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Access a Share Folder

- 1. Click on Start button and select RUN or simultaneously press Windows-Button + R.
- 2. Type address of the computer on which the folder is shared followed by " \\ " for eggs " \\databank " or if you know a complete address you can use it for e.g. " \\databank\uninstall"
- 3. Locate and browse your required folder

Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open: Matabank
OK Cancel <u>B</u> rowse

🚽 databank				
File Edit View Favorites Tools Help				
🕙 Back 👻 🕘 👻 🤌 Search 🛛 Polders 🛛 📰 🕶 🔯 Folder Sync				
Address 😼 \\databank <				
🏠 🦾 DAP 🔮 Options 🛛 🔚 Softw	are 🔽 🖉 🖉 🖡	🖥 D/L 🚺 files 🚳 🥢		
Network Tasks 🕆	AGG	Auditors		
 Add a network place View network connections Set up a wireless network for a home or small office 	терияния Смя	Data Strucutures-CS		
 Search Active Directory Show icons for networked UPnP devices 	ив	Kafeel SSH		
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My Documents Printers and Faxes	Staff	Ininstal		

Share Your Own Folder

- 1. Right click on the folder you wish to be shared.
- 2. Select Share this folder radio button and click on Permissions.
- 3. Select Add button to add member to grant permission.
- 4. Add user by writing the login name which would be Employee codeof the user. Check the name to confirm by clicking check button and click on OK.
- 5. Click on Security tab and select the Add button.
- 6. Add user by writing the login name which would be **Employee code** of the user. Check the name to confirm by clicking check button and click on OK.
- 7. Select the user from **Groups or usernames** list and |Select appropriate permissions from the Permissions selection box. Click **Apply** and then OK.

Step 1. Right click on the folder you wish to share.	Step 2. Select Share this folder and click on Permissions
Open Explore Browse with ACDSee Add to VLC media player's Playlist Search Open as Notebook in OneNote Play with VLC media player 7-Zip Sharing and Security Add to archive Add to "Share.rar" Compress and email Compress to "Share.rar" and email © Groove Folder Synchronization	Share Properties ? × General Sharing Security Customize You can share this folder with other users on your network. To enable sharing for this folder, click Share this folder. O not share this folder O not share this folder Share this folder Share name: Share Comment: User limit: Maximum allowed It o set permissions for users who access this folder over the network, click Permissions. Permissions To set permissions for users who access this folder over the network, click Permissions. Caching. Windows Firewall is configured to allow this folder to be shared with other computers on the network. View your Windows Firewall settings OK Cancel Apply

Step 3. Select Add button to a permission.	dd member to gi	rant
Permissions for Share		? ×
Share Permissions		
Group or user names:		
,	Add	Remove
Permissions for Everyone	Allow	Deny
Full Control Change		
Read		
ОК	Cancel	Apply

Step 4. Add user by writing the login name which would be user. Check the name to confirm by clicking check button ar	Employee codeof the nd click on OK.
Select Users, Computers, or Groups	? ×
Select this object type:	
Users, Groups, or Built-in security principals	Object Types
From this location:	
umt.edu.pk	Locations
Enter the object names to select (<u>examples</u>):	
test	Check Names
Advanced	Cancel

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	-
Step 4. Select name from the list of Groups and Users and Select appropriate permissions for the user, Click on Apply and then OK .	Step 5. Click on Security tab and select the Add button.
Permissions ? × Share Permissions Group or user names:	Share Properties General General Share Properties General General General General General General General <t< td=""></t<>
OK Cancel Apply	OK Cancel Apply

Step 6. Add user by writing the login name which would be **Employee code**of the user. Check the name to confirm by clicking check button and click on **OK**.

Select Users, Computers, or Groups	? ×
Select this object type:	
Users, Groups, or Built-in security principals	Object Types
From this location:	
umt.edu.pk	Locations
Enter the object names to select (<u>examples</u>):	
Test Account (test@umt.edu.pk)	Check Names
Advanced	Cancel

Step 7.Select the user from **Groups or usernames** list and Select appropriate permissions from the **Permissions** selection box. Click **Apply** and then **OK**.

General Sharing Security Cu	stomize	
Group or user names:		
1 CREATOR OWNER		_
SYSTEM		
Test Account (test@umt.ec	lu.pk) 🤇	
🕵 Users (ATTIQ\Users)		
	Add	Remove
Permissions for Test Account	Allow	Deny
Full Control	Δ	
Modify		
Read & Execute		
List Folder Contents		
Read		
Write		
Coopiel Permissione	H	
 For special permissions or for adv click Advanced 	vanced settings,	Advanced
CIICK Advanced.	-	

Share your CD-ROM

- 1. Click on start and right click on My Computer.
- 2. Select your CD or DVD ROM and right click on it. Select Sharing and Security.
- 3. Select radio button Share this folder and click Apply then click OK.



Step 3. Select radio button Share this folder and click Apply then click OK .				
DVD-RAM Drive (G:) Properties				
General AutoPlay Hardware Sharing Recording				
You can share this folder with other users on your network. To enable sharing for this folder, click Share this folder.				
C Do not share this folder				
Share this folder				
Share name: G				
Comment:				
User limit: Maximum allowed				
C Allow this number of users:				
To set permissions for users who access this folder over the network, click Permissions.				
To configure settings for offline access, click Caching				
Windows Firewall is configured to allow this folder to be shared with other computers on the network. <u>View your Windows Firewall settings</u>				
OK Cancel Apply				

Access a Printer which is attached to a Computer

- 1. Click on Start button and select RUN or simultaneously press Windows-Button + R.
- 2. Type "Computer Name" or "IP Address" followed by "\\" for e.g. "\\databank" or "\\172.2.0.9".
- 3. In the Share location you will see the share printer icon . Double click on it to install.

Step 1. Click on Start button and select RUN. Type "Computer Name" or "IP Address" followed by "\\" for e.g. "\\databank" or "\\172.2.0.9".

Run	? 🛛
-	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open:	\\"Computer Name" or \\"IP"
	OK Cancel Browse



Step 3. A print managemen Clicking Printer	t window will pop in the menu and s	up. You ca electing Se	n make this pr et As Default P	inter as default by rinter .
🚴 HP LaserJet 1200 Ser	ies PCL on 172.2.0	.11		
Printer Document View He	elp			
Connect	Status	Owner	Pages Siz	ze
Set As Default Printer Printing Preferences				
Pause Printing Cancel All Documents				
Sharing Use Printer Offline				
Properties				
Close				

Share your Printer.

- 1. Click Start and then Settings. Click on Printers and Faxes.
- 2. Right click on your required printer and select Sharing.
- 3. In the Sharing tab select the **Share this printer** radio button and give appropriate **Share name**<Your name-Department>for e.g. **test-OTS**.
- 4. Select Security tab and here you can assign specific rights to specific users to which you want to share your printer and then click Ok.



Step 3. In the Sharing tab select the Share this printer radio button and give appropriate Share name <your name-department="">for e.g. test-OTS.</your>	Step 4. Select Security tab and here you can assign specific rights to specific users to which you want to share your printer and then click Ok.		
Image: Second State Sta	Yere a security Permissions for Everyone Advanced Security Device Settings General Sharing Ports Advanced Security Device Settings Group or user names: Administrators (ATTIQ\Administrators) CREATOR OWNER CREATOR OWNER Image Everyone Add Remove Permissions for Everyone Allow Deny Print Image Image Image Manage Documents Image Image Image Special Permissions or for advanced settings, click Advanced. Advanced Image		

Access Network Printer

- 1. Click on Start button and select RUN or simultaneously press Windows-Button + R.
- 2. Type "\\printsrv" or "\\172.2.0.8".
- 3. In the Share location you will see the share printer icon 2. Double click on the printer near your location to install.

Step 1. Click on Start button and select RUN. Type "Computer Name" or "IP Address" followed by "\\" for e.g. " <u>\\databank</u> "or " <u>\\172.2.0.9</u> " and click OK .							
R	Run	? 🗙					
		Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.					
c	Open:	\\"Computer Name" or \\"IP"					
		OK Cancel Browse					

Step 2. In	the Share loc	ation you will se	ee the share p	rinter icon 🎐	. Double click or	the printer near
your locat	tion to install					