



Smart Classroom Tutorial Series

Sharing, Mapping, Disconnecting and Remove Sharing

7th May, 2005

Sharing and Mapping folder or disk drive partition on Base Computer

Sharing

Purpose for Sharing

Shared folders help to reduce administrative overhead and ease user access by organizing resources that can be shared and putting them into folders according to common access requirements. It is possible to determine which resources you want to share, organize resources according to function and use, and decide how you will administer the resources.

Note: The Folder and Drive or Partition sharing and Mapping is only applicable to KFUPM Intranet users but not for KFUPM RAS and KFUPM DSL users. Where as Mapping to KFUPM-FILER is applicable to KFUPM Intranet, KFUPM RAS and KFUPM DSL users.

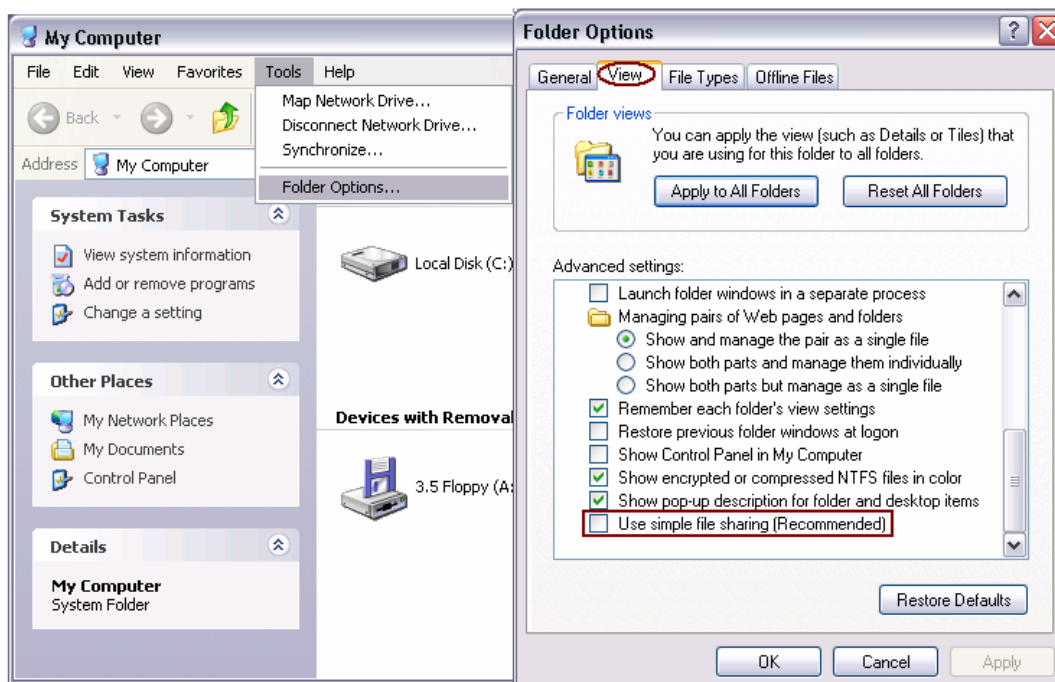
Requirements for sharing

Turning on and turning off Simple File Sharing.

Simple File Sharing is always turned on in Windows XP Home Edition-based computers. By default, the Simple File Sharing UI is turned on in Windows XP Professional-based computers that are joined to a workgroup. Windows XP Professional-based computers that are joined to a domain use only the classic file sharing and security interface. When you use the Simple File Sharing UI (that is located in the folder's properties), both share and file permissions are configured.

Clear the check box next to Use Simple File Sharing (Recommended), click Apply and OK. Removing it will give you classic menu of sharing and security. It checked by default for user interface menu of sharing and security.

To remove the check box, open **My Computer** (double click)→ **Tools**→ **Folder Options**→ Click **View** tab scroll down to **Use simple file sharing** uncheck the box as shown in the figure.



You have successfully enabled the classic view of simple file sharing.

Mapping

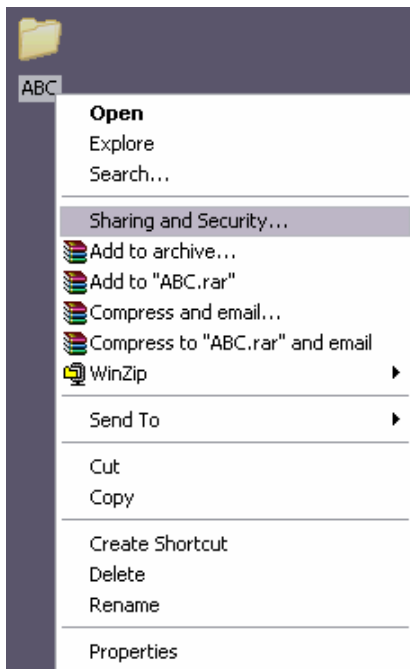
Purpose of Mapping.

A drive mapping is a pointer to a location in the file system, represented as a letter assigned to a directory path on a volume. A *path* includes the volume, directory, and any subdirectories leading to the file. A drive mapping assigns a letter to a path so that the letter can be used instead of the complete path name.

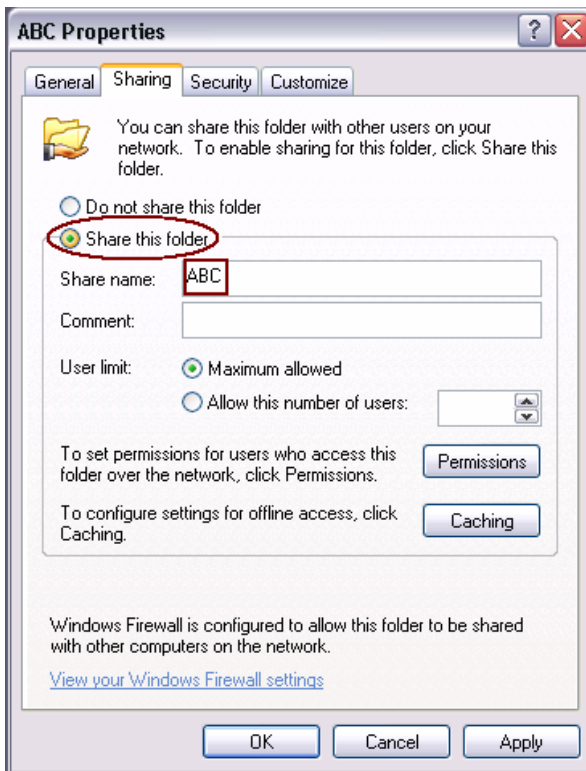
Mapped drives let users easily and quickly navigate a network. Using mapped drives, you can simply point and click to access network resources, whether you're working in Windows Explorer, My Computer, or software application dialog boxes such as Open or Save.

Drive mapping is nothing more than assigning a drive letter to a remote share. Because the drive letter is local, the remote resource appears in My Computer and Windows Explorer as if it were a local resource, letting you access the remote share much more quickly than you can by typing the shared folder's Universal Naming Convention (UNC) name or browsing the network for the folder.

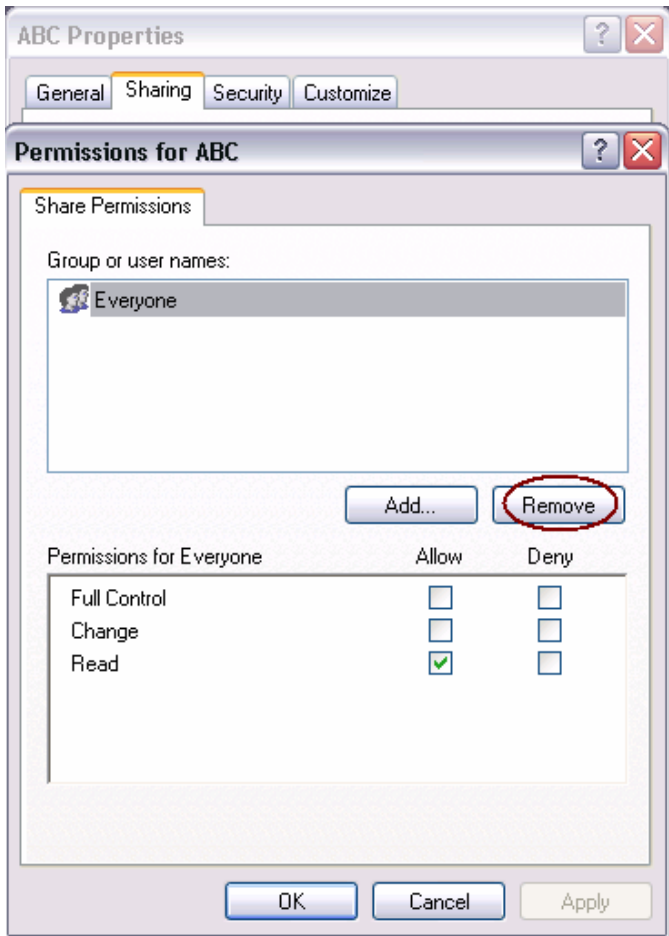
Sharing a folder



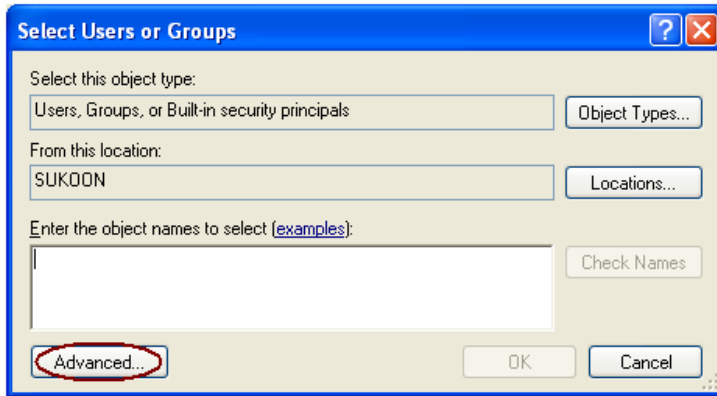
Select the folder you want to share. Right Click on the folder click “**Sharing and Security**”. Following window will be displayed.



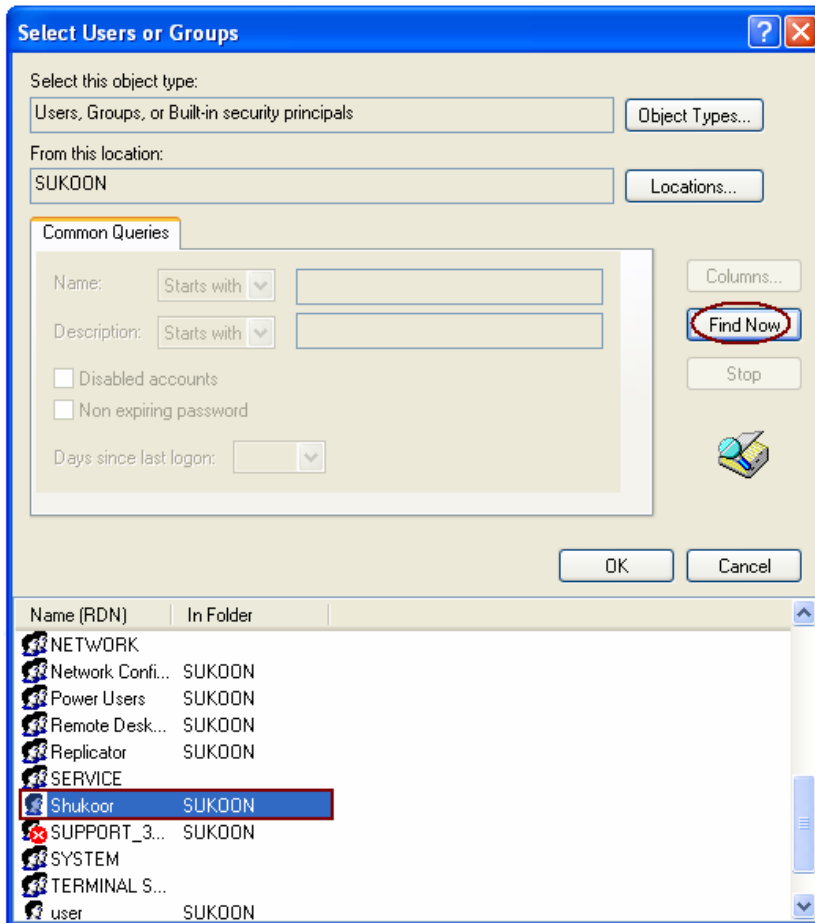
Click the Radio button “**Share this folder**”. Give the share name which is easy and memorable. If you want to limit the number of users o connections then click “**Allow this number of users**”. If you want to give the security click on “**Permissions**” to allow selected users (Following window will be displayed) or just click **Apply** and **OK**. Your folder will be shared and accessible to everyone.



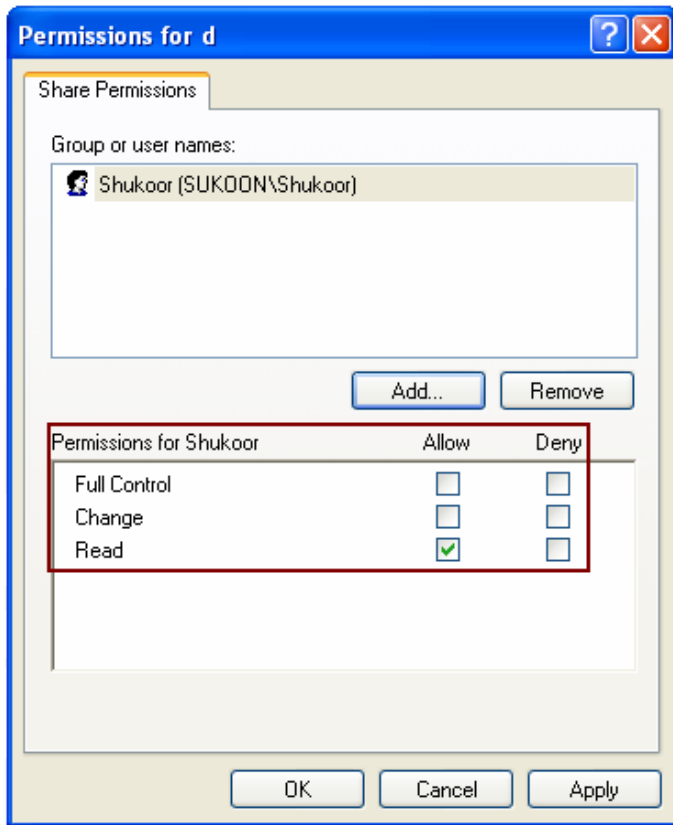
Click “**Remove**” tab to remove **Everyone** and click “**Add**” tab to add the selected users. Following window will be displayed.



To add user accounts on Base Computer click “**Advance**”. Following screen will be displayed.



After clicking Advance tab from above window click “**Find Now**” tab to display user list. Select the user to give permission to access the shared drive/partition then click **OK** 2 times. Following window will be displayed.



Now give the permissions to user you have added. For security reasons give **“Read”** permission only. This will prevent editing or modification of the folder/file and also prevent from Viruses.

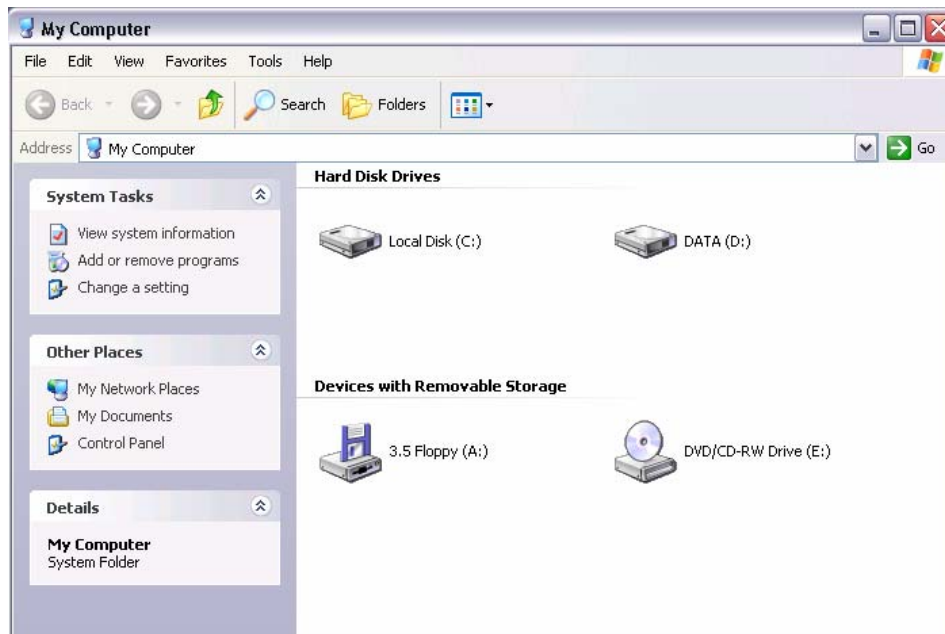
Click **OK** 2 times then click **Apply** and **OK**.

<u>Permission</u>	<u>Allows user to...</u>
Read	See folder, subfolder and file names & attributes, run applications, open files.
Change	Create folders, add new files, open and change files, delete files, and all of the Read permission abilities.
Full Control	All of the Read and Change permission abilities, plus changing permissions on files, taking ownership.

You have successfully shared the folder **ABC** on your Base Computer.

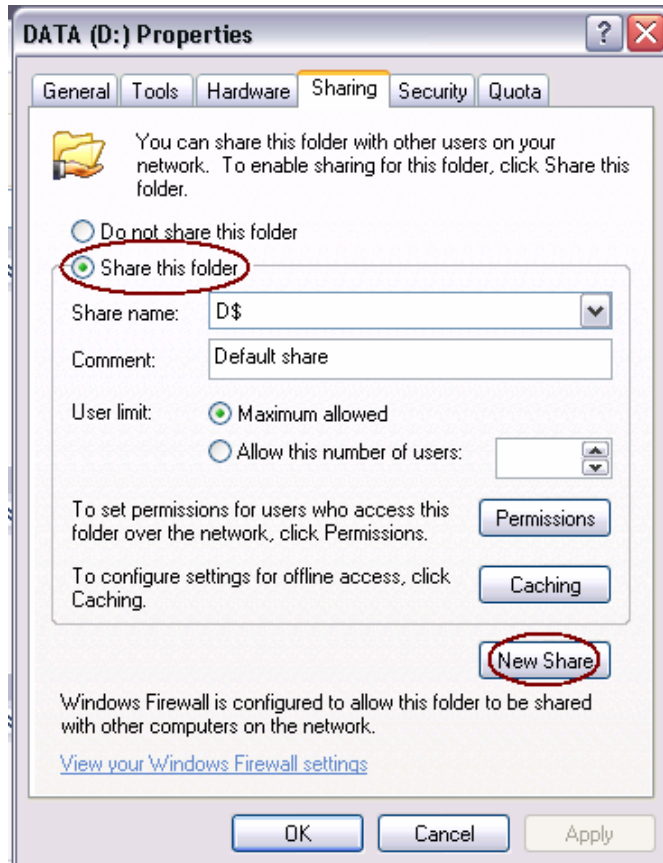
Sharing the Drive/Partition or Hard Disk on Base Computer

Warning: Do not ever share 'C' Drive/Partition. However you can share any folder on 'C' Drive/Partition.

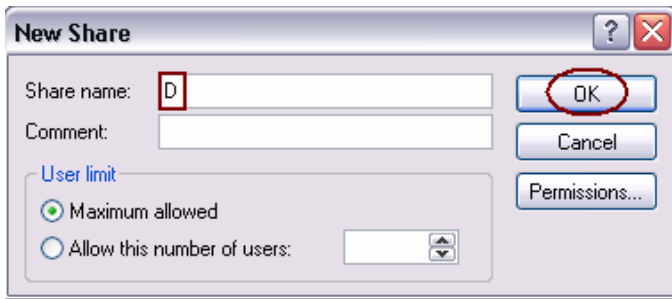


On Base Computer Double Click **My Computer** icon. Select the Drive/Partition (C or D) to share. Right click the drive/partition select **“Sharing and Security”**.

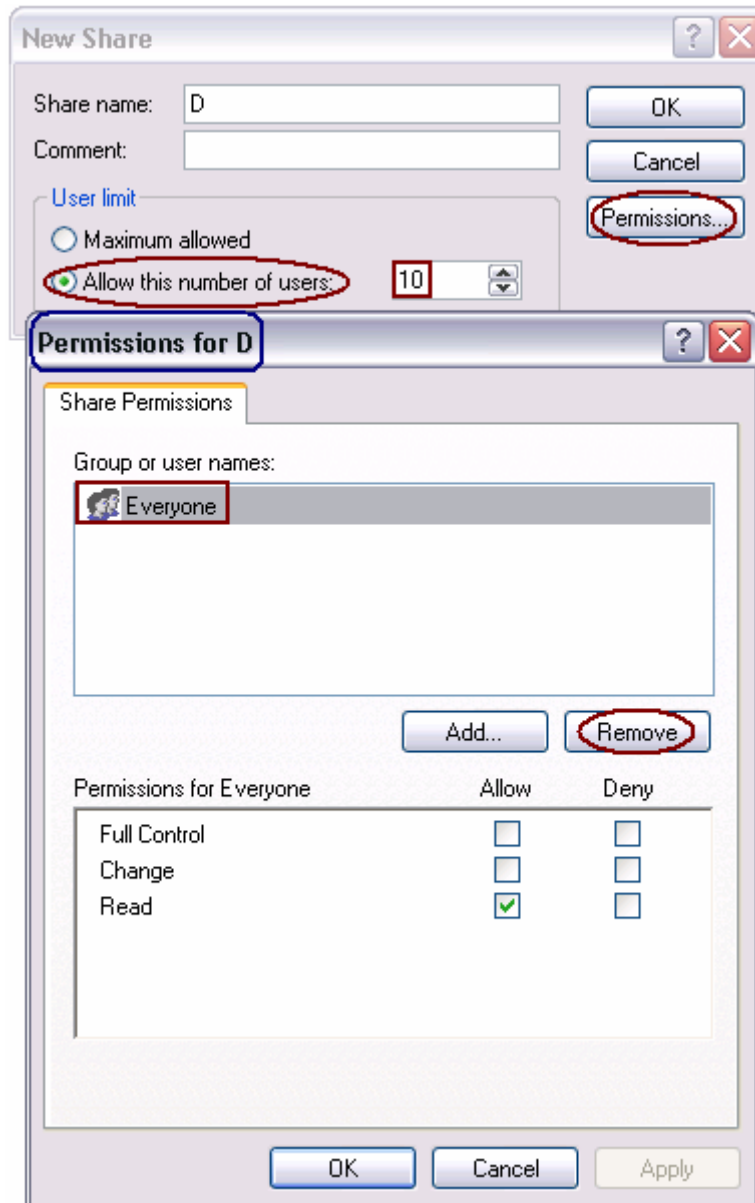
Following window will be displayed.



Click Radio button **“Share this folder”** and click **“New Share”** Tab. Following window will be displayed.

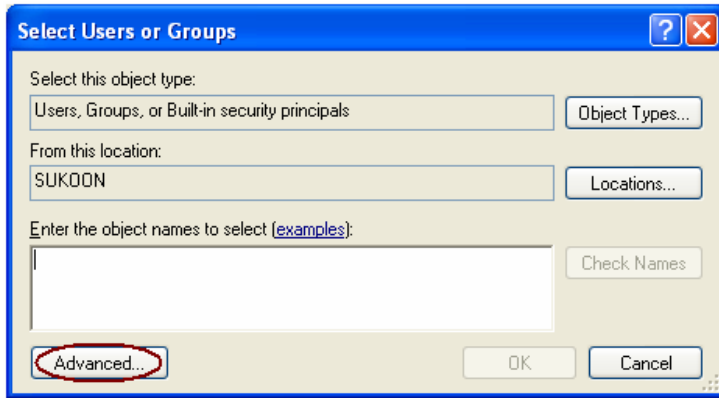


Give the share name easy and memorable e.g. D. Then click **OK**. If you want to limit the number of users and set the permissions for the users, please follow the procedure below otherwise click **Apply** and **OK**. Your drive will be shared and accessible to everyone.

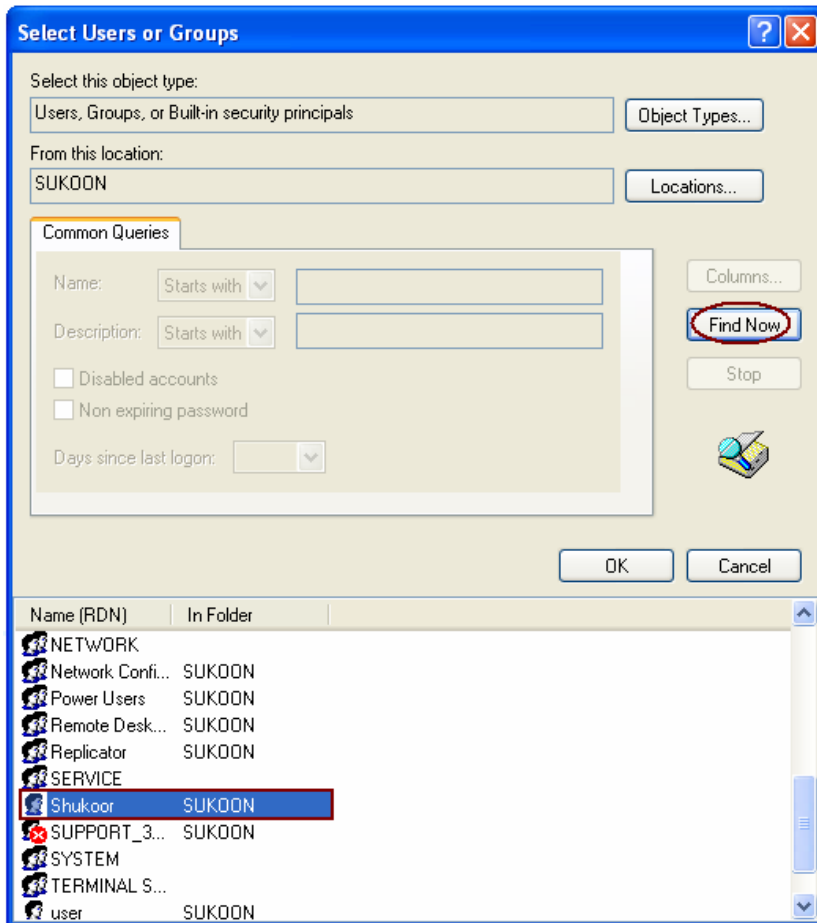


Click on “**Allow number of users**” radio button, you can leave it to default 10 or decrease it. Leaving default 10 will help you to connect from 10 different computers.

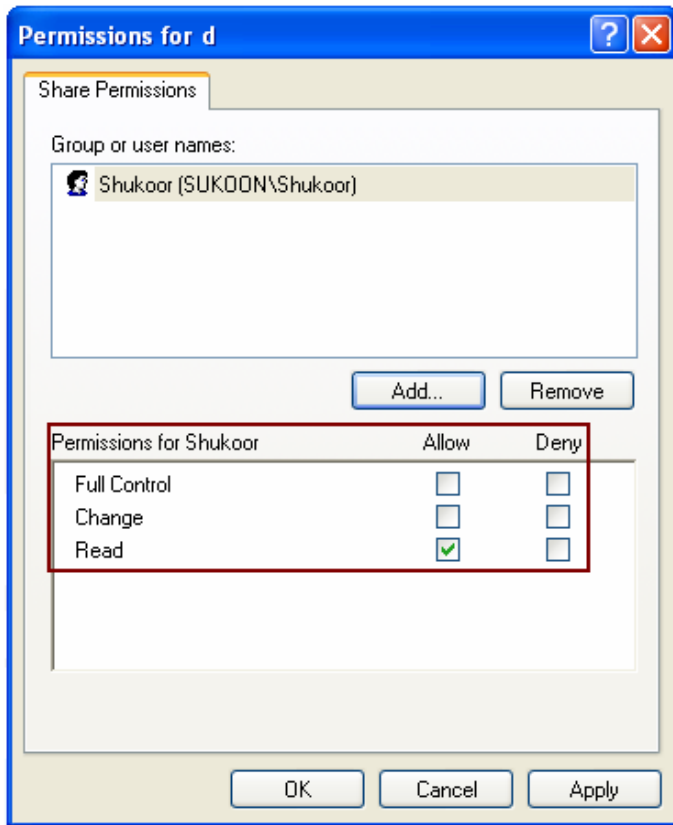
Click on Permissions you will get the Permissions for D Window. Remove “**Everyone**” and then click on **Add** tab. Following window will be displayed.



To add user accounts from Base Computer click **“Advance”** tab. Following screen will be displayed.



After clicking Advance tab from above window click **“Find Now”** tab to display user list. Select the user to give permission to access the shared drive/partition then click **OK** 2 times. Following window will be displayed.



Now give the permissions to user you have added. For security reasons give **Read** permission only. This will prevent editing or modification of the folder/file and also prevent from Viruses.

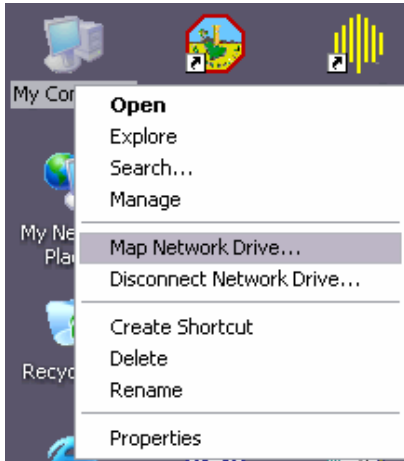
Click **OK** 2 times then click **Apply** and **OK**.

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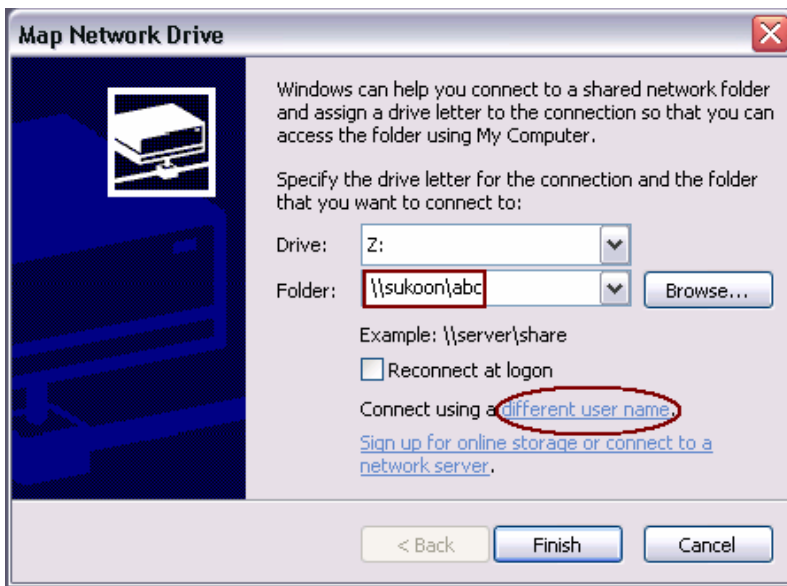
You have successfully shared 'D' Drive/Partition on your Base Computer.

To access this shared drive/partition please follow the steps mentioned in accessing the shared folder from the remote computer.

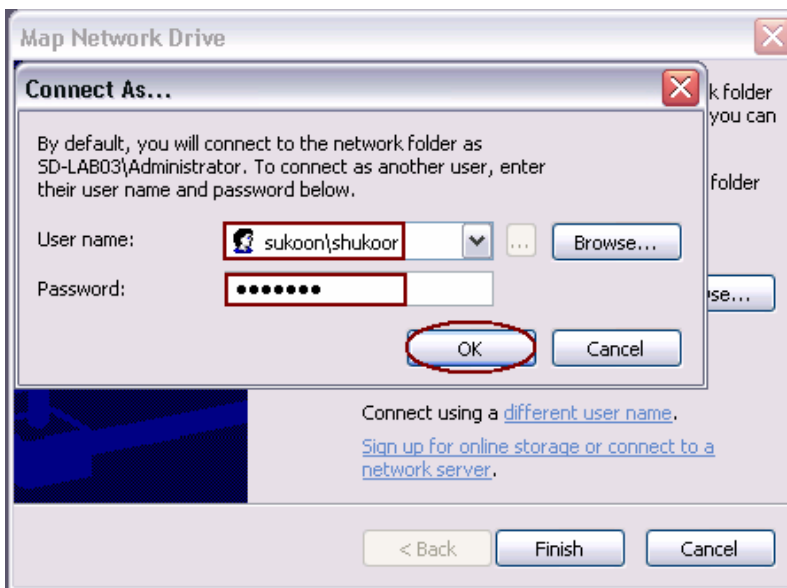
To map the shared folder from the remote computer



From Remote Computer right click on **My Computer** icon click **Map Network Drive**. Following window will be displayed.

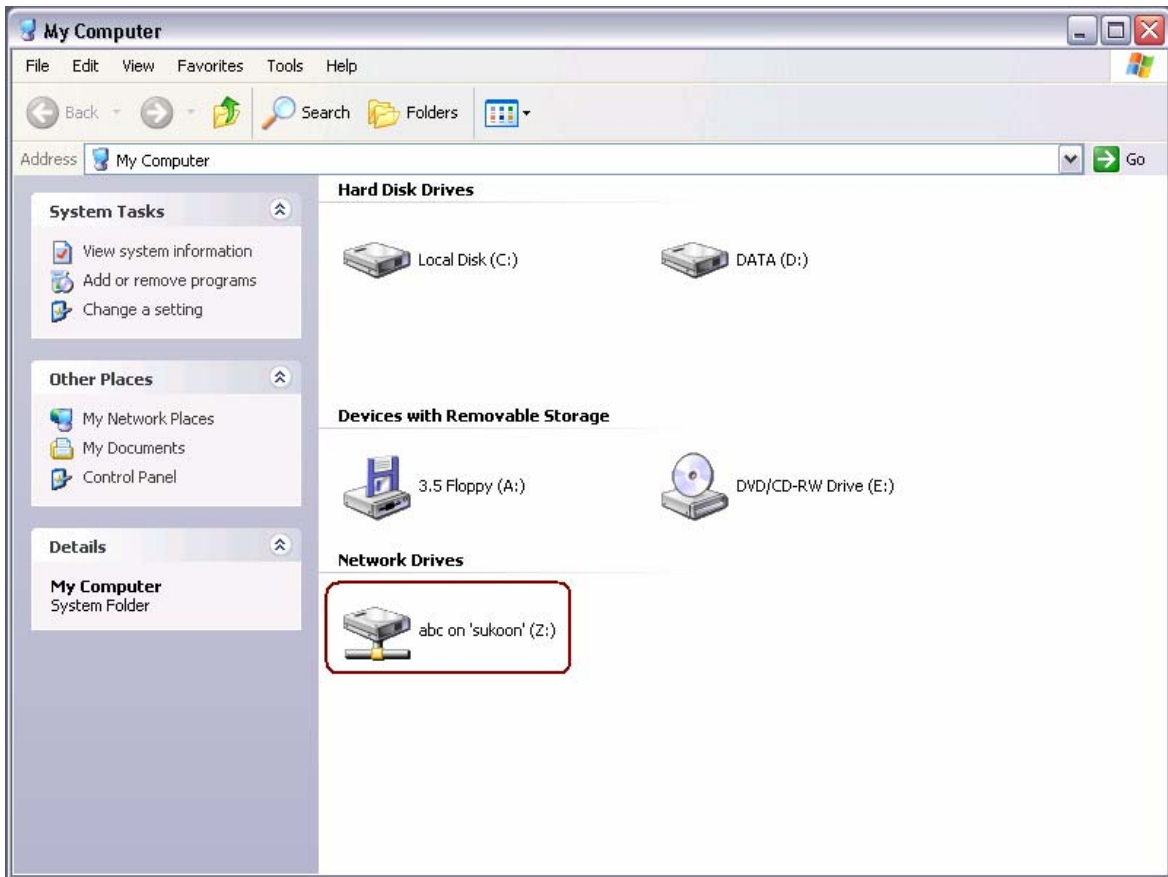


Type the Base Computer name and Share name of the Folder e.g. **\\sukoon\abc**. Click on **Connect** using a “different user name”. Following window will be displayed.



Type the Base Computer name\user name and password (Base Computer User name and Password) as shown in Figure. Then click **OK** and then click “**FINISH**” tab on Map Network Drive window.

Do not click on **CANCEL**.



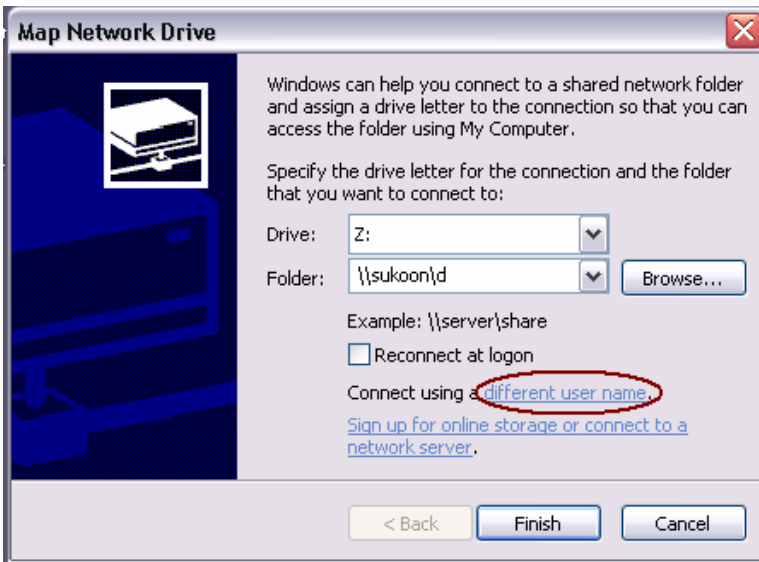
To access the shared folder open **My computer** you will see the shared folder under Network Drives

You have successfully connected to the shared folder on Base Computer. Now you can download or save the files/folders for the lecture on the Remote Computer desktop.

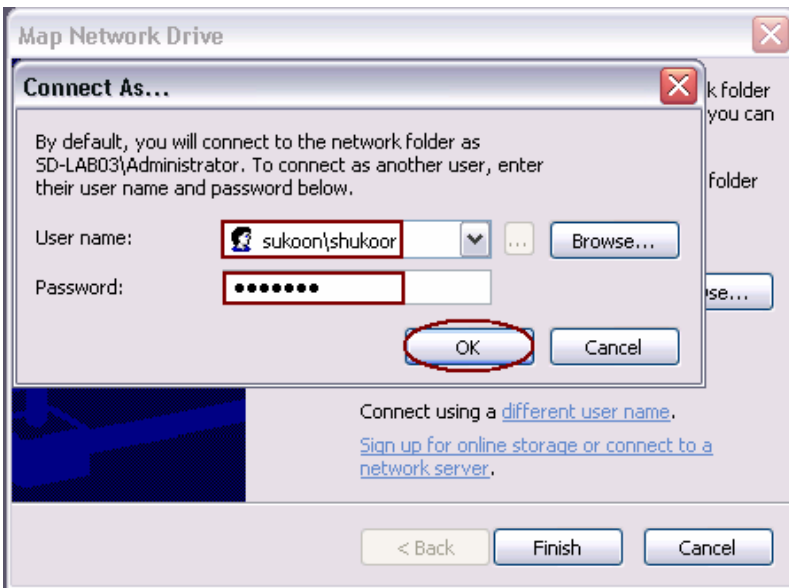
To map the shared Drive or Partition from the remote computer



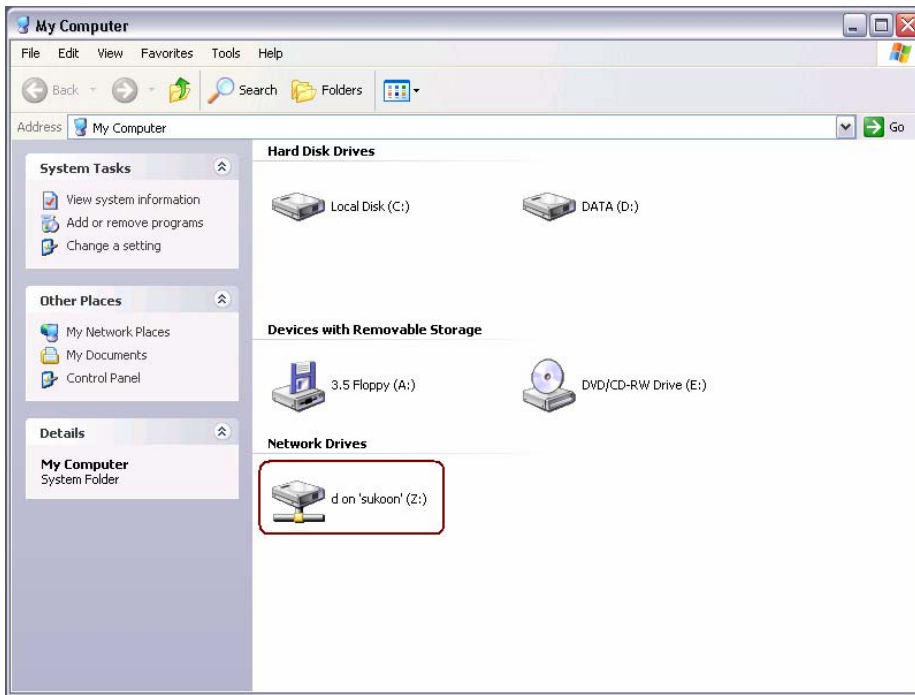
From Remote Computer right click on **My Computer** icon click **Map Network Drive**. Following window will be displayed.



Type the Base Computer name and Share name of the Drive or Partition e.g. **\\sukoon\D**. Click on **Connect using a different user name.** Following window will be displayed.



Type the Base Computer name and password (Base Computer user name and Password) as shown in Fig. then click ok and then click finish on Map Network Drive window. Do not click on CANCEL.



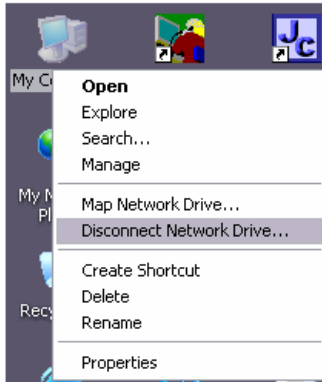
To access the shared Drive or Partition open **My Computer** you will see the shared Drive or Partition under Network Drives.

You have successfully connected to the shared Drive (D) or Partition on Base Computer. Now you can download or save the files/Drive or Partitions for the lecture on the Remote Computer desktop.

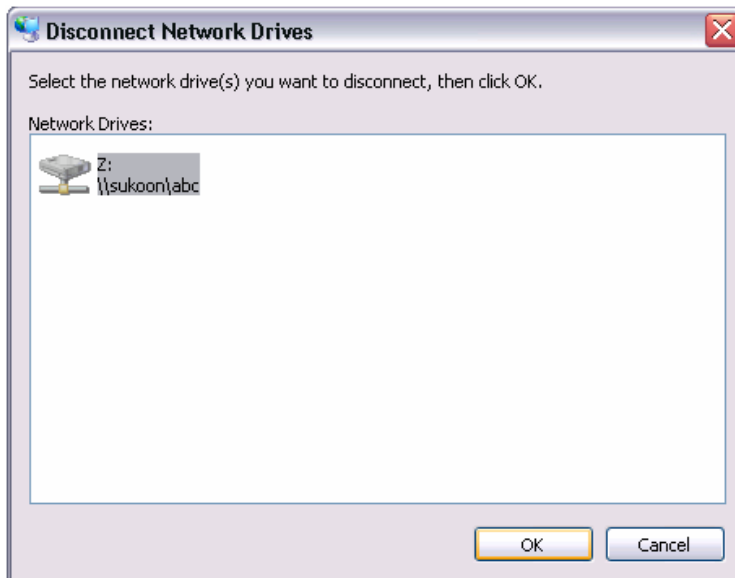
Disconnecting the Network Drives or Mapped Drives or Mapped Folders

Make sure to disconnect the Network Drive.

Disconnecting Mapped Folder



Right Click on My Computer click **Disconnect Network Drive**.



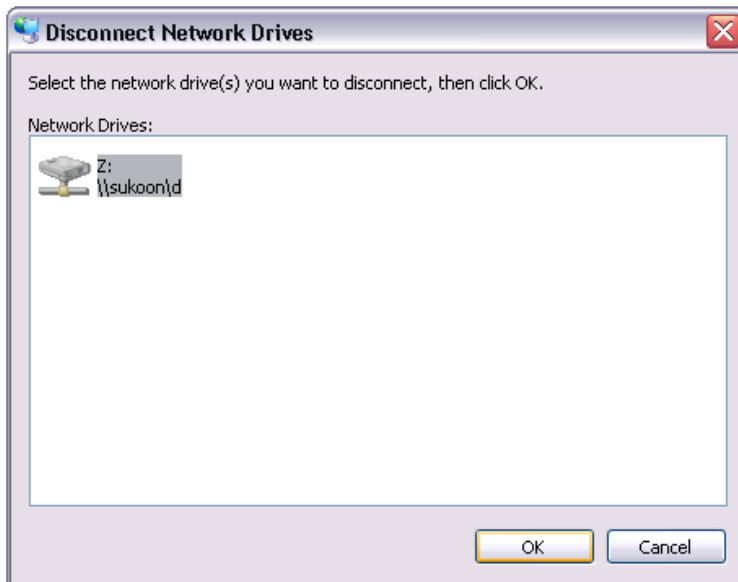
From the “**Network drives**” windows select the network drive e.g. “**Z: \\sukoon\abc**” and click OK.

You have successfully disconnected the Network Drive (from shared Folder ABC on your Base Computer).

Disconnecting Mapped Drive



Right Click on **My Computer** click **Disconnect Network Drive**.

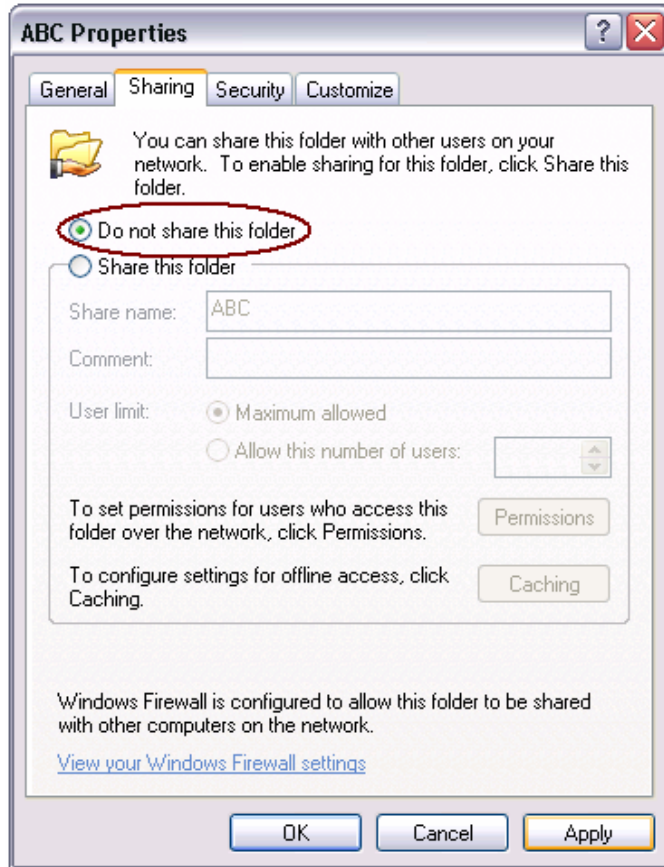


From the “**Network drives**” windows select the network drive e.g. “**Z: \\sukoon\d**” and click OK.

You have successfully disconnected the Network Drive (from shared Drive D on your Base Computer).

Removing Share from Folder and Drive/Partition

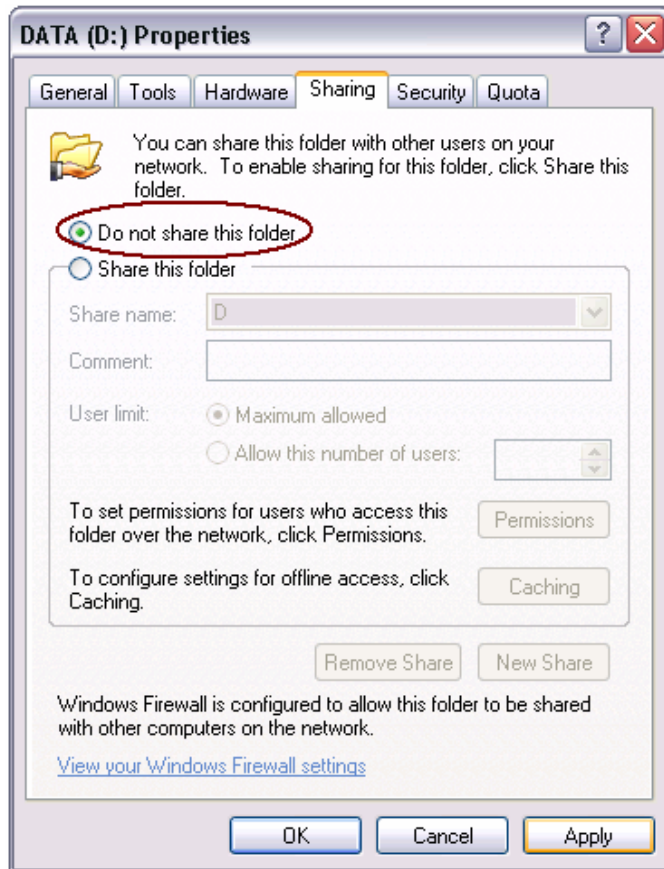
Removing Share from Folder



Right click on the shared Folder ABC then click **“Sharing and Security”** click on the tab **“Sharing”**. From the sharing windows as shown in the figure click radio button **“Do not share this folder”** then click the **Apply** tab and then **OK**.

You have successfully removed the sharing from shared Folder.

Removing share from the Drive/Partition



Right click on the shared Folder D then click **“Sharing and Security”** click on the tab **“Sharing”**. From the sharing windows as shown in the figure click radio button **“Do not share this folder”** then click the **Apply** tab and then **OK**.

You have successfully removed the sharing from shared Drive/Partition.



**Sharing, Mapping, Disconnecting and
Removing Share**

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