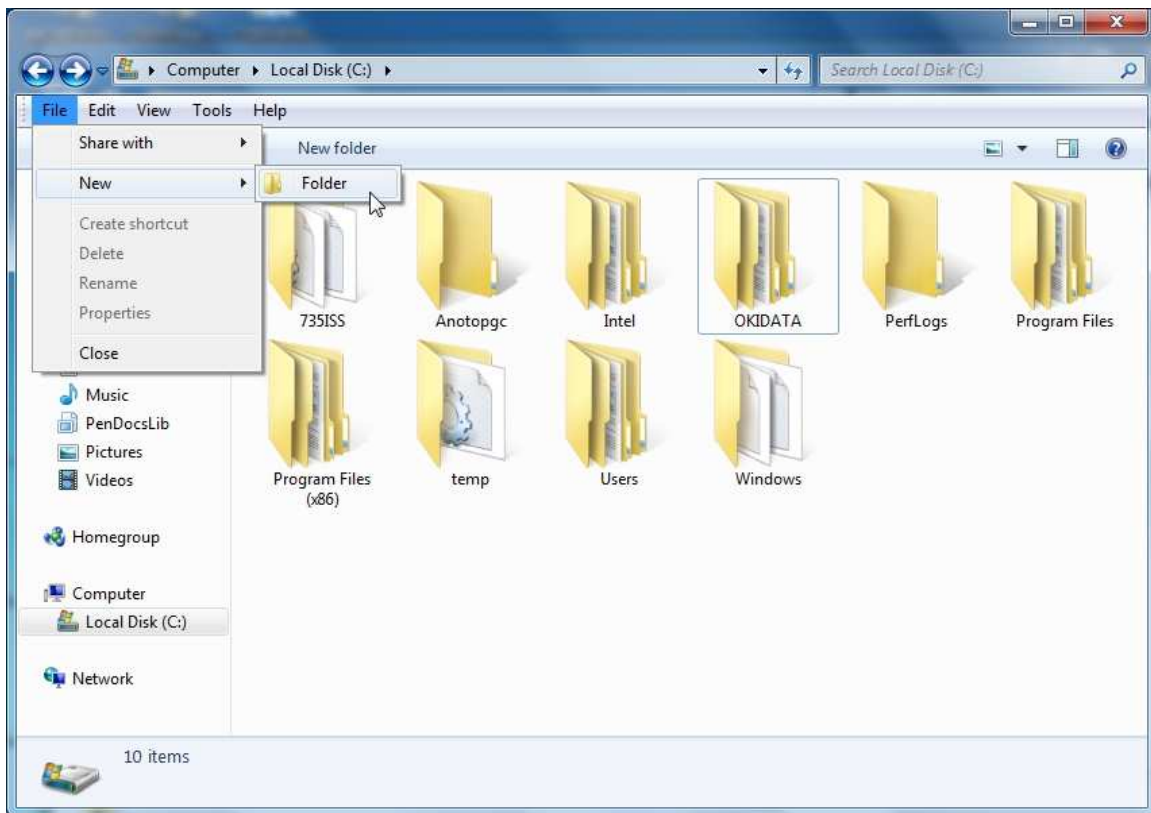


How to share a folder in Windows 7

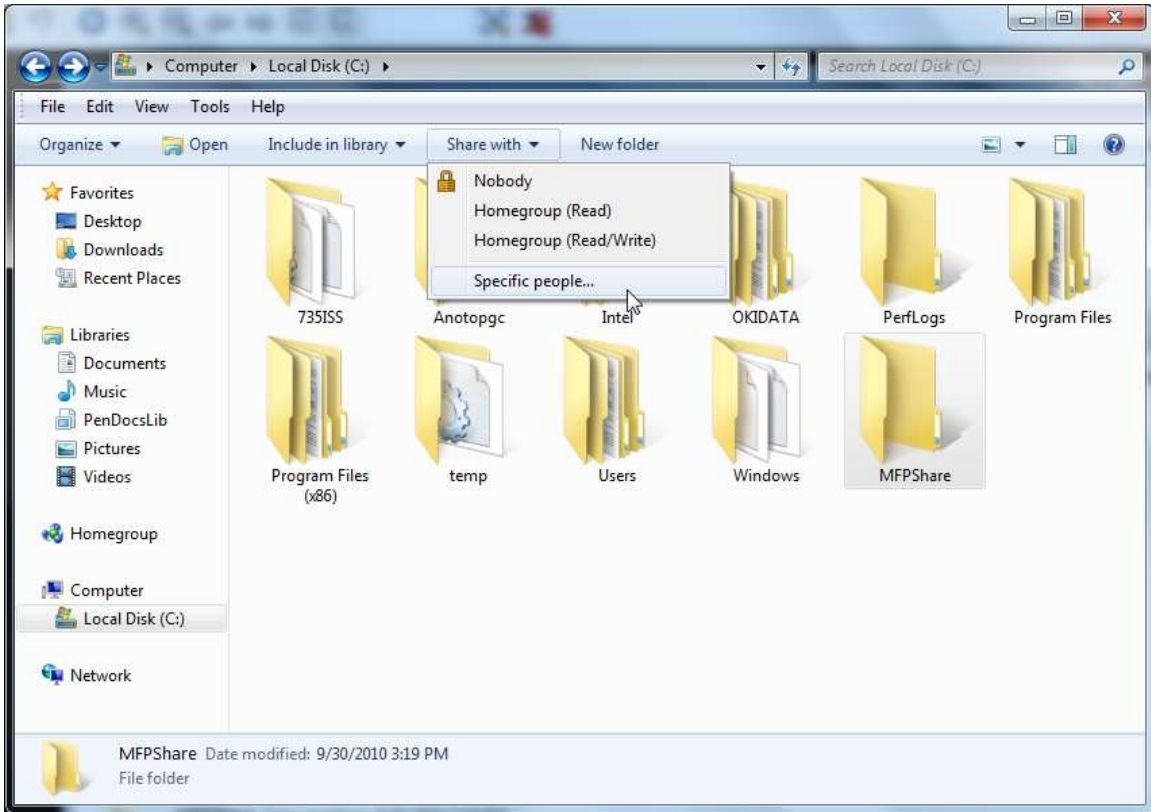
How to create a shared folder

In Windows 7, sharing a folder can be accomplished two ways. Microsoft has implemented a new sharing interface which uses a simplified menu. To share a folder using the Windows 7 sharing interface, perform the following steps.

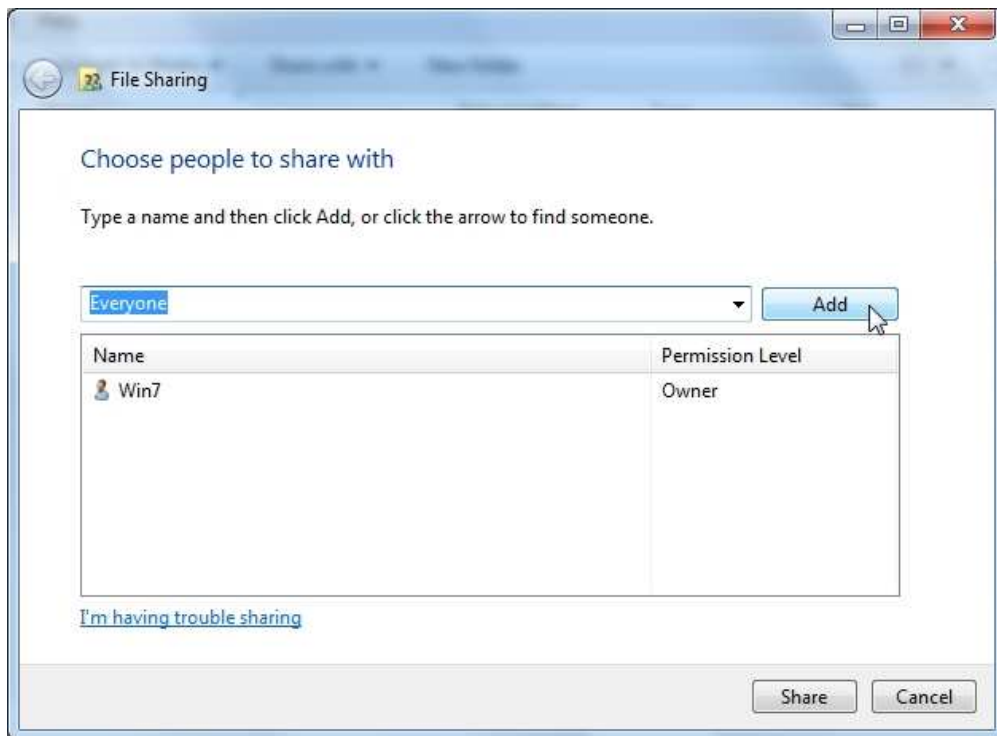
Create a new folder by clicking the Start Button and then click Computer. Double click on the C: drive. On the top toolbar, click File, New and then click Folder.



Name the new folder. In this example we used the folder name MFPSHare. Highlight the newly created folder and click the Share with button on the toolbar (or right click on the folder and select Share). Click Specific people...

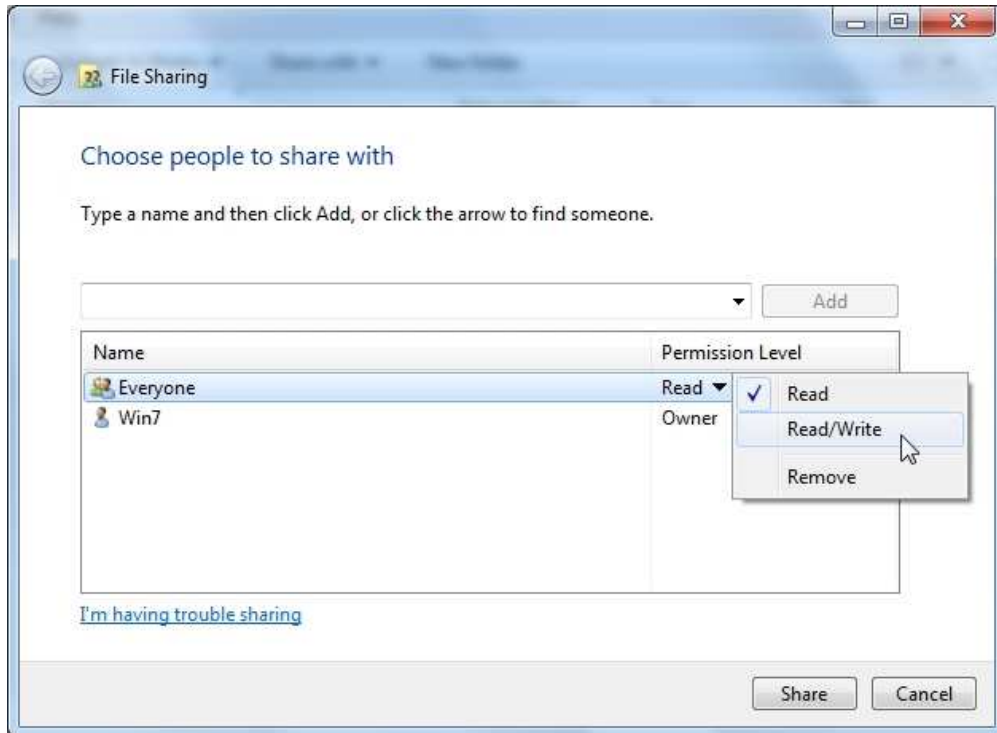


By default, the user account which is currently logged into the workstation will be added to the permissions list with Owner access. You can add users to this list individually or as groups.

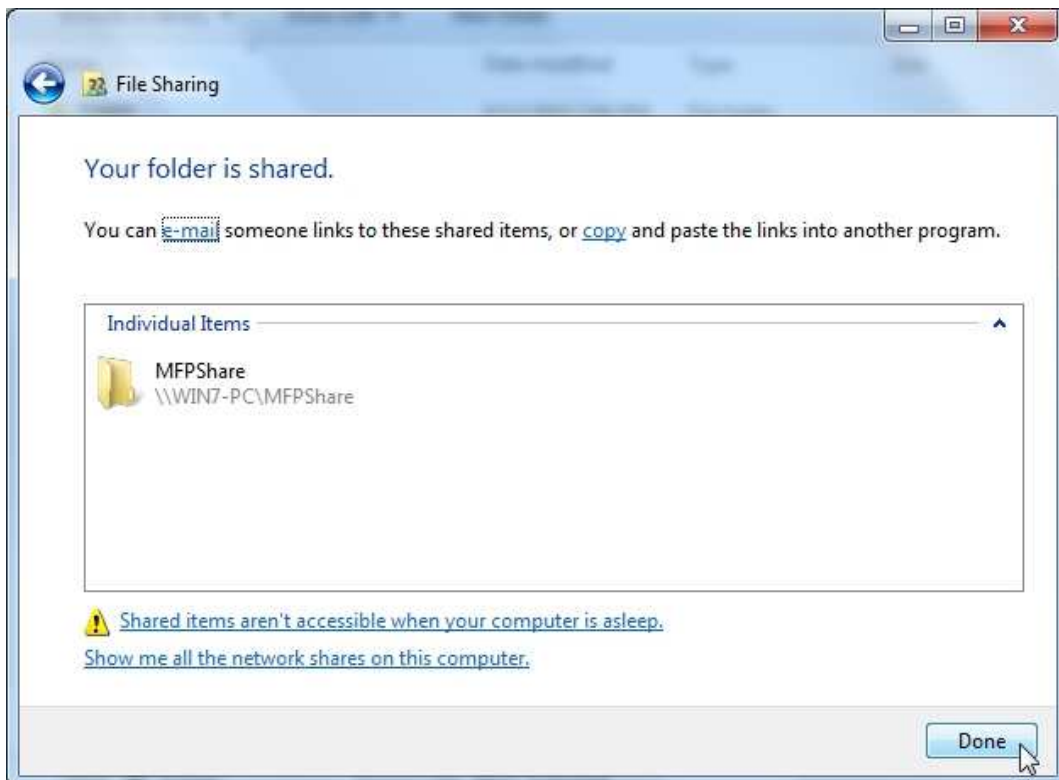


To ensure your network scanner can access the shared folder we recommend adding the Everyone group as With Read & Write permission. In the blank field above the Name column,

enter Everyone and click the Add button. Click the arrow next to Read under Permissions Level and select Read/Write.



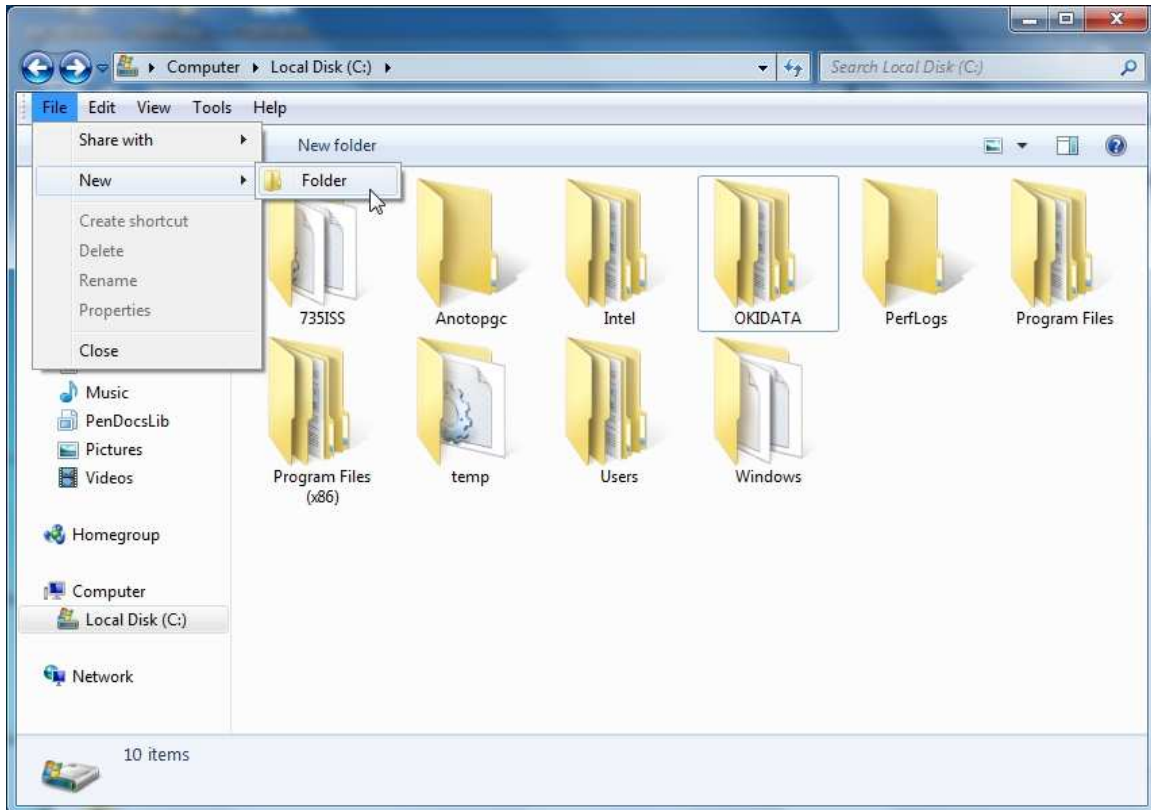
Click the Share button to display a summary. Make note of the path below the share name. In this example, the path is <\\Win7-PC\MFPShare>. Click Done



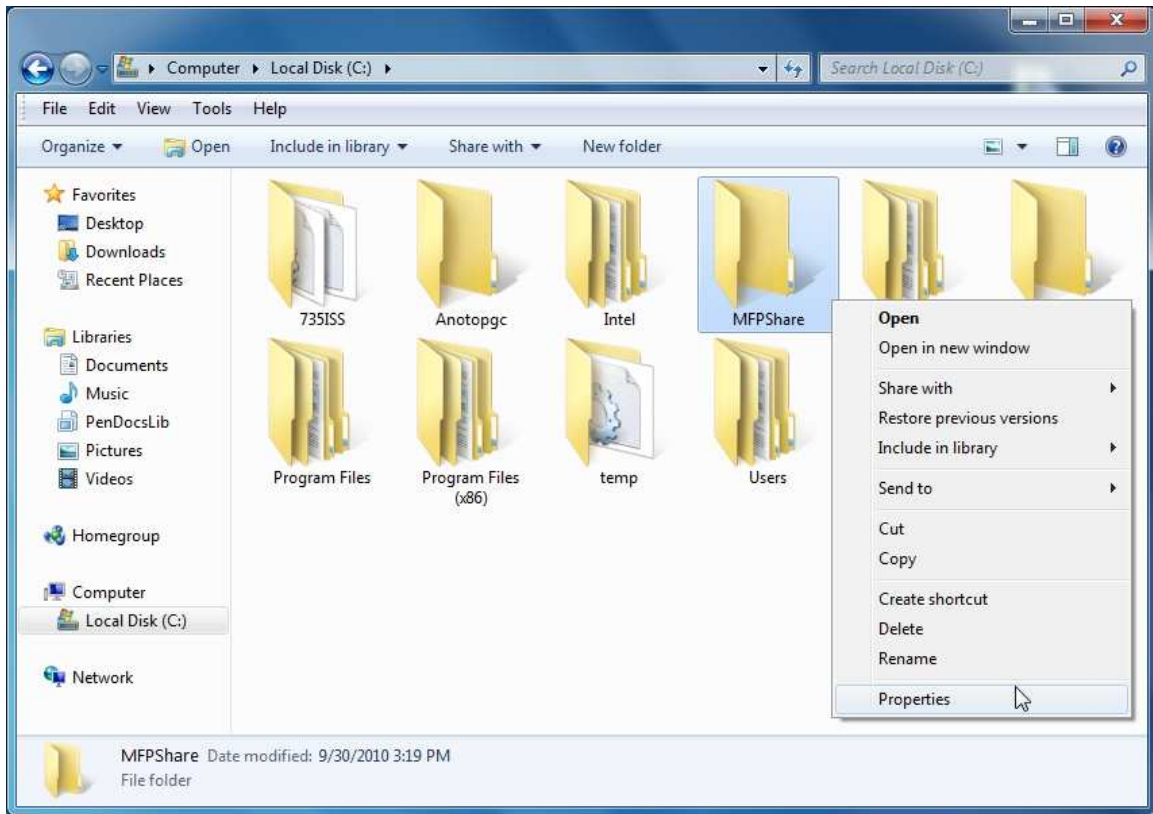
How to share a folder in Windows 7 the “XP way”

Alternatively, if you are familiar with the Windows XP Folder Properties and Sharing tabs, you may use this method to share a folder in Windows 7.

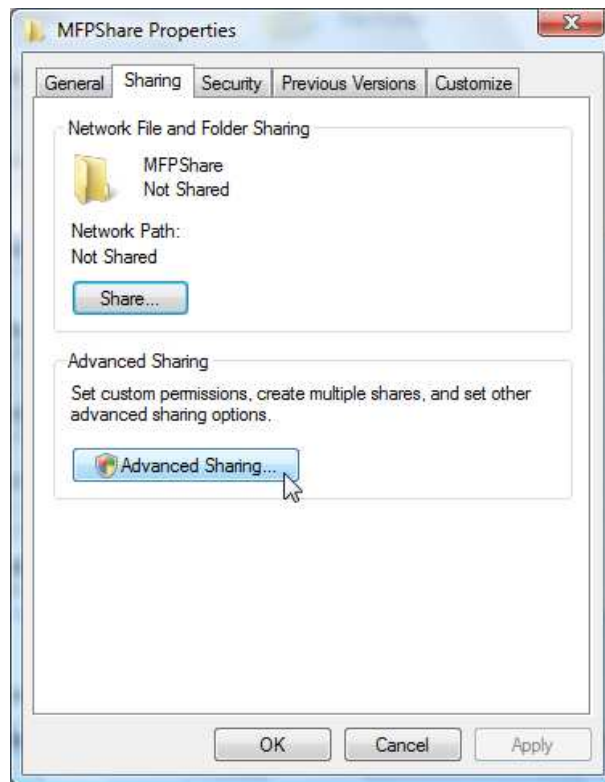
Create a new folder by clicking the Start Button and then click Computer. Double click on the C: drive. On the top toolbar, click Organize and then click New Folder.



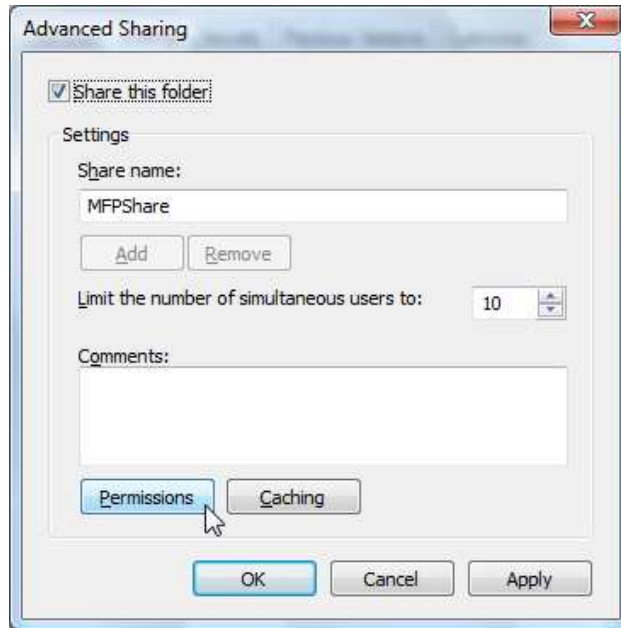
Right click the folder and select Properties.



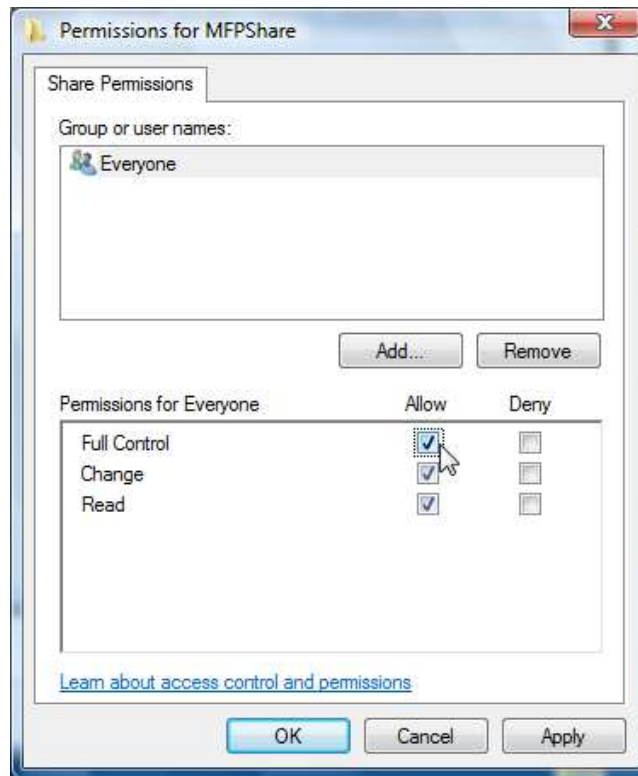
Select the Sharing tab and click Advanced Sharing.



Click the checkbox next to Share this folder. The name of the folder will automatically populate as the name of the share. Click Permissions.

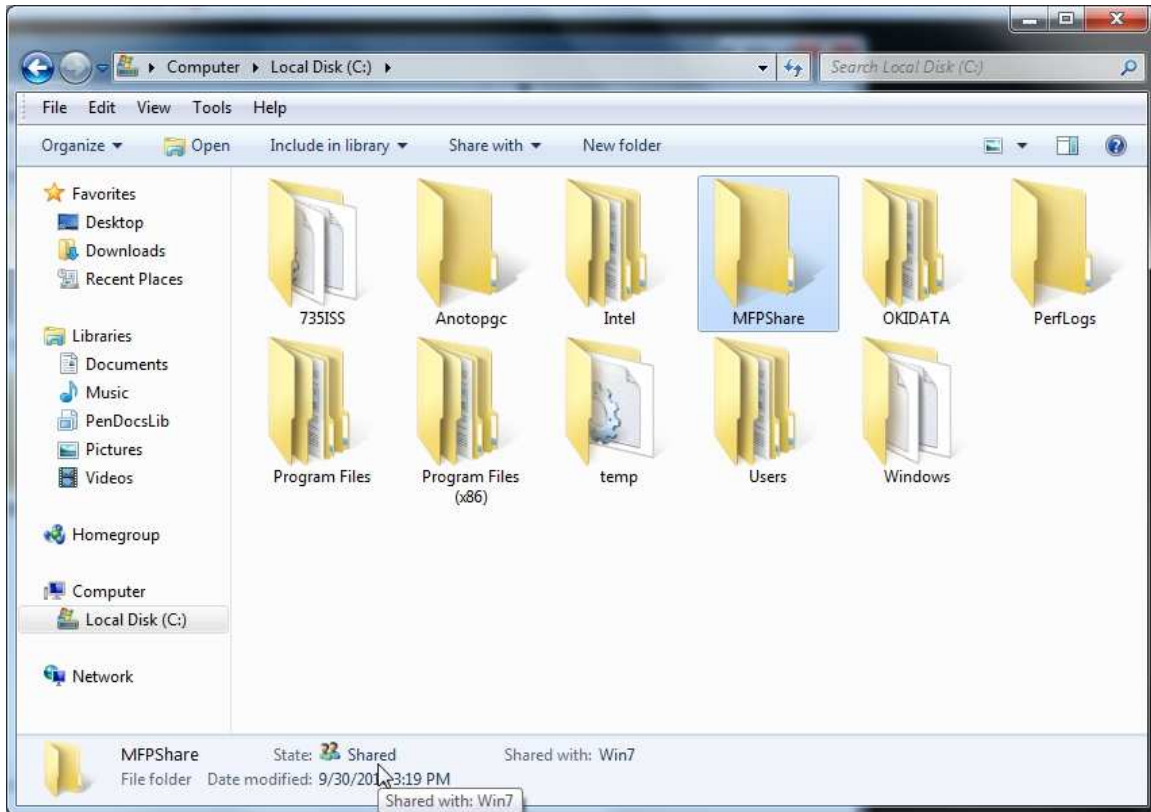


Click the checkbox under Allow next to Full Control.



Click OK on each open window.

Shared folders can be easily identified by highlighting the folder and viewing the State in the bottom toolbar.



Test the share

It is recommended that after creating a shared folder that you perform a test to ensure it is accessible and that the permissions allow files to be created.

The best way to do this is to move to another workstation on the same Workgroup or Domain and click the Start button, then Run. Enter the path to the shared folder. In the above example you would type [\\Win7-PC\MFPSHare](#) and then hit the Enter button. If prompted, enter the username and password of an account on the first workstation. Right click in the open folder and select New and then select Text File.

Go back to the workstation which you shared the folder on and ensure that the new text file is in the folder.