**Creating and Managing Shared Folders**

You can share a folder in two ways.

To use the Sharing Wizard, right-click a folder and select Share.

If the Sharing Wizard feature is enabled, you will see the File Sharing screen,

where you can add local users.

Alternatively, you can access the wizard by right-clicking a

folder and then selecting Properties ➢ Sharing tab ➢ Share button.

However, you cannot use the Sharing Wizard to share resources with domain users. To

share a folder with domain users, right-click the folder and select Properties, and then select

the Sharing tab, shown in Figure 4.5.



Option Description

Share This Folder Makes the folder available through local access and network access

Share Name A descriptive name by which users will access the folder

Comments Additional descriptive information about the share (optional)

Limit The Number

Of Simultaneous

Users To

The maximum number of connections to the share at any one time

(no more than 10 users can simultaneously access a share on a

Windows 10 computer)

Permissions How users will access the folder over the network

Caching How folders are cached when the folder is offline