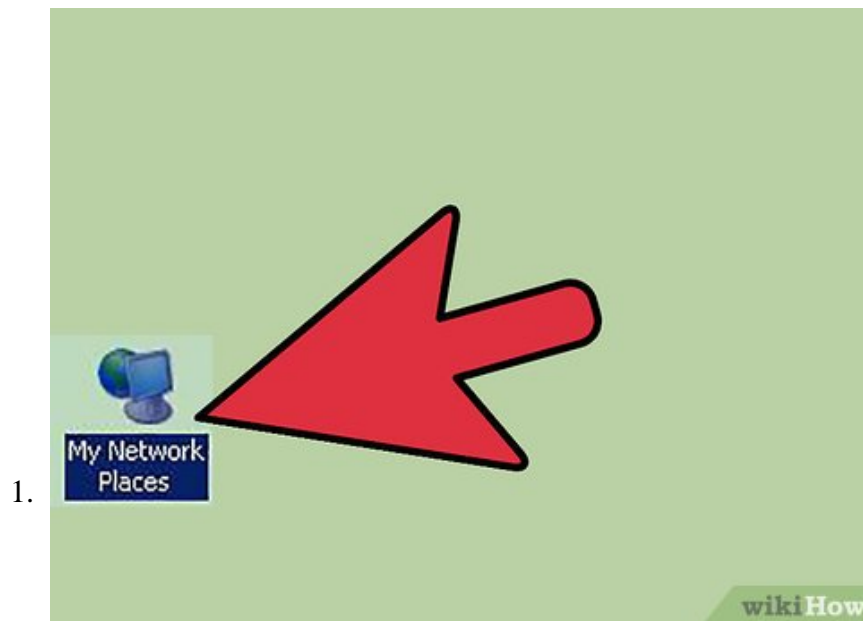


# How to View Files on a Networked Computer

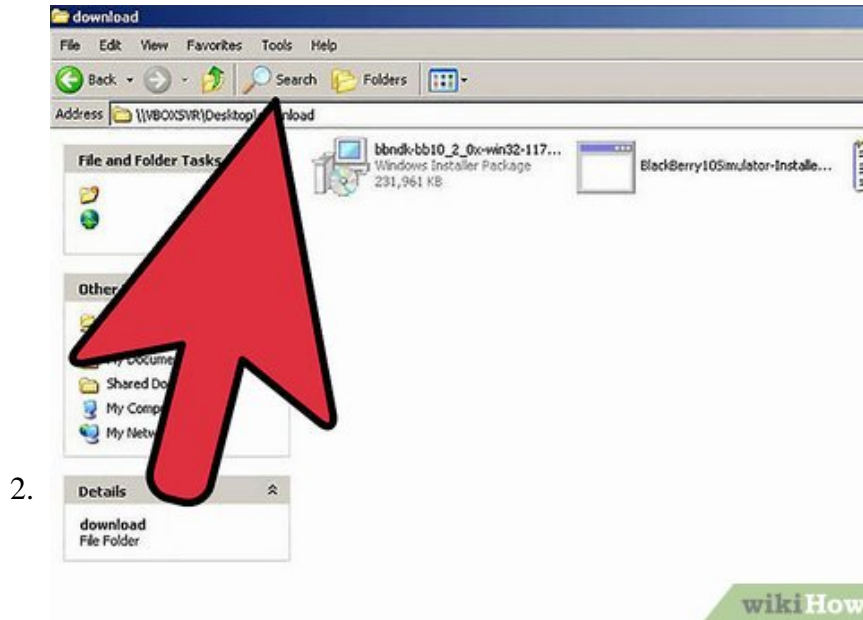
In order to view files on a networked computer, you need to be logged into a user account that has been assigned the correct permissions and have access to the location where the files are stored on the network. The same is true regardless...

Method 1 of 4:

## View Files and Folders on a Networked Computer Using Windows XP



**View the shared folders.** Select the My Network Places option from the Start menu to view the shared folders stored on the network. The My Network Places window will open on the desktop.

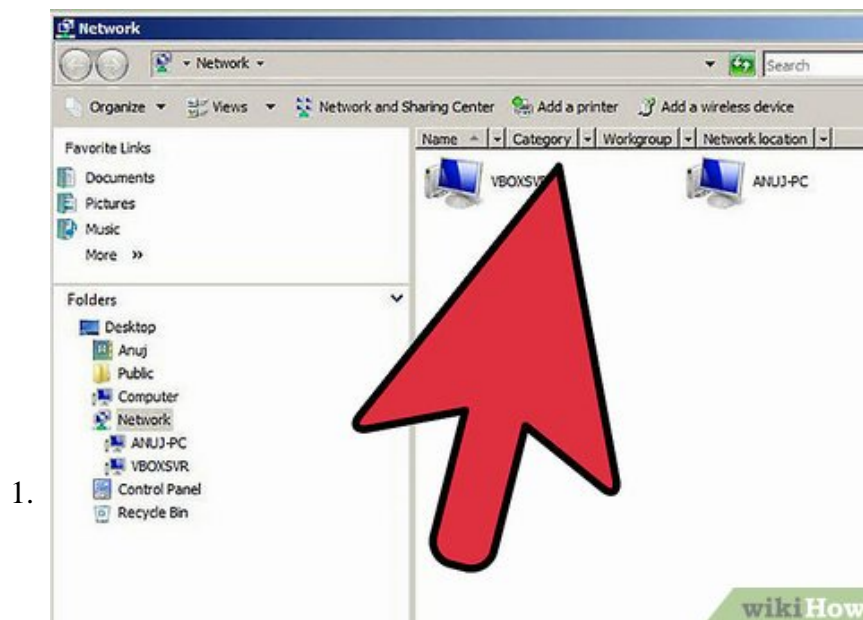


**Access the shared files.** Locate the folder containing the files sought and double-click the folder to view the shared files. If the proper permissions have been assigned to the user account, access to the files will be granted. If the user account being used is not authorized to view the files sought, permission to access the files will be denied.

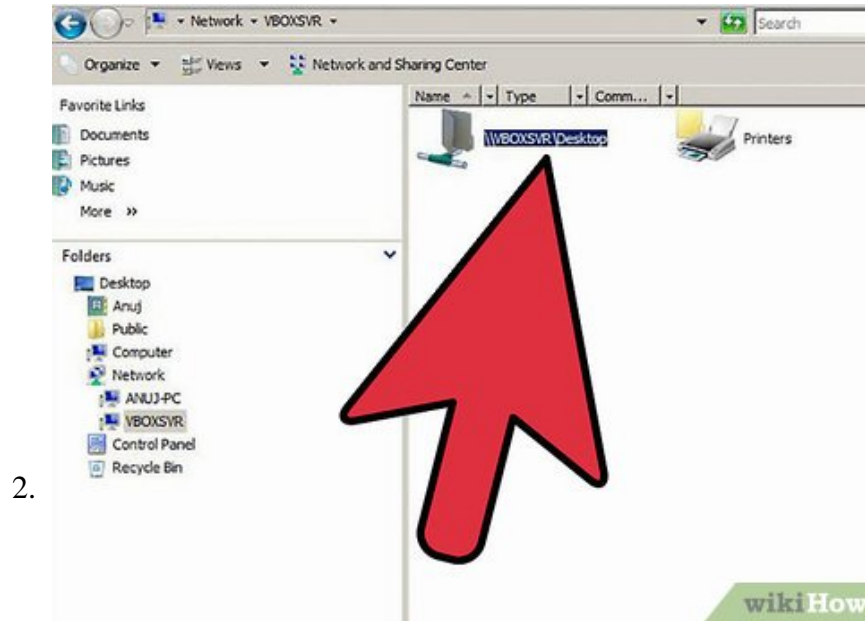
1. Contact the network administrator in order to resolve issues involving access to files stored on the network.

Method 2 of 4:

## View Files and Shared Folders on a Networked Computer Using Windows Vista



**Open the network window.** Select Network from the Start menu to open the Network window. All networked computers on the network will be visible in the Network window.



**View the shared files and folders.** Double-click on the icon for the computer containing the folder sought to view the shared files and folders available. The files will be viewable as long as the correct permissions have been assigned to the user account being used. File and folder sharing also must be enabled on the network in order to view files on a networked computer.

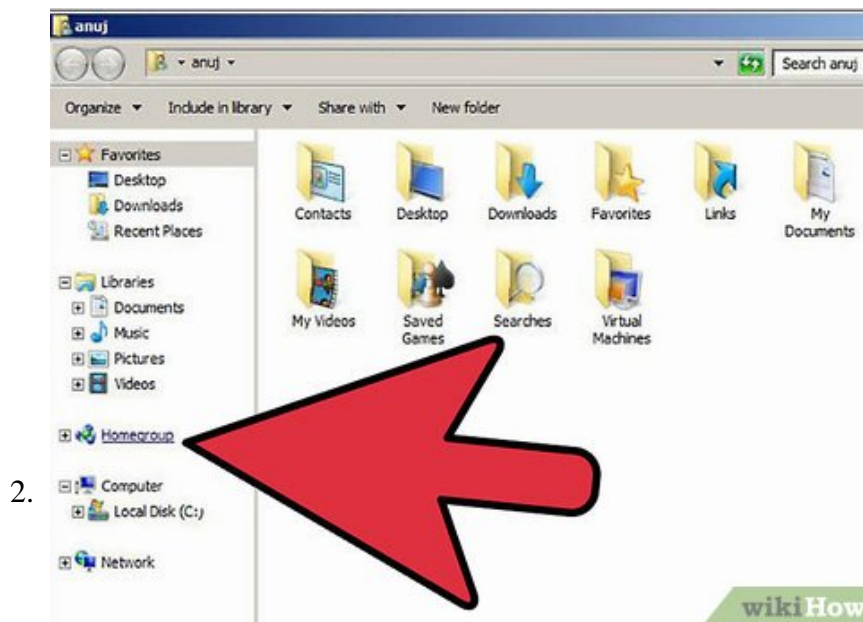
1. Contact the network administrator to resolve issues with accessing shared files and folders on a networked computer.

Method 3 of 4:

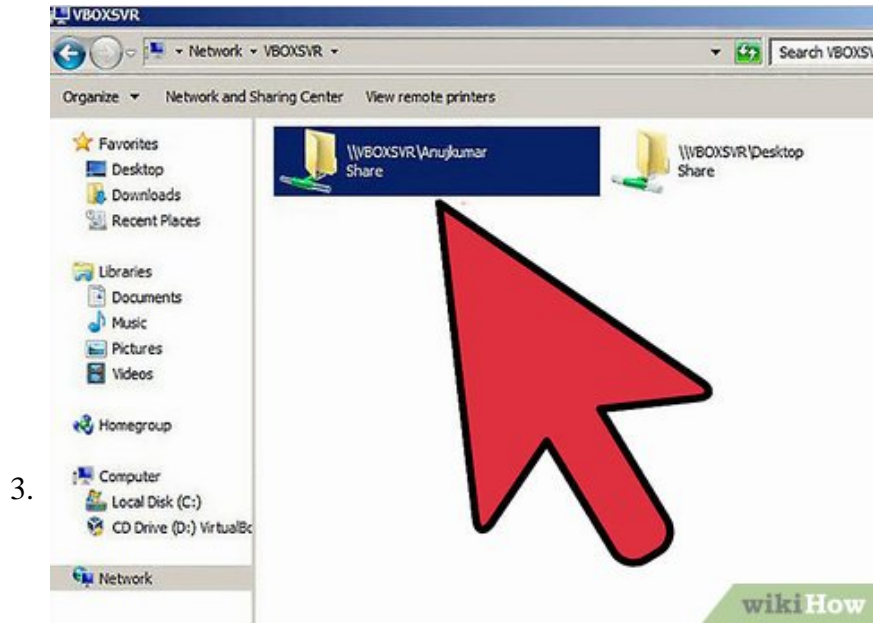
## **View Shared Files on a Networked Computer in Windows 7**



Open the Start menu and click on the user name for the user account being used.



Click "Home group," located in the column on the left, to open the list computers installed on the network.

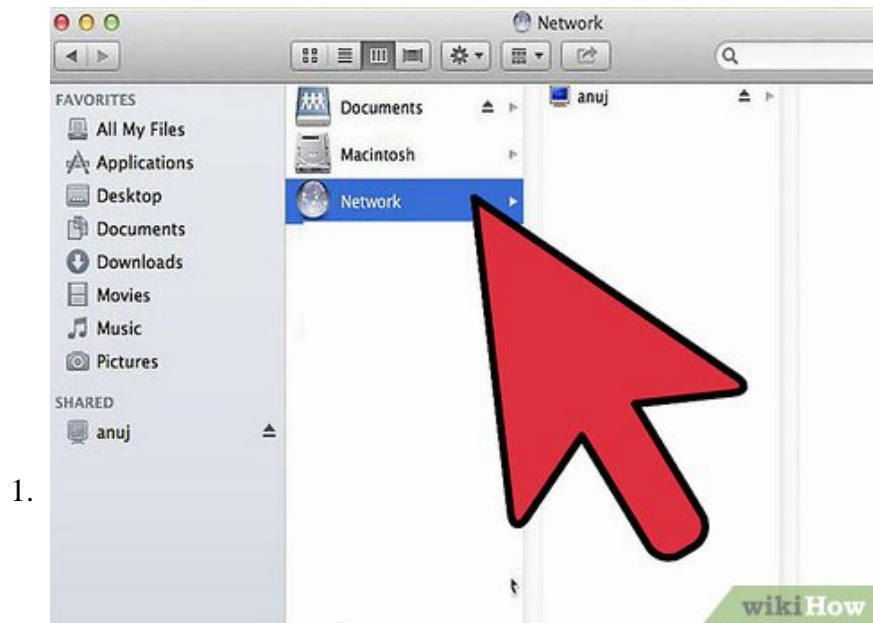


**Open the shared files folder.** Click on the account name assigned to the computer containing the files sought to open the shared files folder. If the correct permissions have been assigned and file sharing is enabled on the network, access to the files will be granted.

1. Contact the network administrator to resolve issues with accessing shared files and folders on a networked computer.

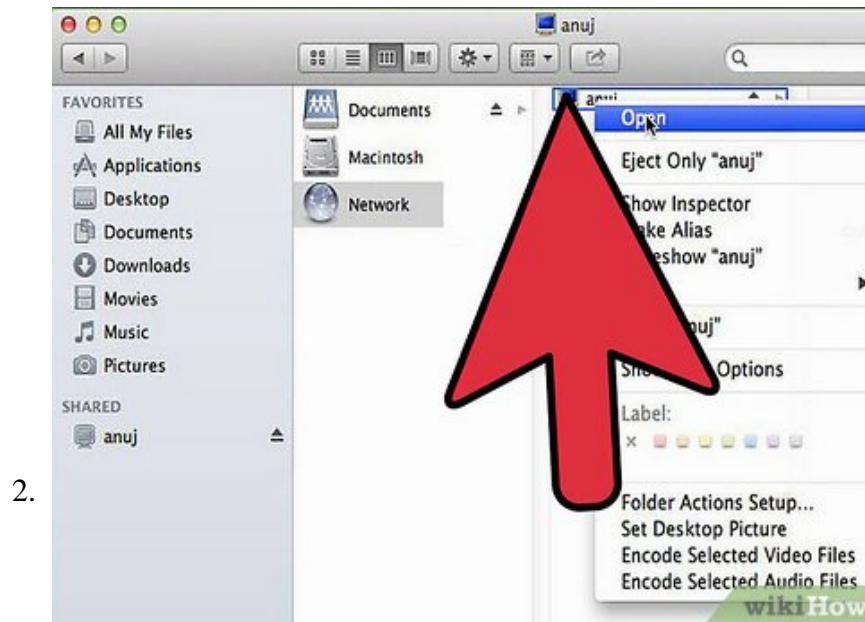
Method 4 of 4:

## View Files and Folders on a Networked Computer using Mac OS X

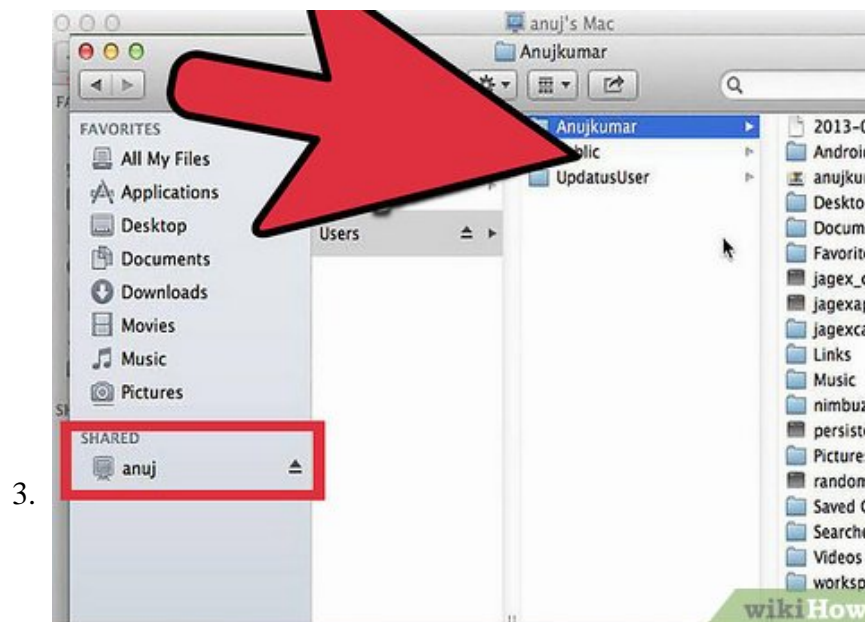


**Open the Finder window by clicking the Finder icon in the dock.** Notice that all computers and devices connected to the network are visible in the Shared menu in the column on the left side of the Finder

Window.



**View the shared folders.** Double-click the icon for the computer where the files sought are stored to display the Shared Folder dialogue box. A list of the available folders on the networked computer selected will appear in the Shared Folder dialog box.



**Access the shared folders.** Select the folder sought from the list, and click OK to exit the Shared Folders dialog box. If the user account being used is authorized to view the files sought, the folder will open and access to the files contained will be granted.

1. Contact the network administrator to resolve issues related to security permissions and network connectivity.

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