

Tech Training: File Sharing

One of the advantages of networking computers together is the ability to share files and other resources across multiple devices and multiple users. Drives, folders, and printers are among those resources shared most often at Taylor. The term Share is used to describe any resource that has been made available on the network.

The most common Shares at Taylor are:

- Printers (\\Print\PrinterQueueName)
- Departmental folders (\\FileSrv\UniversityCommon\DepartmentName)
- Banner folders (\\FileSrv\BannerShares\Users\UserName)
- Document Redirection (\\FileSrv\MyDocs\UserName)
- Document Backups (\\FileSrv\UniversityPNF\UserName)

The most common Shares used by CS employees are:

- Client Services ([\\CsSrv2\ClientServices](#))
 - Shared, read-only, to anyone with a Taylor username
 - Used to share client tutorials, utilities, 4040 Support Site, etc.
 - Available on- or off-campus
- CS\$ ([\\CsSrv2\CS\\$](#))
 - Shared, read/write, to CS employees
 - Used to share tech tutorials, tech utilities, software installs, Resources website, etc.

The Remote Tool 'Browsing The Network' takes advantage of existing Shares. This tutorial covers the creation of new Shares.

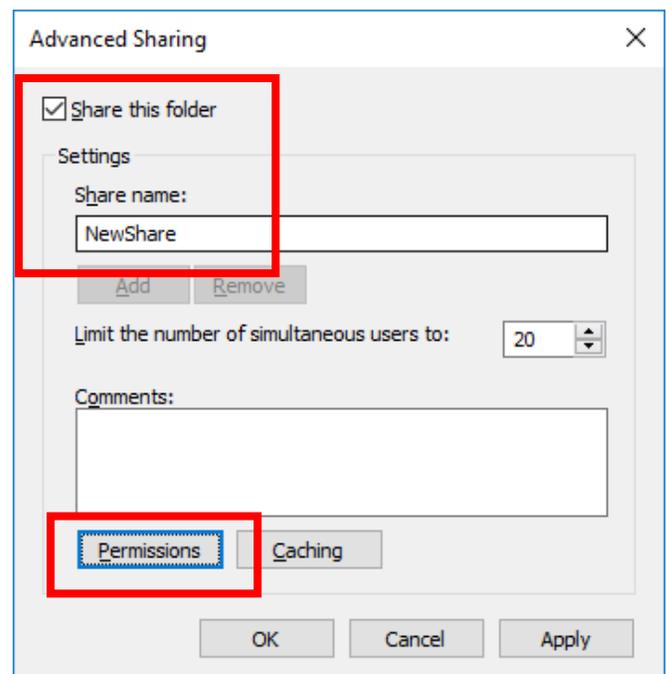
Creating a Share

Create a new folder

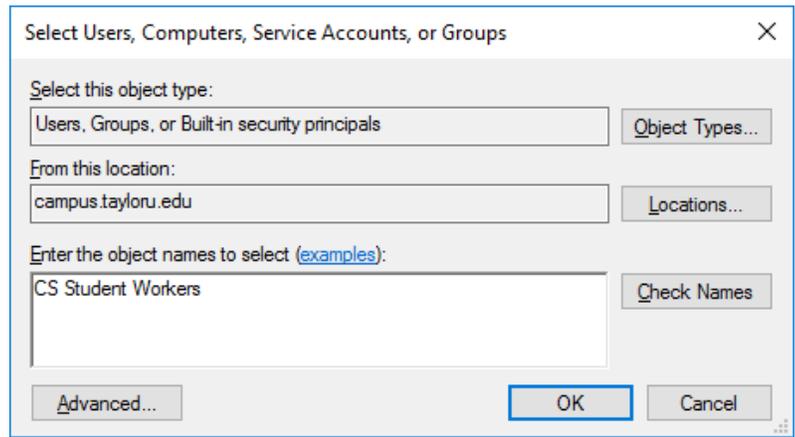
- Log into Station #2
- Create a new folder on your Desktop (right-click > New > Folder)
- Rename it NewShare

Activate Sharing

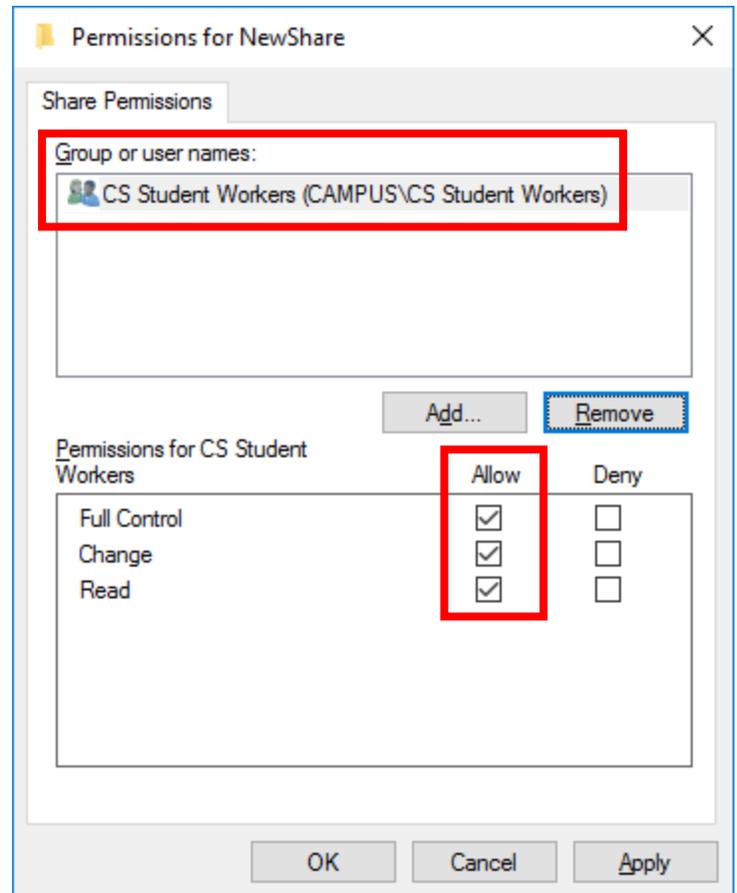
- Right-click on NewShare folder > Properties
- Move to the Sharing tab
- Click Advanced Sharing...
- Enable Share this folder
- Change the Share name (optional)
- Click Permissions



- Type 'CS Student Workers'
- Click OK



- Select CS Student Workers
- Click Full Control. This gives all CS Techs read/write privileges on your Share.
- Select Everyone
- Click Remove. This disables the default privileges which allow all Taylor users to view your Share.
- Click OK > OK > OK to activate the Share



Test Sharing

Browse to your new Share

- Log onto Station #3
- Browse the network to Station #3. You should have notes on how to do this.
- Locate your new Share
- Open it
- Create a new document
 - Right-click Share > New > Text Document
- If you are able to create a new document, you have Write privileges on the Share