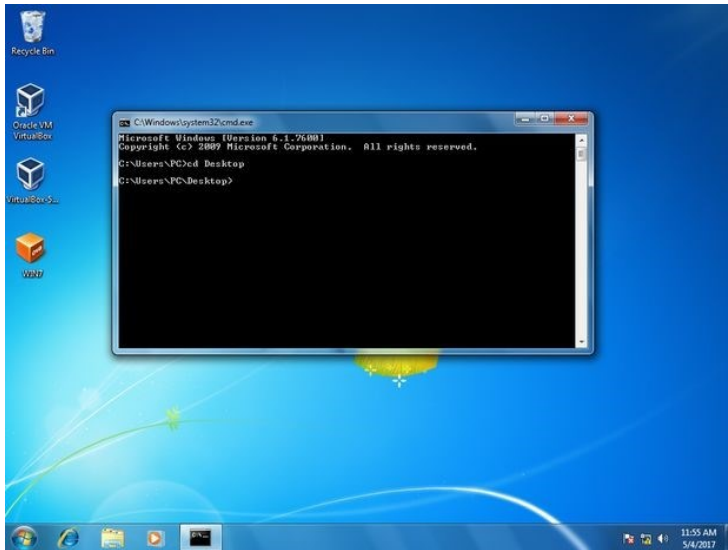


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## Step 1: Navigate to the Desktop

Open command prompt [1] and then use the command `<cd Desktop>` to change into the desktop directory. This step is simply for convenience so that it is easier to find the folder you're going to be working with .

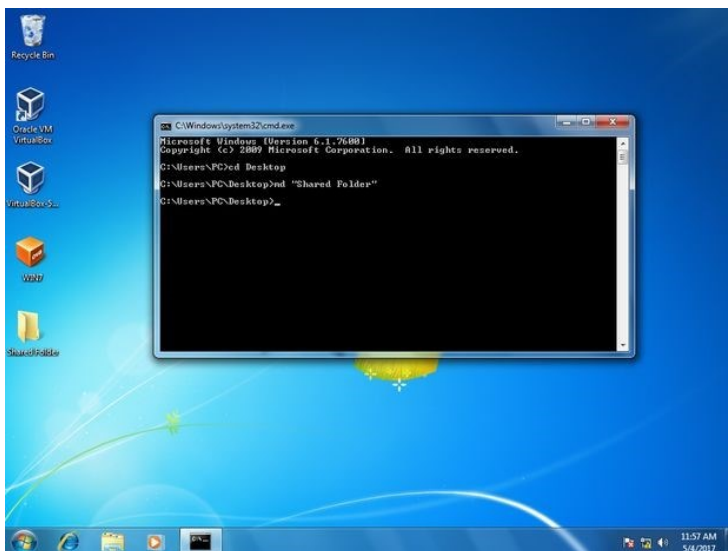
[1] You can open command prompt by clicking on the windows button at the bottom left and typing `<cmd>`.



## Step 2: Create Your Folder

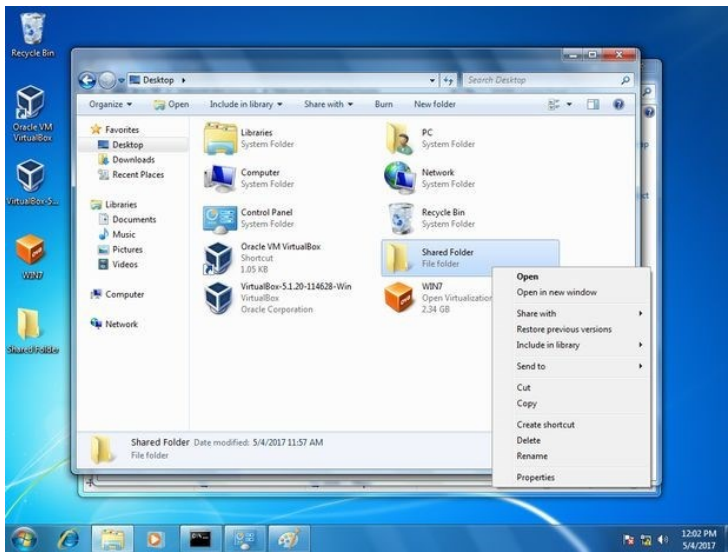
Use the command `<md *folder name*>` [2]. Make sure that it is visible on your desktop.

[2] The command `md` allows you to create a new folder. After typing `md` press space and type the name of the folder you want to create. If the folder has more than one word in the name make sure to put the name in quotation marks.



### Step 3: Navigate to the Folder and Open the Properties

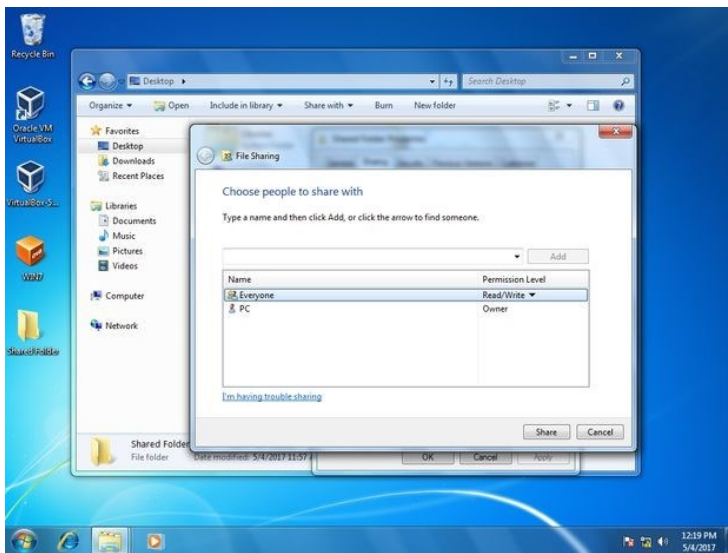
Open the file explorer and go under the Desktop section. Left-click then right-click on the folder. The left-click highlights the folder, and the right-click opens a menu of options. Once the menu of options pops up click on the properties. When you open the properties window go to the sharing section.



### Step 4: Choose Who You Want to Share With.

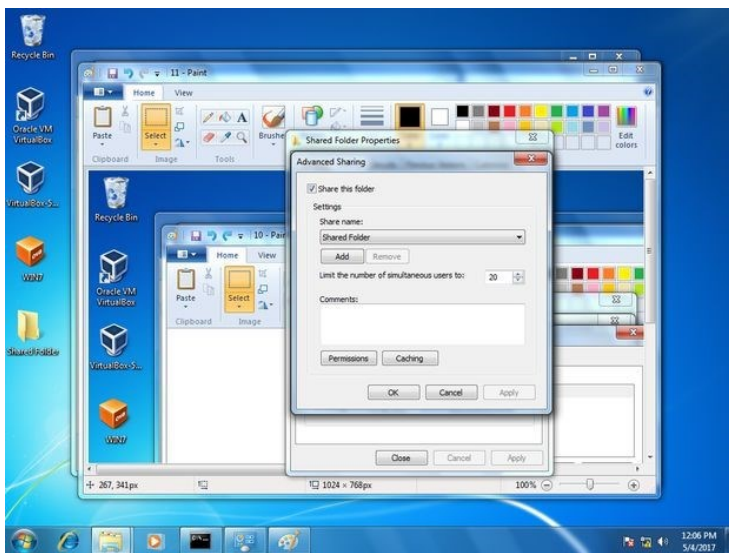
Type <Everyone> and click add [3]. Once you're done with that click share and then go to the advanced sharing.

[3] The default setting for the folder is set to only read. This means that if a person accesses the folder they will only be able to view the files and not actually be able to write to the folder.



### Step 5: Sharing the Folder

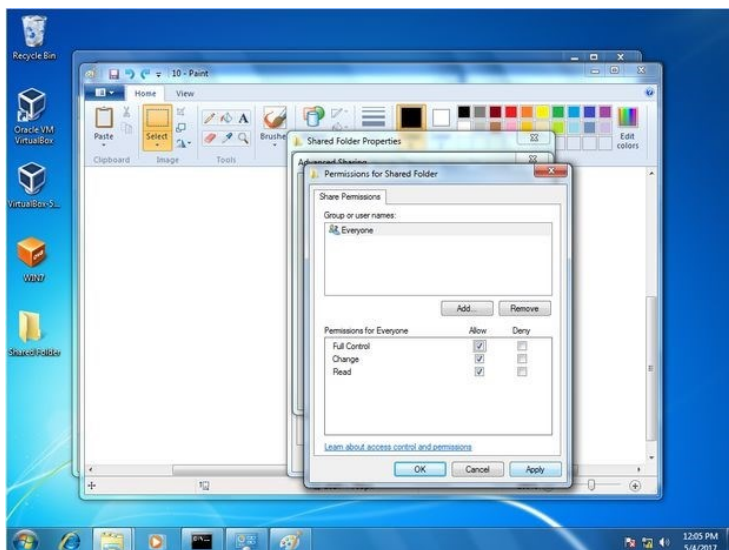
Press the box that lets you share the folder and then go into the permissions section.



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## Step 6: Permissions

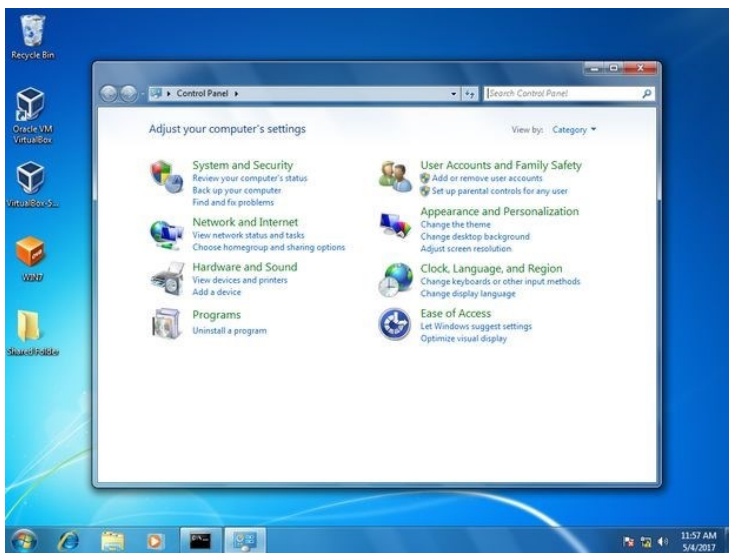
Make sure to give full control to the people that have access to the shared folder. Click Apply then click OK. Once you press OK you'll be back at the advanced sharing page. Press Apply and OK on that page too.



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## Step 7: Open Control Panel

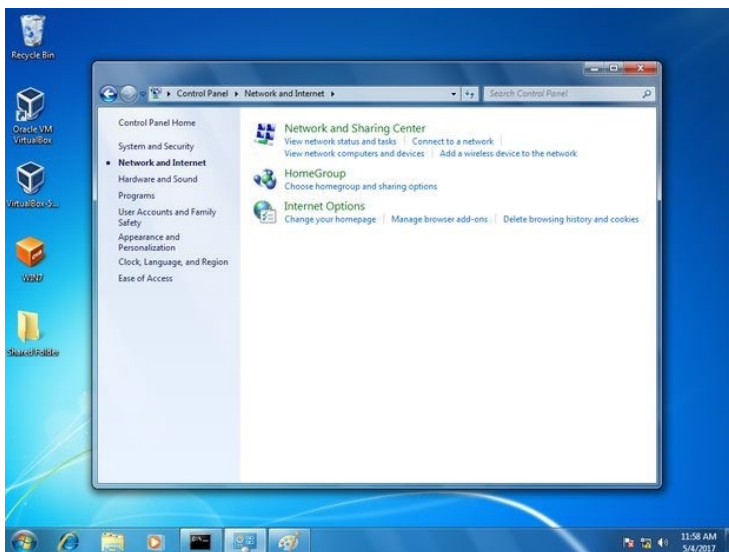
Navigate into the control panel and click on the Network and Internet section.



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## Step 8: Network and Sharing

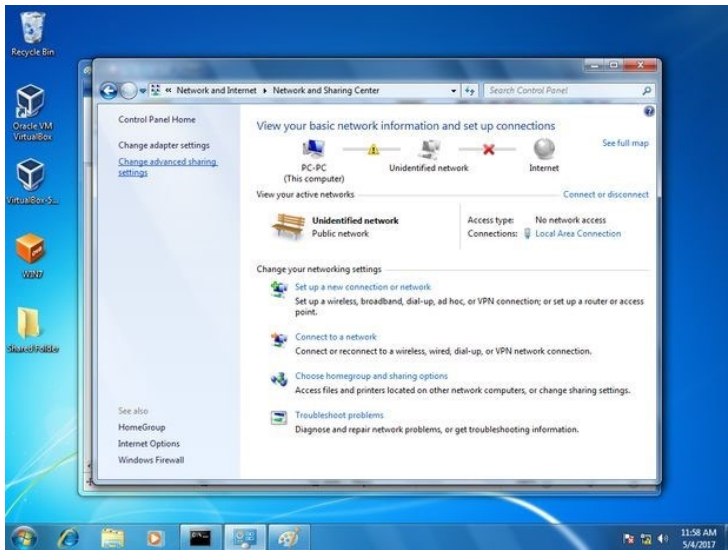
Navigate into the Network and Sharing section.



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## Step 9: Advanced Sharing

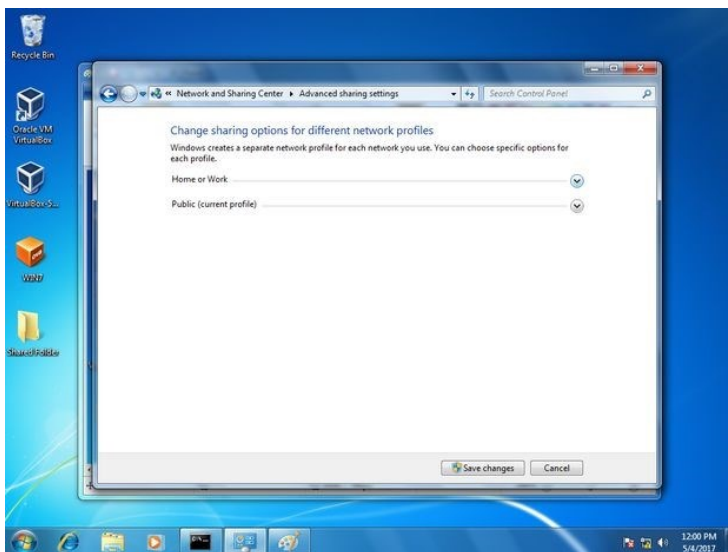
Navigate to the advanced sharing settings.



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## Step 10: Choose Home and Work / Public

There are many settings that need to be changed in both of the options.

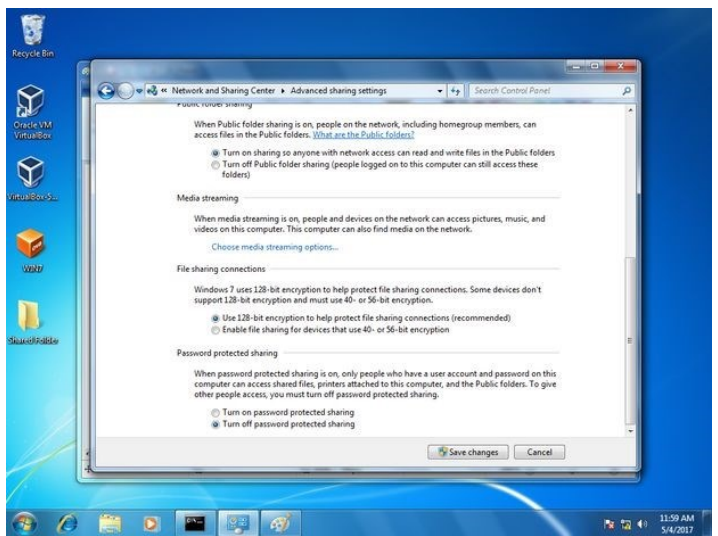
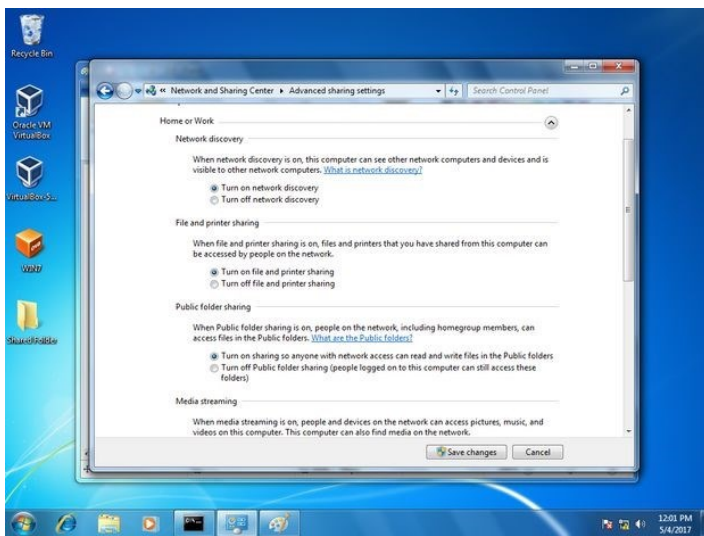


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## Step 11: Select All Options

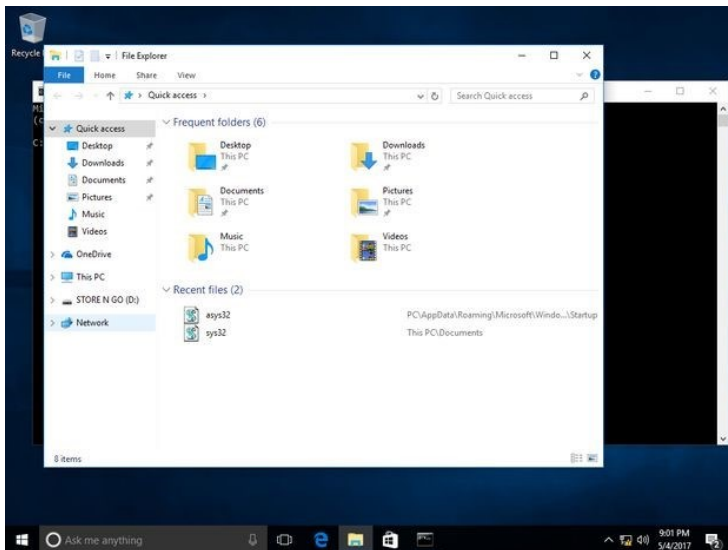
There are going to be many options, the ones you need for the sharing to work are pretty common sense like making sure that your device is allowed to be discovered. And turn off password protected sharing.





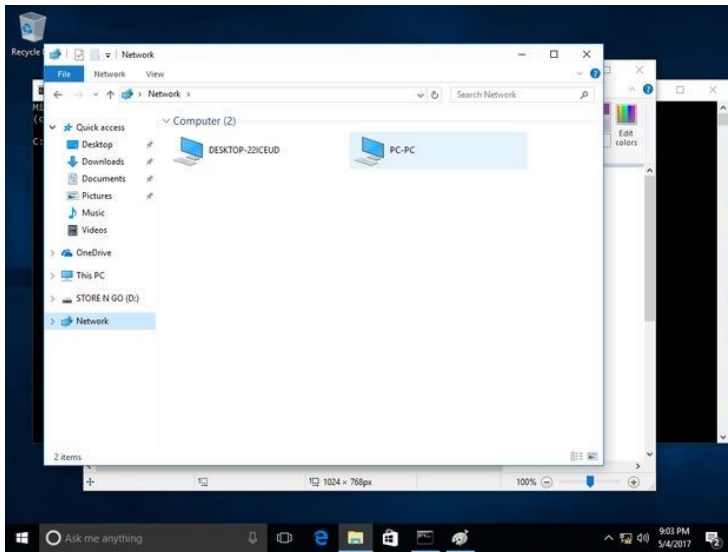
## Step 12: Go Into Network

Go onto another computer and open the file explorer. Go into the Network section found on the left hand side at the bottom.



## Step 13: Find the Device

Find the original device that the file was shared from.



## Step 14: Find the Folder That Was Shared

Once you click on the device you will find all the files that were shared from it. You can tell that the folder is shared over the network because it has the green crossroads looking thing under its name.

