

Click **Help Topics** for a list of Help topics.

Closes this dialog box and saves any changes you have made.

Closes this dialog box without saving any changes you have made.

The name users will use to connect to the shared directory.

Type a comment about the shared directory, if needed. A comment is optional.

Click to allow the maximum number of users to connect to the shared directory at one time.

Click to set a limit on the number of users who can connect to the shared directory at one time.

Specify the number of users who can connect to the shared directory at one time.

[Click to set share permissions for the directory.](#)

[Click to stop sharing this directory.](#)

Click to share this directory and provide a share name, user limit, and share permissions.

Click the down arrow to see the name or names by which this directory is shared.

Click to remove the share in **Share Name**.

[Click to create another share for this directory.](#)

Click **Maximum Allowed** to allow the highest possible number of users to connect to the share at one time.
Or, click **Allow Users** and specify a number.

Access Through Share Permissions

Use the **Access Through Share Permissions** dialog box to set or change permissions for groups and users.

Click the following for information about the dialog box:

- [Access Through Share](#)
- [Owner](#)
- [Name](#)
- [Type of Access](#)
- [Add](#)
- [Remove](#)

{button ,AL("a_set_share_perm;a_share_dir_perm;a_add_perm")} [Related Topics](#)

Access Through Share

Displays the name of the shared directory through which access to files and directories is controlled.

Owner

The name of the owner of a shared directory is not displayed. Ownership of a shared directory does not affect who can set permissions.

Name

Displays the names of groups and users and their current permissions.

- ▶ To change a permission, click the group or user and select a permission in **Type Of Access**.

Type of Access

Displays a list of available permissions.

- ▶ To change a permission, click the group or user in **Name**, and then select a permission.

Add

Used to add groups or users to the permissions list.

Remove

- ▶ To remove a group or user from the permissions list, select the group or user, and then click **Remove**.

Add Users and Groups

Used to add a group or user to the permissions list for the share.

Click one of the following for information about the dialog box:

- [List Names From](#)
- [Names](#)
- [Add](#)
- [Show Users](#)
- [Members](#)
- [Search](#)
- [Add Names](#)
- [Type of Access](#)

{button ,AL("a_add_perm")} [Related Topics](#)

List Names From

Displays the name of the domain or computer to which the groups shown in **Names** belong. An asterisk (*) following the name indicates that local groups for that domain or computer are shown.

▶ To display groups and users in another domain or on the computer, select another domain or select the computer.

Names

Displays the groups (and users, if **Show Users** is selected) belonging to the current domain or computer.

- ▶ To add groups or users to the permissions list, select them in **Names**, and then click **Add**.

Add

- ▶ To add groups or users to the permissions list, select them in **Names**, and then click **Add**.

Show Users

▶ To display the names of users belonging to the currently selected domain or computer in **Names**, click **Show Users**.

Members

- ▶ To see the contents of a group, click it in **Names**, and then click **Members**.

Search

- ▶ To find the domain to which a group or user belongs, click **Search**.

Note

- To add a group or user, you must know the domain that contains the account for the group or user.

Add Names

Displays the names of groups and users you are adding to the permissions list.

- ▶ To add groups or users to **Add Names**, select them in **Names**, and then click **Add**.

Type of Access

Displays a list of available permissions.

- ▶ To set a permission for the groups and users listed in **Add Names**, select a permission in **Type of Access**.

Find Account

Used on a network running Windows NT Server to locate the domain that contains a user's or group's account.

Click the following for information about the dialog box:

- [Find User or Group](#)
- [Search All](#)
- [Search Only In](#)
- [Search](#)
- [Add](#)

{button ,AL("a_add_perm")} [Related Topics](#)

Find User or Group




In **Find User or Group**, type the name of the group or user whose account you want to find.

Search All



To search for the account in all the listed domains, click **Search All**.

Search Only In

 To search for the account in one or more domains, click **Search Only In**, and then select the domains to search.

Search



After specifying the group or user and the domains to search, click **Search**.

Add

 To add the user or group to **Add Names** in the **Add Users and Groups** dialog box, click the user or group in **Search Results**, and then click **Add**.

Shared Directory Permissions

You can set the following permissions for files and directories through a shared directory:

- No Access (None)
- Read
- Change
- Full Control (All)

No Access (None)(None)

Prevents any access to the directory and its files. Specifying **No Access** for a user prevents access even if that user belongs to a group that has access to the directory.

List (RX)(Not Specified)

Allows:

- Viewing filenames and subdirectory names.
- Changing to the subdirectories of the directory.

Does not allow:

- Access to files, unless granted by other directory or file permissions.

Read (RX)(RX)

Allows:

- Viewing filenames and subdirectory names.
- Changing to the subdirectories of the directory.
- Viewing data in files and running applications.

Add (WX)(Not Specified)

Allows:

Adding files and subdirectories to the directory.

Does not allow:

Access to files, unless granted by other directory or file permissions.

Add & Read (RWX)(RX)

Allows:

- Viewing filenames and subdirectory names.
- Changing to the subdirectories of the directory.
- Viewing data in files and running application files.
- Adding files and subdirectories to the directory.

Change (RWXD)(RWXD)

Allows:

- Viewing filenames and subdirectory names.
- Changing to the subdirectories of the directory.
- Viewing data in files and running application files.
- Adding files and subdirectories to the directory.
- Changing data in files.
- Deleting the directory and its files.

Full Control (All)(All)

Allows:

- Viewing filenames and subdirectory names.
- Changing to the subdirectories of the directory.
- Viewing data in files and running application files.
- Adding files and subdirectories to the directory.
- Changing data in files.
- Deleting the directory and its files.
- Changing permissions on the directory and its files.
- Taking ownership of the directory and its files.

No Access (None)

Prevents any access to the file. Specifying **No Access** for a user prevents access even if that user belongs to a group that has access to the file.

Read (RX)

Allows:

- Viewing the file data.
- Running the file, if it is a program file.

Change (RWXD)

Allows:

- Viewing the file data.
- Running the file, if it is a program file.
- Changing data in the file.
- Deleting the file.

Full Control (All)

Allows:

- Viewing the file data.
- Running the file, if it is a program file.
- Changing data in the file.
- Deleting the file.
- Changing permissions on the file.
- Taking ownership of the file.

No Access (None)

Prevents any access to the shared directory, its subdirectories, and its files.

Read

Allows:

- Viewing filenames and subdirectory names.
- Changing to the subdirectories of the shared directory.
- Viewing data in files and running application files.

Change

Allows:

- Viewing filenames and subdirectory names.
- Changing to the subdirectories of the shared directory.
- Viewing data in files and running application files.
- Adding files and subdirectories to the shared directory.
- Changing data in files.
- Deleting subdirectories and files.

Full Control (All)

Allows:

- Viewing filenames and subdirectory names.
- Changing to the subdirectories of the shared directory.
- Viewing data in files and running application files.
- Adding files and subdirectories to the shared directory.
- Changing data in files.
- Deleting subdirectories and files.
- Changing permissions (NTFS files and directories only).
- Taking ownership (NTFS files and directories only).

Local Group Membership

Displays the members of the local group selected in the **Add Users and Groups** dialog box.

- To add the entire group membership to **Add Names** in the **Add Users and Groups** dialog box, click **Add**.
Or, to include only some of the listed members, select them, and then click **Add**.

On a network running Windows NT Server, global groups that are members of a local group appear in the list.

- To see the members of a global group, select the group and then click **Members**.

{button ,AL("a_add_perm")} [Related Topics](#)

Global Group Membership

Displays the members of the global group selected in the **Add Users and Groups** dialog box or in the **Local Group Membership** dialog box.

To include the group in **Add Names** in the **Add Users and Groups** dialog box, click **Add**.





Or, to include only some of the listed members, select them, and then click **Add**.

{button ,AL("a_add_perm")} [Related Topics](#)

To share a directory with other people

- 1 In My Computer, click the directory you want to share.
- 2 On the **File** menu, click **Properties**.
- 3 Click the **Sharing** tab, and then click **Shared As**.
- 4 To add a comment about the share, type the text in **Comment**.
- 5 To set a **User Limit** other than **Maximum Allowed**, click **Allow**, and specify a number of **Users**.
- 6 To set share permissions, click **Permissions**.

Notes and Tips

-  If the **Sharing** tab is not visible, try using Services in Control Panel to start your **Server** service.
-  You can use comments to help people locate information you have shared. To read these, click **Details** on the Network Neighborhood **View** menu, and look under **Comment**.
-  You use the procedure described above to share disk.
-  For information about limiting access to the directory you have shared, click **Related Topics**, below.

{button ,AL("a_share_dir_perm;a_stopshare;a_add_group;a_add_perm;a_new_share")} [Related Topics](#)

To add a new share name for a shared directory

- 1 In the shared directory's **Properties** dialog box, click the **Sharing** tab, and then click **New Share**.
- 2 Type a name in **Share Name**.
- 3 Set any other options you want to change:
 - To add a comment about the share, type the text in **Comment**.
 - To set a **User Limit** other than **Maximum Allowed**, click **Allow**, and enter a number of **Users**.
 - To set share permissions for the new share, click **Permissions**.

{button ,AL("a_set_share_perm")} [Related Topics](#)

To stop sharing a directory

- 1 In My Computer, click the directory you want to stop sharing.
- 2 On the **File** menu, click **Properties**.
- 3 Click the **Sharing** tab, and then click **Not Shared**.

{button ,AL("a_sharefolder")} [Related Topics](#)

To add a group or user to a permissions list

- 1 In the **Access Through Share Permissions** dialog box, click **Add**.
- 2 Select groups or users in **Names**, and then click **Add**.
- 3 If needed, display the names of groups and users:
 - To see the names of the users on a selected computer or domain, click **Show Users**.
 - To see the contents of a selected local or global group, click **Members**.
- 4 If needed, select individual members in the **Group Membership** dialog box, and then click **Add**.
- 5 In **Type of Access**, select a permission to be granted to the groups and users shown in **Add Names**.

Notes and Tips

- If you don't know the domain of the user or group, click **Search** in the **Add Users and Groups** dialog box.
- The **Add Users and Groups** dialog box displays the groups on the computer or in the domain shown in **List Names From**. Local groups are shown for the computer or domain name followed by an asterisk (*). You can click another domain in **List Names From**.
- Domains appear only if your computer is a member of a domain on a network running Windows NT Server. The domains shown have a trust relationship.

{button ,AL("a_find_account")} [Related Topics](#)

To search for a user or group account


- 1 In the **Add Users and Groups** dialog box, type the name of the group or user in **Find User or Group**.
- 2 To search all listed domains, click **Search All**.
Or, to search only in some domains, select them under **Search Only In**.
- 3 Click **Search**.

Note

 You can include groups or users from **Search Results** in the permissions list by selecting them and clicking **Add**.

To set, view, change, or remove permissions through a shared directory


To remove permissions for access

 In the **Access Through Share Permissions** dialog box, select the group or user in **Names**, and click **Remove**.


To set, view, or change permissions for access


- 1 In My Computer, select the shared directory for which you want to change permissions.
- 2 On the **File** menu, click **Properties**.
- 3 Click the **Sharing** tab, and then click **Permissions**.
- 4 Click the group or user under **Names**, and then select a permission in **Type of Access**.

Notes and Tips

 To secure shared directories effectively, keep the following in mind:

- Permissions for access through a shared directory are effective only when the directory is reached over the network.
- Permissions for access through a shared directory apply to all files and subdirectories in the shared directory.
- Permissions for access through a shared directory that is on an NTFS volume operate in addition to NTFS permissions set on the directory and files. Shared directory permissions specify the maximum access allowed over the network.

 You can set share permissions whether the directory is on a drive formatted to use the Windows NT file system (NTFS) or the file allocation table (FAT) file system.

 To work with shared directory permissions, you must be logged on as a member of the Administrators, Server Operators, or Power Users group.

{button ,AL("a_share_dir_perm")} [Related Topics](#)

