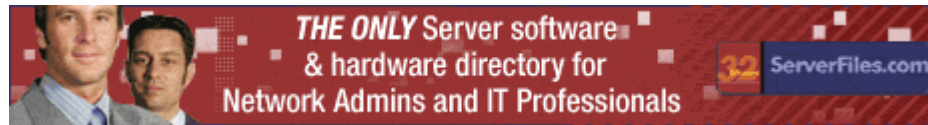




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## Step-by-Step Networking Procedure: Windows2000 / XP Give Permission to access your resources (Sharing)



This page is for Windows 2000 / XP Professional  
 (there is a slightly different procedure for [Windows 95/98/ME](#) and [Windows XP Home](#).)

you need to logon as "[Administrator](#)" or "[Standard User](#)" ("Power User") for this step !

You have installed your network card and [checked the network configuration](#).

The question is now: do you only want to connect from your system to another computer on the network or do you want to allow other computers also to access resources on your system ? (a network resource is either a complete disk, a folder with all files and subdirectories or a printer)

Unlike Windows95/98/ME, where you need to install "[File-and-Print Sharing](#)" as part of the [check/adjusting of the network configuration](#), Winddows 2000/XP has "[File-and-Print Sharing](#)" installed by default.

You need now to decide, to which part of your computer other system should have access: which part of your system to **SHARE**.

You can give access to a [complete disk](#) on your computer or to [just a folder](#).

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Page Control

You can allow other system [to print on your printer](#).

Microsoft has changed on Windows XP the method of Sharing a disk/folder



Microsoft has changed on Windows XP the method of Sharing a disk/folder to a new method, designed for the [Windows XP Home Edition](#).

For Windows XP Professional, you can select :

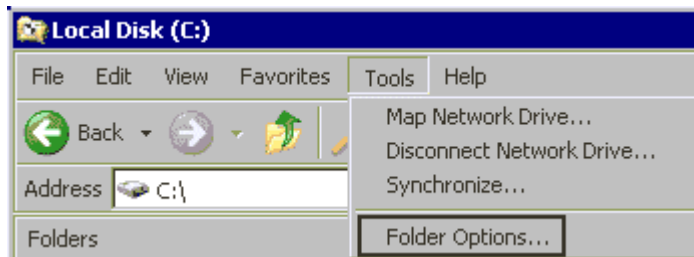
- to use the "[Simple File Sharing](#)" (as designed for XP Home)

or

- to switch off "Simple File Sharing"

#### **Note :**

**By default, "Simple File Sharing" is activated on Windows XP Professional !**



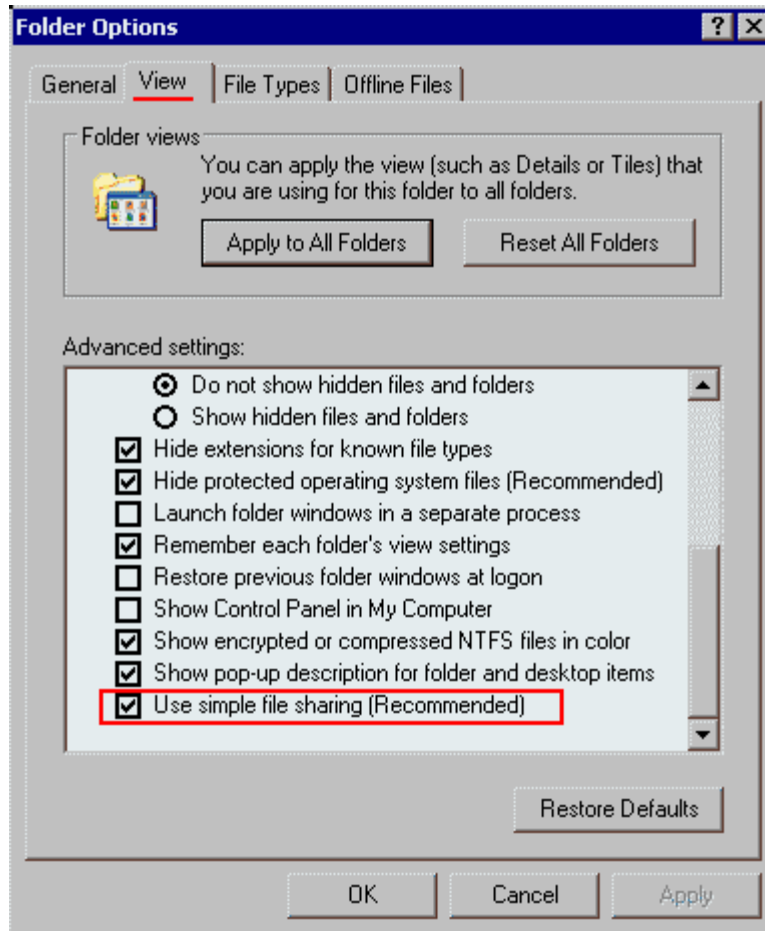
Open "My Computer" and select from the menu "Tools" to display the "Folder Options..." :

Tab : "**View**",  
section "**Advanced settings**" :

To deactivate the "**Simple File Sharing**",  
uncheck the option :

**Use simple file sharing (Recommended)**

If you do not deactivate the "**Simple File Sharing**", then you have to [make your sharing like on Windows XP Home](#).

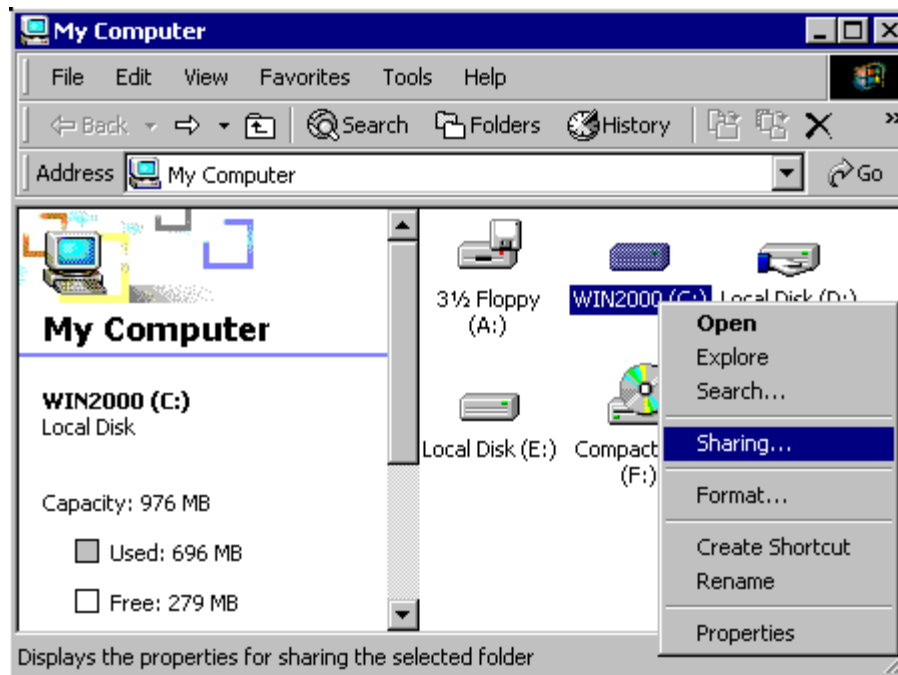


Windows XP Professional File-Sharing will work now like on Windows 2000.

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#### Sharing a complete Disk:

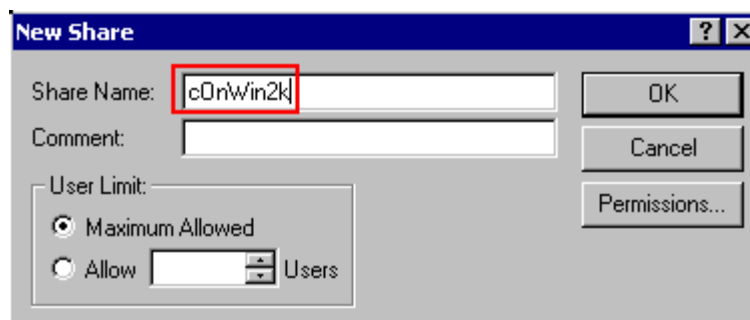
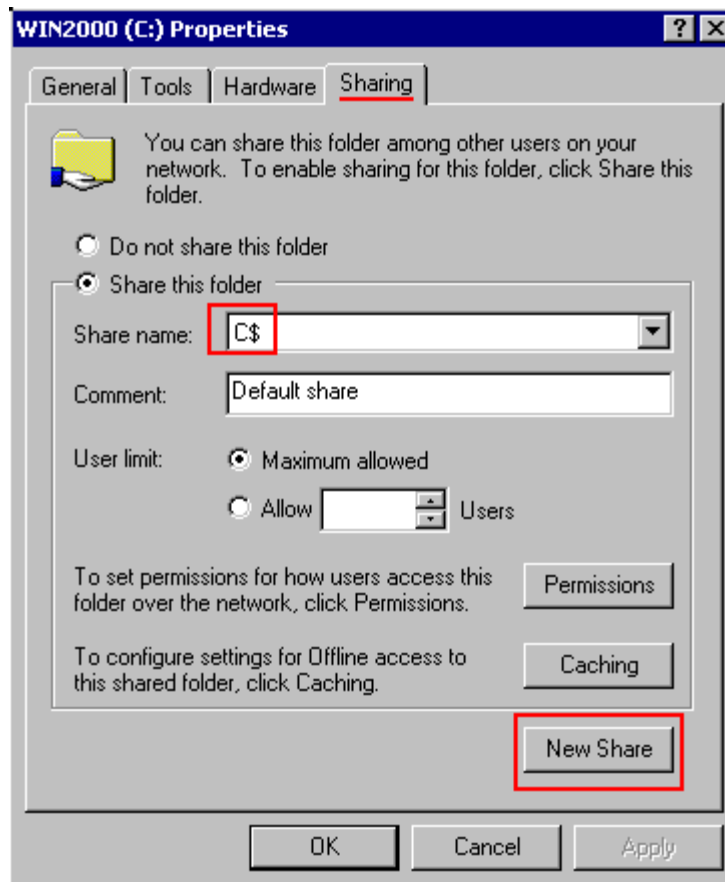
In "**My Computer**", right-click on the disk to be shared and select from the menu: "**Sharing**"



The system displays the "Properties" of the disk, with the Tab: "**Sharing**" pre-selected.

By default, a Windows 2000 disk is already shared, using "C\$", "D\$",... This is the "**Administrative Share**", used in company networks to allow a network administrator to access your system. It is NOT visible in the Network Neighborhood. ( see [Hidden Shared Resources](#) ) Please, do NOT delete this share !

Click on "**New Share**"

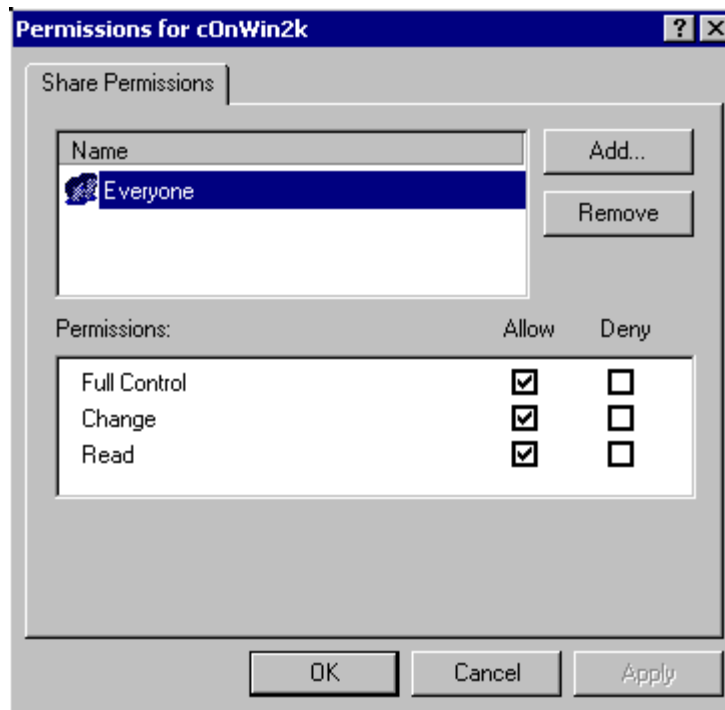


Define the Share-name, which will be the name of this disk on the network (*no blanks, as short as possible*).

**Warning:** if the name is more than 12 characters, like:



it will **NOT** be displayed in the Network Neighborhood of a Windows95/98/ME system ([more details](#))



Click on "**Permissions...**"

You can decide the level of access: that other users can

**Read** data from your disk, or have **Full-Control** (to read/write/delete files) .

By definition, this permissions are assigned for the User-group "**Everyone**", which is a hidden usergroup and **contains all users defined on THIS system:**

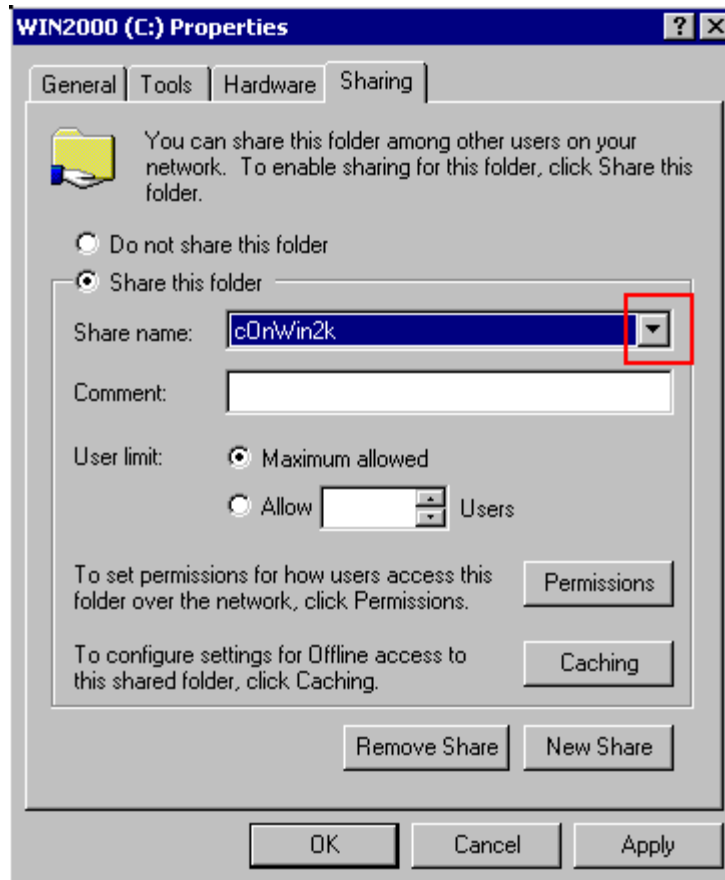
Only users with a username defined on this system in [UserManagement](#) will be able to connect !

You have to possibility to add other UserGroups or Usernames to this list and assign different permissions to each of them.

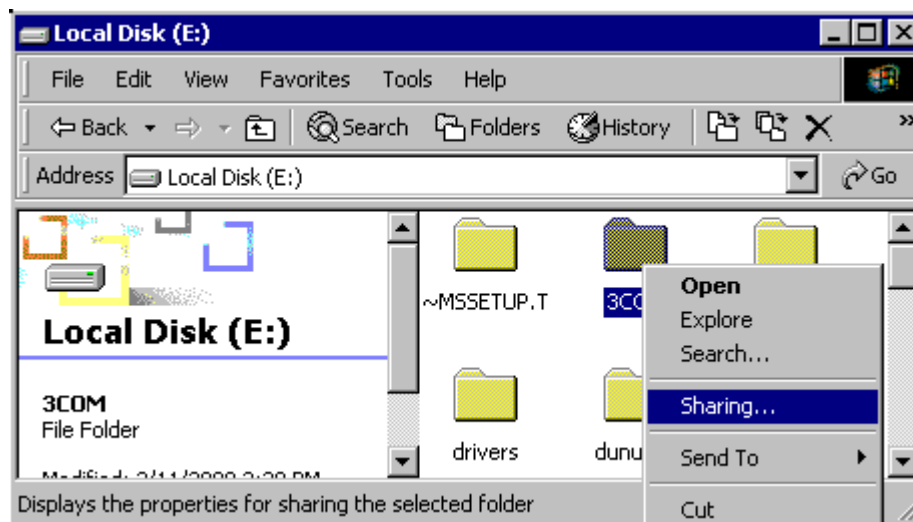
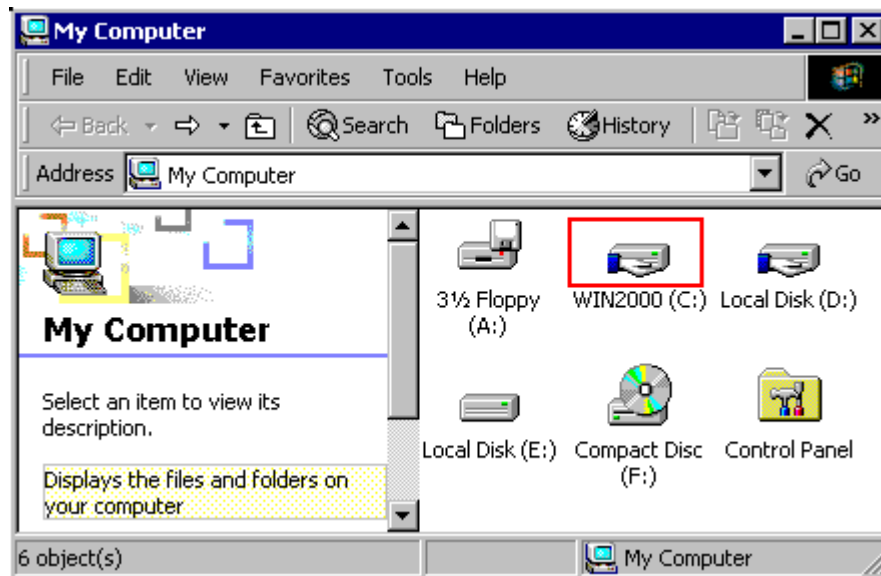
Back on the tab: "**Sharing**", you can select now for "Share name" the different names:

- the "Administrative Share" (like: C\$ )
- the user-defined Sharename

exit with "OK" to make this definition valid.



Once a disk is shared, the Symbol in "My Computer" changes: the hand holding the disk

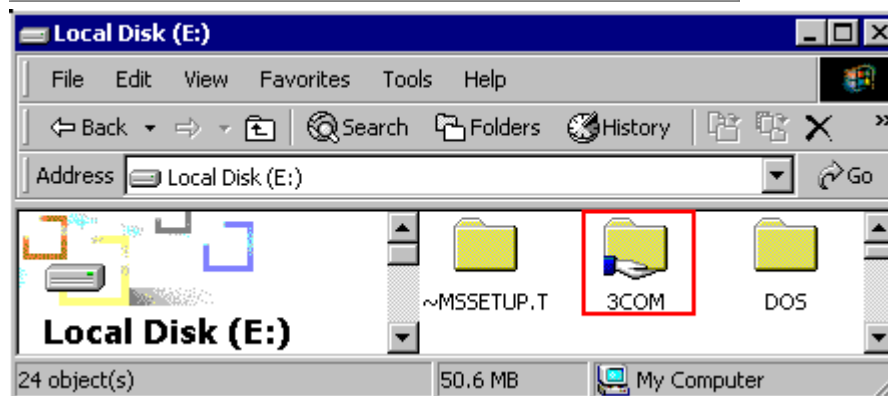
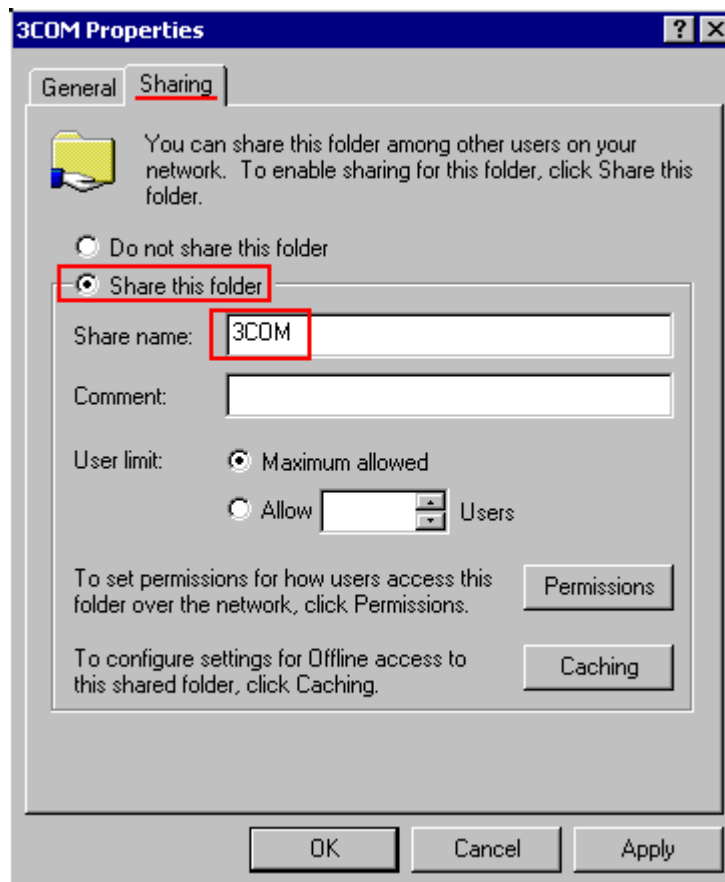


#### Sharing a Folder :

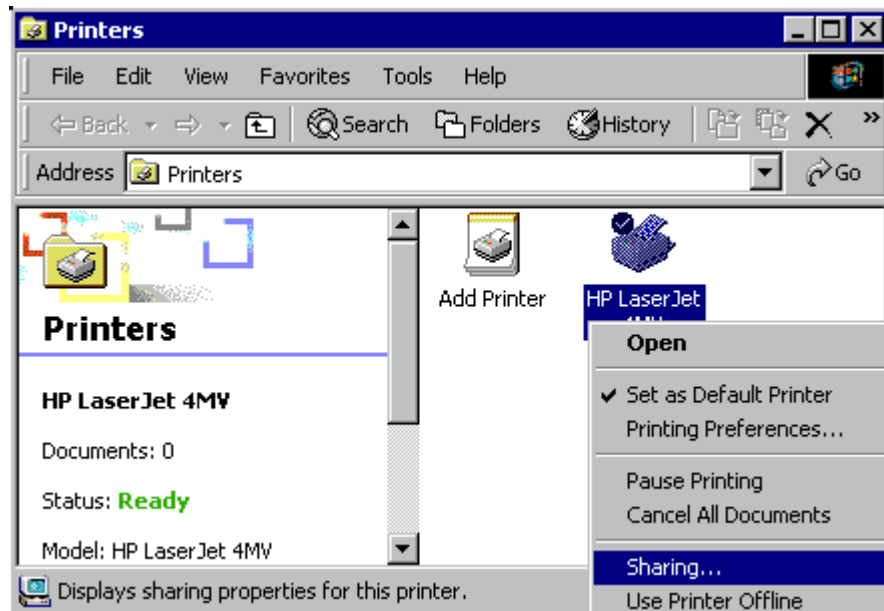
If you do not want to give access to your complete disk, you can allow access (=share) just a folder: other systems will then see only the files and sub-folders in this folder.

Select the folder to be shared, right-click and select from the menu: "**Sharing**":

Like Sharing a complete Disk, select "**Shared As...**", define the "**Share Name**", and you define "**Permissions**".

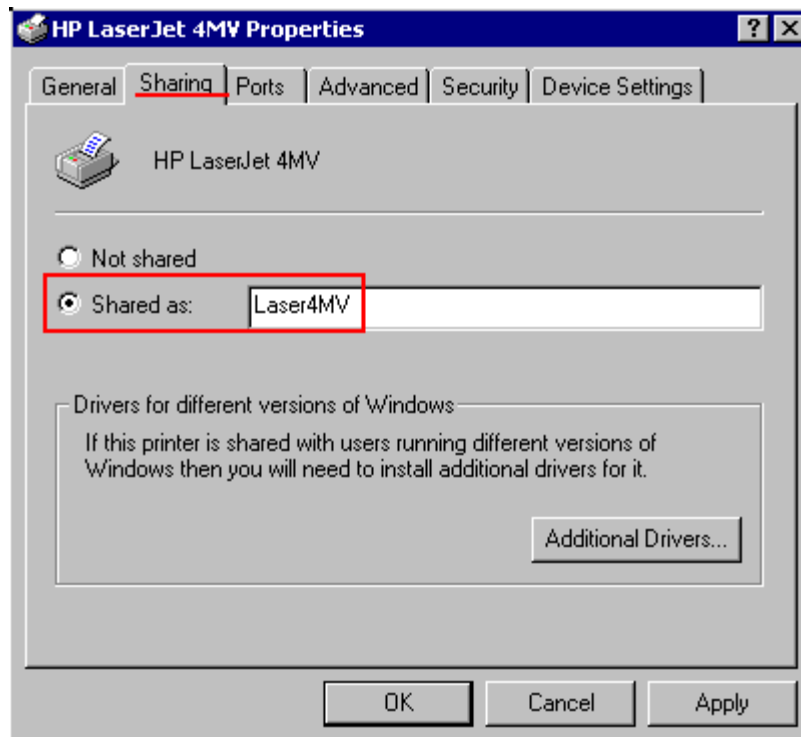


Once a folder is shared, the Folder - Symbol changes: the hand holding the Folder



### Sharing a Printer:

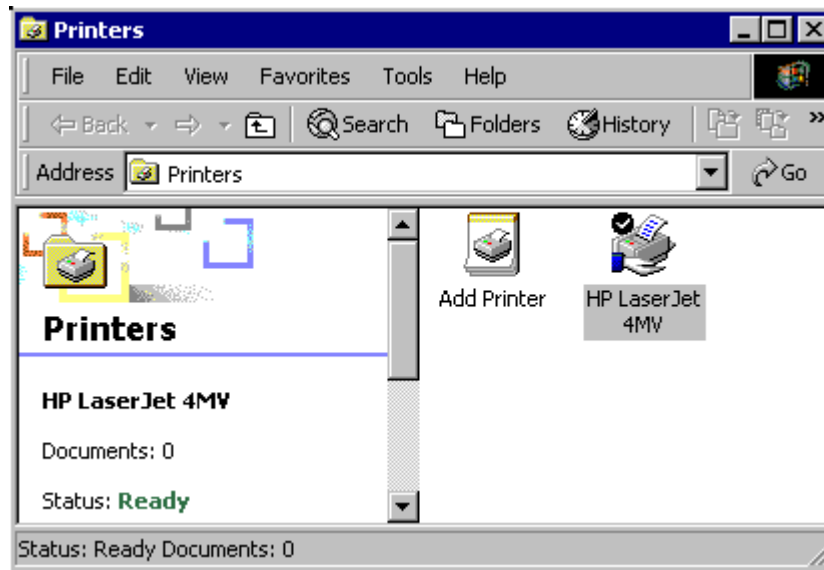
In "**Printers**", (via "MyComputer" or via the Control-panel), right-click on the printer to be shared and select from the context . pop-up menu: "**Sharing**"



The system displays the "Properties" of the printer with the Tab:"**Sharing**" pre-selected.

By default, a printer is Not shared.

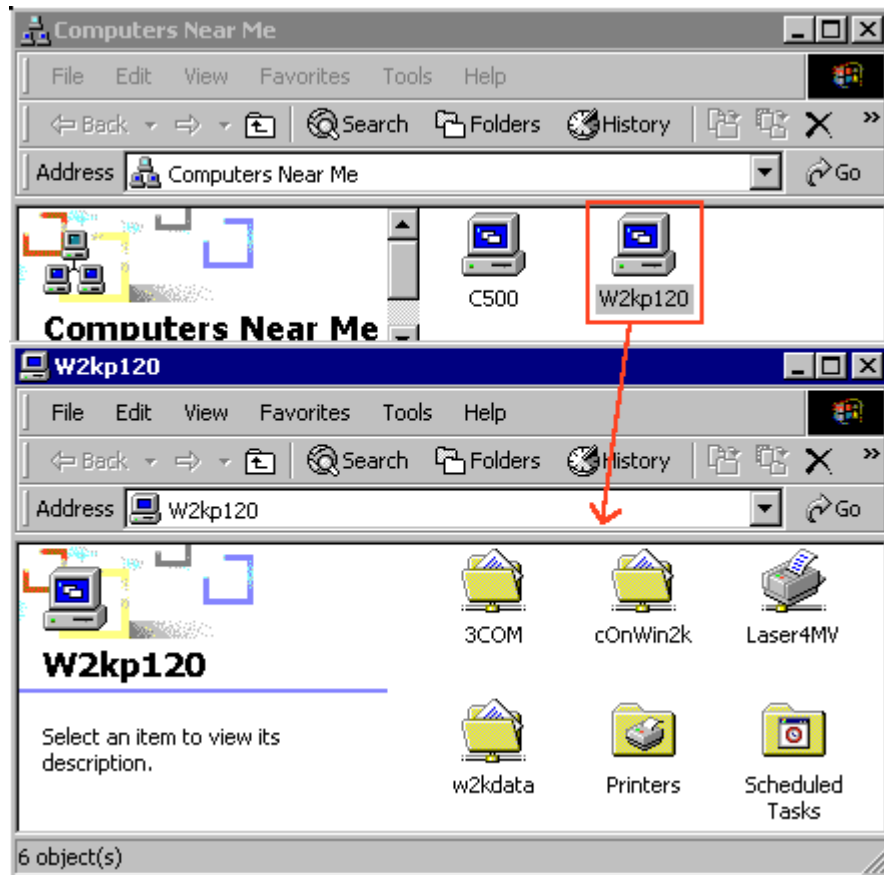
Select "**Shared As....**", define a Share-Name, under which the printer will be listed in the Network Neighborhood.



Once a printer is shared, the Symbol in "Printers" changes: the hand holding the printer.

Check that you did the operation properly:

Look in "**My Network Places**" in "**Computers Near Me**" under your *OWN* Computername: It should list now all items shared in the steps above.



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Next Step: [Network Neighborhood / My Network Places](#)

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[Java scripting and cookie storage required](#) for proper display of these pages.

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