

How to share a folder (folder) on Windows 10

Sharing folders via LAN is often used in offices, where many people work together. To share a folder on Windows 10 via LAN, follow the steps below:

On previous versions of Windows, sharing folders was quite difficult. However, on Windows 10, this process is much simpler. Some sharing options on Windows 10 also provide full folder control for users.

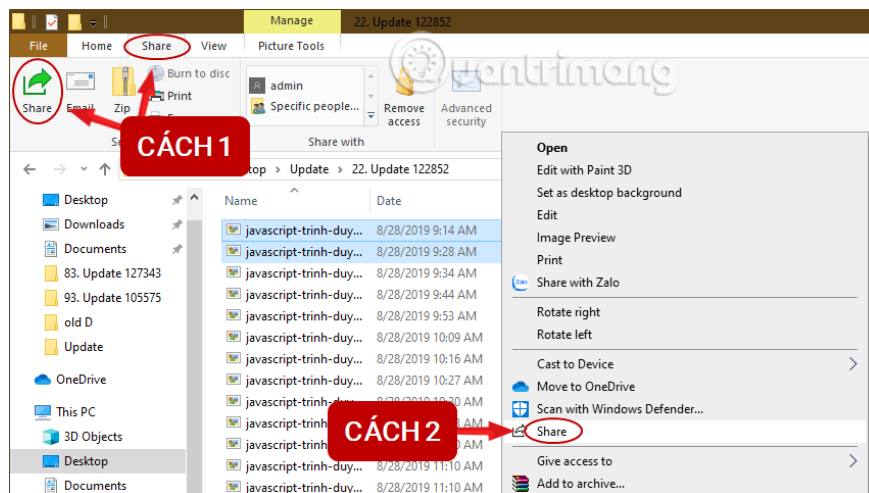
Method 1: Share folders using the Windows 10 Share file feature

Step 1: Open File Explorer.

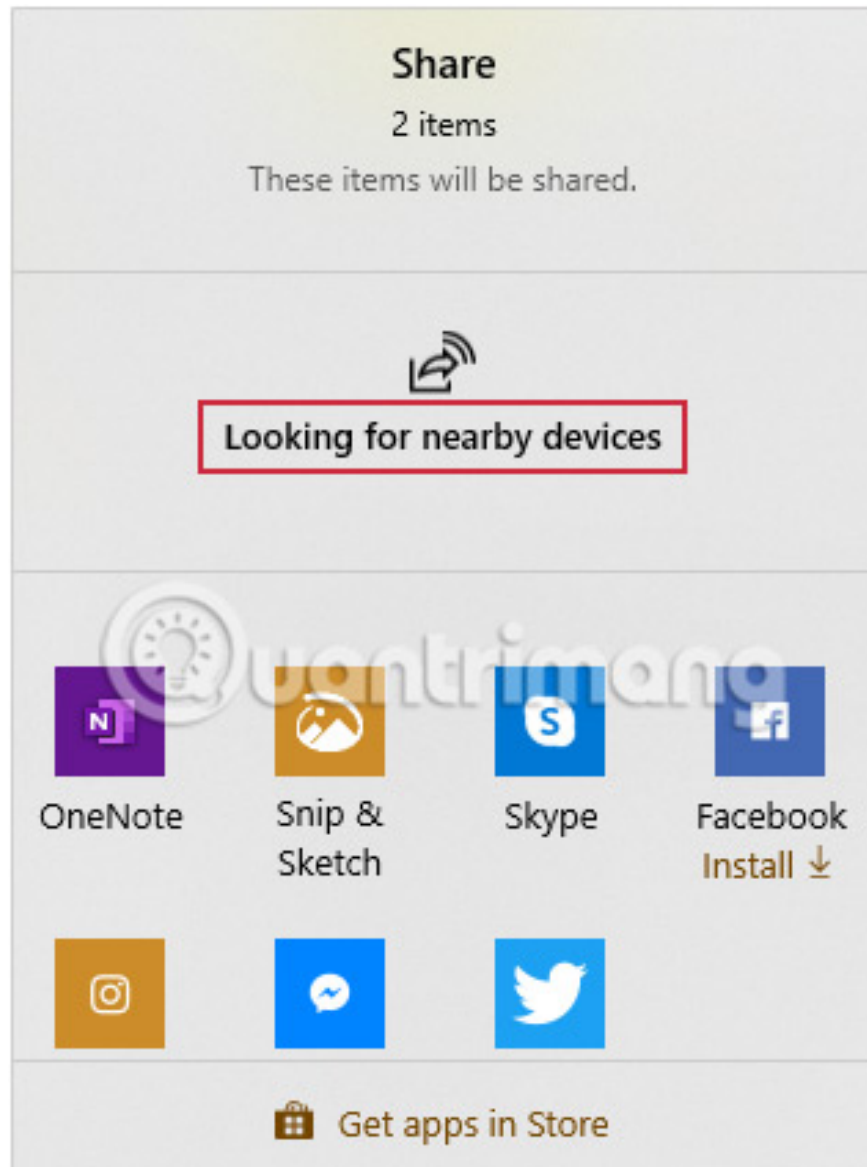
Step 2: Navigate to the folder location and files you want to share.

Step 3: Select the files you want to share then click on the **Share** tab at the top left of the window and select **Share**.

You can also right-click on the selected file and click the **Share** option in the menu that appears for quick results.



Step 4: Select an application you want to share via or scan for devices near you to share directly to the recipient by clicking **Looking for nearby devices**.

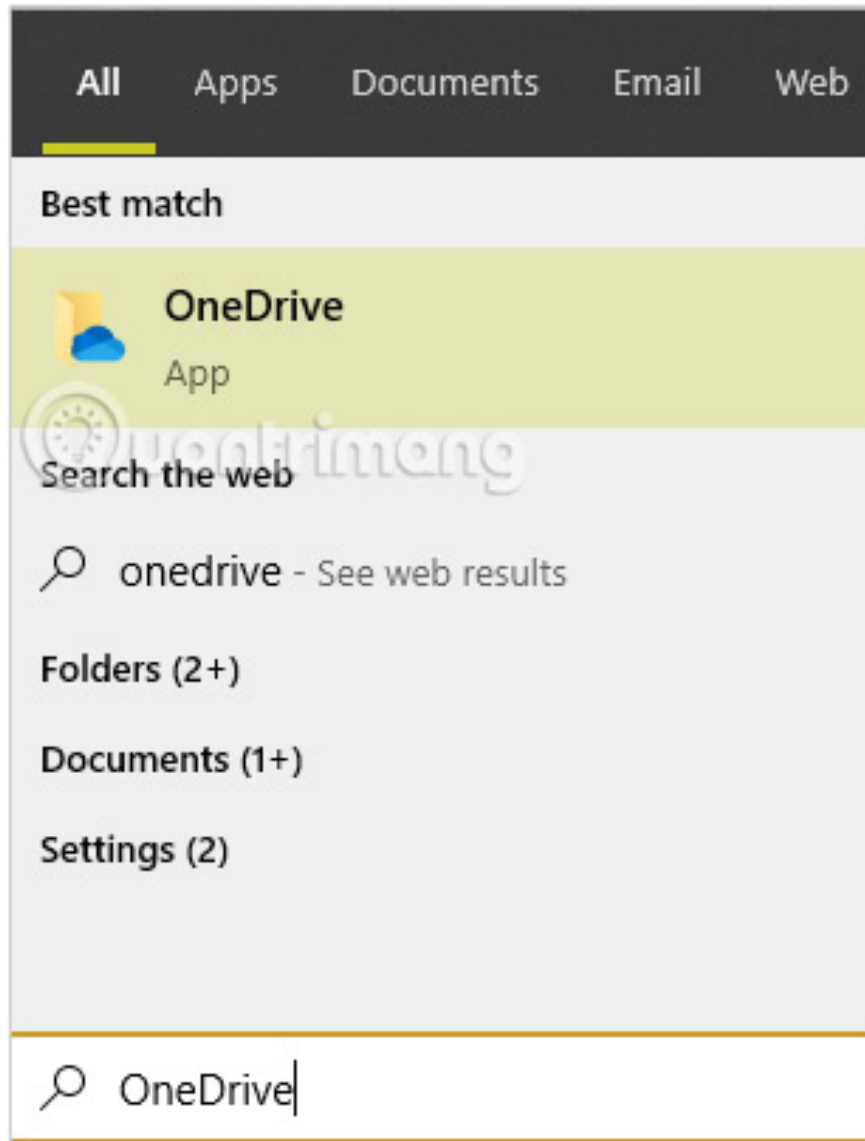


If you choose **Looking for nearby devices** , remember that both sending and receiving devices must have **Near share** turned on .

Method 2: Share folder on Windows 10 using One Drive

If you want to share files stored in OneDrive on your computer, follow these steps:

Step 1: First, enter the keyword OneDrive into the **Search** box on **the Start Menu**, select and open **OneDrive** to go to the folder.



Step 2: Select the files you want to share then right-click, select **Share a OneDrive > Copy Link** to create a link that can be shared with others.

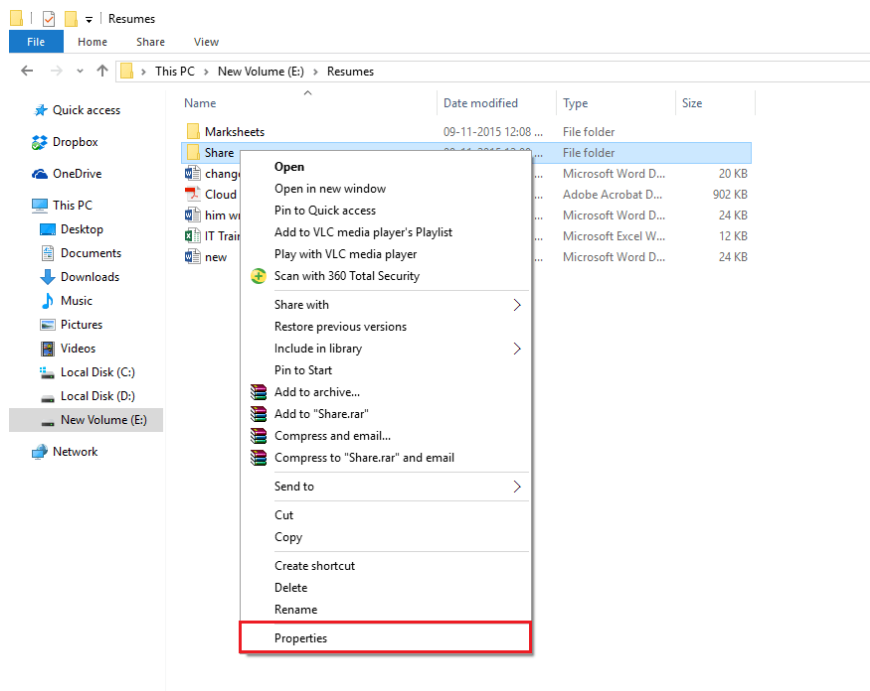


Step 3: Paste the link to send to the person you want to share with, possibly via email, text message.

The recipient will be able to access your folder at any time, even if your computer is not turned on.

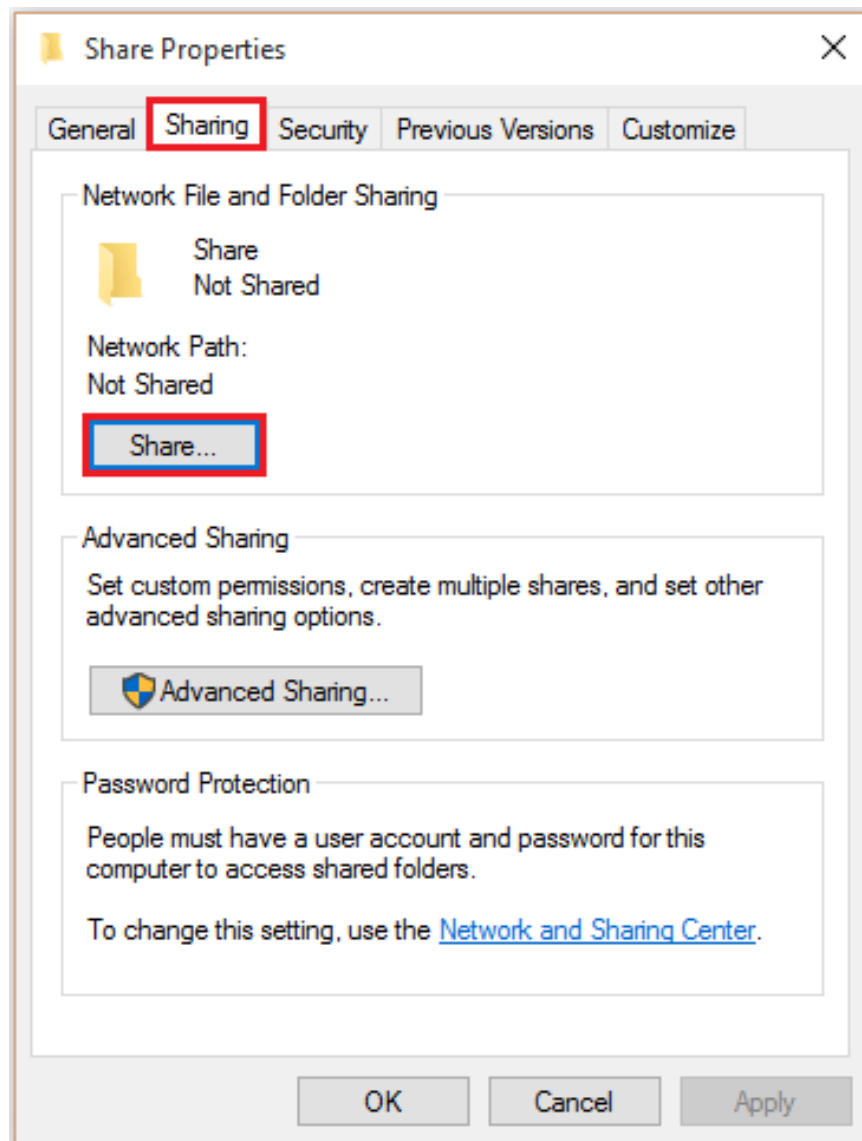
Method 3: Share folders on Windows 10 using File Explorer

Step 1: Right-click the folder you want to share, then click **Properties** .

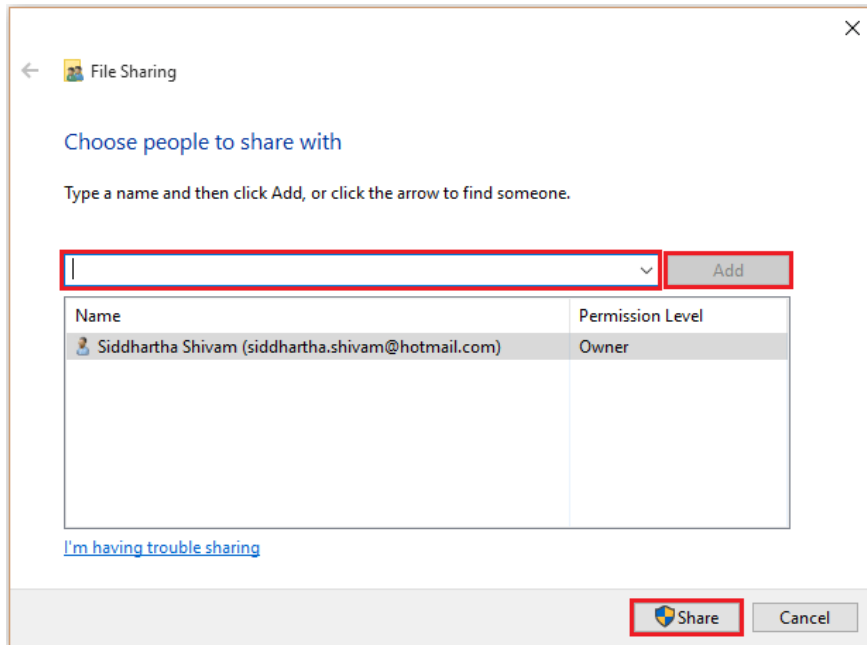


Step 2: On the Sharing Properties window, click the **Sharing tab**.

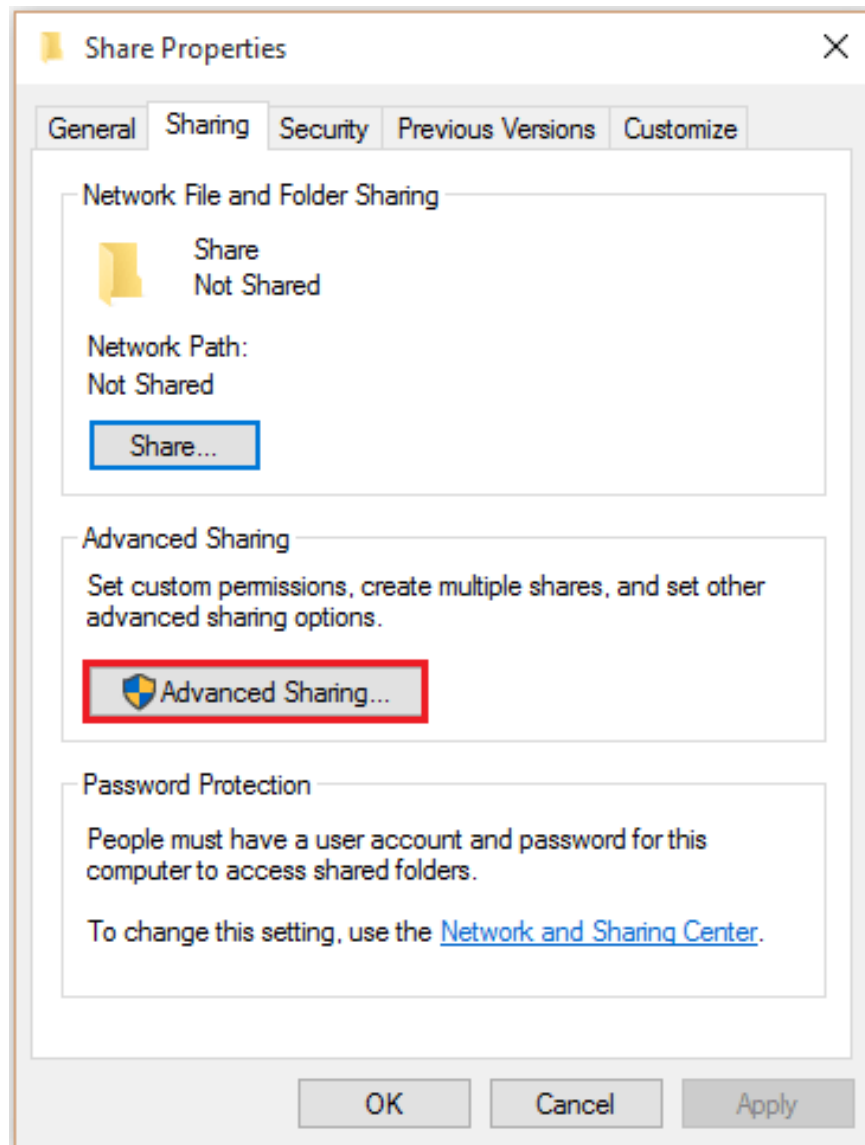
Under **Network file and Folder Sharing** section , click **Share** .



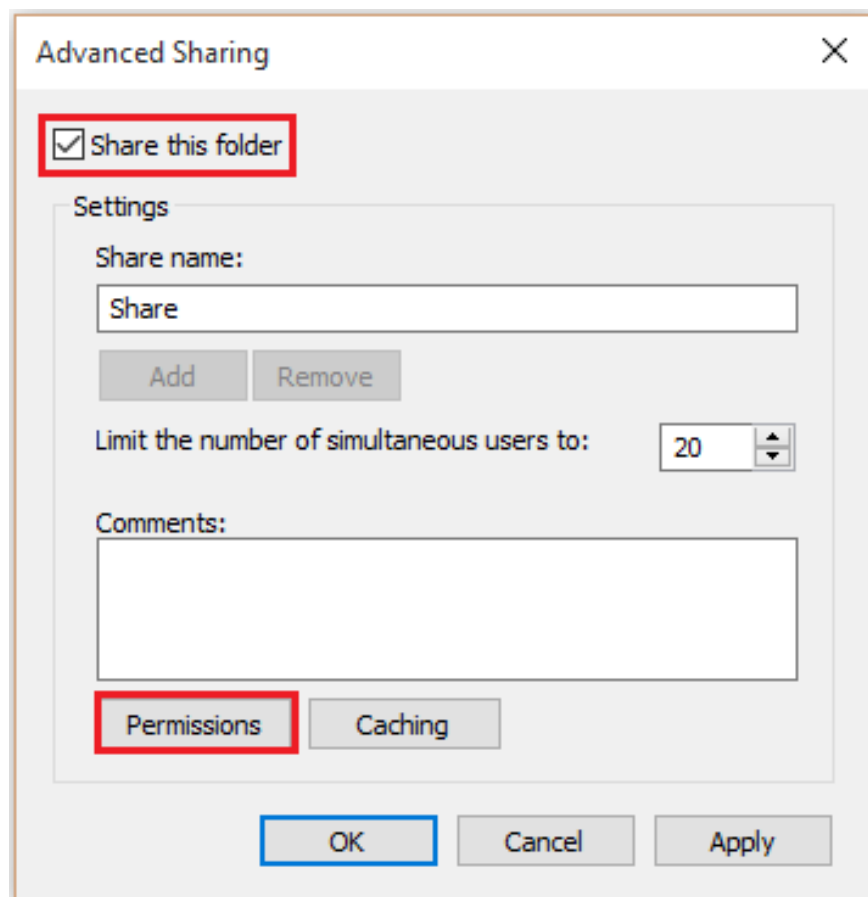
Step 3: Enter the name of the person you want to share the folder with. Next, after you have added the name to the list, click **Share**.



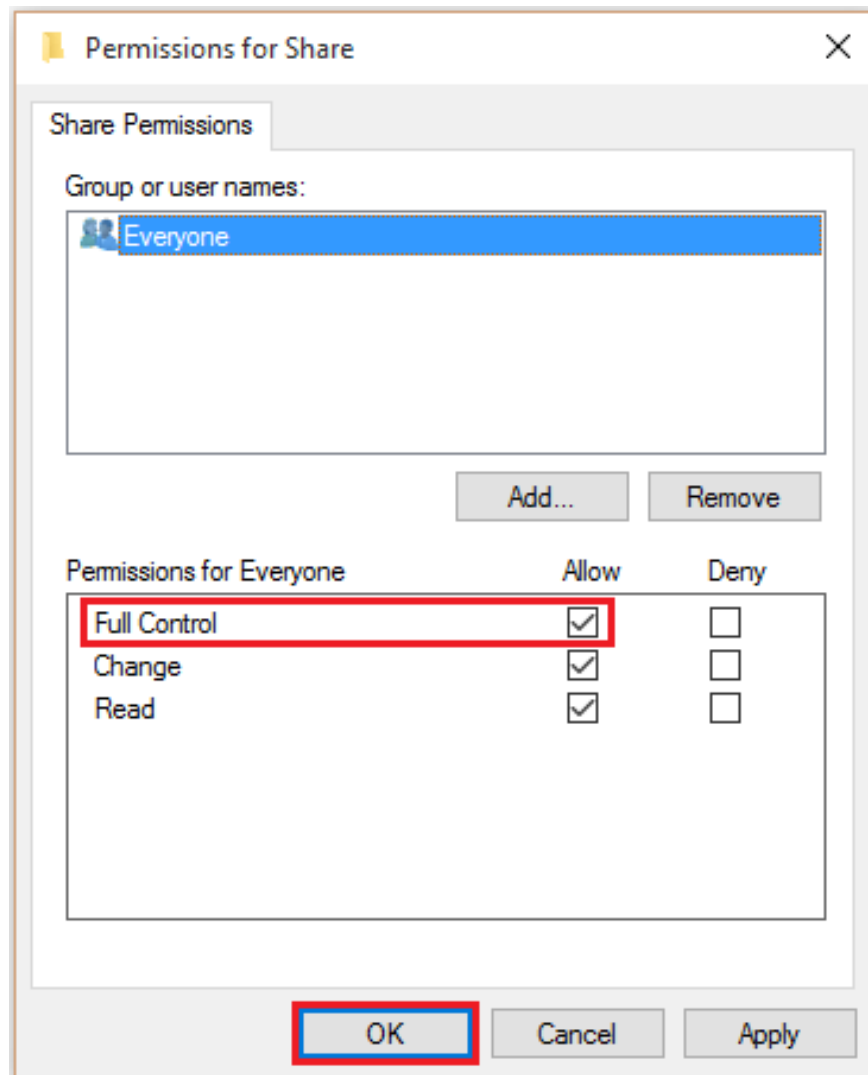
Step 4: If you want to control read and write access to the folder during the sharing process, click **Advanced Sharing** on the Share Properties window .



Step 5: Check the **Share this folder** option , and click **Permissions**.



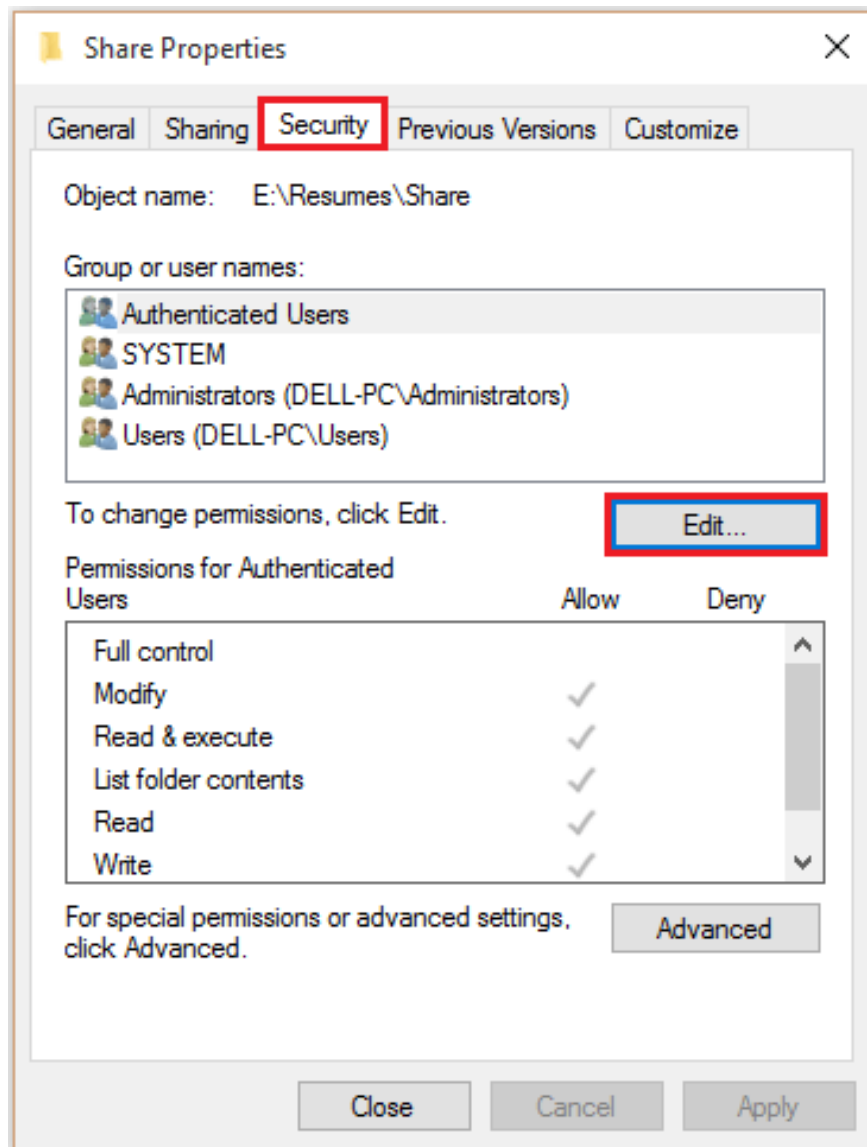
Step 6: Next, check **Full Control**, then click **OK** .



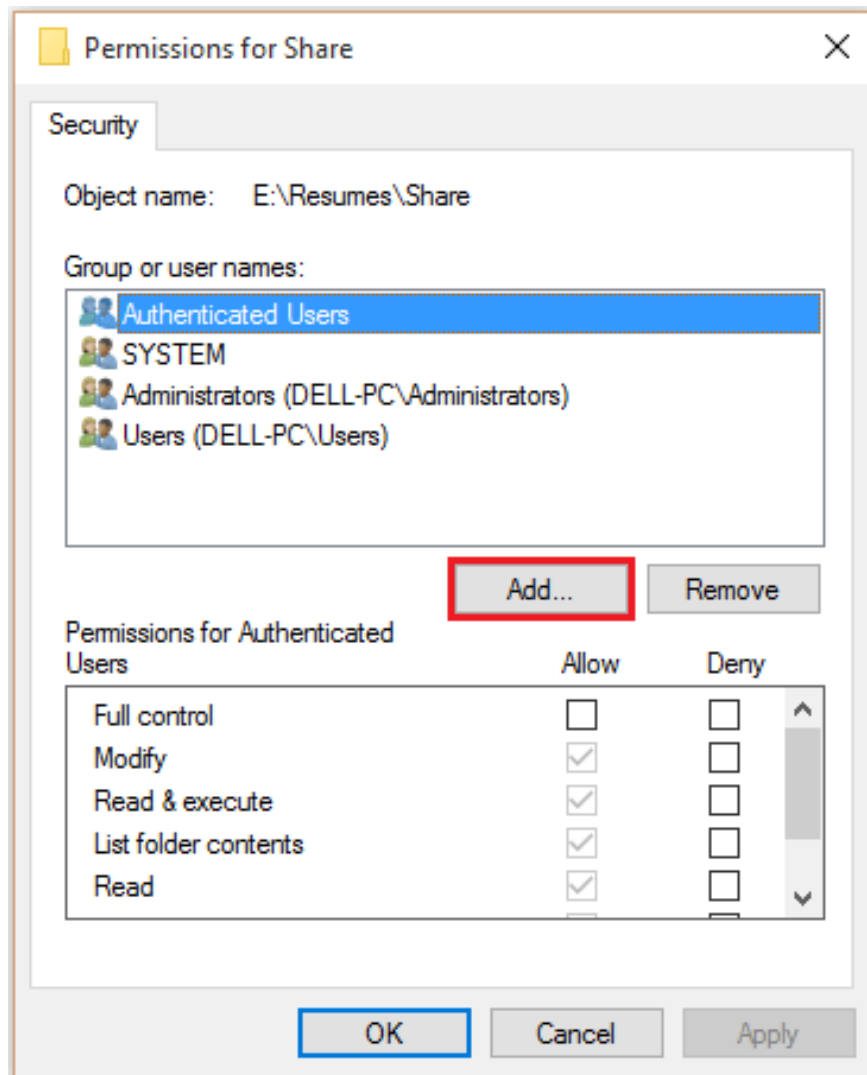
Note:

1. Edit permissions in the **Security** tab to provide full control over the folder during sharing.
2. **If the Security** settings are not changed, there is at least one visitor count in Sharing and Security that will be considered during the sharing process.

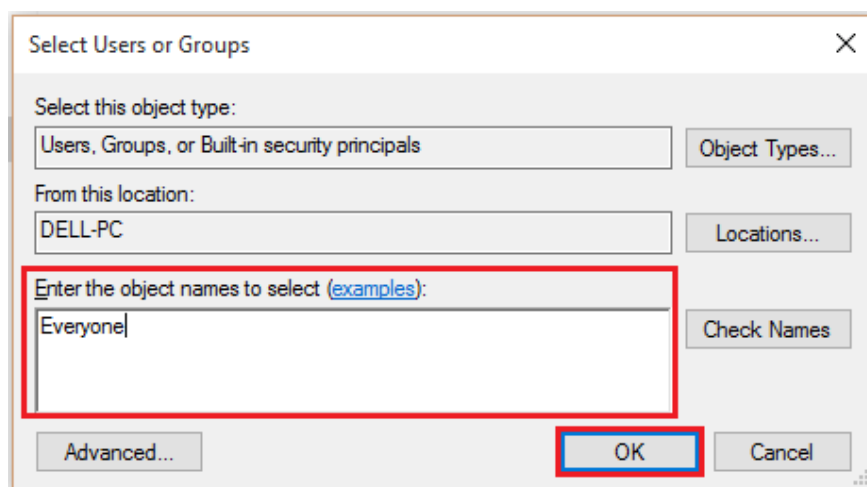
Step 7: Click the Security tab . To change permissions, click **Edit** .



Step 8: Click **Add**.

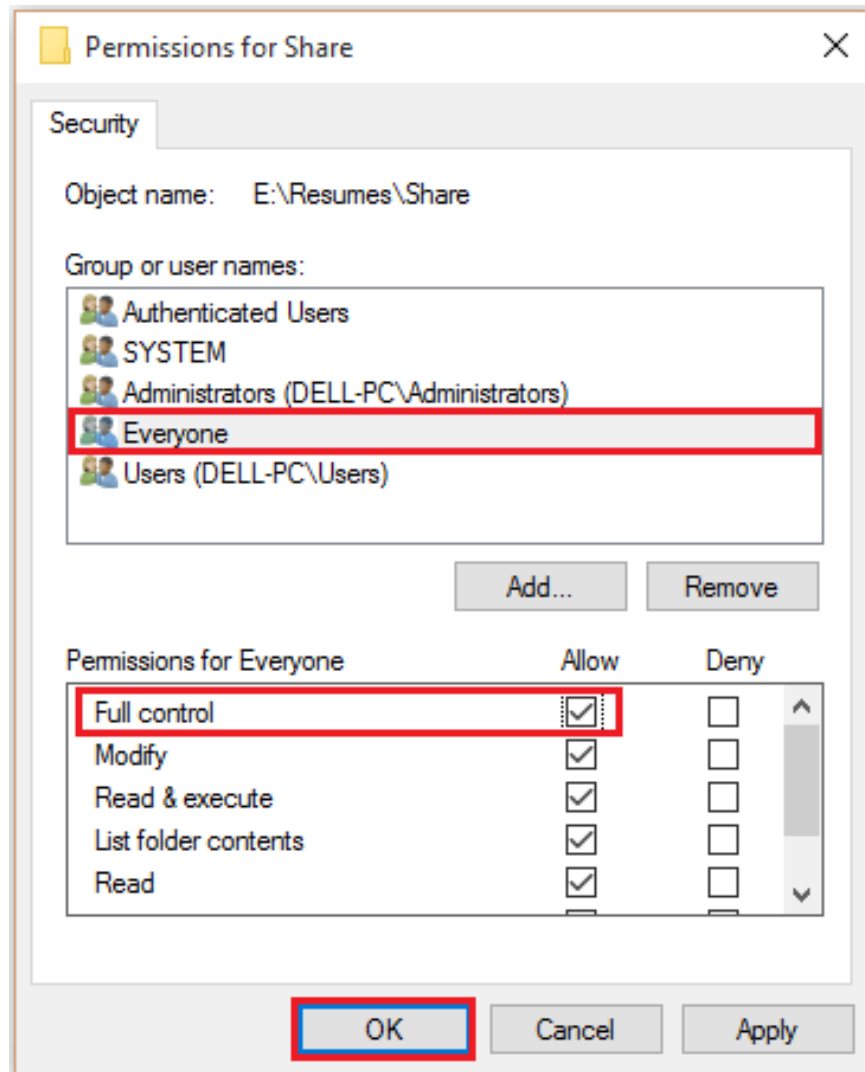


Step 9: Enter **Everyone** in the **Enter the object names to select** box and then click **OK**.



Step 10: In the **Username** section, select **Everyone** , then check **Full Control** .

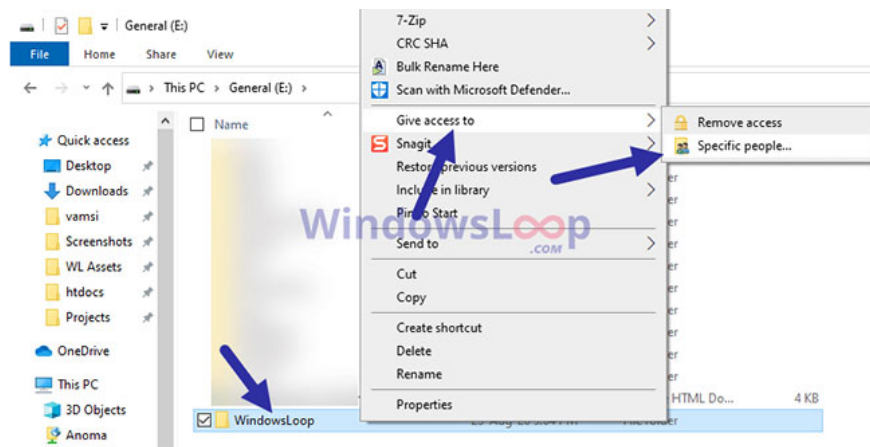
Finally click **OK** to complete the entire process.



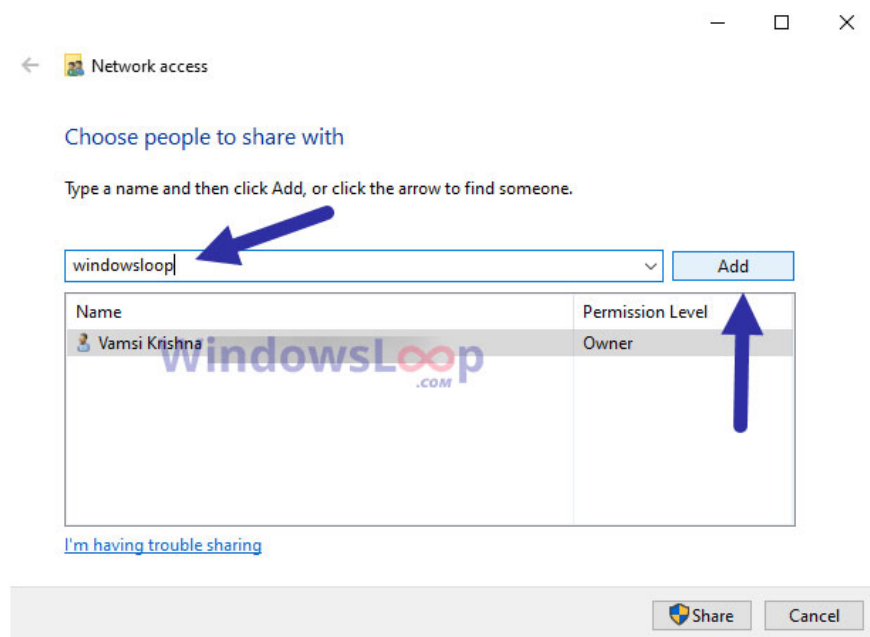
How to share folders with specific users in Windows 10

Follow the steps listed below to share folders with specific users in Windows 10.

1. First, open File Explorer and find the folder you want to share.
2. Right click on the folder you want to share.
3. **Select the Give access to > Specific people** option in the context menu.



4. Now, enter the username in the blank field and click **Add**.

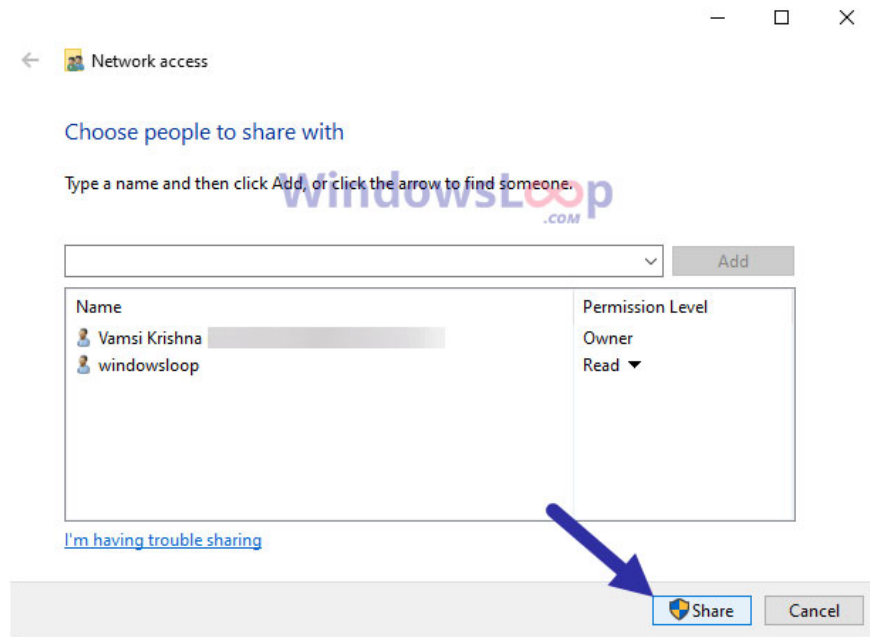


5. As soon as you click this button, the user will be added to the list.

6. By default, the permission level is set to **Read-only**, meaning users can read files but cannot modify or delete them.

7. (Optional) If you want to enable read and write, click the drop-down menu and select **Read/Write**.

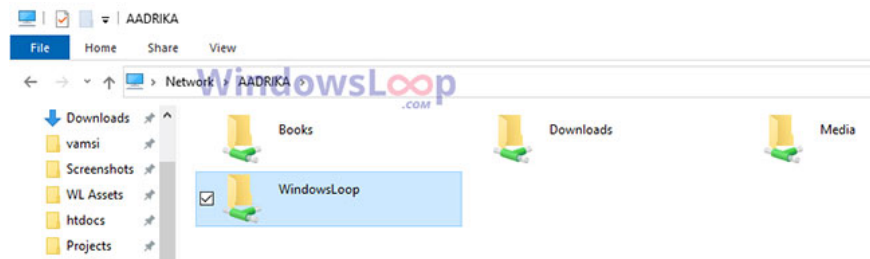
8. After setting the permission level, click the **Share** button.



9. When you click this button, the folder is shared with that specific user.

10. Click the **Done** button to close the wizard.

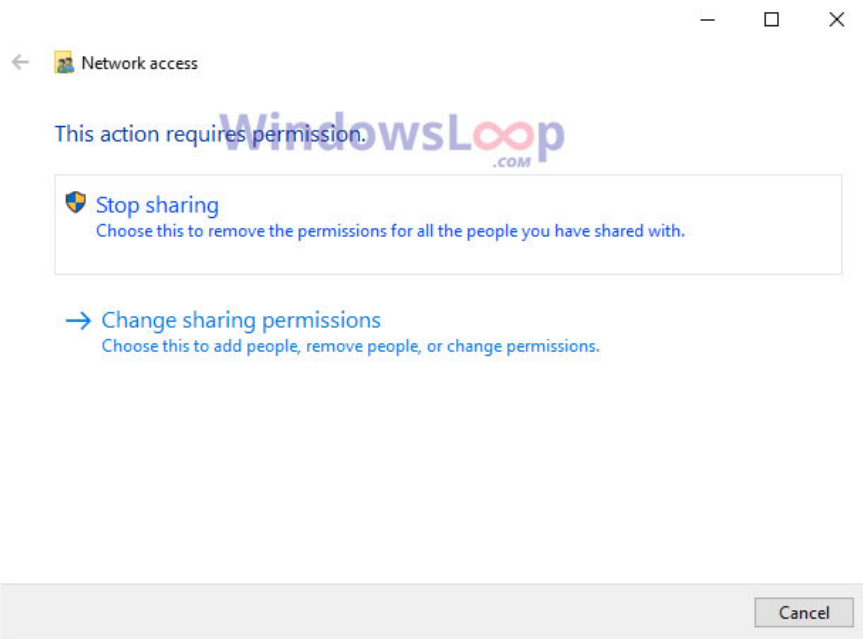
That's all there is to it! You have successfully shared a folder with users in Windows 10. Users can then access that folder from the **Network** panel in **File Explorer**.



Stop sharing

If you want to remove a user, right-click on the shared folder and select the **Give access to > Remove access** option .

Next, click on the **Stop sharing** option.



If you want to remove a specific user, select **the Change sharing permissions** option and select **Remove** from the **Permissions level drop-down menu**.

Refer to some more articles below:

Good luck!

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