Creating and Accessing Disk Shares with Other PCs using Windows

A disk share is a directory, along with some or all of the lower level subdirectories, that is made available for access over the network. Your UNIX or NT home directory are good examples of directories that could become disk shares. This is documented in SSCC-Pub #5-8, Accessing Disk Shares from the LAN with Windows 95. You could also create a disk share in order to share files stored on your PC with another networked PC. This handout will describe how to create disk shares from directories (folders) on your PC’s hard drive and how to access disk shares that have been created on another networked PC. This is often referred to as “peer-to-peer” sharing.

Creating Disk Shares

Creating a disk share is how you grant people access to your folders over the network. There are two ways of doing this:

- Share-level access control - Anyone wanting to use the disk share can use it. The disk share may or may not be password protected.

- User-level access control - You specify the names of networked PCs or of users in a particular domain (e.g., SSCC’s Primo domain) that you want to be able to use your disk share.

All your disk shares must be of the same type. In other words, you cannot create some disk shares with share-level access control and others with user-level access control. Follow the steps below to determine which method your computer is configured to use and change it if necessary.

For Windows 95 or Windows 98:

1. Bring up the Control Panel window. One way of doing this is to click the Start button, point to Settings, and then click Control Panel.

2. Double-click the Network icon.

3. Click the Access Control tab. You will see a window on your screen like the one shown below:
Use this window to change the access control method if it is not set to the one desired. Then click OK. Note that if you change the access control method, you will have to reboot your PC.

For Windows NT, Sharing options are all selected in the next step.

**Creating Disk Shares using Share-Level Access Control**

To create a disk share using share-level access control, follow the steps below.

1. Start Windows Explorer. One way of doing this is to click the **Start** button, point to **Programs**, and then click **Windows Explorer**. You will see a window on your screen like the one shown below:
2. Use the right mouse button to click the folder you want to share and choose **Sharing...** Note that you can also share a printer, a file or an entire disk drive by using this procedure.

3. Click the **Sharing** tab. In Windows 95 and Windows 98, you will see a window on your screen like the one shown below:
4. Click the **Shared As** radio button. At this point you can optionally change the share name that is assigned, add a comment, specify the type of access you want others to have, and specify a password for access. For instance, if you want anyone to be able to read the contents of a folder without having to enter a password, you would specify Read-Only and leave the Password field blank. Click OK when you are finished.

5. In Windows NT, you will see a window on your screen like the one shown below:
Here, you can set the number of users that are allowed. Leave it set for Maximum Allowed (the default) if you do not want to restrict access to this share. The Permissions button can be used to designate who is allowed access (user-level access).

Creating Disk Shares using User-Level Access Control for Windows 95/98

To create a disk share using user-level access control, follow the steps below:

1. Follow steps 1 and 2 on the previous pages.

2. Click the Sharing tab and you will see a window on your screen like the one shown below:
3. Click the **Shared As** radio button. At this point you can optionally change the share name that is assigned and add a comment.

4. Click **Add...** and the following window will appear on your screen:
Use this window to give users access to the folder you selected earlier. You can give users read only access, full access, or custom access. Specify custom access if you want to give a user access like “write” or “read and execute”.

5. Scroll through the list of names and choose the user(s) you want to give access. Then click either Read Only, Full Access, or Custom. The users that were selected will then appear in one of the lists on the right. Repeat this process if you want to give different people different access. Click OK when you are finished.

**Creating Disk Shares using User-Level Access Control for Windows NT**

To create a disk share using user-level access control, follow the steps below:

1. Open Windows Explorer and highlight the folder or drive you want to share.

2. Right-click to bring up a menu of choices.

3. Select **Sharing** and you will see a window on your screen like the one shown below:
4. Click the **Shared As** radio button. At this point you can optionally change the share name that is assigned and add a comment.

5. Set a user limit if you want to limit this.

6. You can now set the type of access individual users will have. To do this, click on the **Permissions** button, and the following window will appear:
As you can see, the default choice is that everyone has full access to everything in that share. If that is what you want, you will not need to make any changes. If you want to change this, select Add.. from the choices at the bottom of the window.

7. A window will open that looks like the one below:

Use this window to give users access to the folder you selected earlier. You can either give access to groups that are already listed, or click on the Show Users button to select from the list of individual users in the domain. Add names from the list in the top half of the window, and then select the Type of Access they will have. You can give users No access, Read Only access, Change access or Full access. The difference between Change and Full access is that Full access is required to delete files. Be sure to include yourself on the list of individuals users that have access. You will have to do this separately for each level of access.

When you have added all the users, click on OK. This will bring you back to the window from step 6. At this point, you will probably want to remove Everyone from the list. When that is done, click on OK and the access permissions will be changed.

**Accessing Disk Shares**

Follow the steps below to access disk shares that have been created for you on another remote PC.

1. Be sure that the PC you want to access disk shares from is turned on and logged in to the network. If both PCs are not connected to the network, the share can not be accessed.
2. Double-click the Network Neighborhood icon and a window similar to the one below will appear on your screen:

![Network Neighborhood Window](image)

3. Double-click the icon for the computer that contains the folder(s) you want to access. A window containing folders from the selected computer that are accessible to you over the network will be displayed:

![Jhayes Window](image)

If you only need access to the folder(s) infrequently, you can stop here. If you need to access the same shared folder frequently, you may want to assign a drive letter to it. Then you can just switch to that drive in Windows Explorer when you want to use it. The steps below illustrate this process:

4. Click the icon corresponding to the folder you want to share.

5. Choose Map Network drive... from the File menu. The window similar to the one below will be displayed:
Be sure that the Reconnect at logon box is checked, so this drive/share will be connected every time you log in to the network. Click OK and the drive letter will be assigned to the folder. Bringing up Windows Explorer confirms this:

If you want to disconnect a drive that you have mapped at some time in the past, go to Windows Explorer and highlight the drive/share you want to disconnect (as in the illustration above). Right-click, and select Disconnect from the menu.