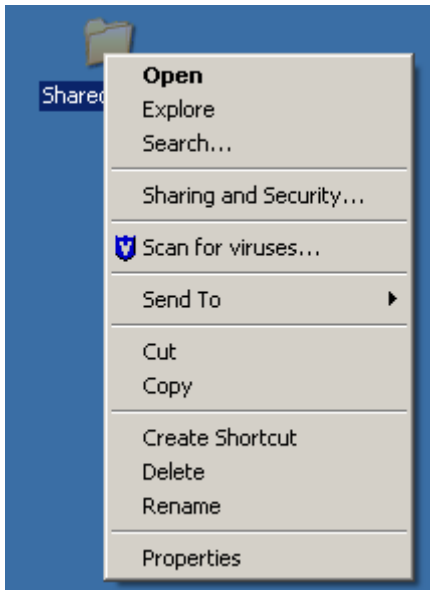
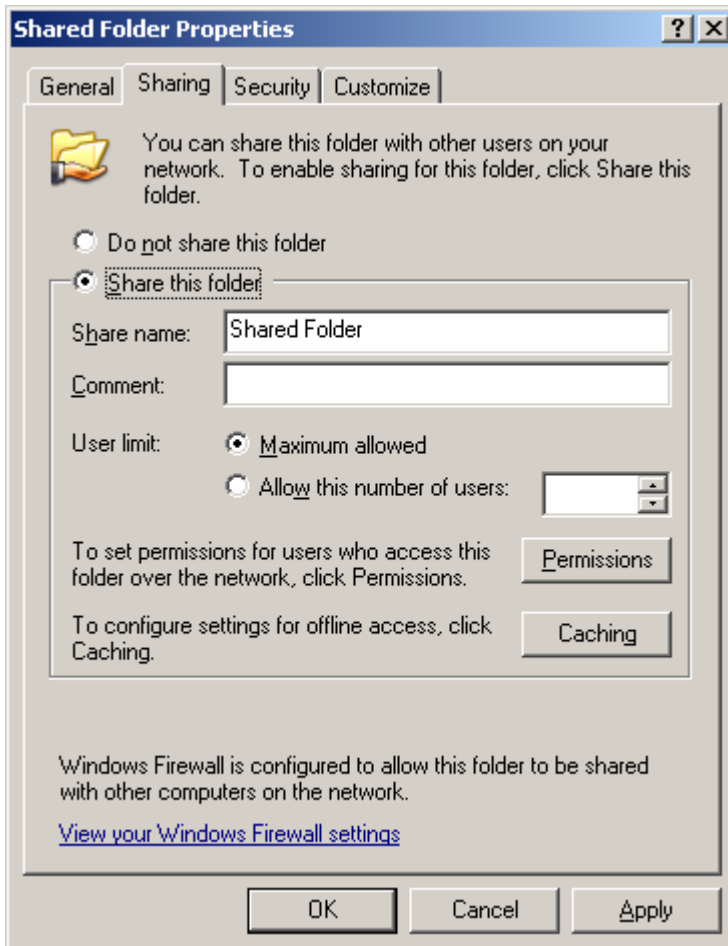


How to Share a Folder Using Windows XP

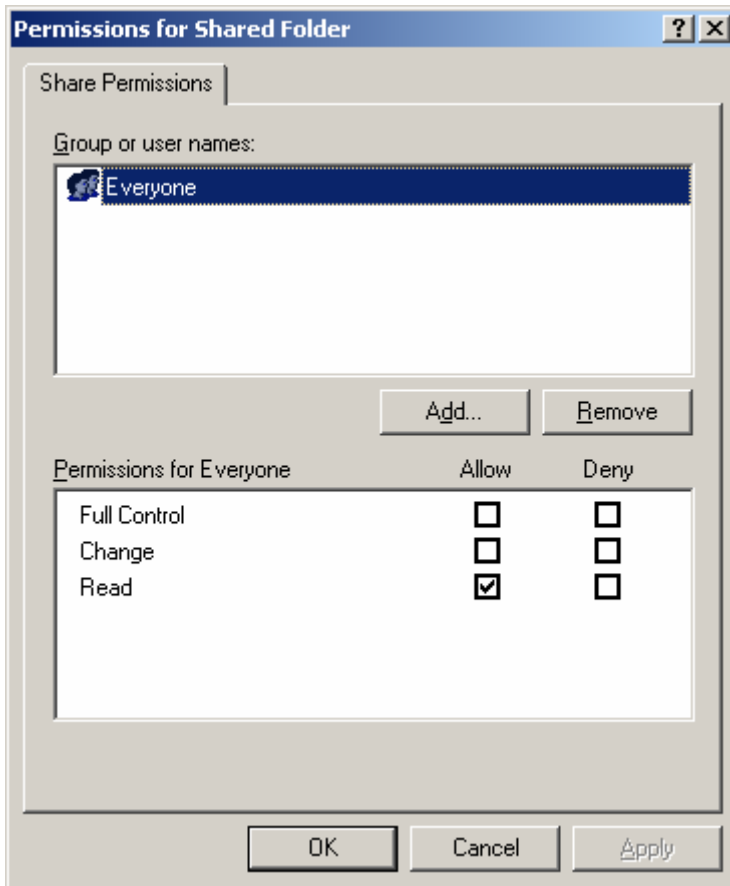
1. Right click the folder you need to share.
2. Select **Sharing and Security....**



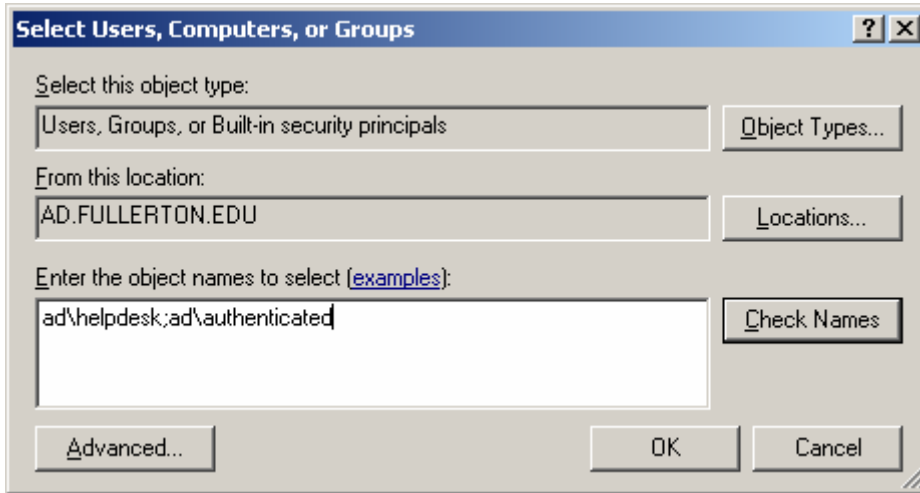
3. Click the **Share this folder** radio button.
4. Type a name for your share in the Share name: box.
5. Click the **Permissions** button.



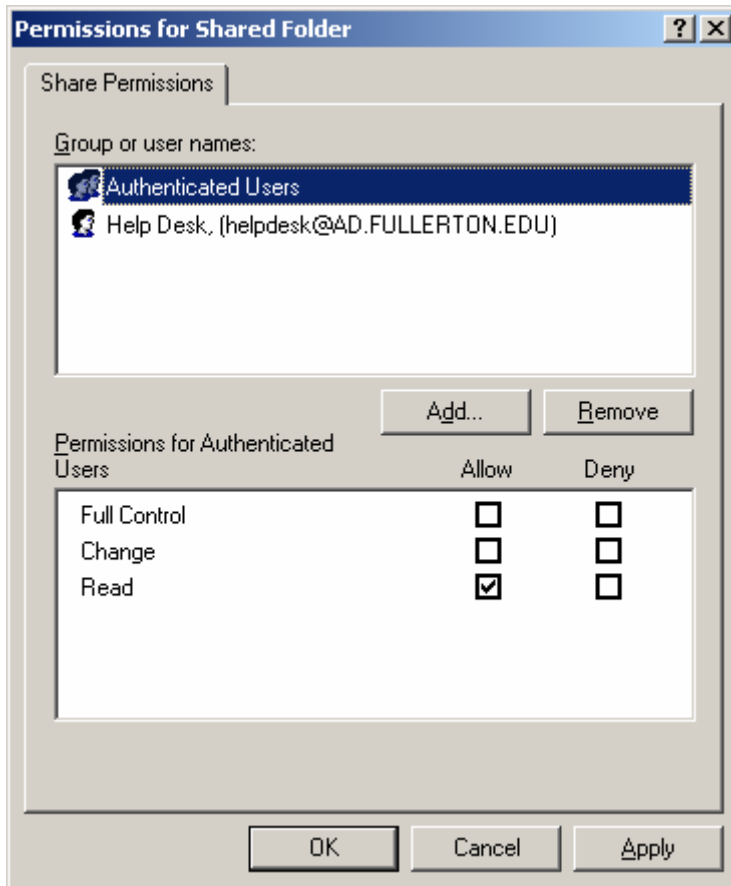
6. Select the **Everyone** group from the Group or User Name list and click the **Remove** button.
7. Click the **Add...** button.



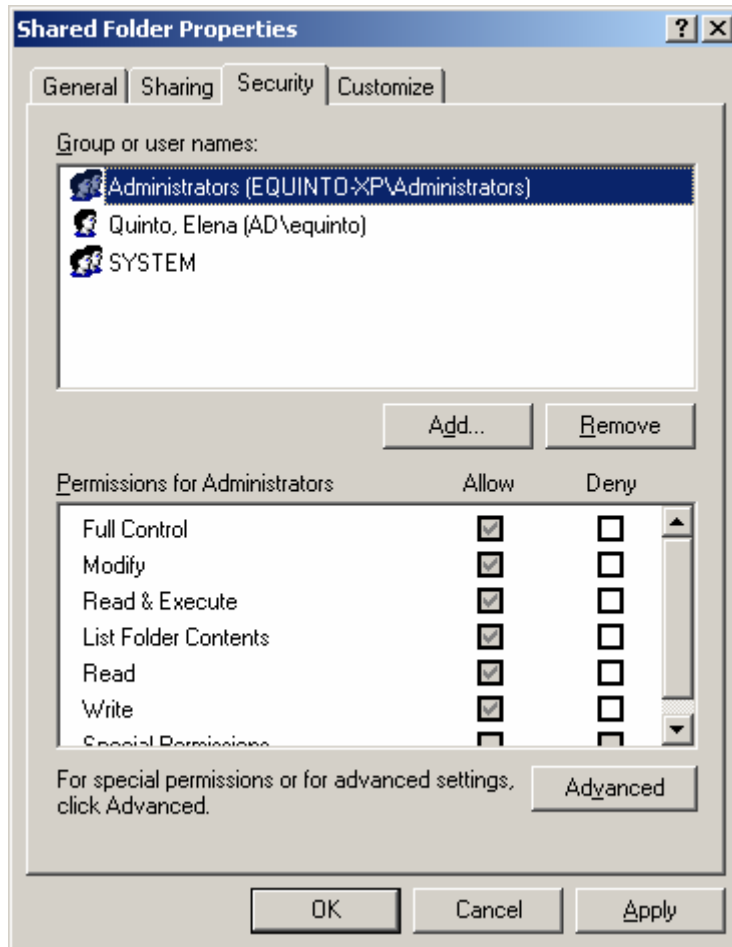
8. Enter the username that you want to have access to in the lower pane; separate them with semicolons. Use the following format:
DOMAIN\USERNAME.
9. Click the **Check Names** button.
10. When you are done adding users and groups, click **OK**.



11. Select each username in the **Group or User Name** list and grant them the appropriate **permissions**. For example: If you want users to be able to read but not modify files or directories, grant them Read access. If you want users to be able to create, edit, and delete files and directories, grant them Change access.



- Click on the **Security** tab
- Click the **Add...** button

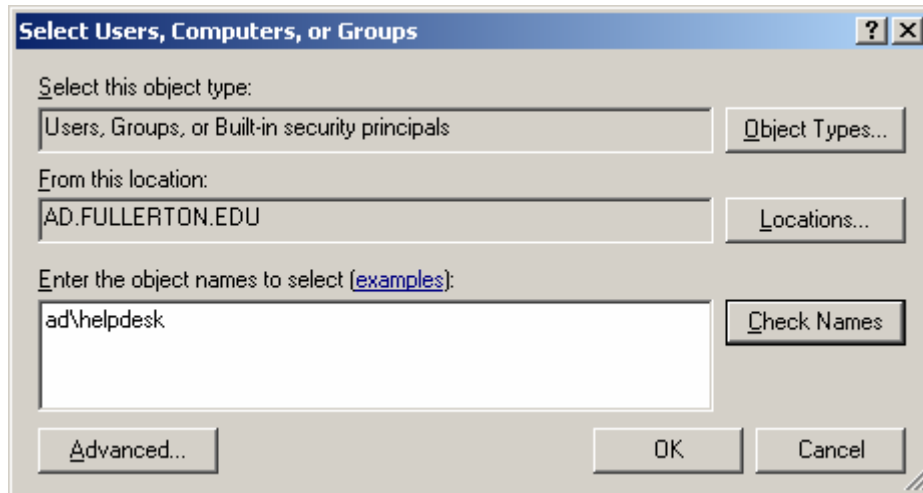


14. Enter the username that you want to have access to in the lower pane; separate them with semicolons. Use the following format:

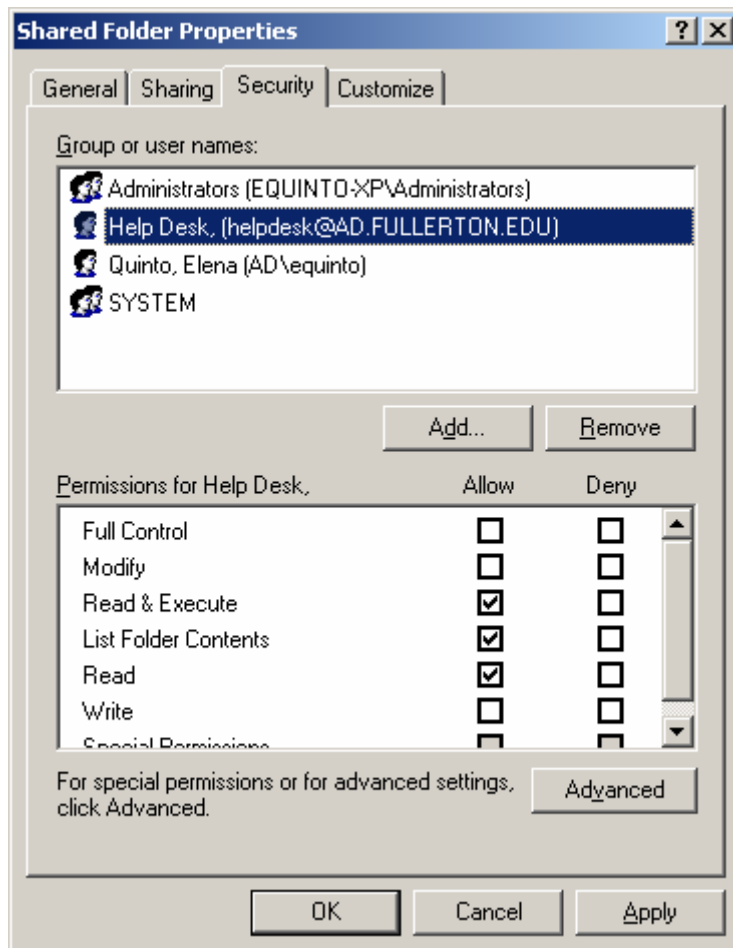
DOMAIN\USERNAME.

15. Click the **Check Names** button.

16. When you are done adding users and groups, click **OK**.



17. Select each account in the **Group or User Name** list and grant them the appropriate **permissions**.
18. When you are done, click **OK**



How to Connect to Shared Folder

Users connecting to your shared folder need to follow these steps on their computers.

1. Click on the **Start** button
2. Select **Run**
3. Type in the [\\computername](#) that the shared folder is on. Replace computername with the name of the computer that the shared folder is on.
4. Click **OK**

