# Week 12 Windows Server Activities – Resource Access

Activities

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**How to Create Screenshots:** Please use the Windows Snip and Sketch Tool or the Snipping Tool. Paste a screenshot of just the program you are working on. If you are snipping a virtual machine, make sure your focus is outside the virtual machine before you snip.

1. Press and hold down the **Windows key** & **Shift**, then type **S.** This brings up the on-screen snipping tool.
2. Click and Drag your mouse around whatever you want to snip.
3. Release the mouse button. This places the snip into the Windows Clipboard.
4. Go into Word or wherever you want to paste the snip. Hold down **CTRL**, then type **V** to paste the snip.

# Activity 12-1: Creating a Hidden Share and Monitoring Share Access

Time Required: 10 minutes

Objective: Create a hidden share and monitor access to shared folders.

Required Tools and Equipment: Server1

Description: You want to be able to keep users from seeing certain shares on the network when they click Network in File Explorer or when they type the server’s UNC path. You haven’t worked with hidden shares yet, so you want to experiment with them. You create a new folder on Data and then share it with the Shared Folders snap-in. You append a $ to the share name so that it’s hidden, verify that the share is hidden, and then open it by using the full UNC path. Then you use the Shared Folders snap-in to monitor access to the share.

1. Log on to Server1 as your administrator account, if necessary.
2. Open File Explorer and create a new folder on the **Data** folder named **HideMe**.
3. Open Computer Management and click to expand Shared Folders. Right-click Shares and click New Share to start the Create A Shared Folder Wizard. Click Next.
4. In the Folder Path window, type **c:\Data\HideMe** in the Folder path text box, and then click Next.
5. In the Name, Description, and Settings window, type **HideMe$** in the Share name text box, and then click Next.
6. In the Shared Folder Permissions window, click Administrators have full access; other users have read-only access, and then click Finish.
7. In the Sharing was Successful window, click Finish.
8. Right-click Start, click Run, type \\Server1, and press Enter. A File Explorer window opens listing the shares on Server1. The share you just created isn’t listed. Close the File Explorer window.
9. Right-click Start, click Run, type \\Server1\HideMe$, and press Enter. A window opens showing the share’s contents. A hidden share is hidden only in network browse lists, but if you specify the share in a UNC path, it’s available to all who have permission.
10. **Insert a screenshot showing the hidden share:**

Click or tap here to enter text.

1. Minimize the File Explorer window and open the Computer Management window. Click Shares, if necessary, and you see the **HideMe$** share listed. The # Client Connections column displays the number 1 because you currently have the share open.
2. Click Sessions, and you see that your administrator account has one open file. Click Open Files, and you see the P:\HideMe\ folder listed as an open file. (Folders are considered files in Windows.)
3. **Insert a screenshot showing the hidden share in Open Files:**

Click or tap here to enter text.

1. Close Computer Management and File Explorer.
2. Log off or shut down Server1 because you log on as a different user in the next activity.

# Activity 12-2: Configuring Shadow Copies

Time Required: 15 minutes

Objective: Enable shadow copies on a volume.

Required Tools and Equipment: Server1

Description: You have several shares on a volume that store documents employees use. These documents change frequently and have sometimes been deleted or corrupted accidentally. You have spent quite a bit of time restoring files from backup at users’ requests, so you decide to enable shadow copies on the volume.

1. Log on to Server1 as your administrator level account.
2. Right Click Start, Open Computer Management, Go to Shared Folders, Right Click, All Tasks, Click Configure Shadow Copies. Shadow copies are configured per drive.
3. In the Select a volume list box, click C:\ if it’s not already selected.  
   Each volume on the computer has an entry so that you can configure shadow copies for all volumes in one place. Each volume entry tells you the next scheduled run time for shadow copies, the number of shares on the volume, and how much space shadow copies are currently using.
4. Click the Settings button. If necessary, you can change where shadow copies for this volume are stored. The Use limit option is set to 10% of volume size or 300 MB, whichever is higher. Click the Schedule button. The schedule currently contains two entries: one for 7:00 a.m. and one for 12:00 p.m. Monday through Friday. You can delete and add entries to the default schedule to create your own schedule.
5. Click Cancel, and then click OK.
6. Create a new text document named **Doc1.txt** in the c:\Data folder
7. Open the file, and enter your name.
8. Go back to Computer Management, Click **Create Now**. A new shadow copy entry is created. Click OK.
9. **Insert a screenshot:**

Click or tap here to enter text.

# Activity 12-3: Using Shadow Copies

Time Required: 5 minutes

Objective: Use shadow copies to revert to a previous version.

Required Tools and Equipment: Server1

Description: You want to test your shadow copies configuration. You access the TestQ share on Server1, make changes to the text document you created, and revert to the saved version.

Note: In this activity, you restore a previous version when accessing a file from a share because that’s the most common reason for using shadow copies. This feature also works when accessing files locally.

1. Log on to Win11 as your administrator account.
2. Open the \\Server1\Data path.
3. In File Explorer, open Doc1.txt; you should see your name in this document. Add your address or any other text. Save the file, and then exit Notepad.
4. Go back to your server and create another shadow copy.
5. In Win11 🡪 Right-click Doc1.txt and click Restore previous versions. The file’s Properties dialog box opens to the Previous Versions tab. Only one previous version is listed, and you have options to open it to view its contents, copy it so that you don’t overwrite the current version, or restore it and overwrite the current version.
6. Click Restore and then click Restore again in the prompt asking whether you are sure. You see a message stating that the file was restored successfully. Click OK, and then click OK again.
7. Open Doc1.txt and verify that it contains only your name.
8. **Insert a screenshot:**

Click or tap here to enter text.

1. Exit Notepad.
2. Close any open windows and log off Win11.

## Assignment Submission

Attach this completed file to the assignment in Blackboard.