

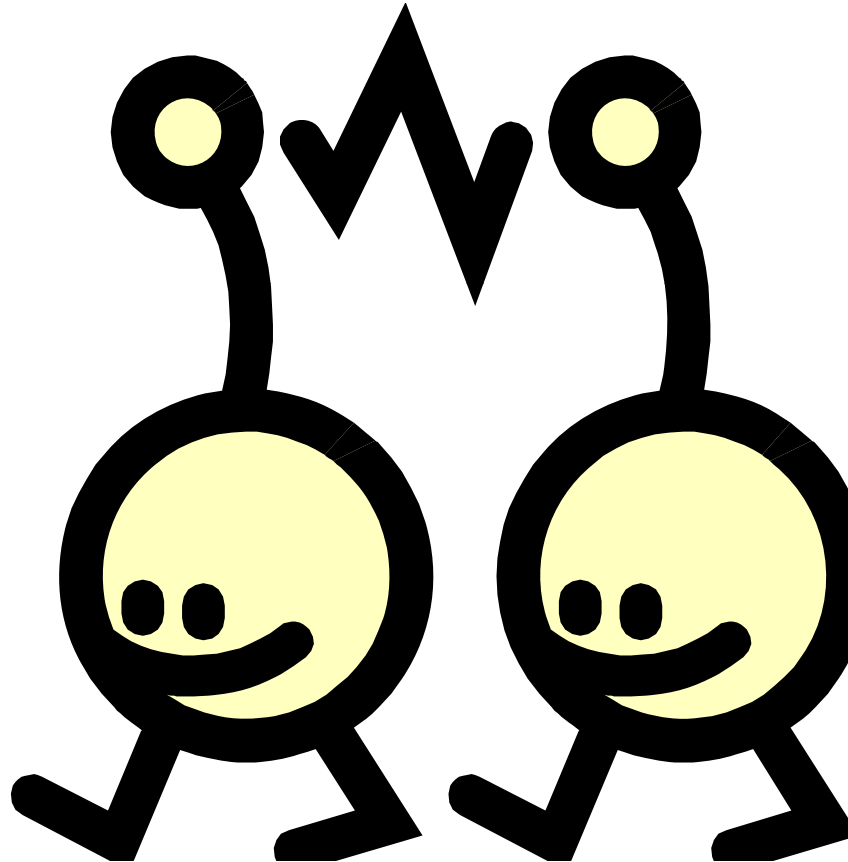
Making a Windows 2008 File Server

May 7, 2012

Two Types of File Sharing

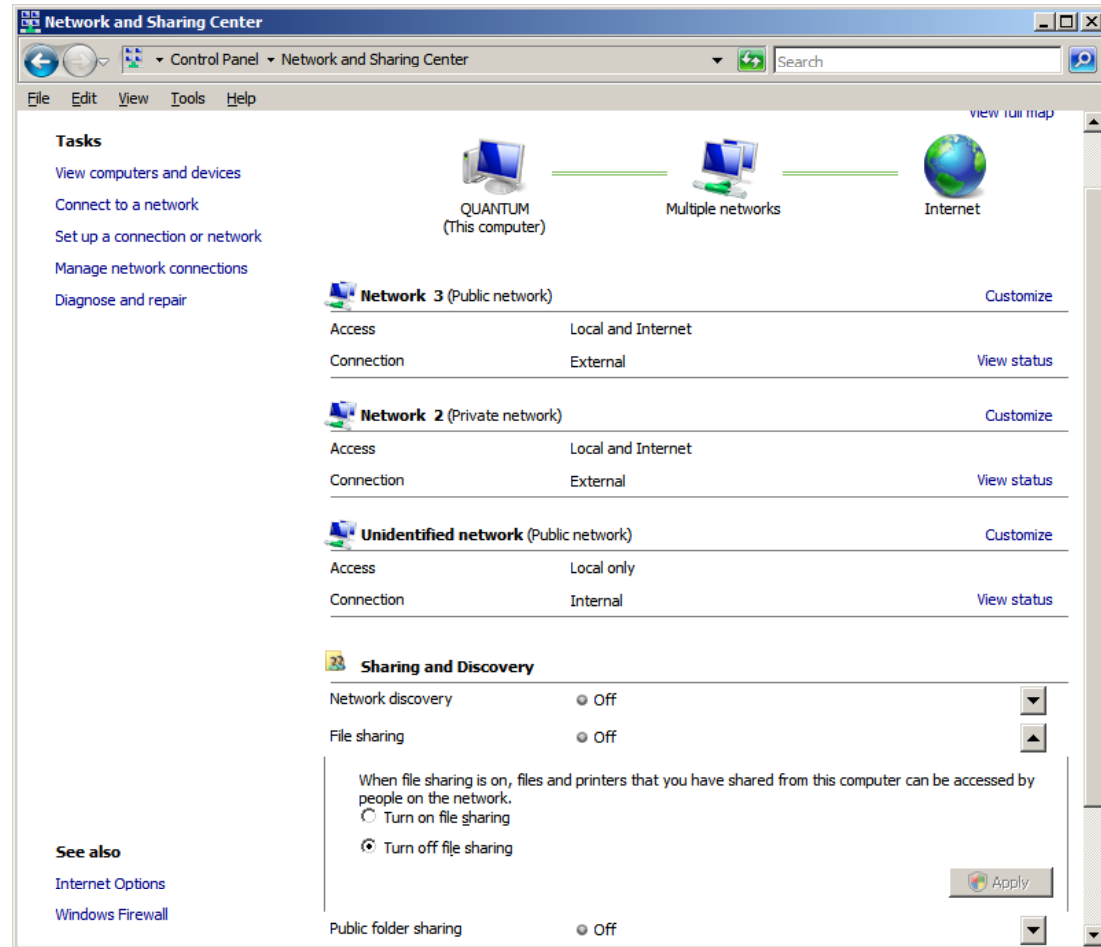
Public file sharing has the computer files located in the Public folder and they are accessible to anyone logged into the server,

Regular File Sharing is what we will configure on our Windows Server 2008 computer where we will identify individual users and groups who can access the file.



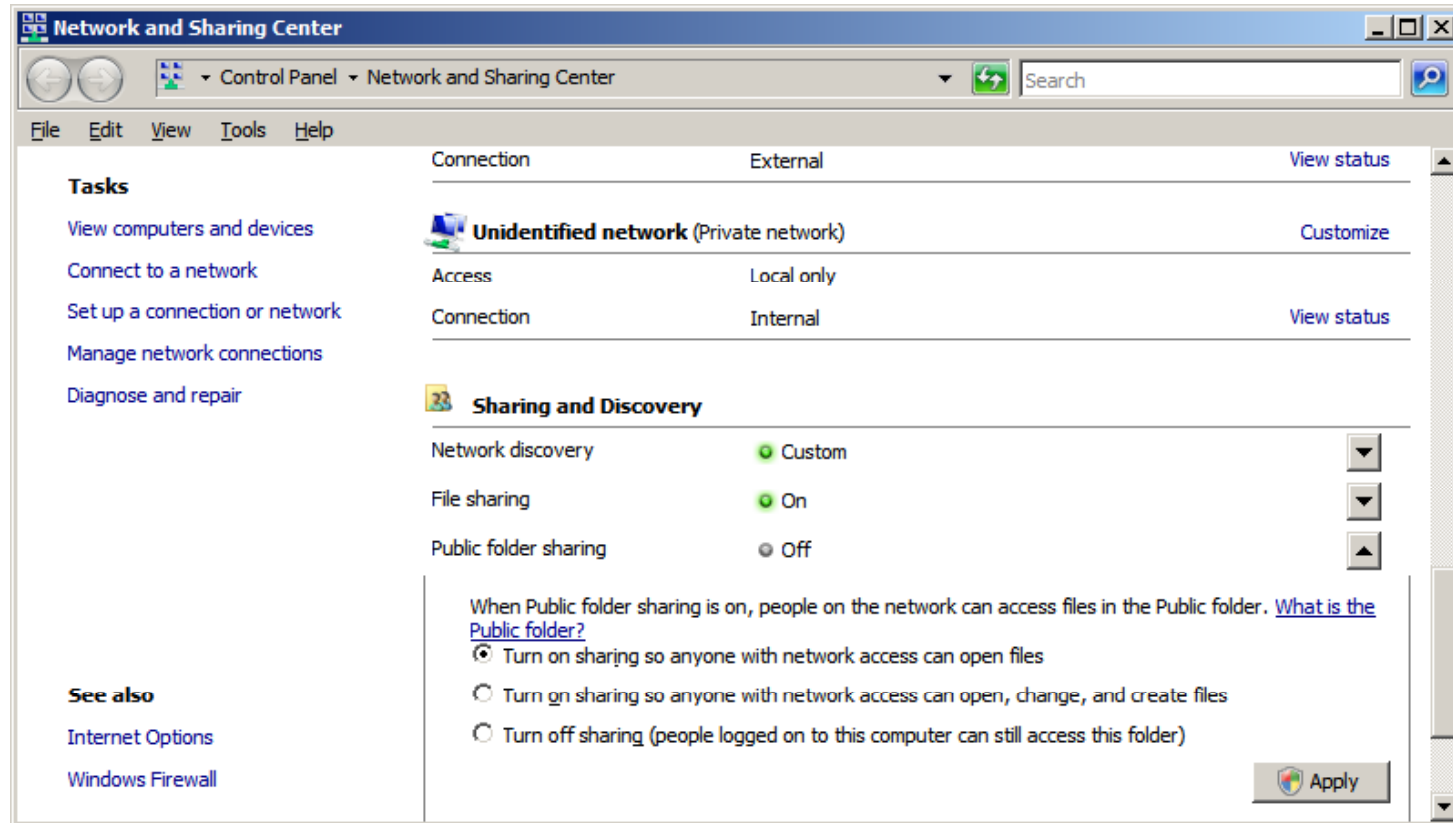
Network and Sharing Center

Open the Network and Sharing Center and on the right side scan for the Sharing and Discovery header. We then look a little farther down to see File Sharing. Click on the arrow to the right and opt for Turn On File Sharing



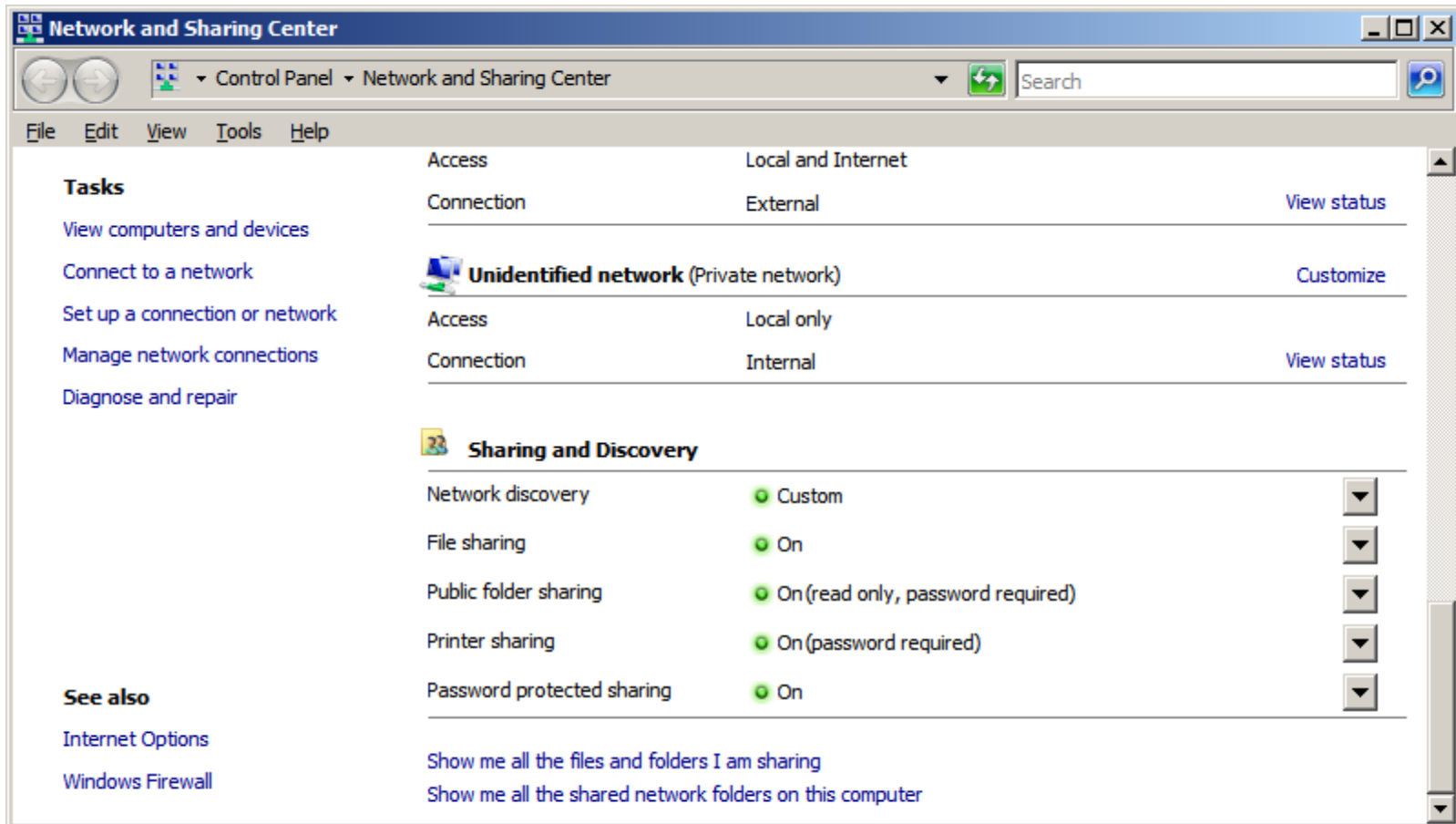
Public Folder Sharing

Next we should turn on the Public Folder Sharing so that anyone with network access can share files in the public folder. These files would be timesheets, standard forms and not files that require security clearances.



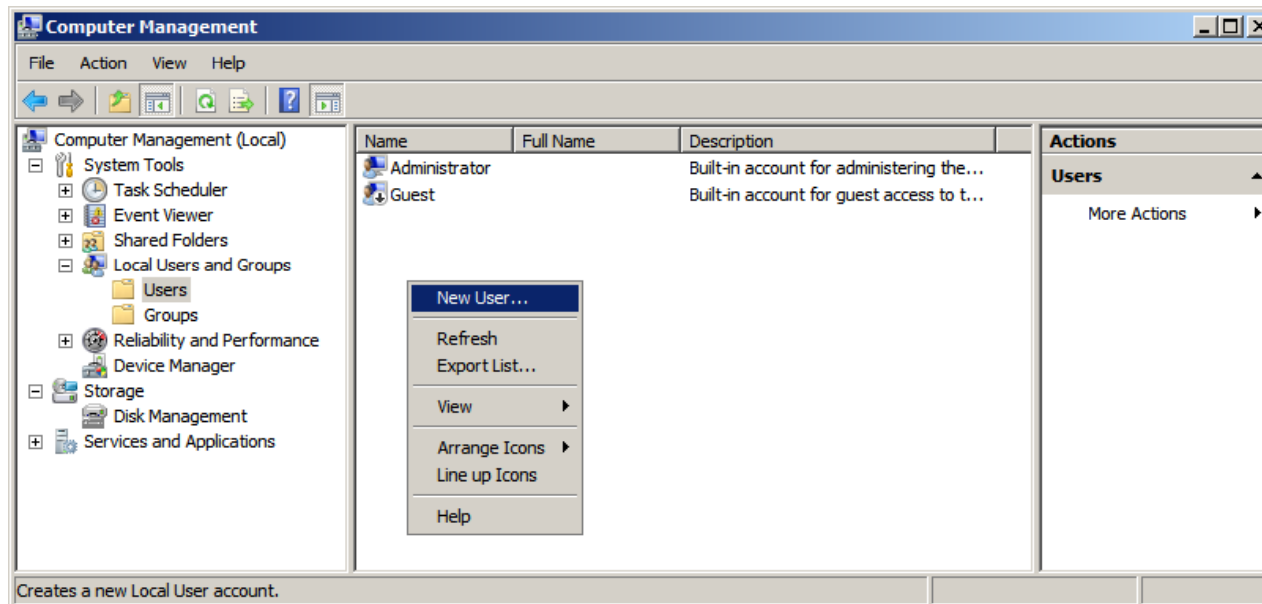
Sharing Settings

We should examine the share settings before continuing.



Create a New User

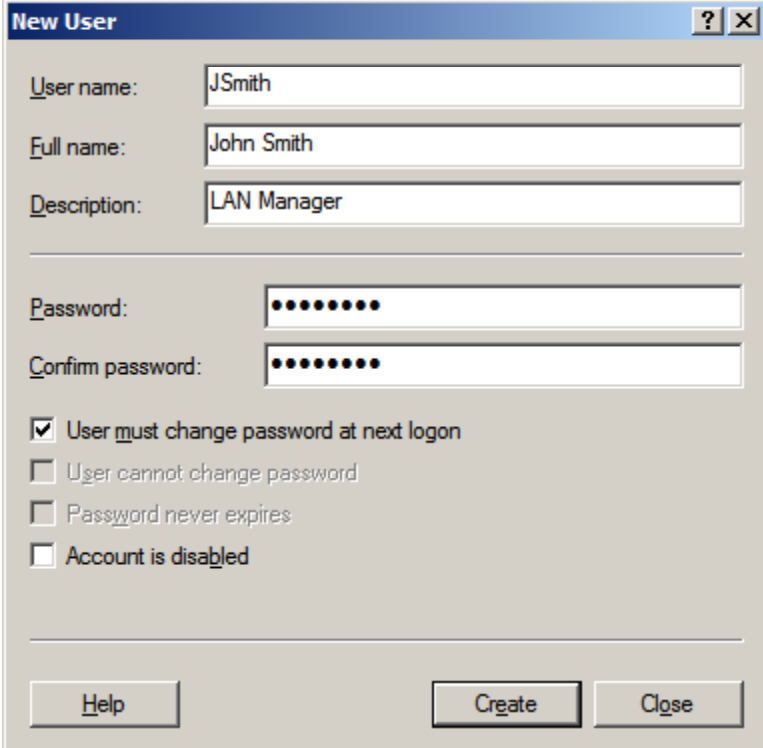
Next, we create a new user in the Computer Management window by opening the Local User and Groups phrase in the left pane and picking Users. We right click in the middle pane and choose New User



Add a New User

We will create an account for our new account by typing in their user name. In the corporation, if we already have a number of employees with the J Smith name so our new account would have the first initial and the last name along with the number 4. For our first example, we type in JSmith for the username. His full name is John Smith and the description is LAN Manager

Next, we have to assign and confirm a password to the account. The secret phrase must meet the smart password criteria we previously setup. The first time John Smith logs in to the account, he will have to create his own smart password. We press the Create button to continue.



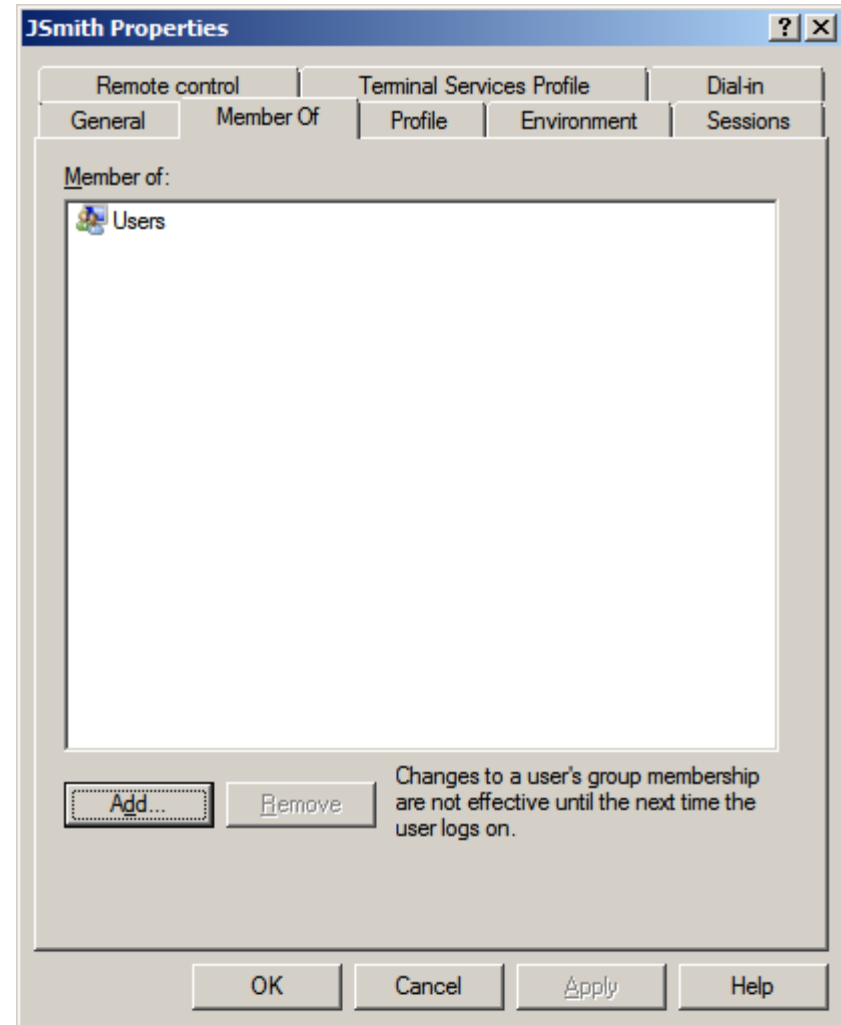
The screenshot shows a 'New User' dialog box with the following fields and options:

- User name: JSmith
- Full name: John Smith
- Description: LAN Manager
- Password: [masked]
- Confirm password: [masked]
- User must change password at next logon
- User cannot change password
- Password never expires
- Account is disabled

Buttons at the bottom: Help, Create, Close.

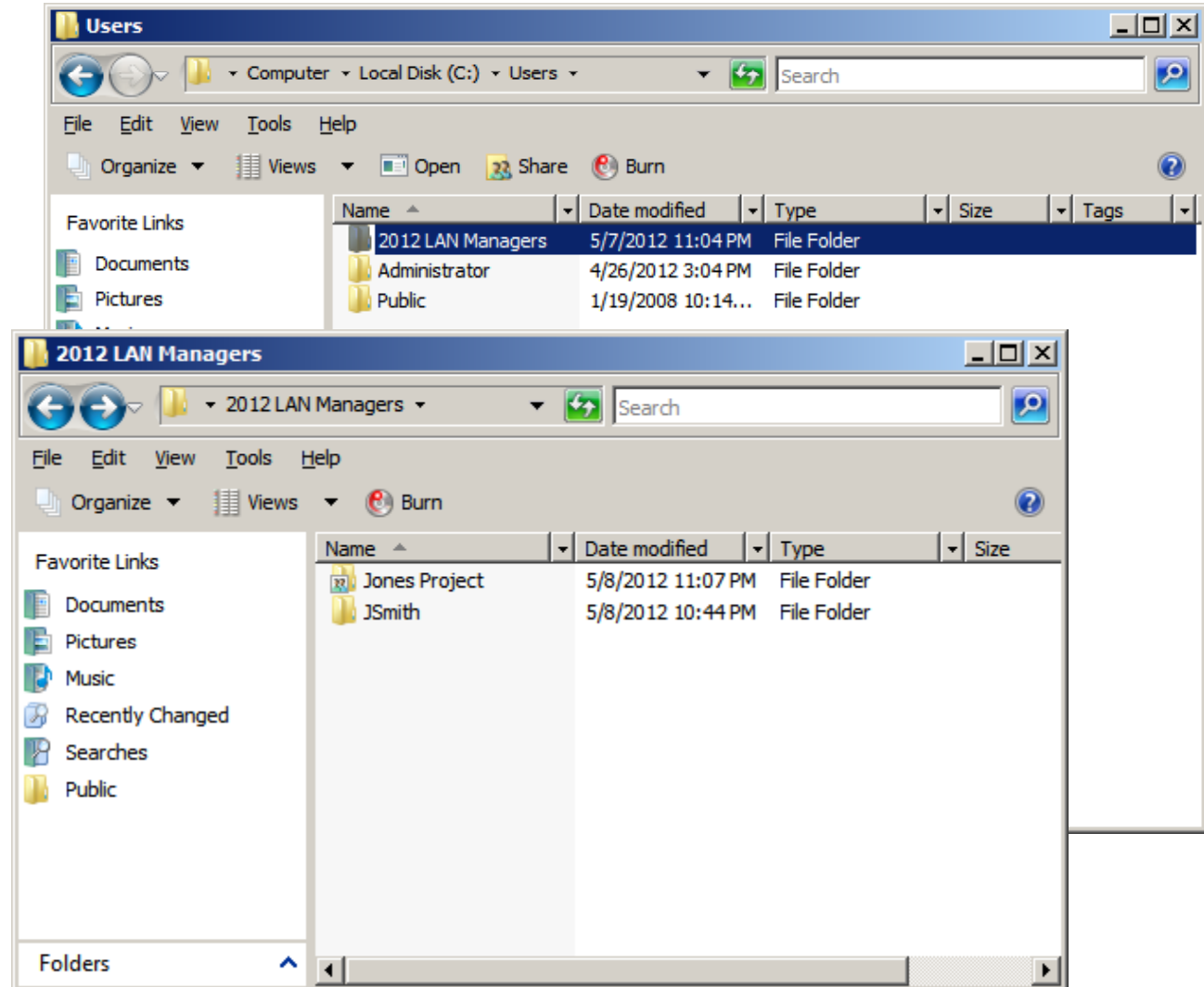
Member Of Tab

In the Member Of tab, we could press the Add button and the Select Groups window will appear. One of the groups in the Windows server is administrators, so we could type that in the textbox and press the OK button. In our example, our new associate is just a member of the users group.



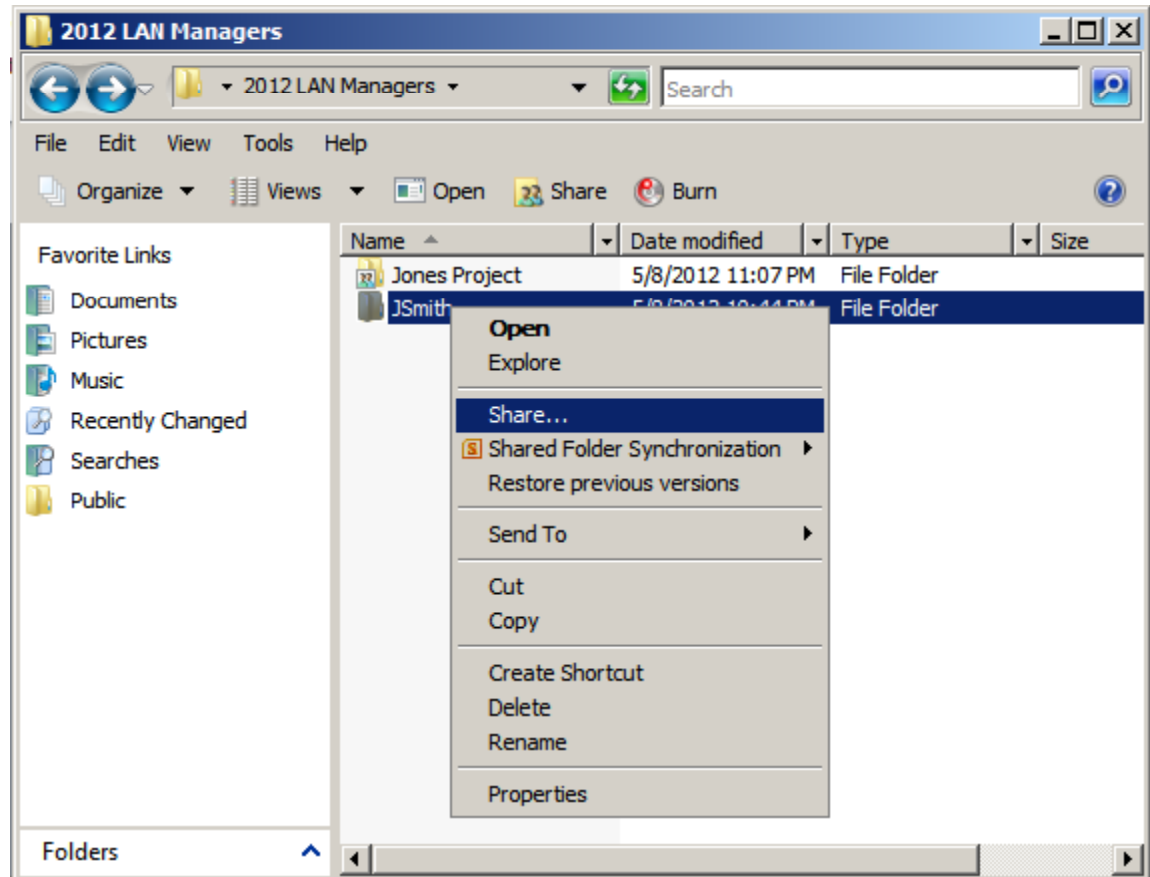
Make a Folder

In this example, we will make a folder called LAN Managers in the Users folder of the C: drive. We then will make a folder called Jsmith. We already have a shared folder called the Jones Project.



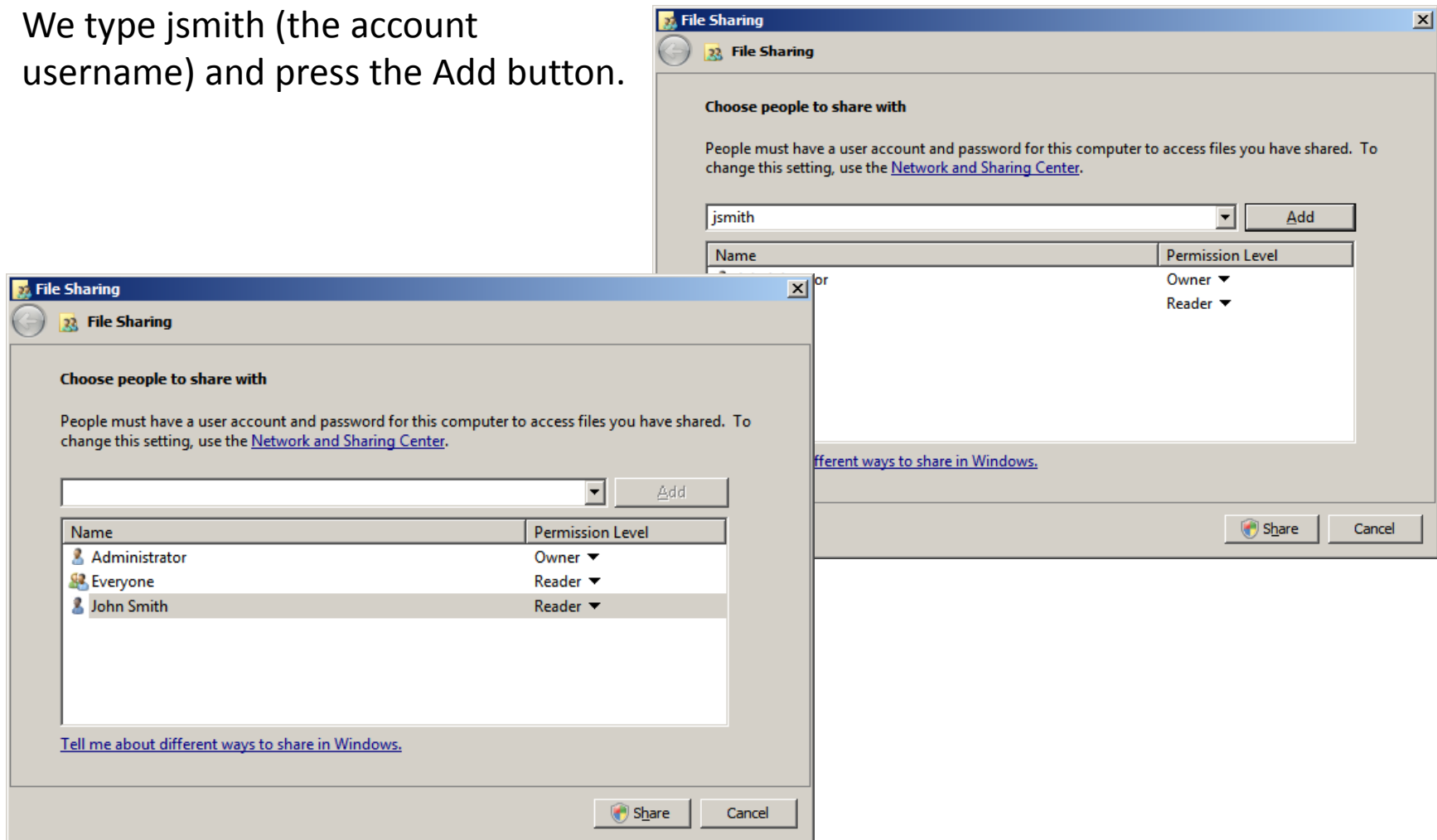
Sharing the Folder

To share the folder we just made, we right click on the file and we chose Share from the list.



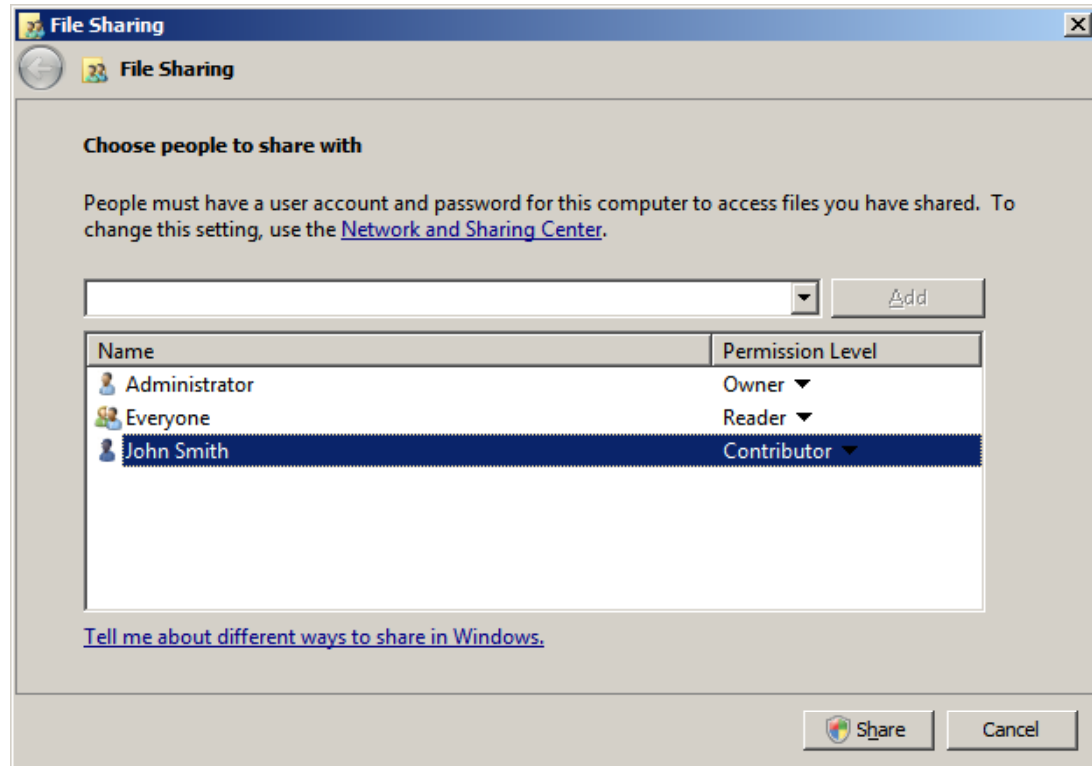
File Sharing

We type jsmith (the account username) and press the Add button.



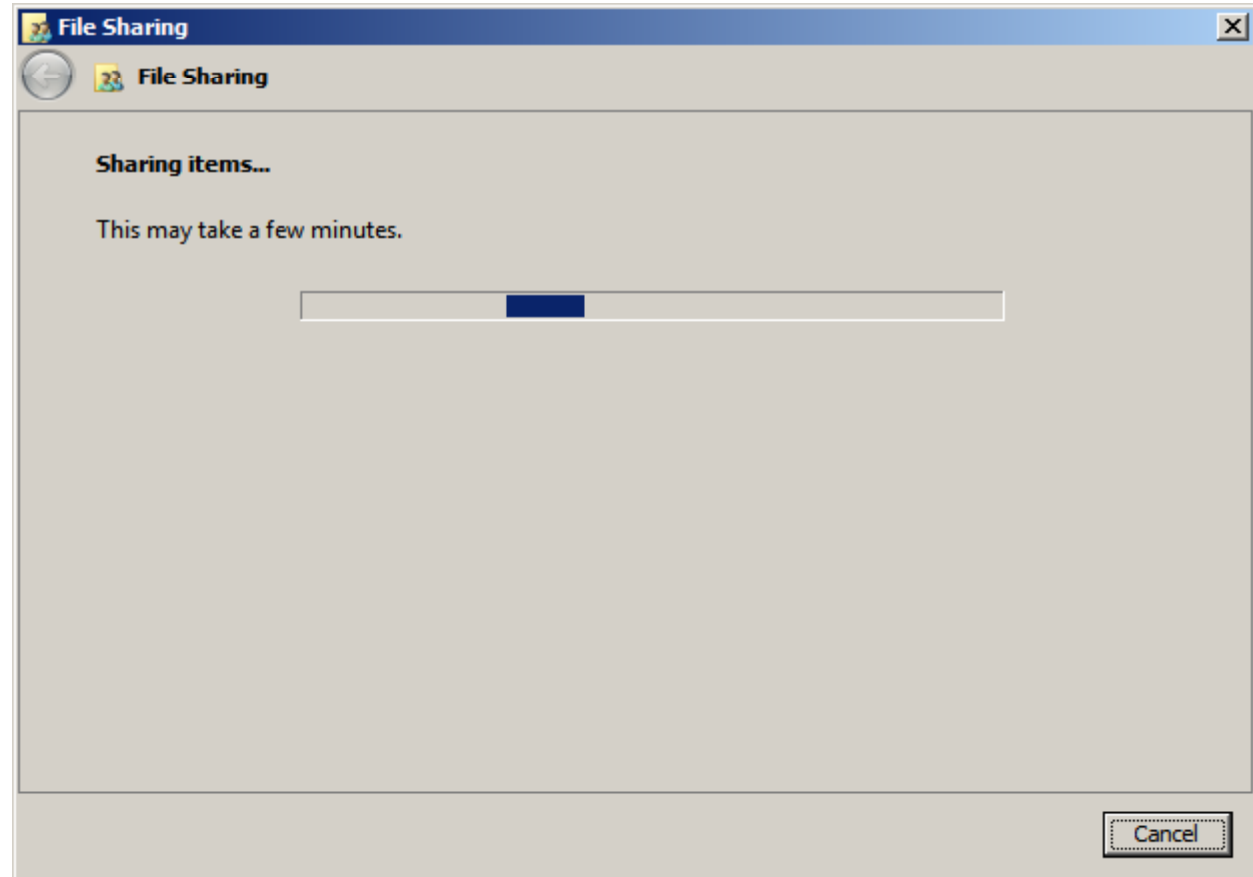
Permission Level

There are four permission levels, owner, co-owner, contributor and reader. A reader can just view the document. A contributor can add and modify the files they add. A owner is the original person assigned to the folder. Both owners and co-owners can add, delete and modify files. They can also add and remove subfolders.



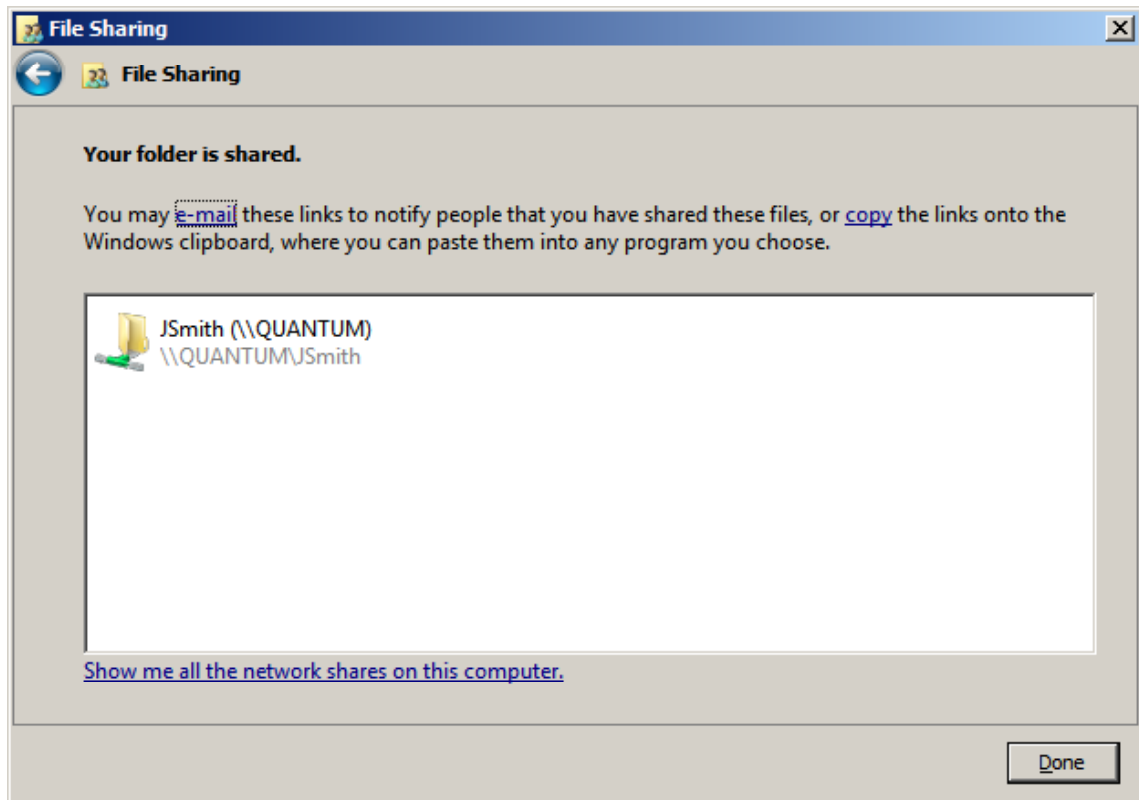
Prompts for Type of Sharing

You can be prompted whether the shared folder is private or public. Converting the folder can take several minutes.



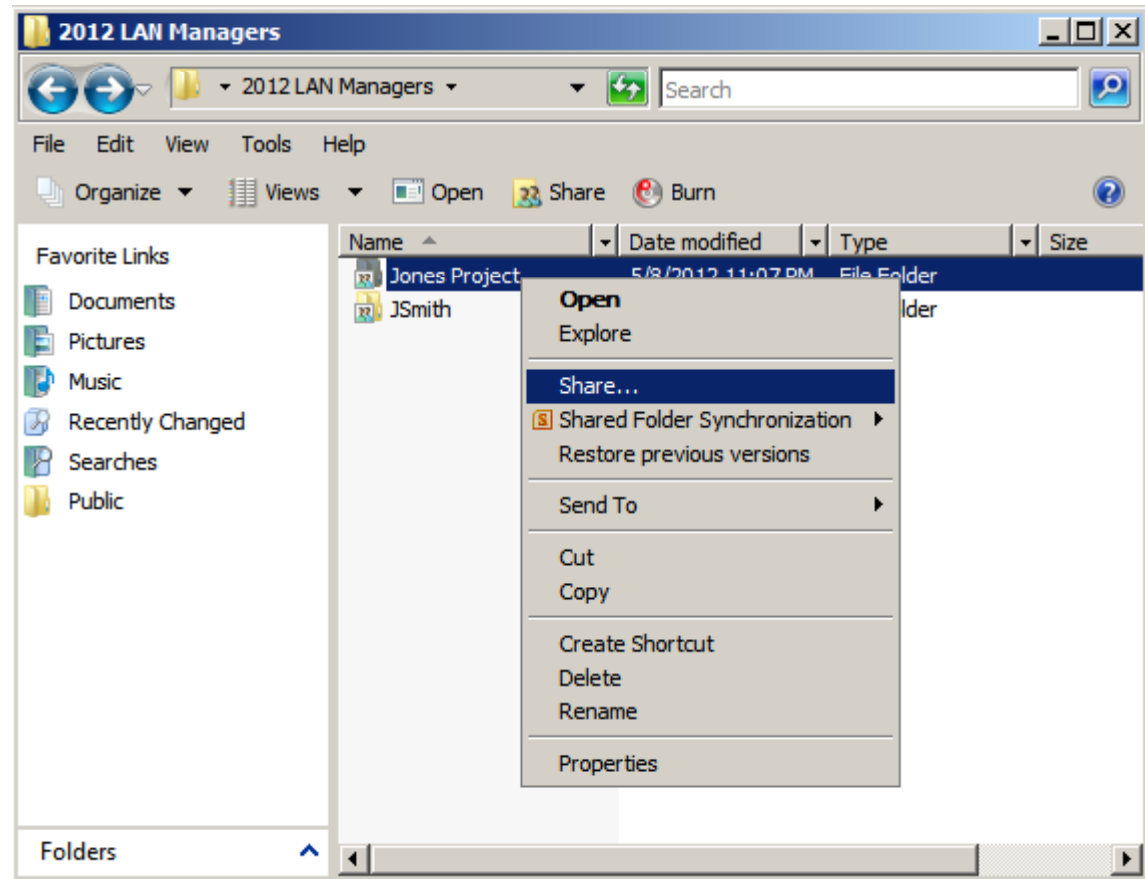
Folder is Now Shared

At this window, we can opt to email or copy the links to a clipboard so we can inform the users that they can access the folder. At the bottom, we can see the “Show me all the network shares” hyperlink.



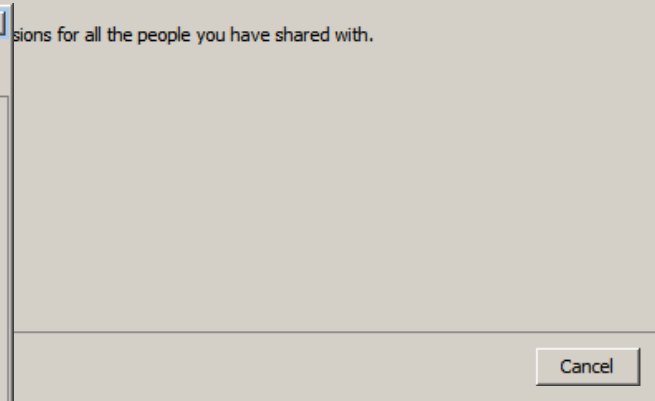
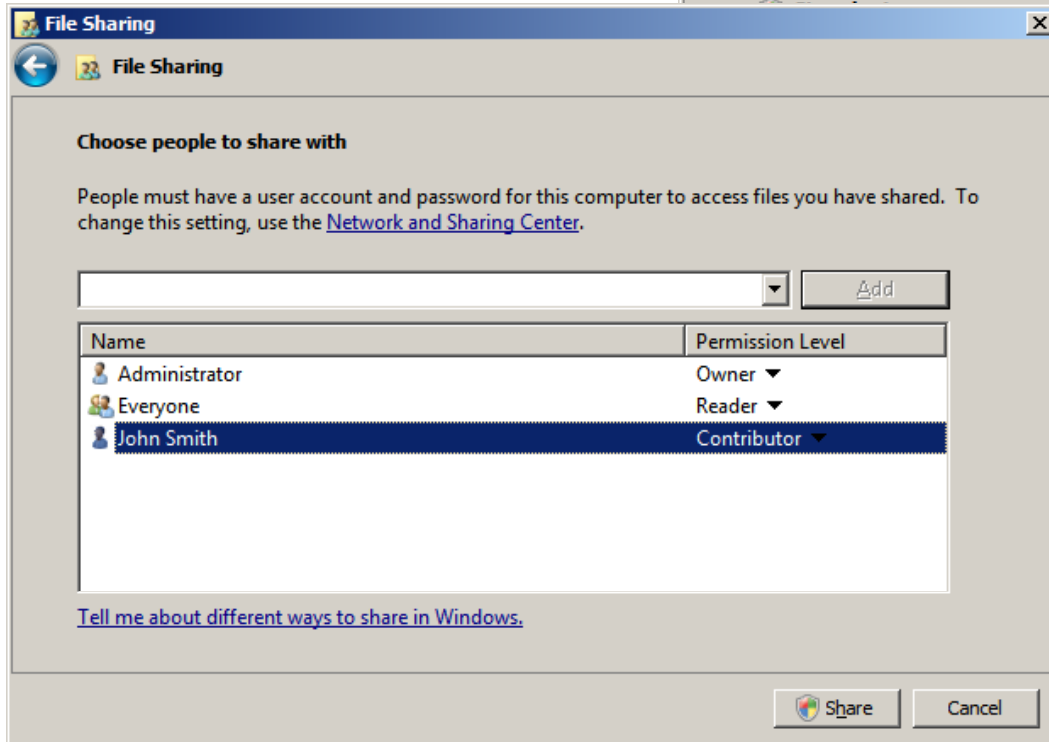
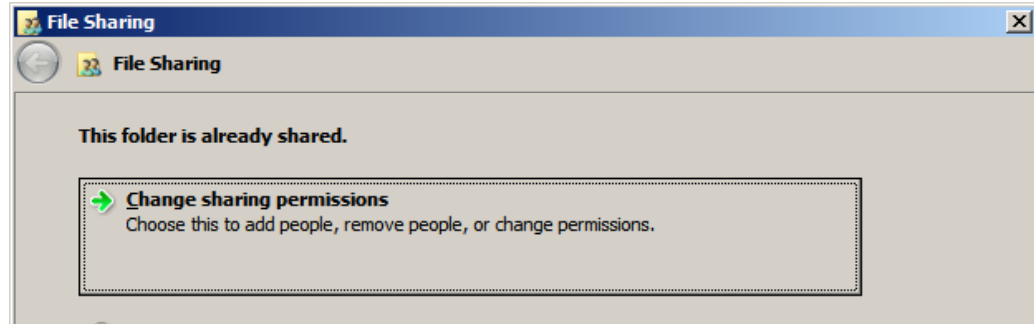
Adding a User to a Shared Folder

To add a user to an existing shared folder, we right click on the folder and we select share form the list.



Change Sharing Permission

This time we pick Change sharing permissions. We just add Jsmith to the list.

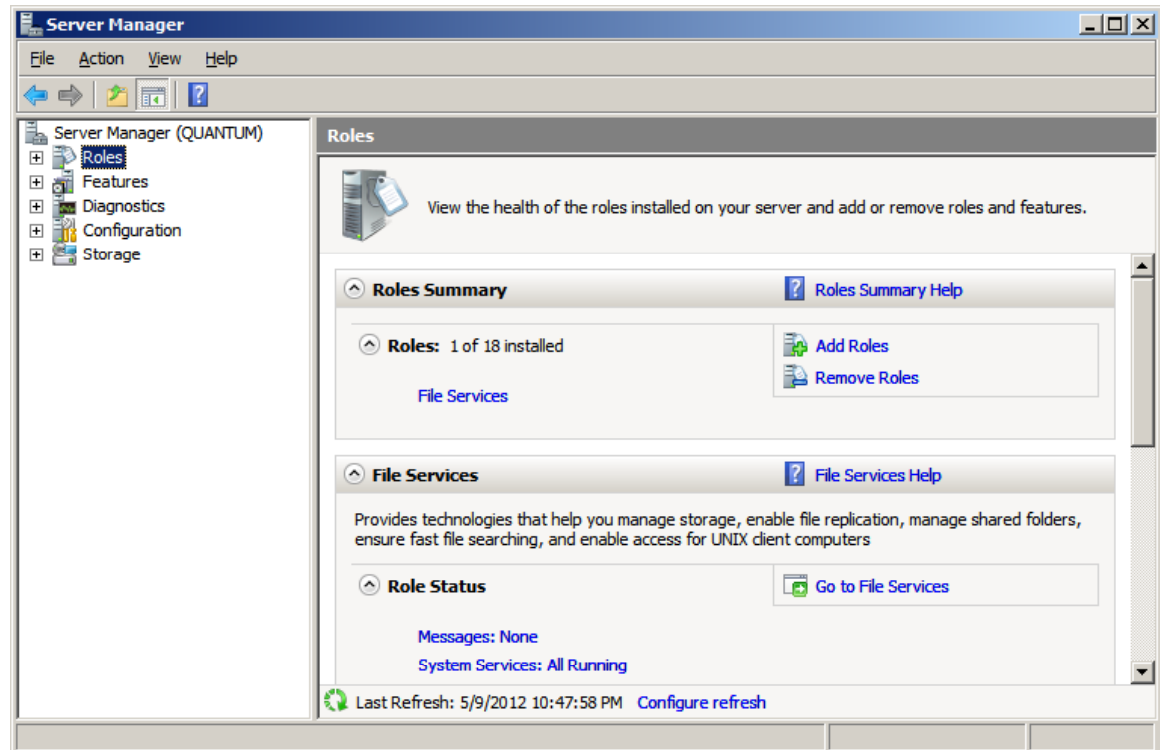


Add Folders for Every User

On the Server Manager, we can see now that we have added a role to the Windows Server 2008 computer. We now have a file server.

Add shared folders for all the users in your file server

Next, we will go to our client computer. At the Start menu, we open the Network and select our server.



Access the File Server

A logon window will appear and we type in the username (Jsmith) and password. We can access the Jsmith and Jones Project folder. However, we can open the Crobbins folder since we do not have rights to the files in this directory.

