

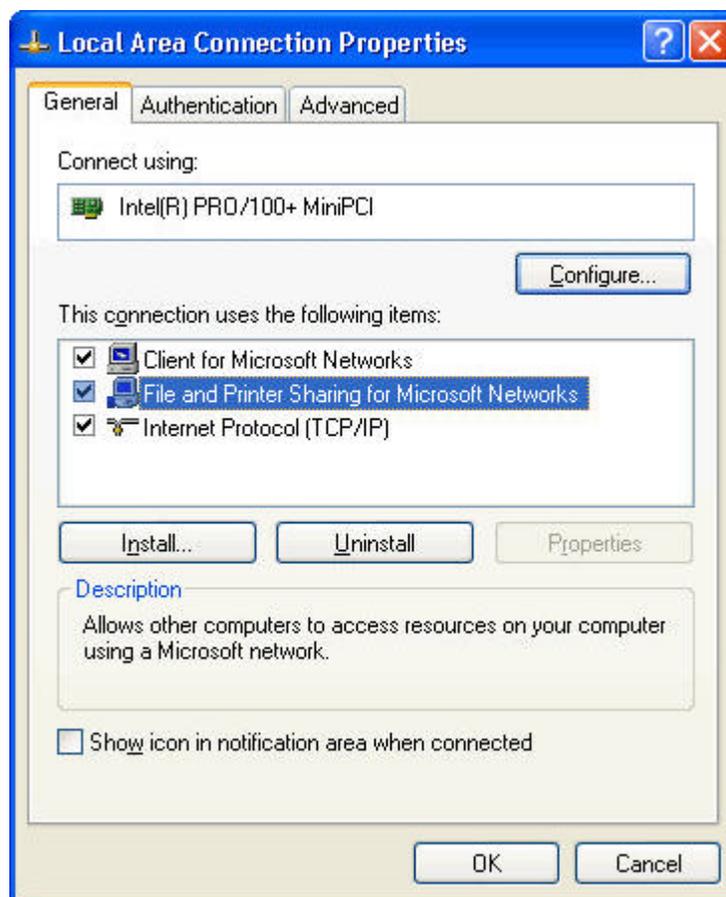
How to Set Up File Sharing

This section explains how to set up file sharing on a Windows XP Pro computer. If you are not logged into the computer, log in as you normally would. These instructions assume your computer is part of a workgroup or domain based network.

I. Configure your computer for file sharing

You will only need to configure your computer for file sharing once. If the option for file sharing is already set up on your computer or if you wish to set up another shared folder on your computer; continue to the instructions to: [II. Setting up the folder that will be shared.](#)

1. Click on **Start** and then select the **Control Panel**.
2. Double-click on the **Network Connections** icon. If you do not see this icon, click on **Switch to Classic View** located on the left side of the window to see all of the Control Panel options.
3. In the new window that appears right-click on the **Local Area Connection** icon and select **Properties** from the menu.



4. In the Local Area Connection Properties window, check that the **General** tab is selected. Under the *This connection uses the following items:* section, check that **File and Printer Sharing for Microsoft Networks** is listed and make sure that its checkbox is checked. If it is listed, the computer is already configured for file

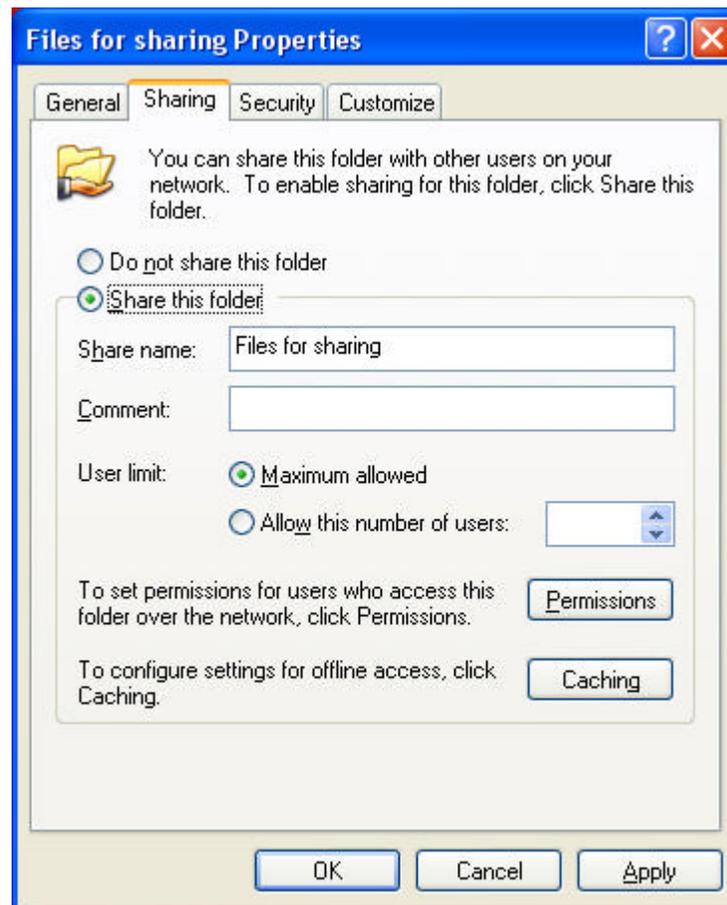
sharing; click **Cancel** and skip to the next section - [II. Setting up the folder that will be shared](#). If it is not listed, then:

- Click the **Install** button.
- Click once on **Service** to select that option.
- Click **Add**.
- Click once on **File and Printer Sharing for Microsoft Networks** to select it and then click **OK**.
- Click **Close**.
- If the computer asks to restart, click **No**. You will restart your computer in the next step. Proceed to [II. Setting up the folder that will be shared](#).

II. Setting up the folder that will be shared

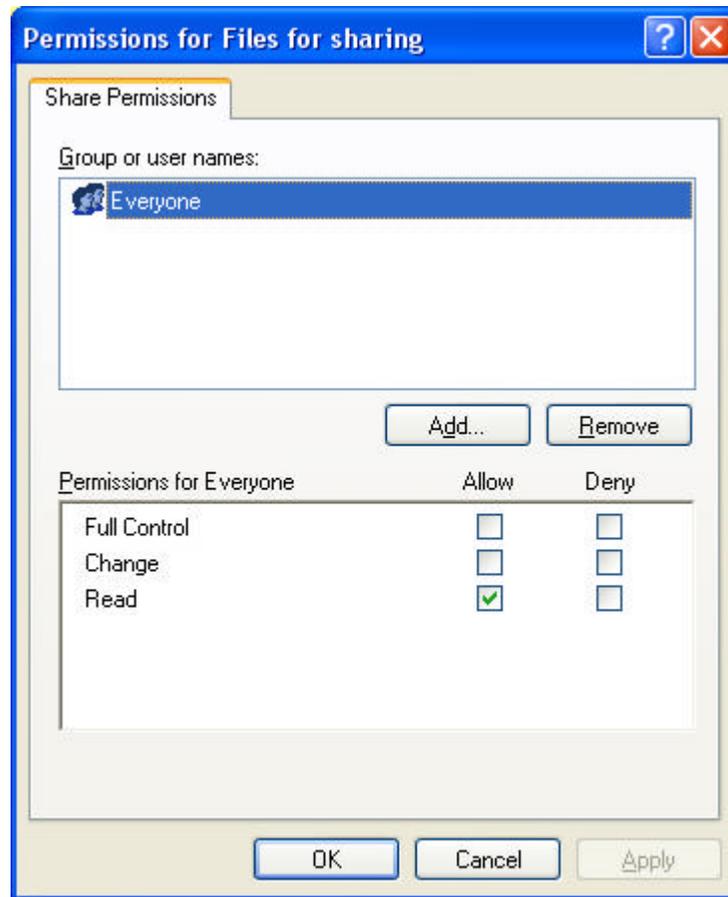
Only folders may be shared, not individual files, i.e. if you wish to share a file named *blue.doc*, then you must put *blue.doc* inside a folder and then share that folder by following the directions below. *Note: If a Windows 98 computer is going to access your shared folder, then the name of your shared folder should not contain any spaces.*

1. Right-click on the file or folder to be shared. In the menu that appears, select **Sharing and Security...**

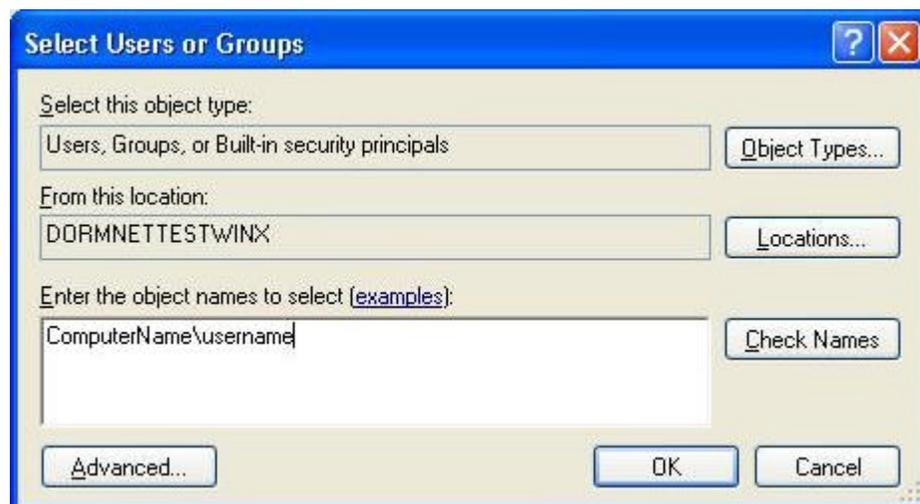


2. Select **Share this folder**. The name of the folder that appears on the network may be changed by typing in the new name in the *Share name* field.

3. Click on **Permissions**.



4. Click once on **Everyone** to select it and then click **Remove**.
5. Click **Add**.
6. To give others access to this folder:
 1. In the *Enter the object names to select* field, type **Wellesley\user name** where the user name is the domain user name of the person whom you wish to allow access to the folder and then click **Check Names**.



2. To add multiple user accounts, type a space after the first account name and then repeat step 1 for each account you wish to add. Each user account will appear as

DominName\UserName (i.e. *CompuCrank\rmayes*) and each user account will be separated by a semicolon.

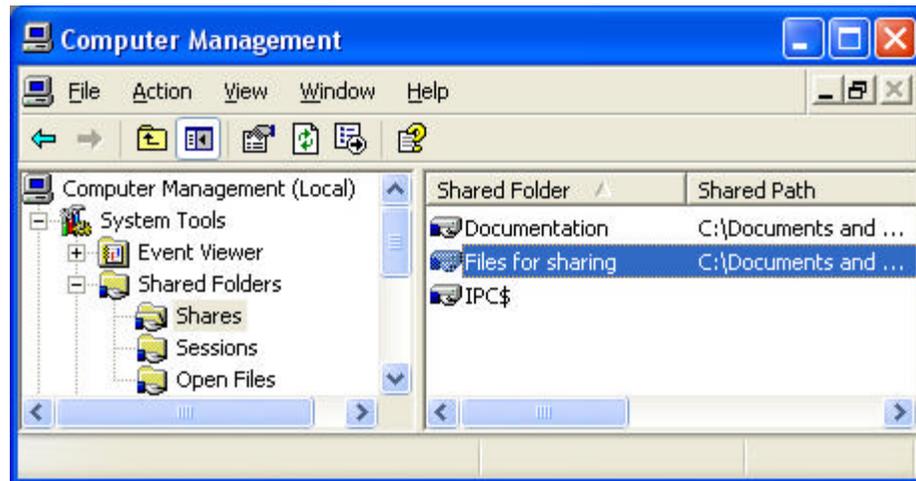
3. Click **OK** when you are done.
7. In the Permissions window, select the name of someone's account. Once it is highlighted, you may allow or deny them the privileges listed below. Check or uncheck the boxes next to the permissions you wish to give that person. Repeat this process for each person that has access to this folder.
 - o **Read** allows the user to read the files in the folder.
 - o **Change** allows the user to add, alter, or delete files in the folder.
 - o **Full Control** allows the user to read, add, alter, and delete files in the folder as well as to adjust these permissions or take ownership of the folder.
8. When the permissions for all users have been set, click **OK**.
9. Click on the **Security** tab and then click **Add**.
10. Add all the user accounts that you have added in the Permissions window in step 6.
 0. In the *Enter the object names to select* field, type in **WELLESLEY\user name** and then click **Check Names**.
 1. To add multiple user accounts, type a semicolon and a space after the first account name and then repeat step 1 for each account you wish to add. Each user account will appear as DominName\UserName (i.e. *CompuCrank\rmayes*) and the accounts will be separated by a semicolon.
 2. Click **OK** when you are done.
11. Click **Apply** and then click **OK**.

The folder icon will change into a folder resting on an arm . This indicates that this folder is now shared. Only the domain users whom you have given access to the shared folder(s) will be able to access the files within the folders.

To find out how to access shared folders on another computer go to the [How to access a shared folder](#) documentation.

How to check which folders are shared

1. Click on the **Start** button and select the **Control Panel**.
2. Double-click on **Administrative Tools** and then double-click on **Computer Management**. If you do not see the **Administrative Tools** option, click on the link in the left side of the window for **Switch to Classic View**.
3. Under the System Tools section on the left side of the window, double-click on the **Shared Folders** to expand it.
4. Click once on the **Shares** folder to display the list of shared folders on the computer in the right-hand side of the window.



- By default, IPC\$ is a "hidden" share (aka. administrative share) that is automatically set up on Windows XP Professional computers once file sharing is enabled. **Make certain that the Administrator's account on your computer is password-protected to ensure that this share is also password-protected.** To set or change the Administrator password, follow the directions for Windows Passwords.
- To undo sharing on a folder in this window, right-click on the folder and then select **Stop Sharing**. Click **OK** or **Yes** in the confirmation window. If you are asked to reconfirm this choice, click **Yes**. *Note: Do not undo sharing on IPC\$.*

How to remove file sharing

To un-share a particular folder:

1. Right-click on the shared folder. Select **Sharing and Security...**
2. In the window that appears, select **Do not share this folder**.
3. Click **Apply** and then click **OK**.

To turn off file sharing completely:

1. Click on **Start** and select the **Control Panel**.
2. Double-click on the **Network Connections** icon. If you do not see this icon, click on the **Switch to Classic View** link near the top left side of the window.
3. Right-click on **Local Area Connection** and select **Properties**.
4. Select **File and Printer Sharing for Microsoft Networks**.
5. Click the **Uninstall** button.
6. Click **Yes** in the window that appears.
7. Click **Close**.
8. Restart your computer.