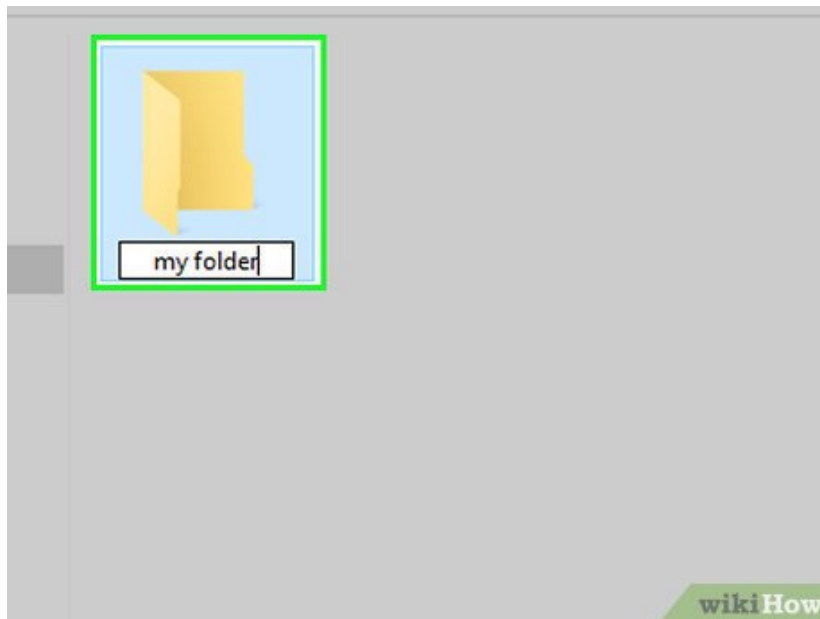


How to Synchronize Folders

This wikiHow teaches you how to share a folder with other computers on your network. Doing this will allow any computer on your network to access and change the files in the shared folder. You can share and access a folder from both...

Method 1 of 3:

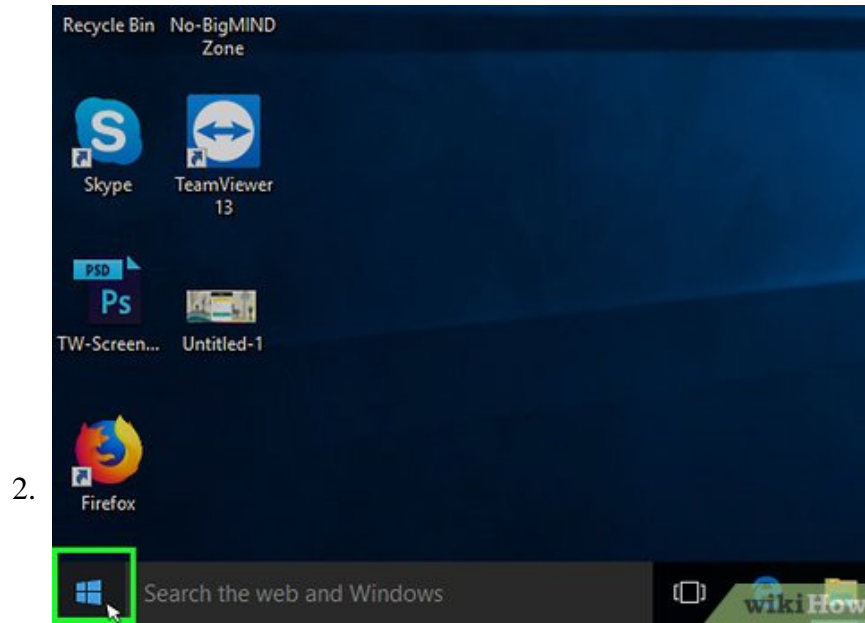
Sharing Folders on Windows



1.

Create the folder that you want to synchronize if necessary. If you want to synchronize a new folder rather than an existing folder, create a folder by doing the following:

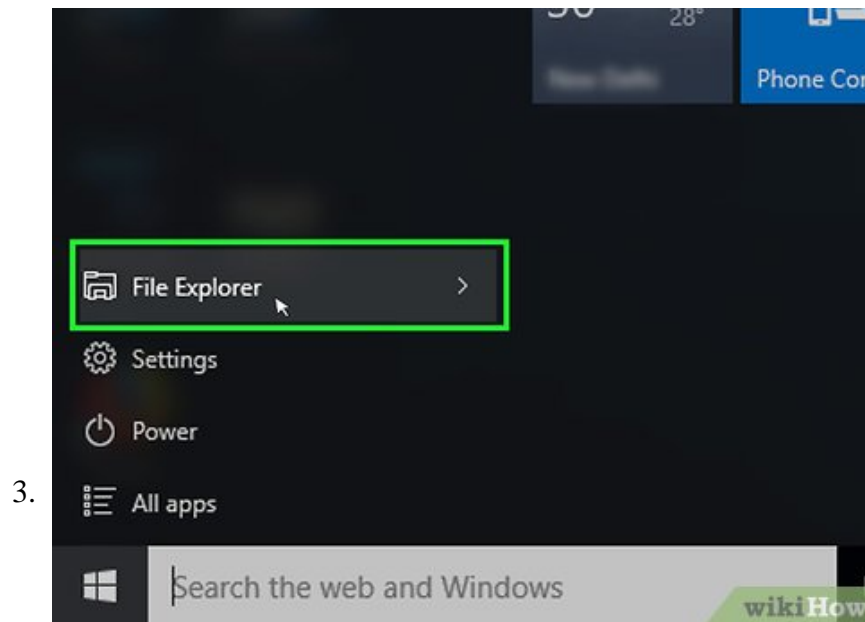
1. Go to the location in which you want to create the folder (e.g., the desktop).
2. Right-click an empty space.
3. Select **New**
4. Click **Folder**
5. Type in a name.
6. Press **Enter**.
7. Add files to the folder by dragging and dropping them onto the folder's icon.



Open Start

Picture 3 of How to Synchronize Folders

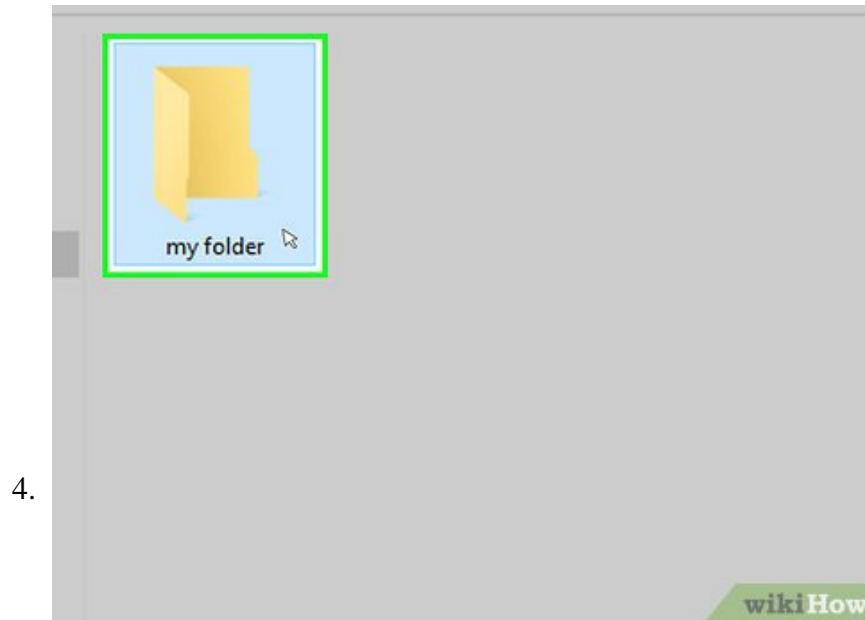
. Click the Windows logo in the bottom-left corner of the screen. The Start menu will pop up.



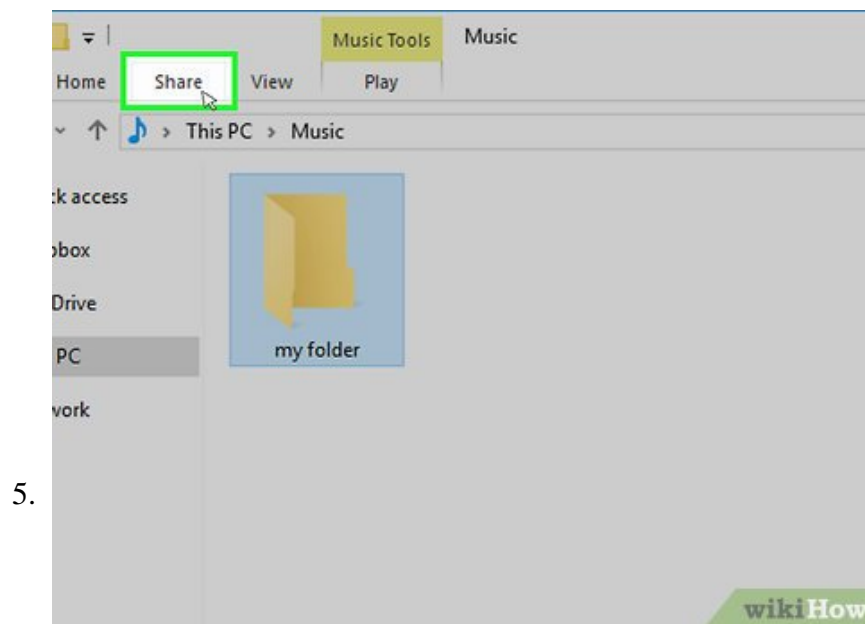
Open File Explorer

Picture 5 of How to Synchronize Folders

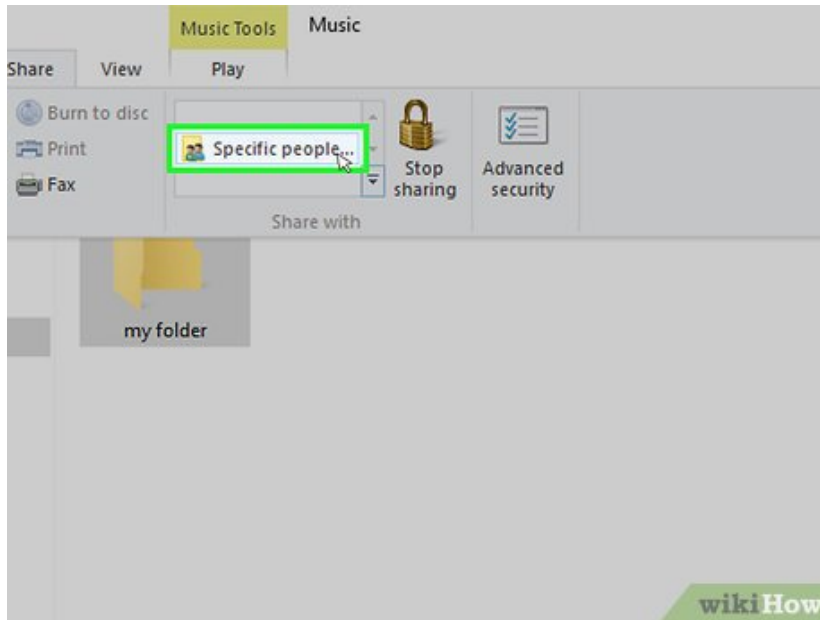
. Click the folder-shaped icon in the lower-left side of the Start menu.



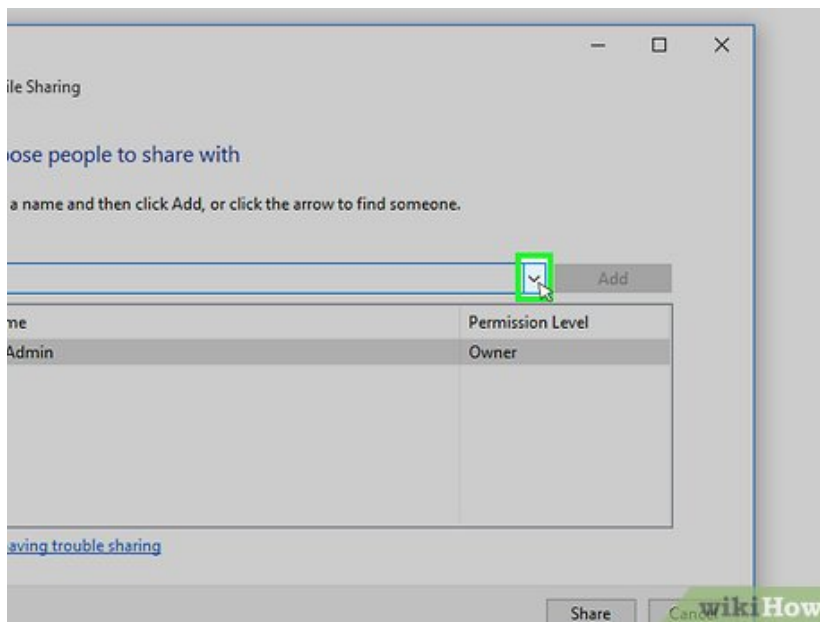
Select the folder. Go to the location of the folder that you want to synchronize, then click the folder to select it.



Click the **Share tab.** It's in the upper-left side of the folder. Doing so prompts a toolbar to appear at the top of the window.



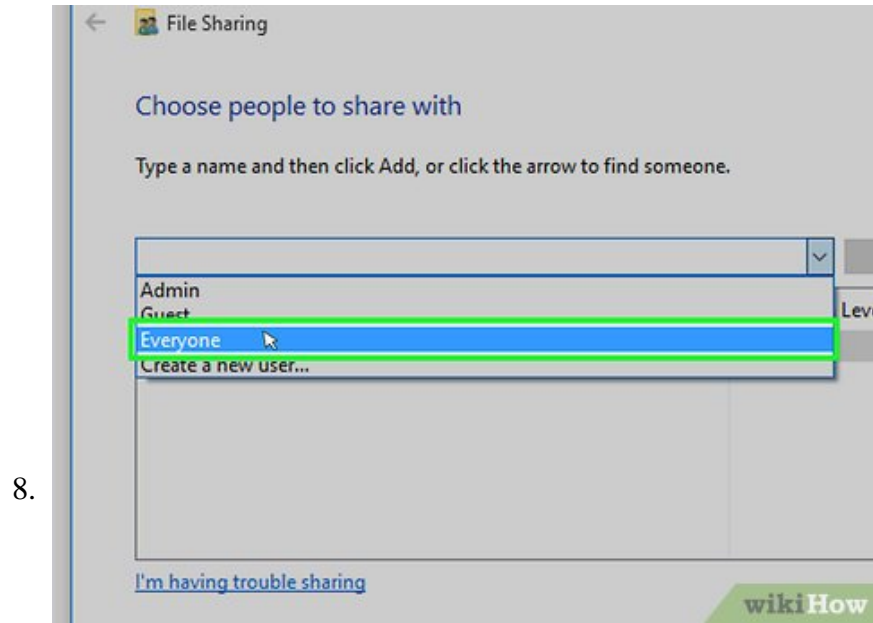
Click **Specific people...**. You'll find this option in the "Sharing" section of the toolbar. Clicking it prompts a new window to open.



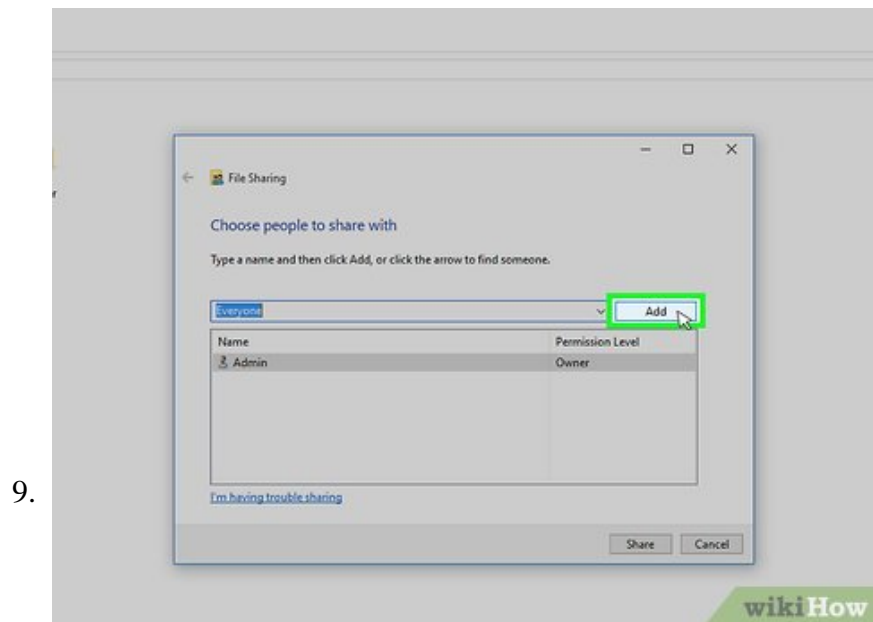
Click the

Picture 10 of How to Synchronize Folders

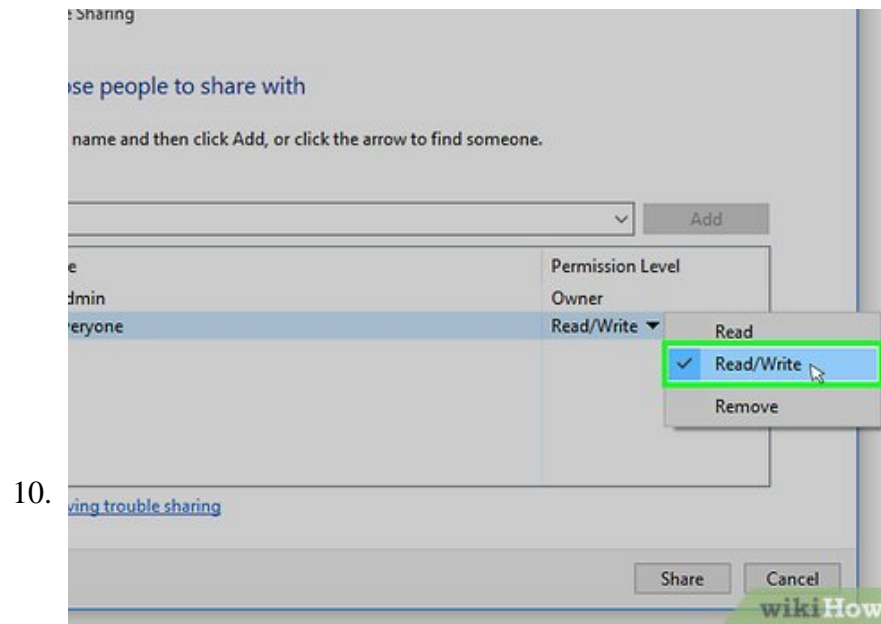
drop-down box. It's near the top of the window. A drop-down menu will appear.



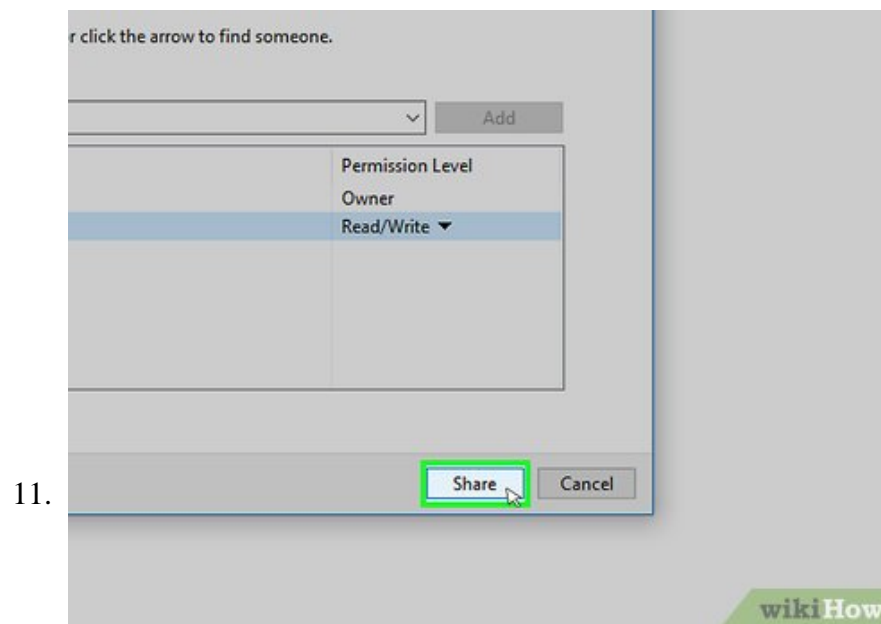
Click **Everyone**. This option is in the drop-down menu.



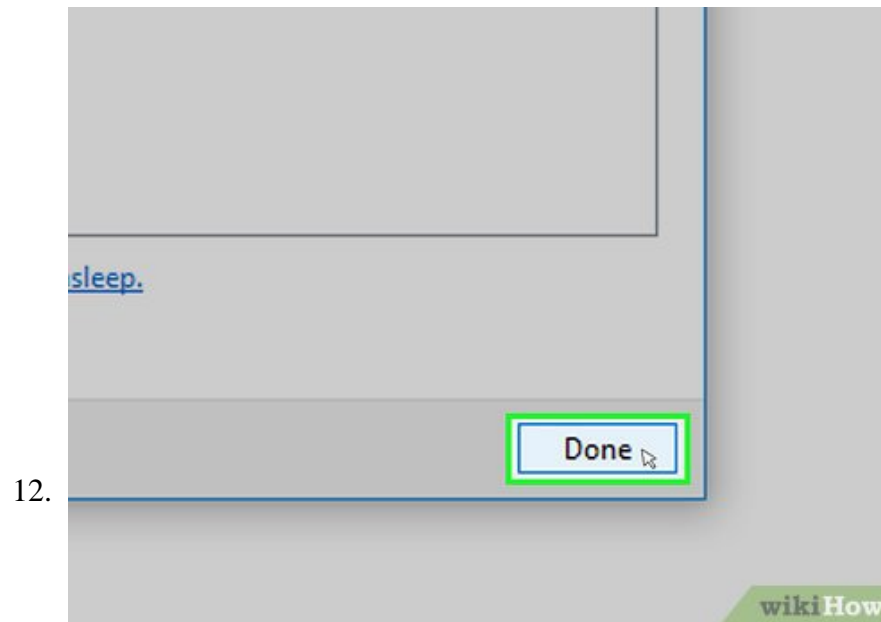
Click **Add**. It's to the right of the drop-down box. Doing so enables folder access for anyone on your network for your selected folder.



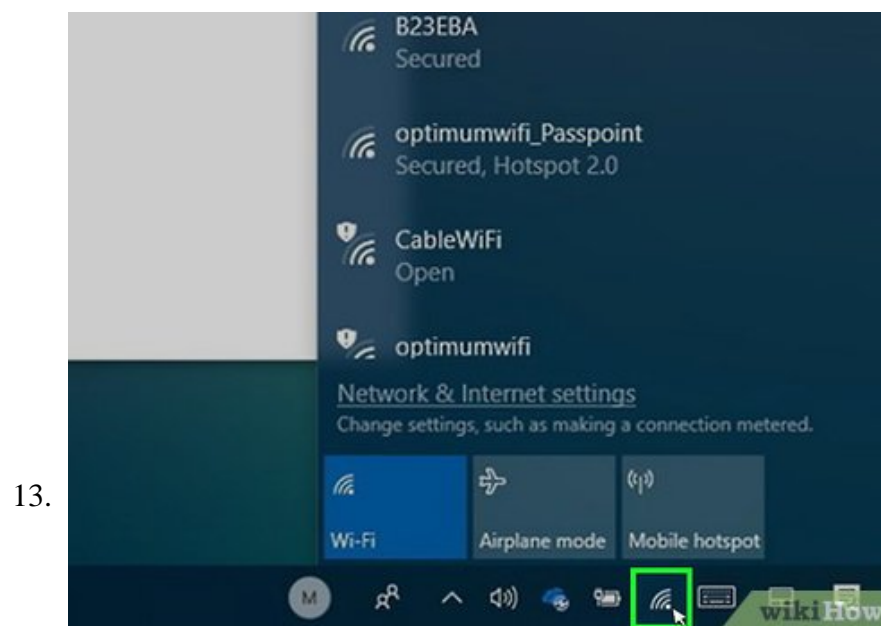
Allow others to add or remove files. Click **Read ?** to the right of **Everyone**, then click **Read/Write** in the resulting menu.



Click **Share**. This option is at the bottom of the window.



Click **Done**. It's at the bottom of the window. This will close the window, signifying that your folder is now being shared with other computers on your network.



Make sure that the other computer is on your network. In order to synchronize the folder between your two computers, both computers must be on the same wireless network.

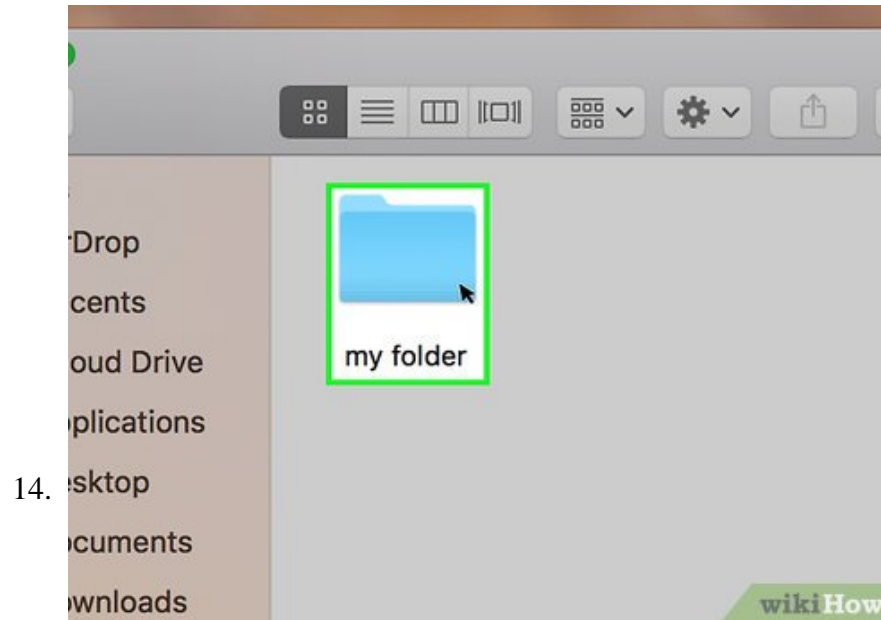
1. If the computer with which you want to synchronize files isn't on the same network, connect it to the same network before proceeding.
2. You can check your computer's current network by clicking the **Wi-Fi**



icon in the lower-right side of the screen (Windows) or the **Wi-Fi**



- icon in the upper-right corner of the screen (Mac) and looking at the top network name.
3. This will work if your computers are both on the same wired (Ethernet) network as well.

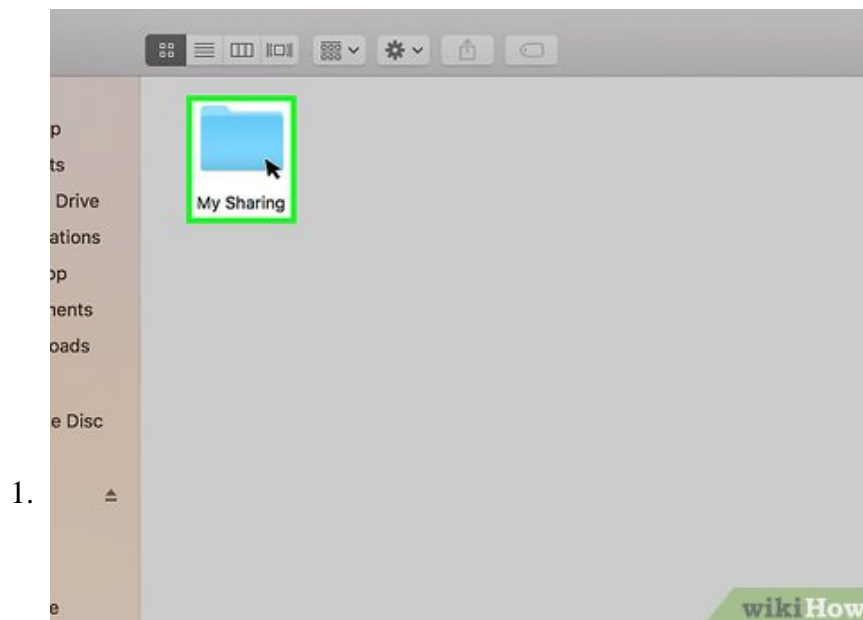


Access the shared folder from the other computer. Once you've shared the folder, the other computer should be able to view the folder's contents and add files to (or remove files from) the folder:

1. *Windows* — Open File Explorer, click the other PC's name in the left-hand column of folders (you may need to scroll down first), and open the folder.
2. *Mac* — Open Finder, click your PC's name in the lower-left side of the window, and open the folder.

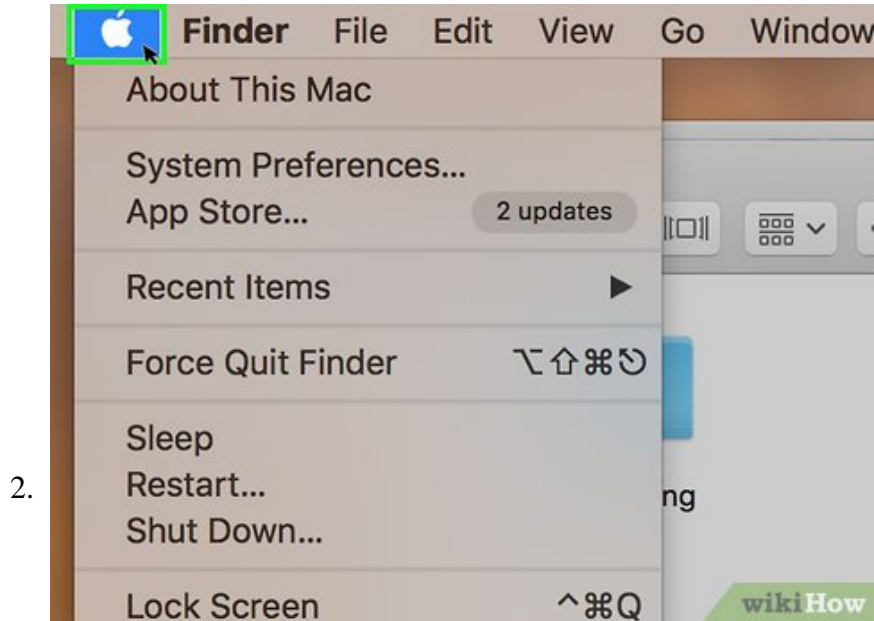
Method 2 of 3:

Sharing Folders on Mac



Create the folder that you want to synchronize if necessary. If you want to synchronize a new folder rather than an existing folder, create a folder by doing the following:

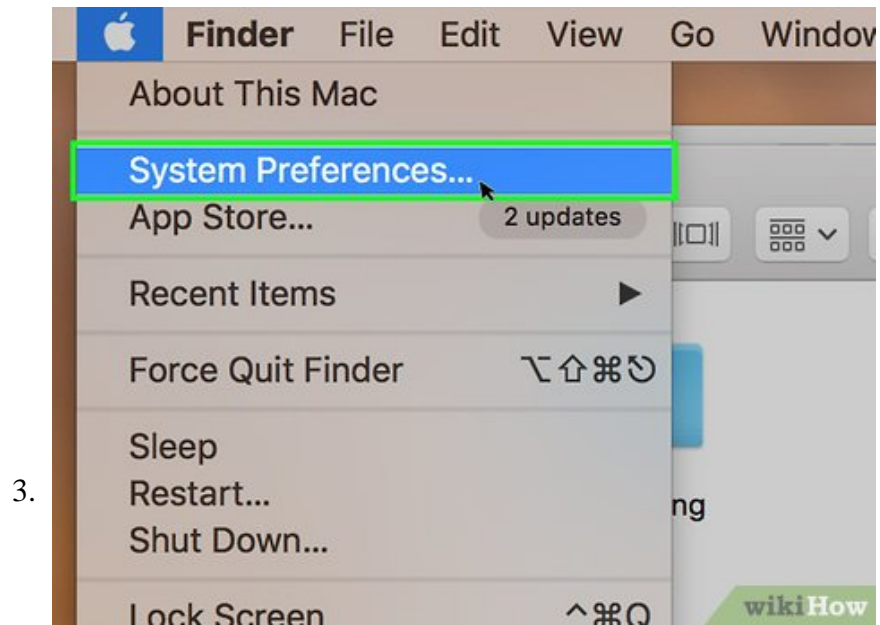
1. Go to the location in which you want to create the folder (e.g., the desktop).
2. Click **File**
3. Click **New Folder**
4. Type in a name for your folder.
5. Press **Return**.
6. Add files to the folder by dragging and dropping them onto the folder's icon.



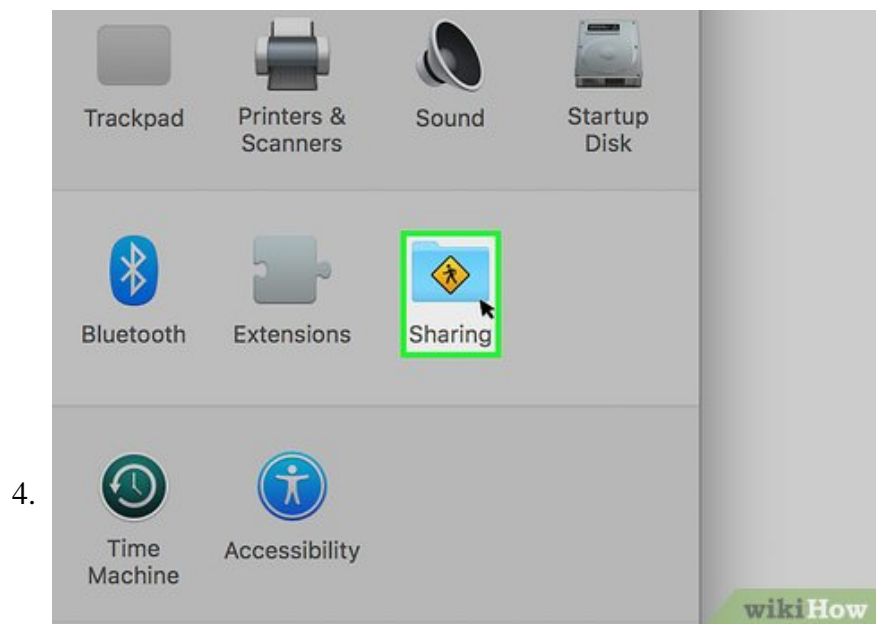
Open the Apple menu

Picture 22 of How to Synchronize Folders

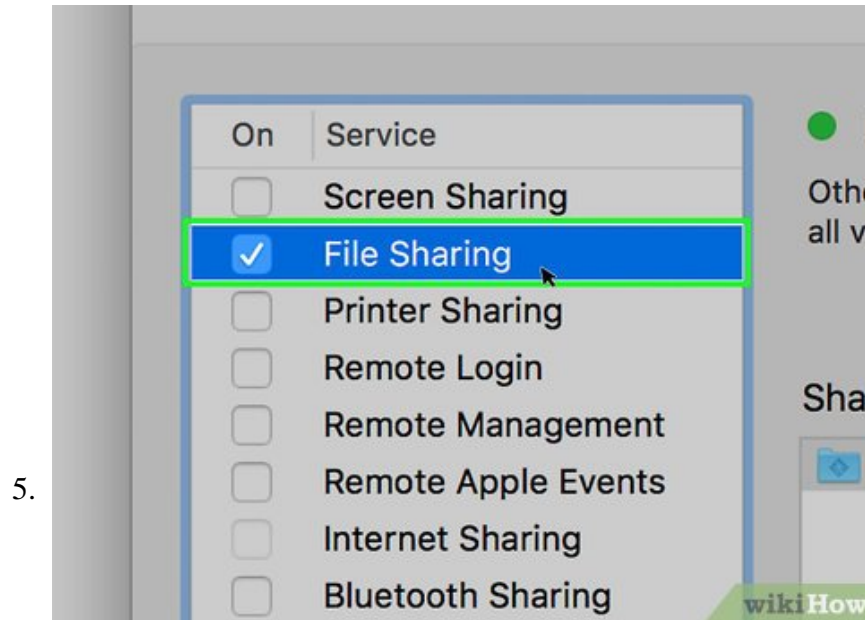
. Click the Apple logo in the top-left corner of the screen. A drop-down menu will appear.



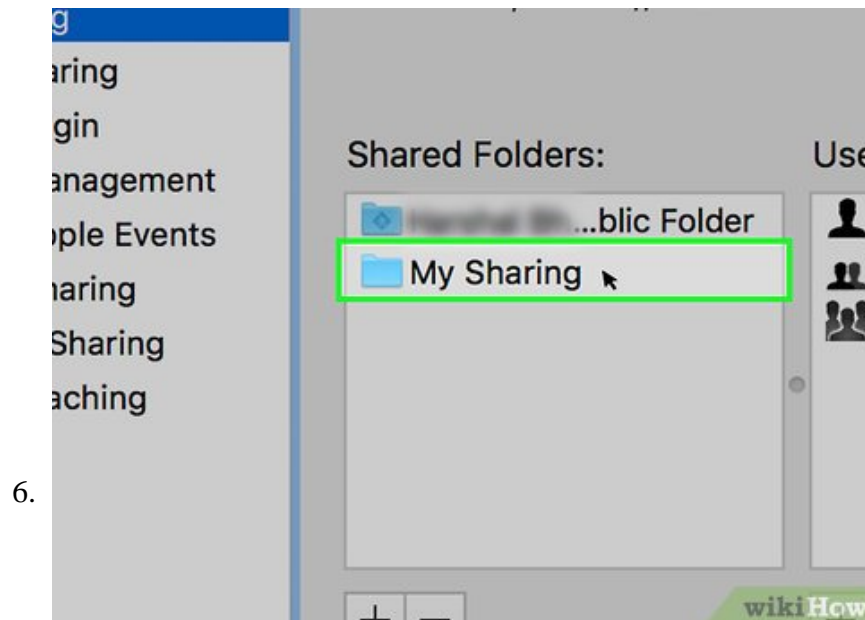
Click **System Preferences...**. It's near the top of the drop-down menu. Doing so opens the System Preferences window.



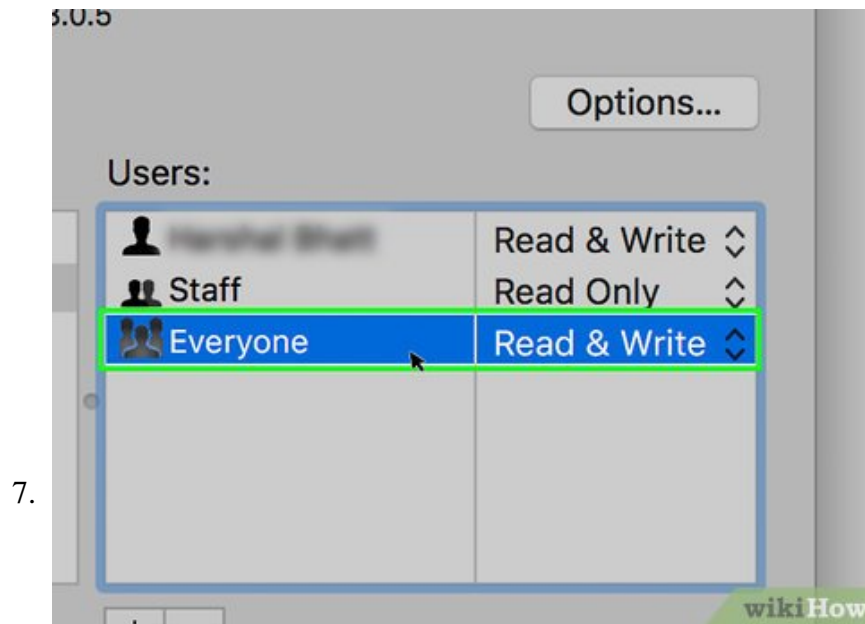
Click **Sharing**. You'll find this option on the right side of the System Preferences window.



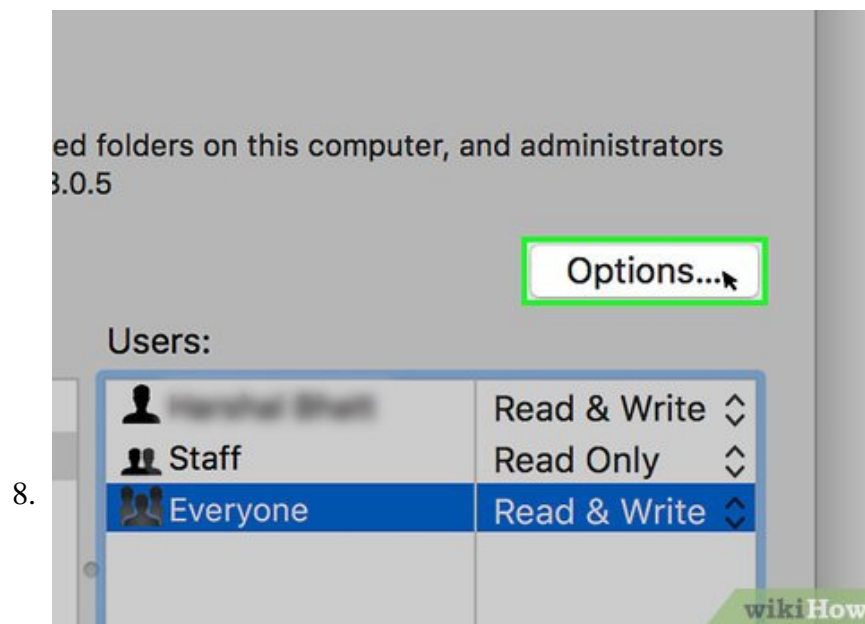
Click **File Sharing**. It's an option on the left side of the window.



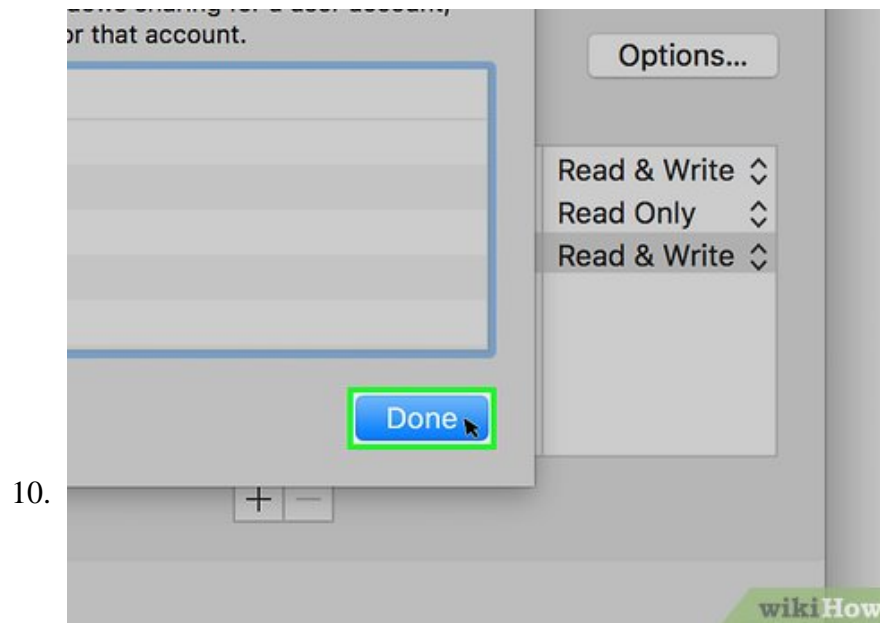
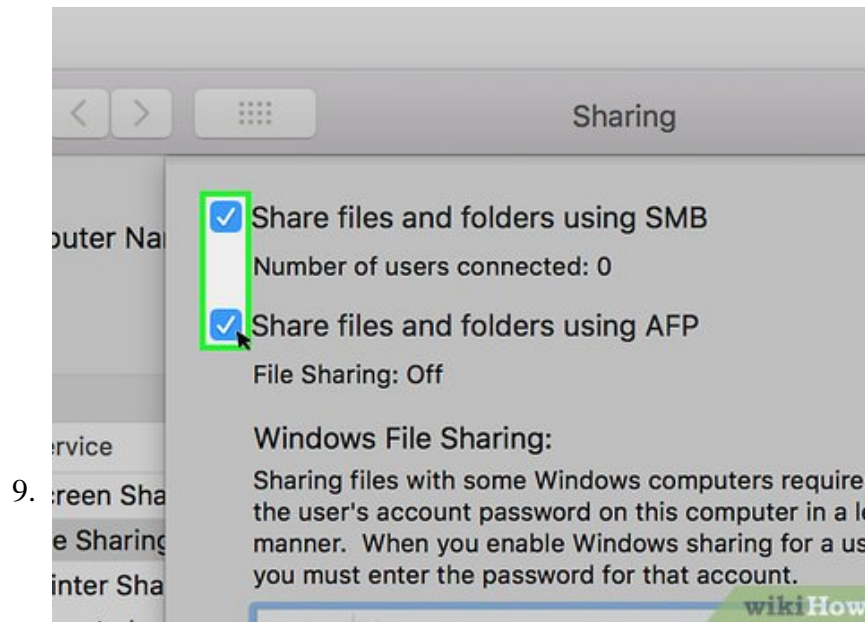
Add your folder to the "Shared Folders" list. Click ? below the "Shared Folders" list, select the folder that you want to share, and click **Add** in the lower-right corner of the screen.^[1]



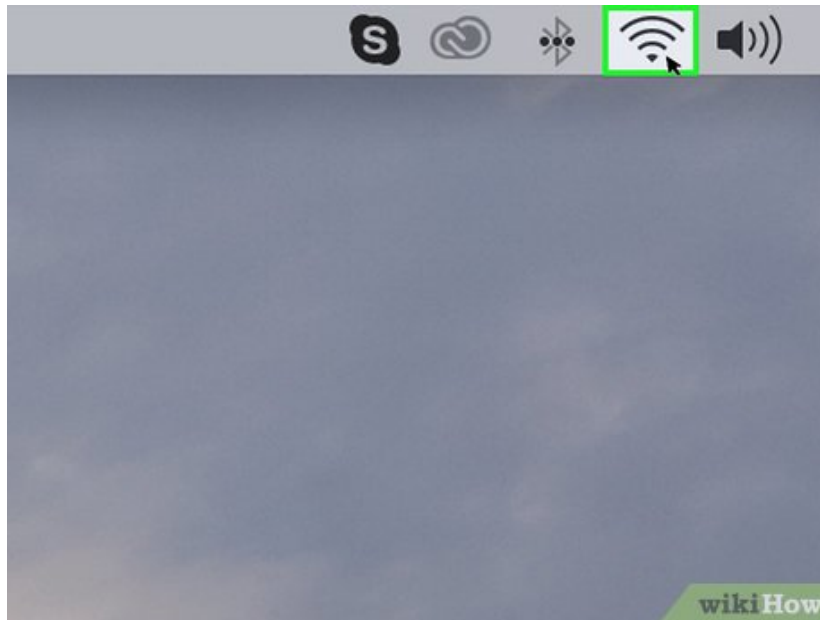
Allow others to add or remove files. Click **Custom** to the right of the "Everyone" entry in the "Users" list, then click **Read & Write** in the resulting menu.



Click **Options...**. It's in the lower-right side of the window. Doing so opens a new window.



11.



Make sure that the other computer is on your network. In order to synchronize the folder between your two computers, both computers must be on the same wireless network.

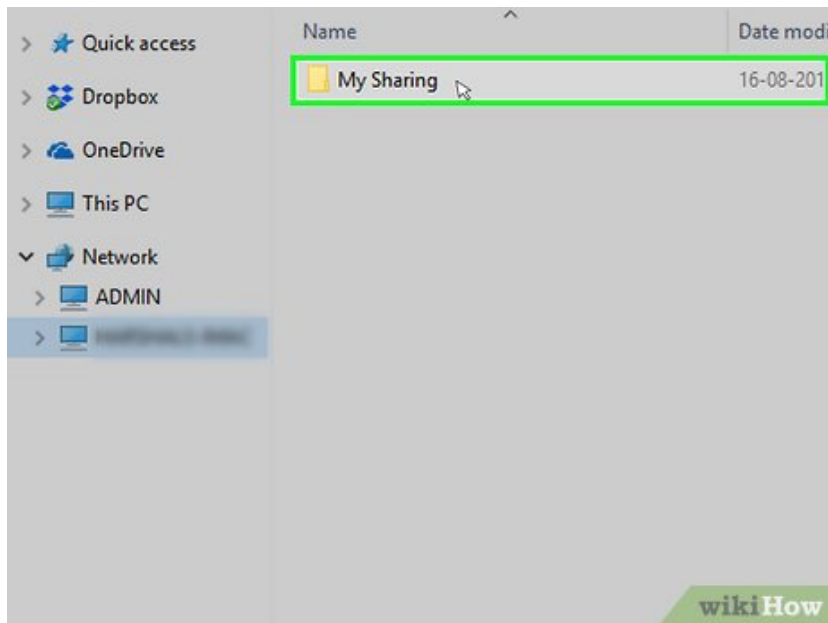
1. If the computer with which you want to synchronize files isn't on the same network, connect it to the same network before proceeding.
2. You can check your computer's current network by clicking the **Wi-Fi**



icon in the lower-right side of the screen (Windows) or the **Wi-Fi**



- icon in the upper-right corner of the screen (Mac) and looking at the top network name.
3. This will work if your computers are both on the same wired (Ethernet) network as well.



Access the shared folder from the other computer. Once you've shared the folder, the other computer should be able to view the folder's contents and add files to (or remove files from) the folder:

1. *Mac* — Open Finder, click your Mac's name in the lower-left side of the window, and open the folder.
2. *Windows* — Open File Explorer, click your Mac's name in the left-hand column of folders (you may need to scroll down first), and open the folder.

Method 3 of 3:

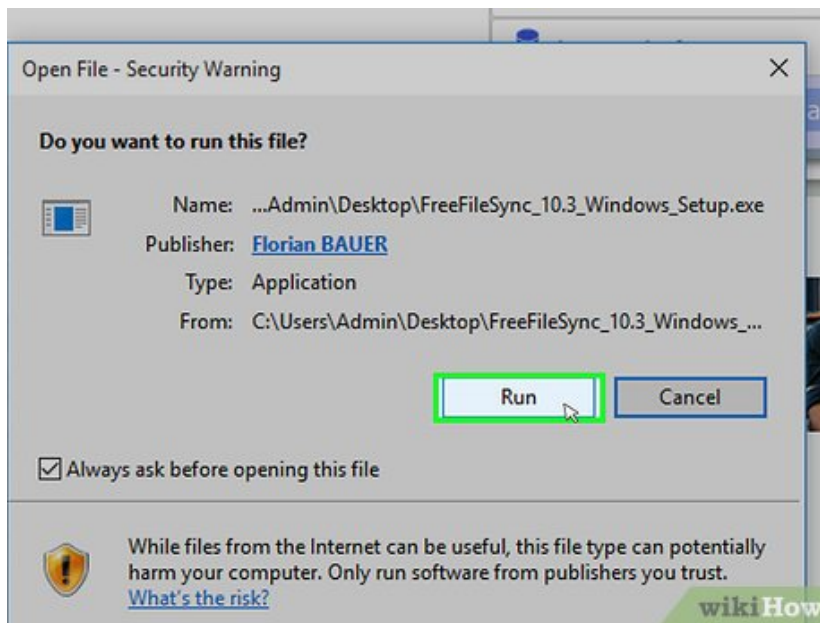
Using FreeFileSync



1.

Download FreeFileSync. Go to the FreeFileSync website at <https://freefilesync.org/>, click the green **Download** button near the bottom of the window, scroll down to the "Download FreeFileSync" heading, and click the link for your operating system.

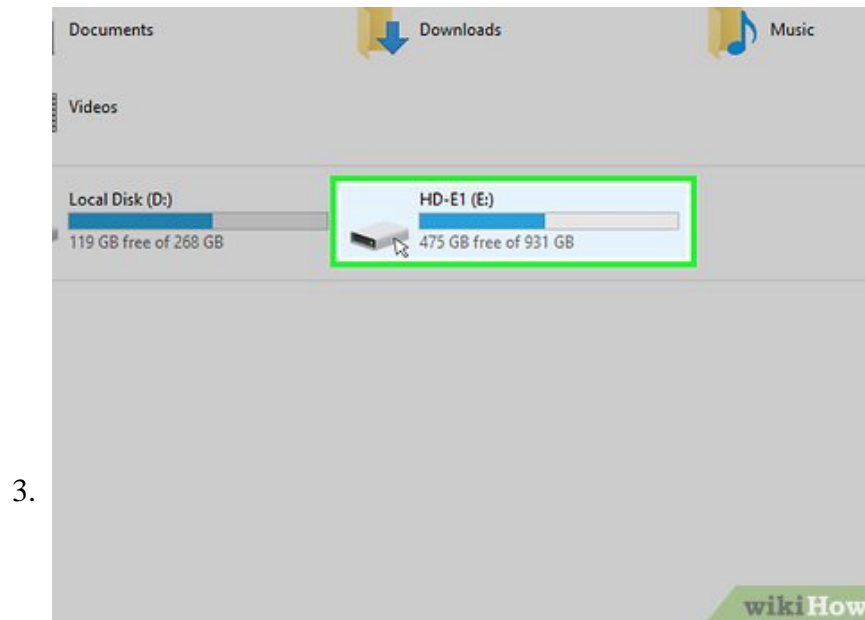
1. For example, you'll click **Download FreeFileSync 10.0 Windows Setup** for Windows or **Download FreeFileSync 10.0 macOS** for a Mac.



2.

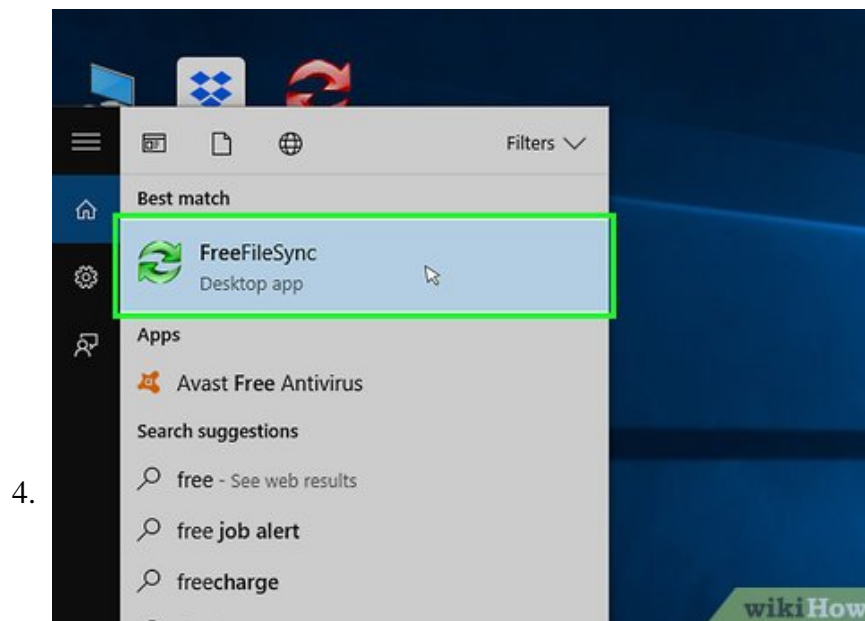
Install FreeFileSync. Depending on whether you use Windows or a Mac computer, this process will vary:

1. *Windows* — Double-click the downloaded EXE file, click **Yes** when prompted, and click **Next** until the installation begins.
2. *Mac* — Double-click the downloaded ZIP folder to open and extract it, double-click the PKG file in the extracted folder, and follow any on-screen instructions.

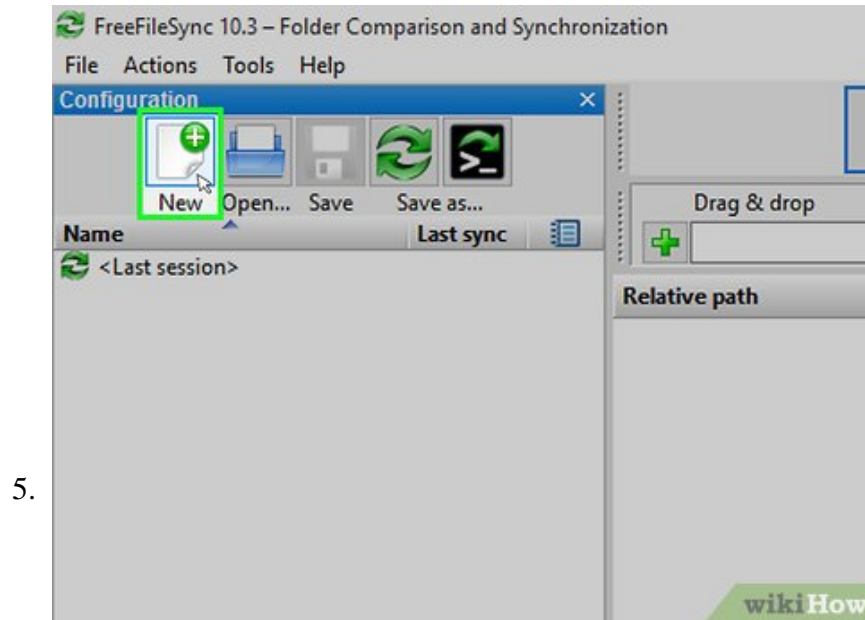


Plug removable storage into your computer if necessary. If you want to synchronize your files to a USB flash drive or external hard drive so that any changes you make to the folder will automatically synchronize when the drive is connected, plug the removable storage into one of your computer's USB ports.

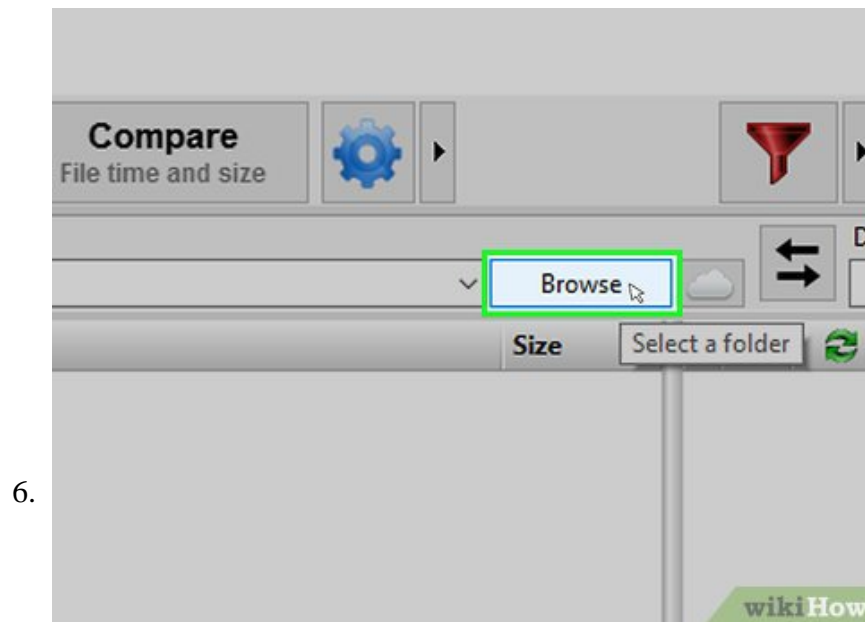
1. Skip this step if you just want to synchronize the folder with a different folder on your computer.
2. On a Mac, you'll need a USB-C (Thunderbolt 3) flash drive or external hard drive, or a USB 3.0 to USB-C adapter.



Open FreeFileSync. Double-click the FreeFileSync app icon, which resembles two green arrows circling, to do so. The FreeFileSync window will pop up.

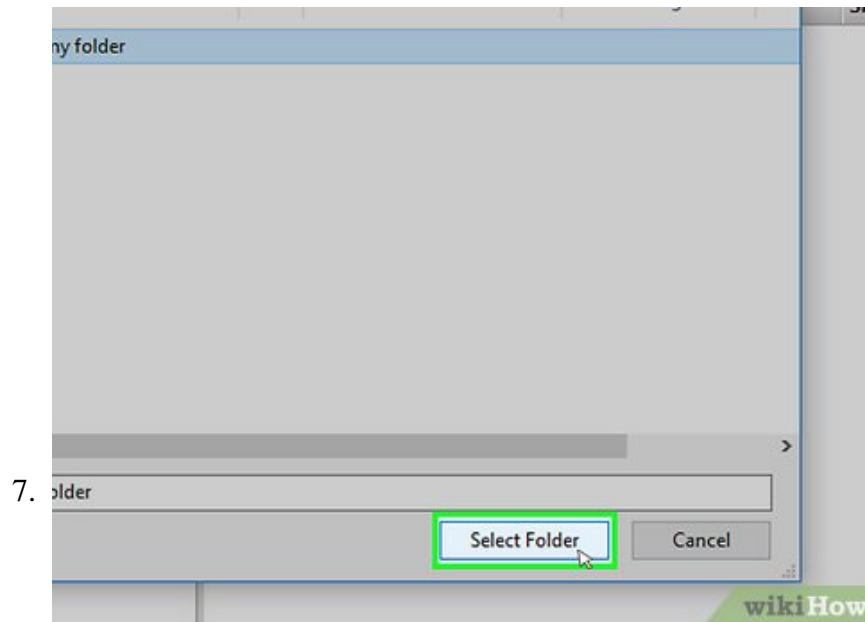


Click **New**. It's in the upper-left side of the FreeFileSync window. This clears any information in the FreeFileSync window.

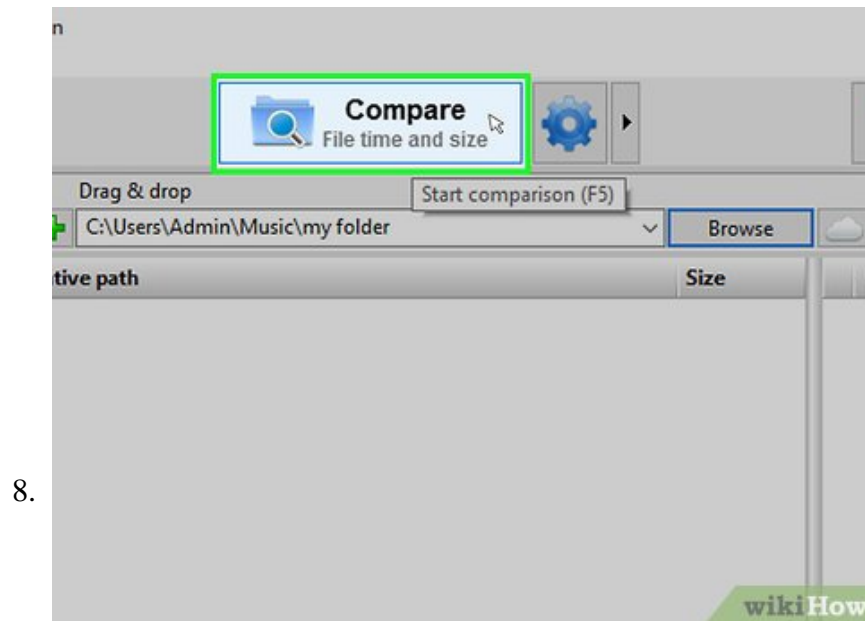


Add the folder from which you want to synchronize files. Above the middle section of the FreeFileSync window, click **Browse**, then go to the folder from which you want to synchronize files, click it, and click **Select Folder**.

1. On a Mac, you'll click **Choose** instead.

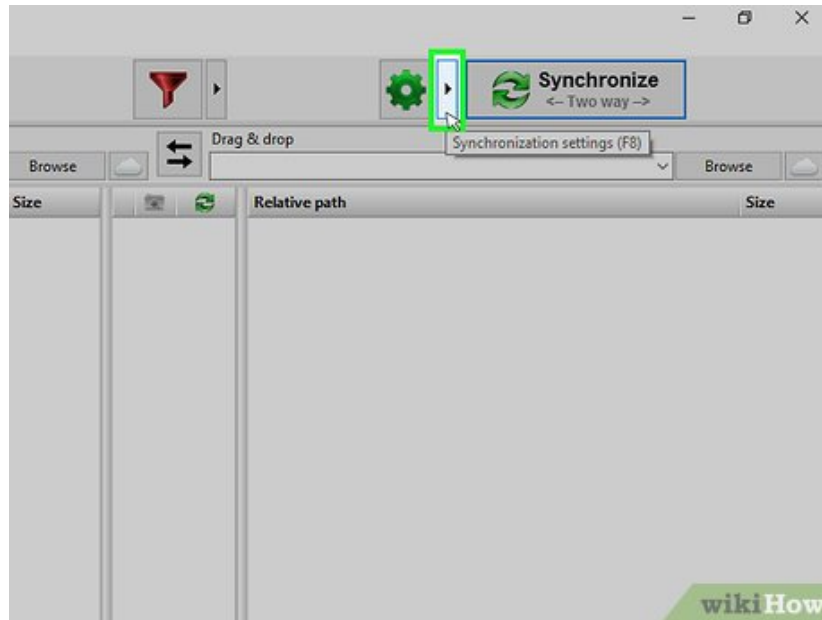


Add a synchronization location. This is the location to which your folder's files will sync (e.g., your flash drive). Click **Browse** above the right-most section of the FreeFileSync window, click the folder or storage item you want to use, and click **Select Folder** (Windows) or **Choose** (Mac).



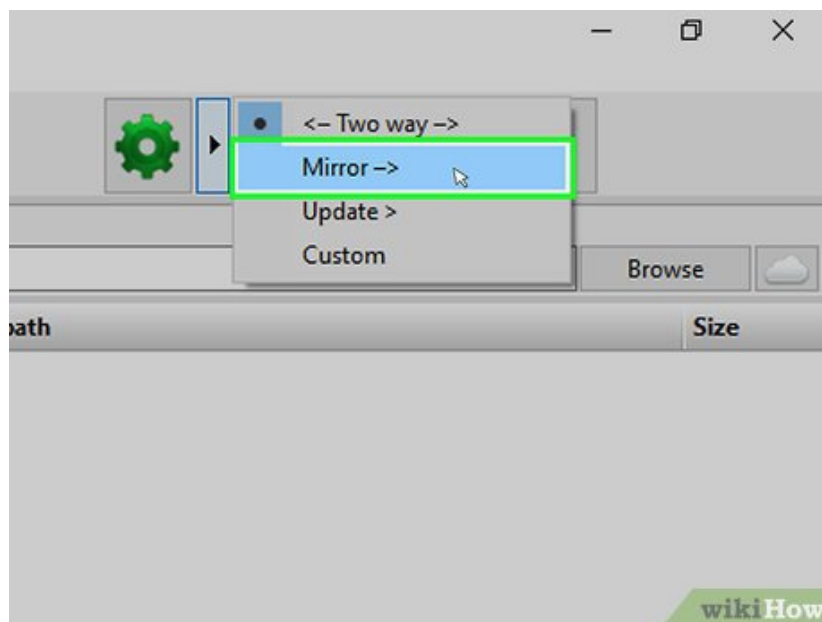
Click . It's above the first folder's column. Doing so brings up a list of the files in each location.^[3]

9.



Click the triangle to the right of the green gear icon. This icon is above the column for the storage item or folder to which you want to synchronize your folders. A drop-down menu will appear.

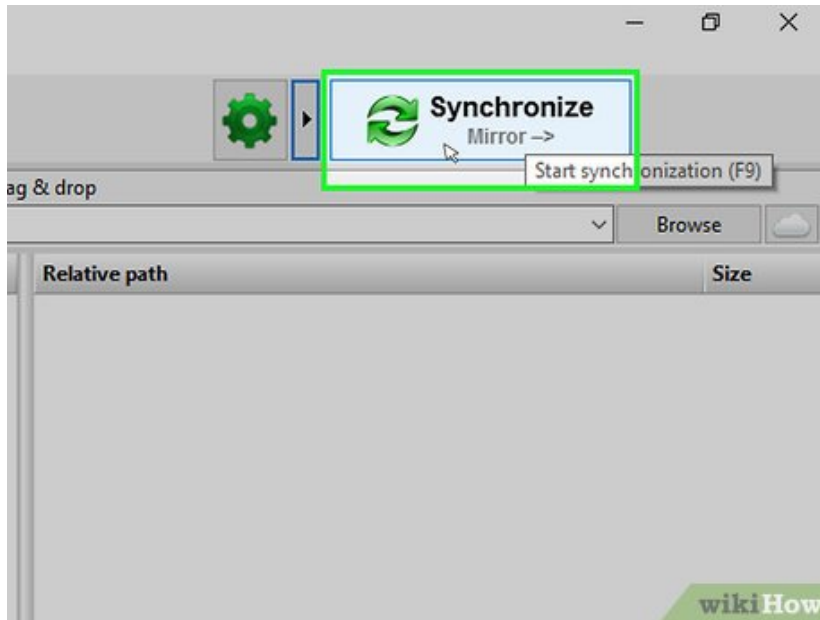
10.



Click **Mirror ->**. It's in the drop-down menu. The **Mirror** option ensures that any files from your first folder will automatically be copied into the second location.

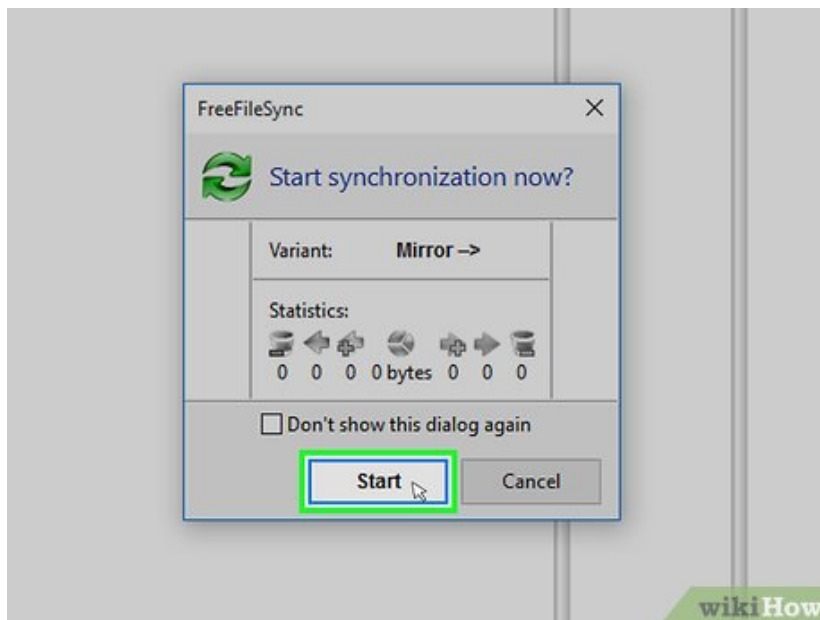
1. Keep in mind that any files in the second location which don't already match files in the first location will be deleted when you do this.
2. If you want to synchronize the folders both ways so that no files are deleted, click instead.

11.



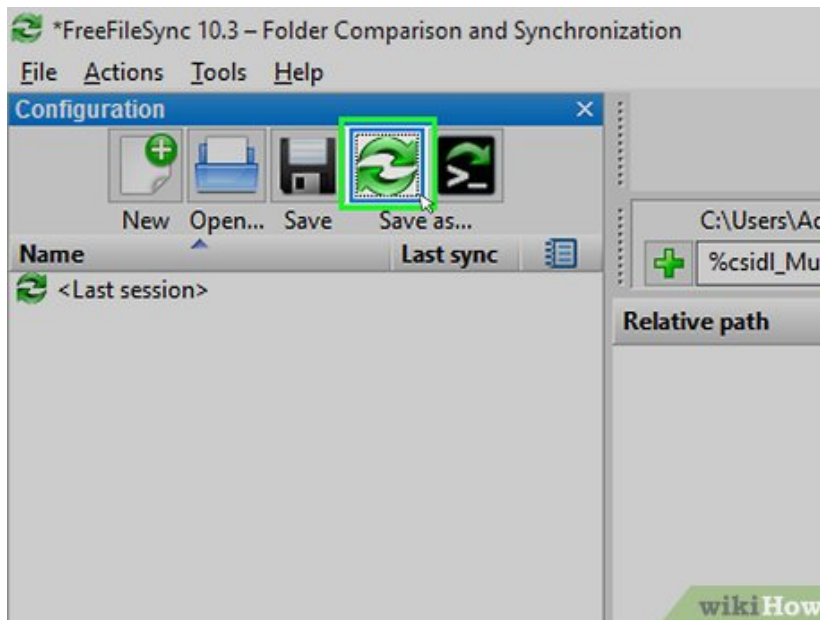
Click **Synchronize**. This is in the upper-right side of the window.

12.



Click **Start** when prompted. Your first location's files will begin copying to the second location.

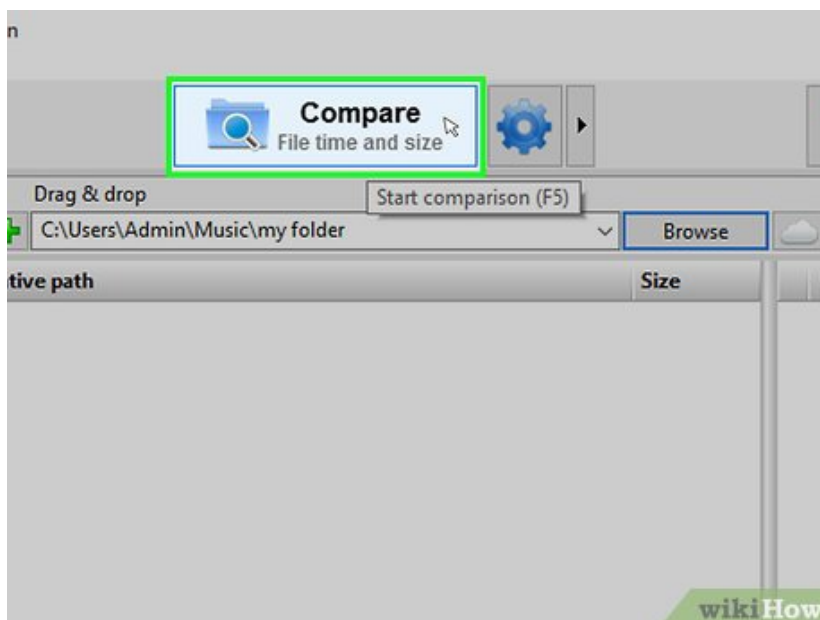
13.



Save your FreeFileSync configuration. If you want to synchronize your folders in the future, you'll need to save the settings to a configuration file by doing the following:

1. Click the green, circular arrow-shaped **Save As** icon in the upper-left side of the window.
2. Enter a name for your configuration.
3. Select a save location.
4. Click **Save**

14.



Run the synchronization again when needed. When it comes time to re-synchronize your folder with your selected synchronization location, find and double-click the configuration file that you saved. This will open FreeFileSync and run the synchronization process.

1. If you move or change the name of either your folder or the removable storage you use, the file synchronization won't work and you'll have to redo the configuration.

You finished reading the article "**How to Synchronize Folders**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
