

Sharing a File or Folder on the Northwest Network

How to Properly Share a File or Folder

The user must be either a Power User or local Administrator to create a share. The following steps need to be followed:

Note: Never share an entire hard drive! This applies to all Operating Systems. The "Everyone" Permission is not a wise option to utilize and it is not recommended.

1. **RIGHT** click on the folder that you would like to share.
2. Select **Properties** (left click).
3. Select the **Sharing** tab.
4. Click on the **Share this folder** option.
5. Enter a name for the **Share** and comment if wanted.
6. Click on the **Permissions** button.
7. Click on **Add**.
8. Double click on **Authenticated Users**.
9. Click on **OK**.
10. Click on the **Allow Full Control** box.
11. Select or highlight **Everyone**.
12. Click on **Remove**.
13. At this point, the only entry should be **Authenticated Users**. If any other entry exists, select and remove them.
14. Click on **OK**.
15. Select the **Security** tab.
16. Uncheck the **Allow inheritable permissions from parent to propagate to this object**.
17. Click **on Copy** on the box that pops up.
18. Click on the **Add** button.
19. The following needs to be added to maintain system reliability:
 - Administrator
 - Domain Admins
 - System
20. Make sure you add your own username, or otherwise you will **NOT** have access to your own data.
21. Add any other users that you want to have access to files within the folder.
22. Click on **OK**.
23. Select or highlight **Everyone** and click **Remove**.
24. Grant full control to the following names:

- Administrator
- Domain Admins
- System
- Your username

25. All other users should have modify access or less. Anyone granted ***FULL CONTROL*** has the ability to ***CHANGE*** security permissions on anything.
26. If you only want users to be able to read files, do ***NOT*** give them modify or write permissions.
27. Click on ***OK***.
 - You now have a properly configured share.