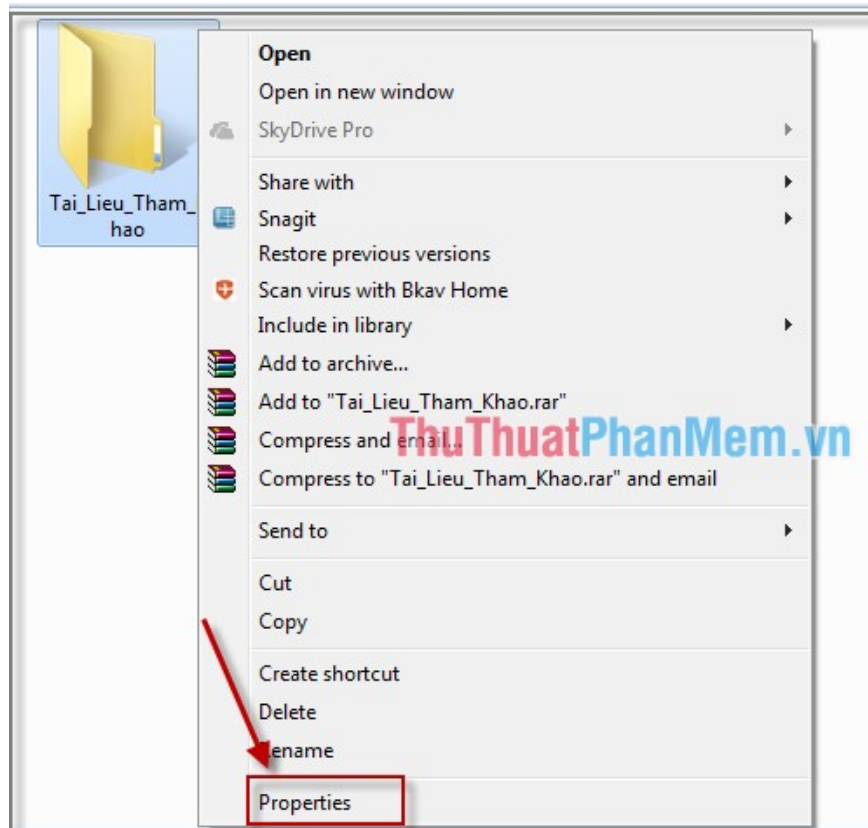


How to share folders, drives in Windows

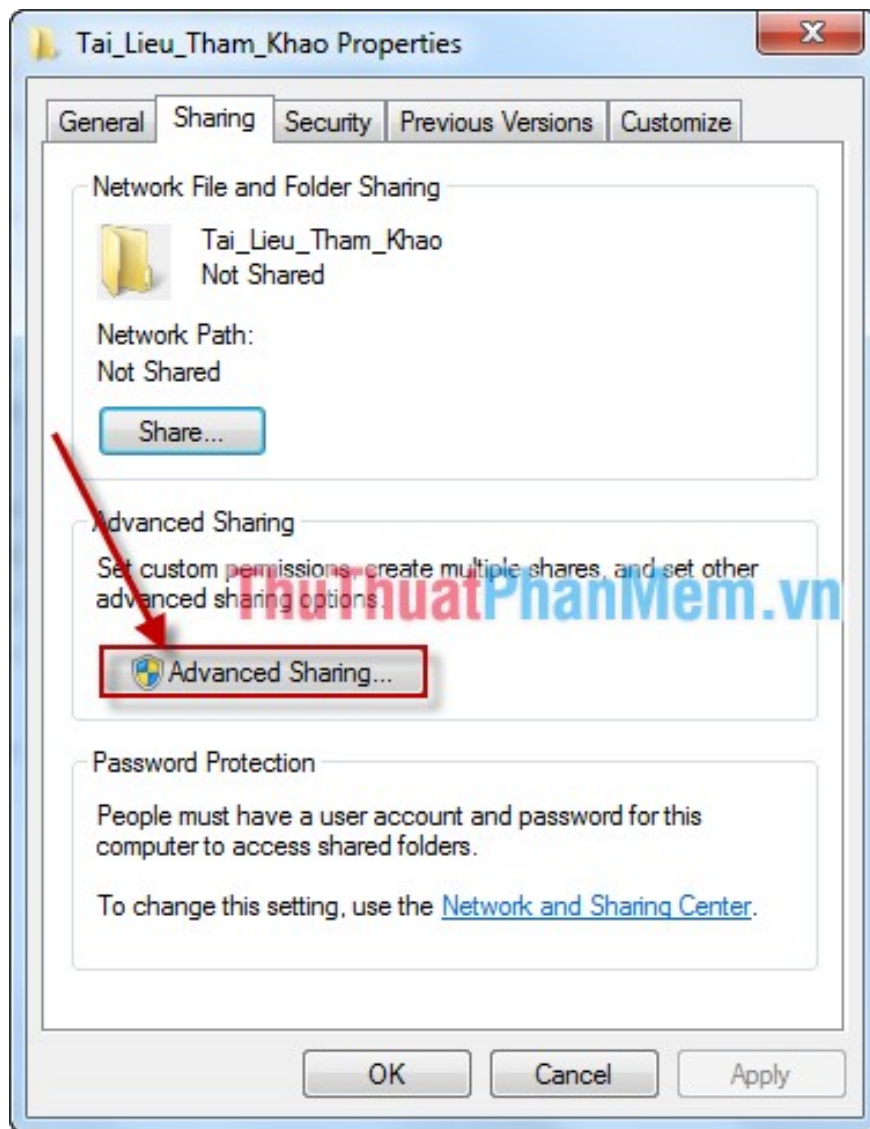
The following article details how to share / share drives and folders in Windows. This article is very useful for those who work in LAN using shared data.

The following article details how to share / share drives and folders in Windows. This article is very useful for those who work in LAN using shared data.

Step 1: Right-click the folder or drive to share -> **Properties** .



Step 2: A dialog box appears, select **Advanced Sharing** to choose who to share data and their access.

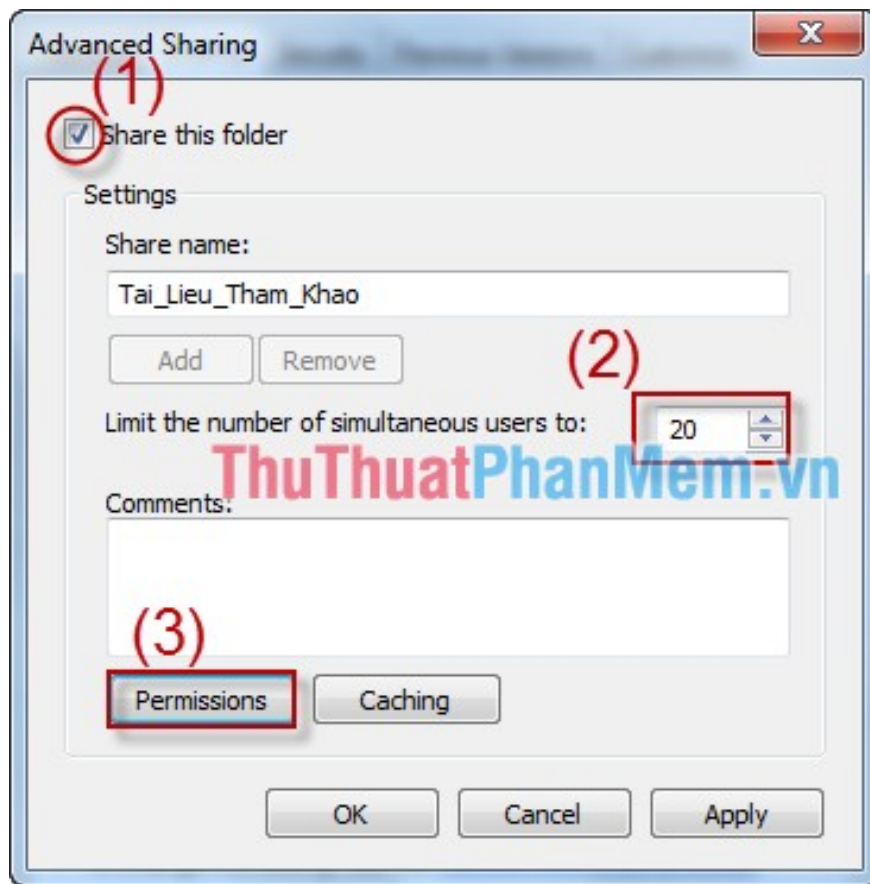


Step 3: The dialog box appears:

Check the Share this folder item (1).

Change the limit of the number of simultaneous accesses to this directory (2).

Clicking **Permissions** will limit folder permissions (3).

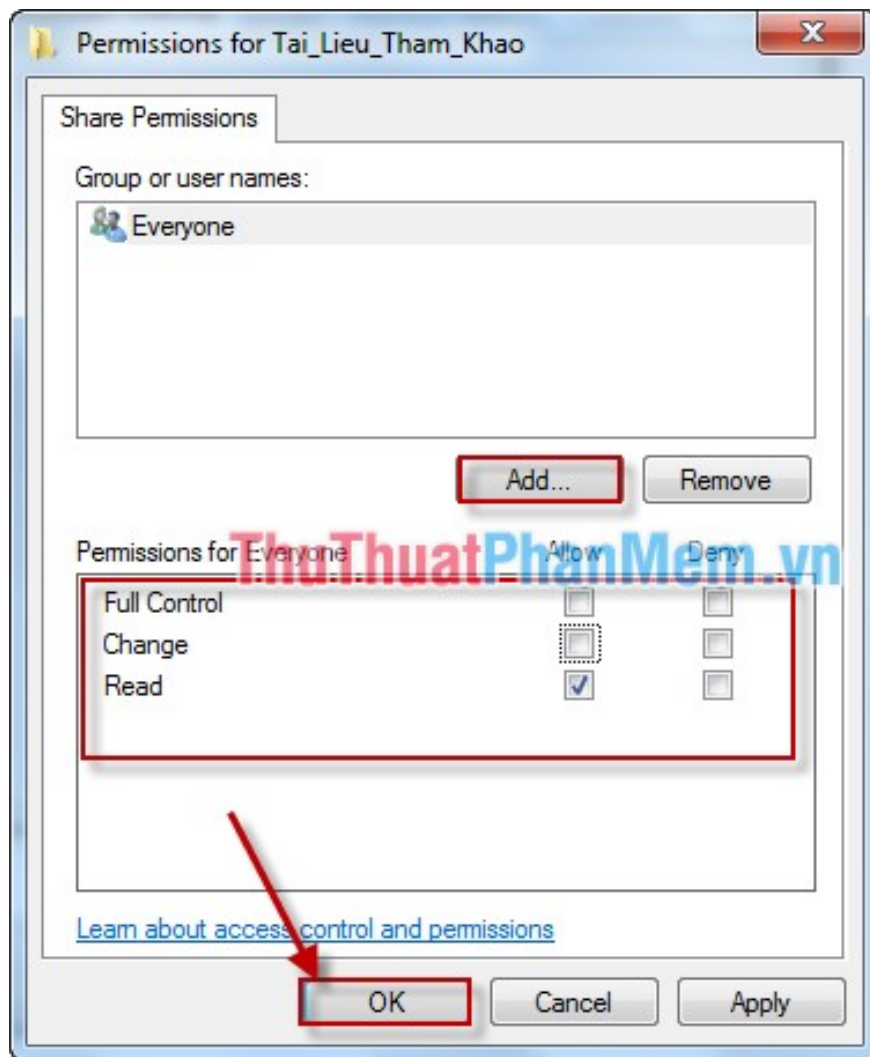


Step 4: In the **Permissions** dialog box, set the permission to use the directory for the User: (**Allow** is allowed, **Deny** is limited).

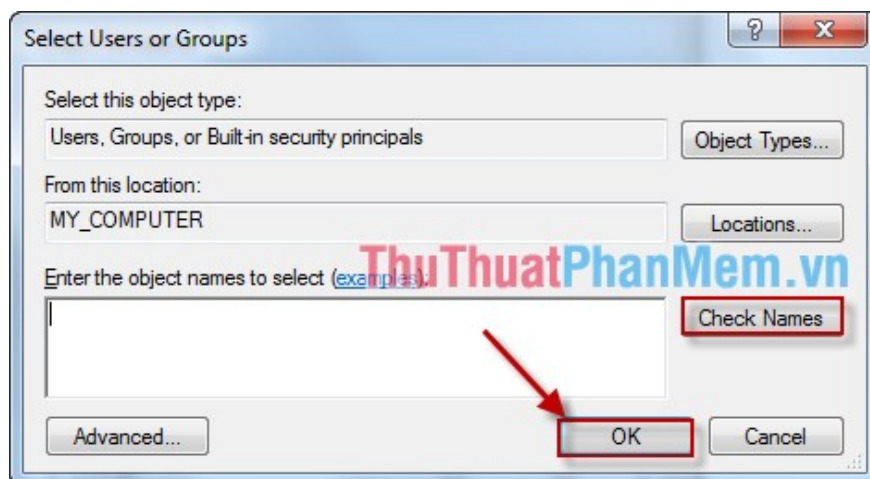
Full Control: Full access rights.

Change: Has the right to read and change data.

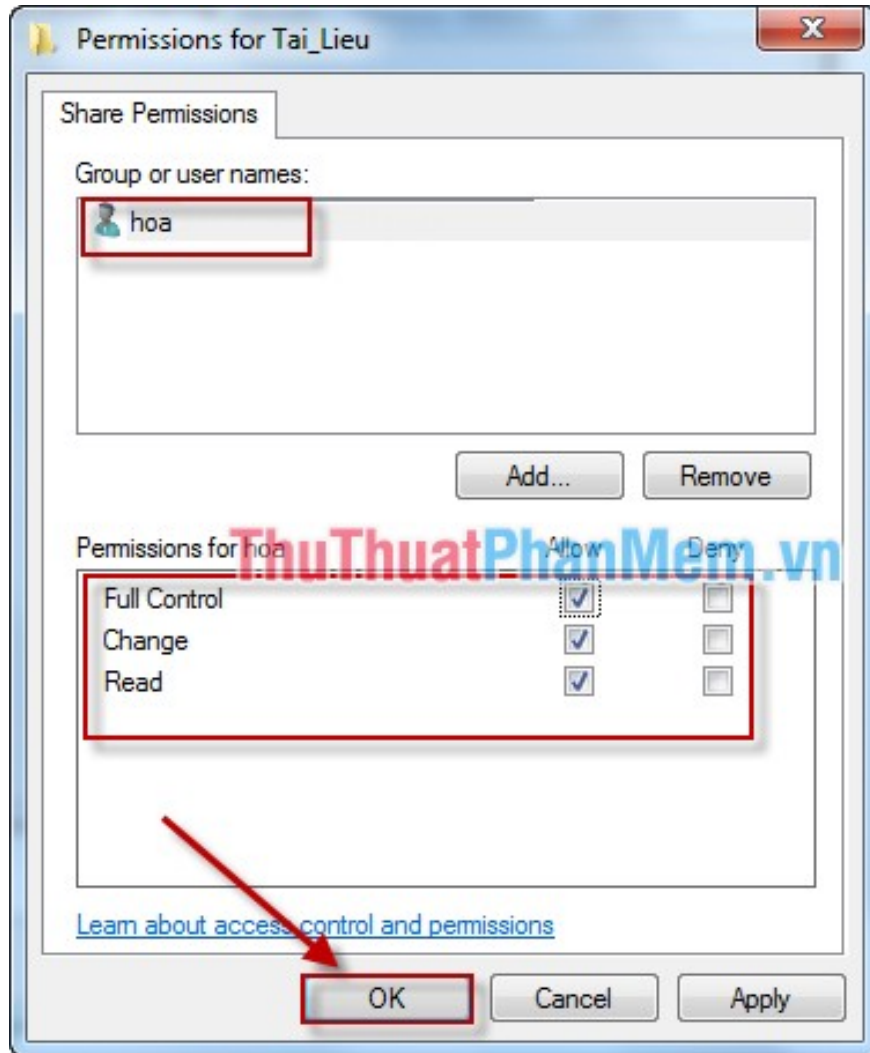
Read: Only read / view directory permissions.



By default, the folder is shared to the Everyone group, which is accessible to anyone. If you want to allow only a few accounts to access, then **Remove** Everyone and press **Add** to grant a specific user or group of users: Click **Add** -> dialog box appears -> select **Check Names** Find the name or group you want to share and finally click **OK**.



- You can share the folder to only 1 person:



Step 5: How to access from other devices to the shared folder

To access the share folder in LAN, go to **Start -> Run -> Type the IP address or the computer name of the share folder** .

For example, a data-sharing computer named **Lam-PC** has an IP address: **192.168.1.66** , in the run dialog box, type the following to access:

192.168.1.66

or

Lam-PC

If the shared folder is for Everyone, you will not need to import it when accessing, otherwise if the shared folder is limited to only one user who can set a password, you must enter the username and password when accessing.

Sharing a **drive** is similar to sharing a folder.

Good luck!

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