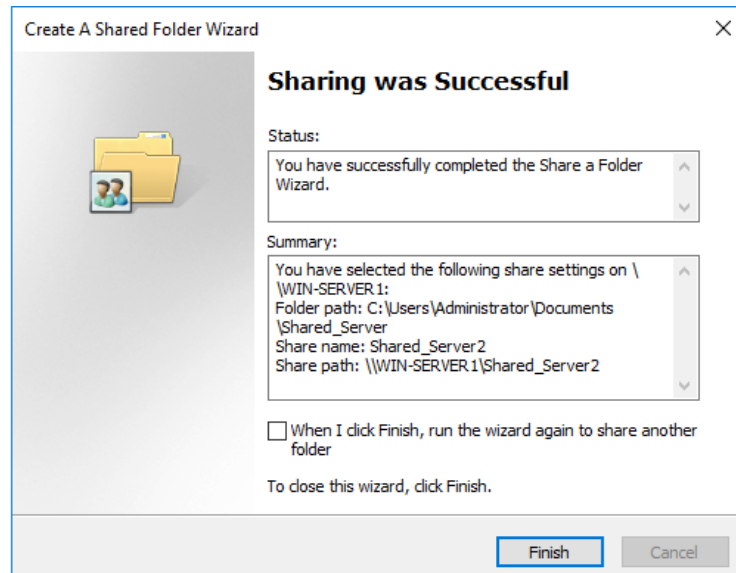
## Step 6)



The screenshot shows the 'Create A Shared Folder Wizard' window, specifically the 'Shared Folder Permissions' step. The window title is 'Create A Shared Folder Wizard'. Below the title bar, there's a sub-header 'Shared Folder Permissions' and a description 'Permissions let you control who can see the folder and the level of access they have.' To the right of the text is a folder icon with a person. The main area contains a section 'Set the kind of permissions you want for the shared folder.' with four radio button options: 'All users have read-only access', 'Administrators have full access; other users have read-only access' (which is selected), 'Administrators have full access; other users have no access', and 'Customize permissions'. Below these options is a 'Custom...' button. At the bottom, there is a paragraph of text: 'By default, only share permissions are set on this folder. To control local access permissions to this folder or objects within the folder, click Custom... and then modify the permissions on the Security tab to apply specific permissions on the folder.' At the bottom of the window, there are three buttons: '< Back', 'Finish', and 'Cancel'. The 'Finish' button is highlighted with a blue border.

The next screen is for setting shared folder permissions. This is one of the most important steps towards ensuring proper security is implemented regarding users' need to know and need for access. For now we establishing basic permissions to later amend when setting group permissions. Click Finish.

Step 7)

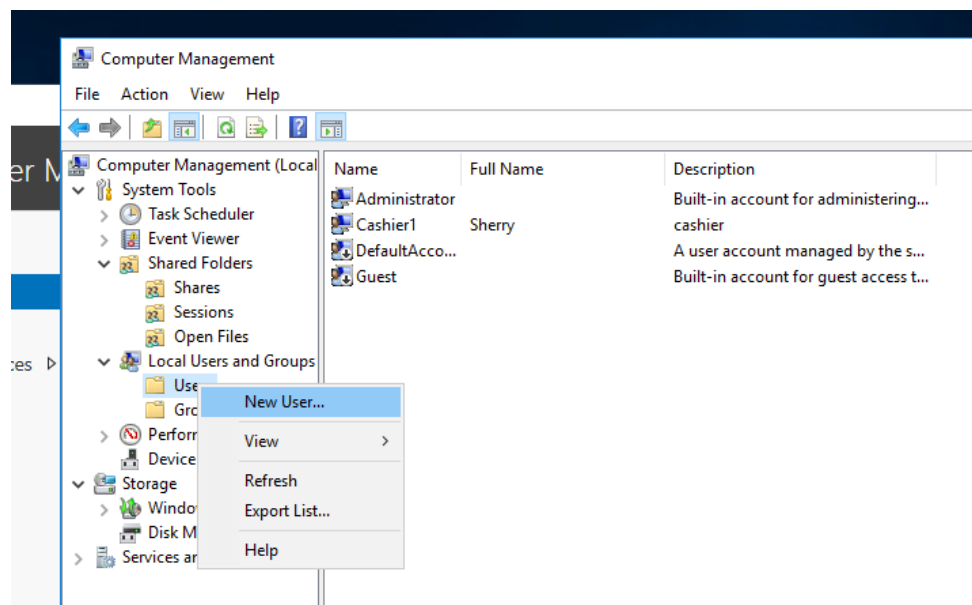


We have successfully established a shared folder within your business.

Step 8)

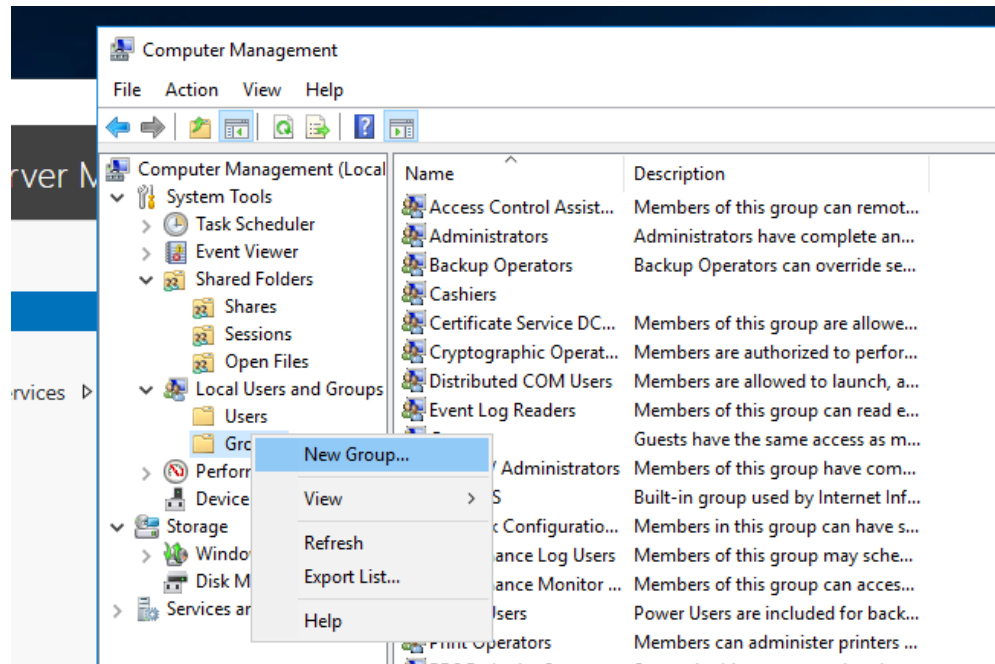
Our next steps will be to configure these shared folders with permissions that are appropriate for your users and their need for access to complete their work.

First, create a user and assign the user to a group.



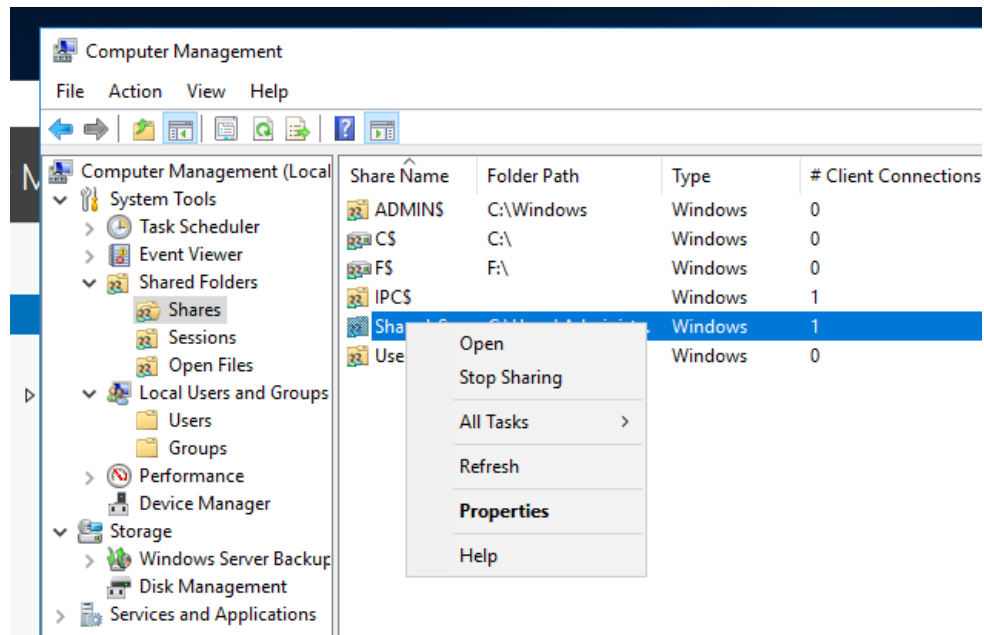
Navigate to Computer management from within the Server Manager and right click on Users under the subcategory Local Users and Groups. We have created a user named Cashier1.

Step 9)



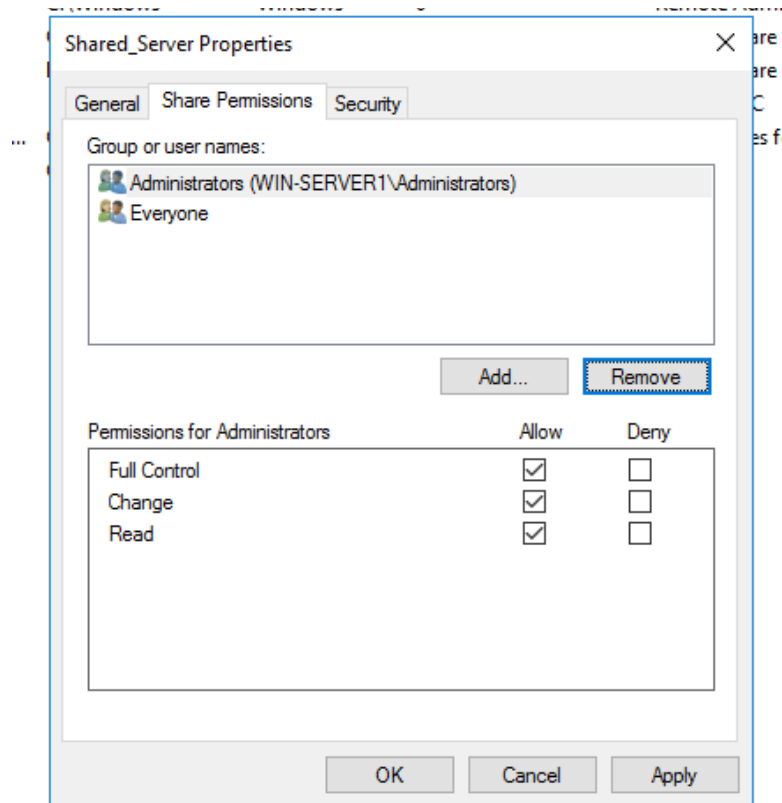
Next, right click Groups and create a New Group... specifically for Cashiers. This group is where we will assign users so when we specify a file or folders sharing permissions, we can assign access via groups rather than being overburdened with individual user permissions.

Step 10)



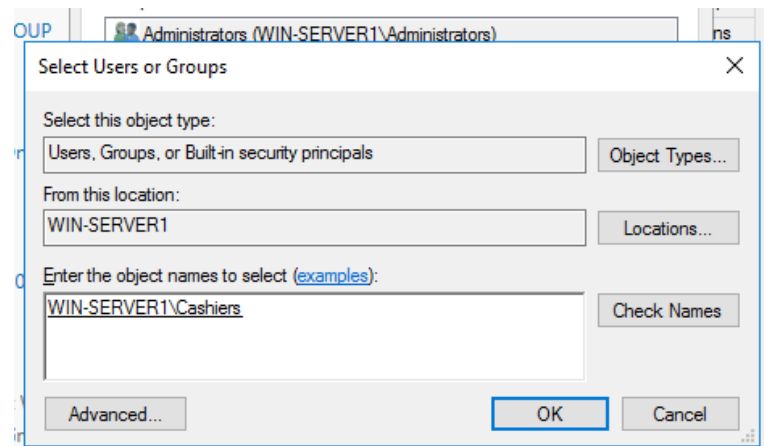
To adjust shared folder permissions, select Shares under Shared Folder subcategory in System Tools. Highlight the desired shared folder and select properties.

Step 11)



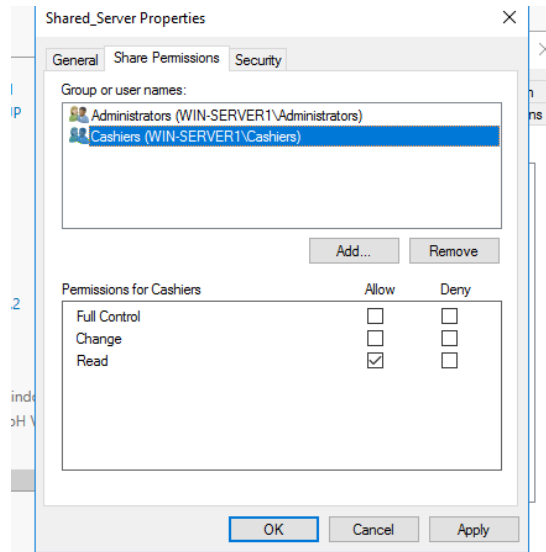
Default permissions are shown, and we want to alter everyone having access to assigning only cashiers and administrators to have access. Highlight Everyone and select Remove. Then select Add...

Step 12)



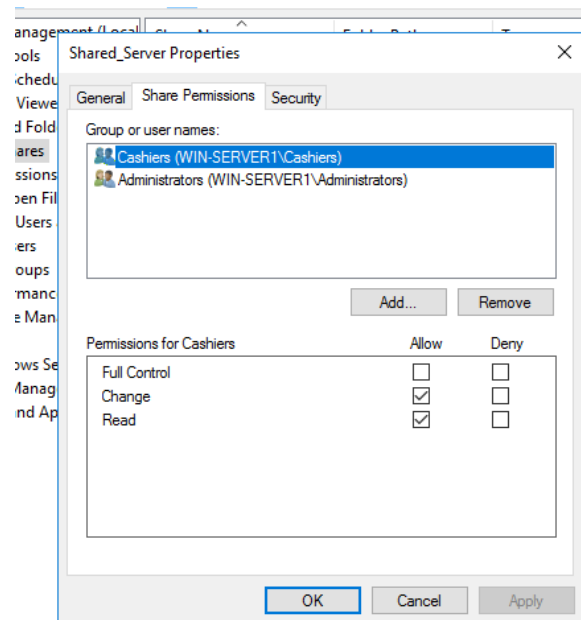
Type in Cashiers and select Check Names. The object name will autocorrect to WIN-Server1\Cashiers. Cashiers is the group located on our server titled WIN-Server1. Click OK.

### Step 13)



Notice the default Read permission when adding a group. Due to the nature of Cashiers work within the shared folder. Let's allow the Cashiers group Change permissions but NOT full control. We do not want to accidentally add or remove anything to the shared folder that has not been Administratively authorized. Those types of permissions should be handled case by case and have an IT ticket submission system in place to better document and maintain server operations awareness.

### Step 14)

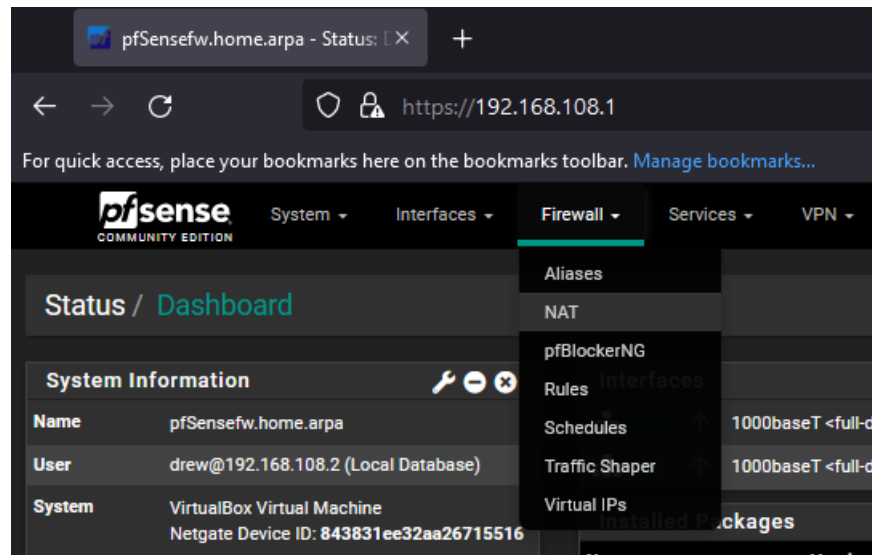


This is the final screen showing we have successfully updated the appropriate permissions for Users belonging the group Cashiers.



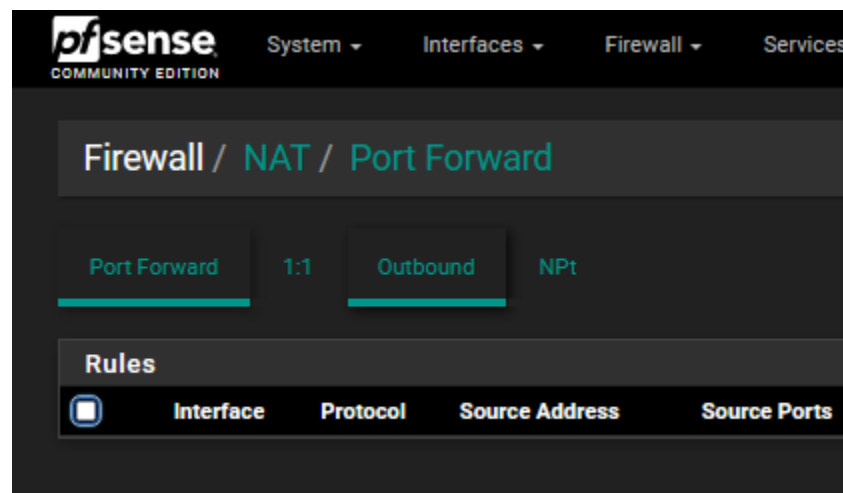
### Step 15)

Before we can verify Administrators can gain access to our new shared folder, we must first enable our host machine access to our WIN-Server1 through our Firewall by disabling Outbound NAT.



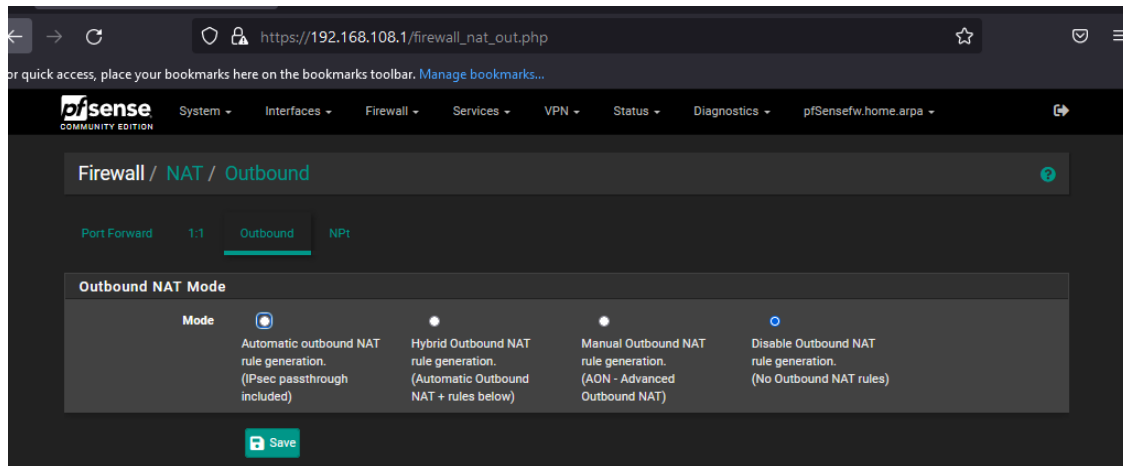
Navigate to your pfSense instance and hover over the Firewall tab and select NAT (Network Address Translation).

### Step 16)



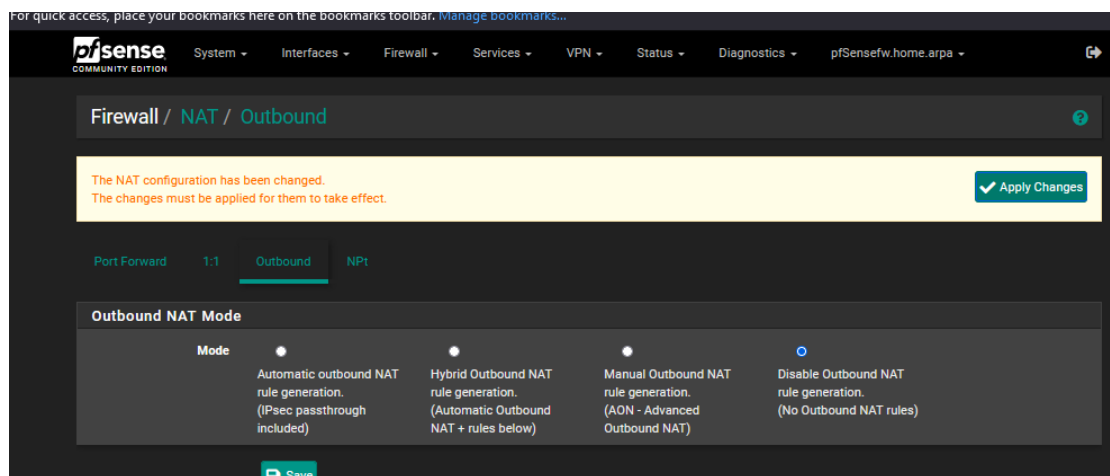
Once NAT is selected the above page will load, next click Outbound.

## Step 17)



Outbound NAT Mode needs to be adjusted to “Disable Outbound NAT rule generation.” This is necessary because we will be accessing our server (with a private address) from a private network. Therefore, we do not need to reroute any public addresses. Click Save.

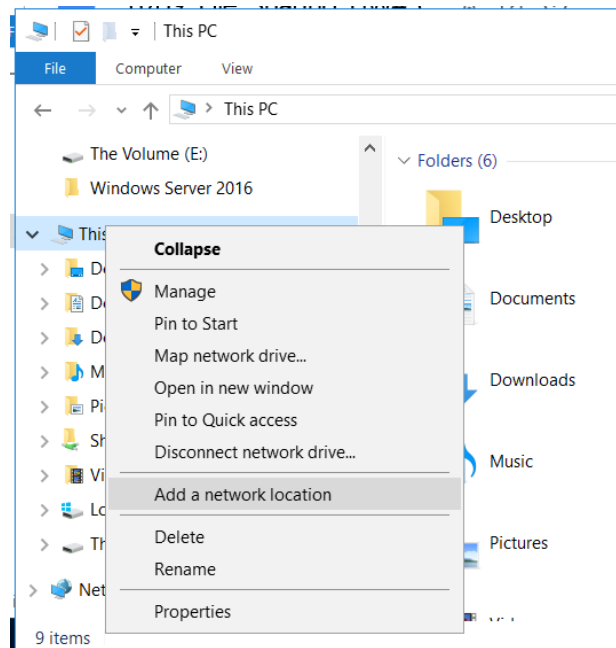
## Step 18)



After disabling Outbound NAT and clicking Save, we must click Apply Changes. Failure to do so will revert our pfSense back to its previous settings and will not allow file sharing.

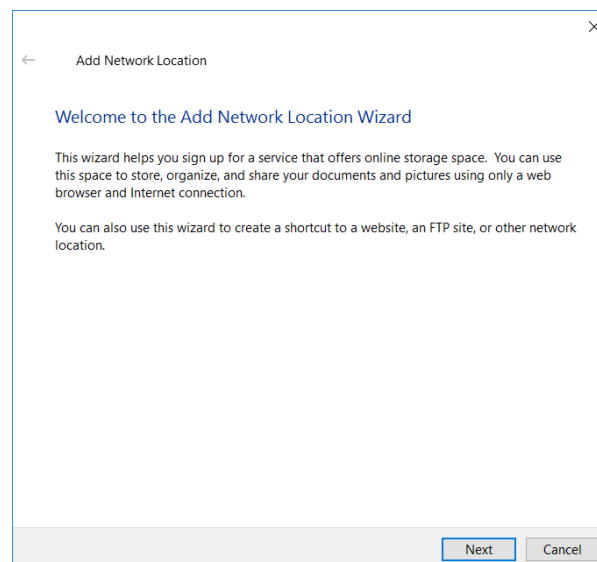
Next, we are ready to verify we, as administrators, can access this shared folder from our host Computer which houses our virtual server, WIN-Server1.

### Step 19)



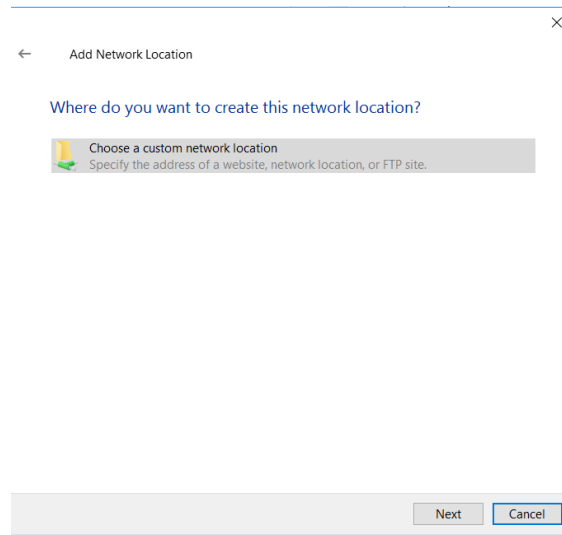
On your host computer, in Windows Explorer, right click This PC and select Add a network location. The Add Network Location wizard will appear.

### Step 20)



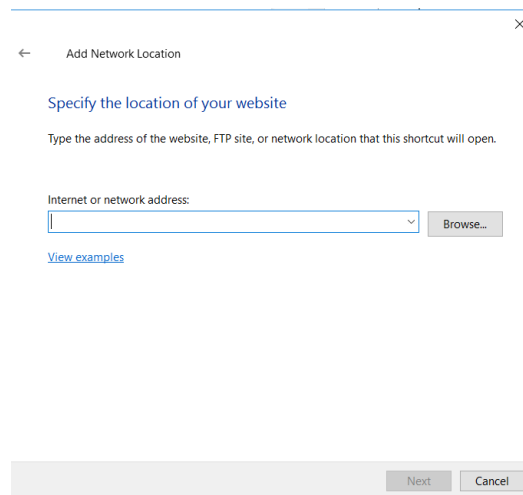
Read through the instructions Click Next.

Step 21)



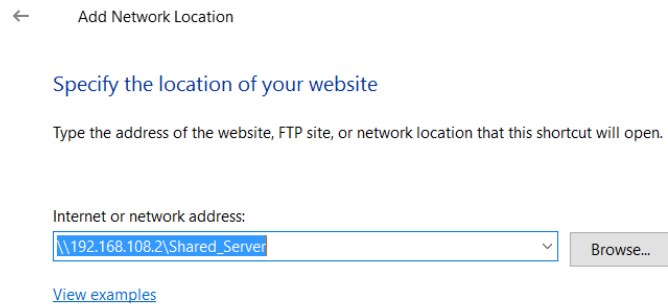
Highlight Choose a custom network location and click Next

Step 22)



For specifying the location of the webserver: type in \\192.168.108.2\Shared\_Server

## Step 23)



← Add Network Location

Specify the location of your website

Type the address of the website, FTP site, or network location that this shortcut will open.

Internet or network address:

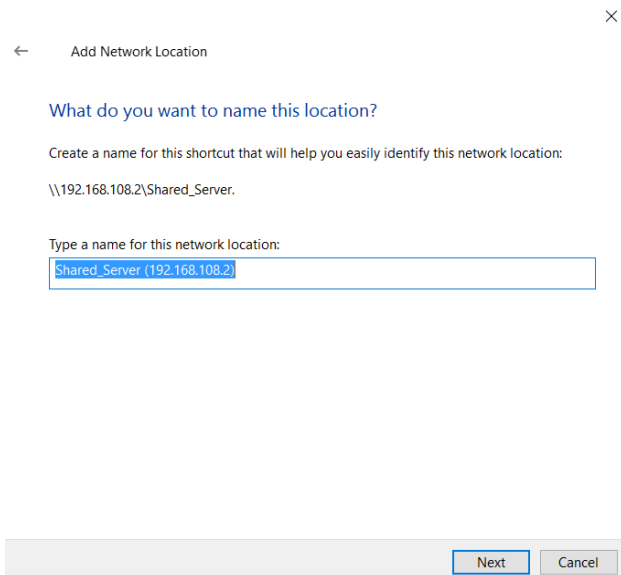
Browse...

[View examples](#)

Next Cancel

Click Next

## Step 24)



← Add Network Location ×

What do you want to name this location?

Create a name for this shortcut that will help you easily identify this network location:

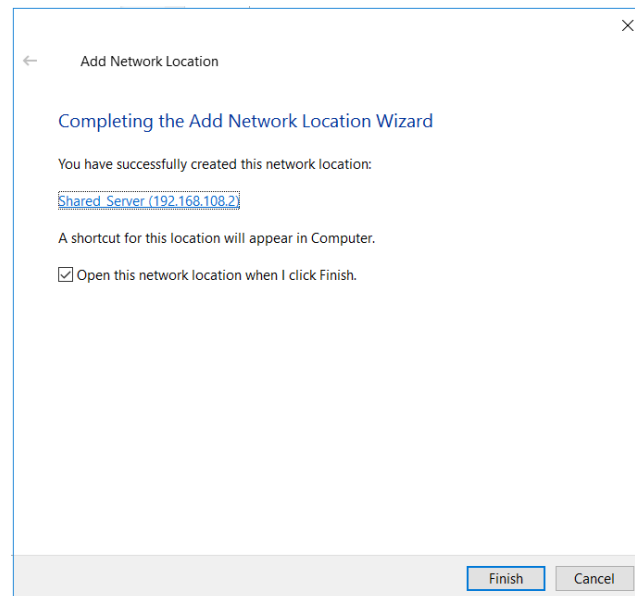
\\192.168.108.2\Shared\_Server.

Type a name for this network location:

Next Cancel

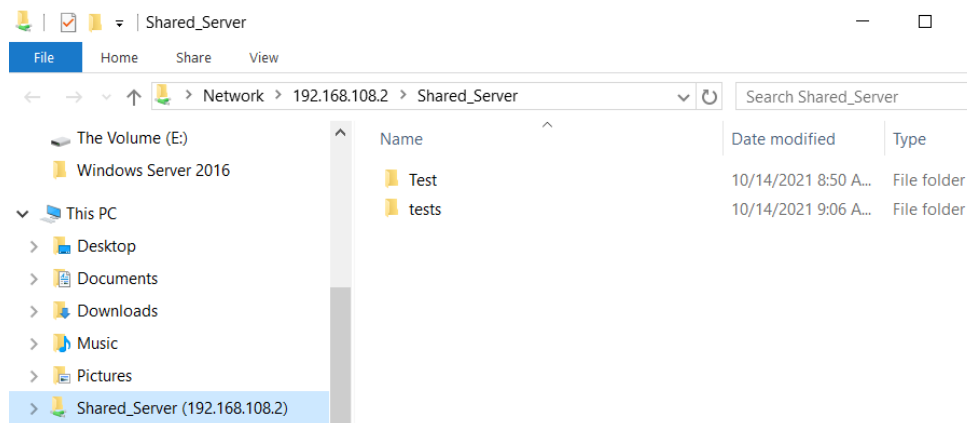
If preferred, the user can change the default name of the network location. It is a good idea to keep this name as the default shared folder name followed by the IP address location of the hosted server. Click Next

## Step 25)



This is the confirmation window that confirms the successful mapping of the Network Drive. Click Finish

## Step 26)



Navigate back to Windows Explorer on the host machine and select the Shared\_Server (192.168.108.2) folder. View/interact with its contents to ensure Users will be able to interact with this mapped drive necessary to the extent their employed position requires.

We have successfully walked through all the necessary steps to establish file sharing from a server running Windows Server. We have also disabled Outbound NAT to allow us through our firewall and we have identified the necessary steps for customizing user permissions. These permissions are vital to the security of your organizations data. Without these permissions, data could be mismanaged and deleted prior to anyone knowing vital documents are missing. Sure, we have walked through the process of backing up our data, but prevention of data mismanagement is a much cleaner operating procedure. Thank you for your time.