Making a Windows 2012 File Server

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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 2012 computer where we will identify individual users and groups who can access the file.



Setting Static IPs in Server 2012

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To access the window to change the file sharing settings on the server, we right click on the Network and Sharing Center icon on the right side of the Task Bar and we choose Open Network and Sharing Center from the menu.



Advanced Sharing Settings

Open the Network and Sharing Center and on the left side scan for the Change Advanced Sharing Settings and then click on it.

1	Advanced sharing settings
€ ⊜	↑ Ketwork and Shari Advanced sharing settings ✓ C Search Control Panel P
	Change sharing options for different network profiles
	Windows creates a separate network profile for each network you use. You can choose specific options for each profile.
	Private 🕑
	Guest or Public (current profile)
	Network discovery
	When network discovery is on, this computer can see other network computers and devices and is visible to other network computers.
	○ Turn on network discovery
	Turn off network discovery
	File and printer sharing
	When file and printer sharing is on, files and printers that you have shared from this computer can be accessed by people on the network.
	 Turn on file and printer sharing
	Turn off file and printer sharing
	All Networks
	Save changes Cancel

Public Folder Sharing

Next we should turn on file and printer sharing under the Guest or Public profile 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.

Press the Save Changes button to retain the alterations.

ø	Advanced sharing settings
€ 🔿	↑ Ketwork and Shari → Advanced sharing settings → C Search Control Panel P
	Change sharing options for different network profiles Windows creates a separate network profile for each network you use. You can choose specific options for each profile. Private
	 Turn on file and printer sharing Turn off file and printer sharing
	All Networks
	Save changes Cancel

Public Folder Sharing

Next we should turn on sharing for people with network access or if they are in the same Homegroup. This is found under the All Networks heading.

Press the Save Changes button to retain the alterations.

6	Advanced sharing settings	x
€ 🖗	✓ ↑ 🜏 « Network and Shari → Advanced sharing settings ∨ ♂	٩
	Change sharing options for different network profiles	^
	Windows creates a separate network profile for each network you use. You can choose specific options for each profile.	
	Private 🕥	
	Guest or Public (current profile)	
	All Networks	
	Public folder sharing	
	When Public folder sharing is on, people on the network, including homegroup members, can access files in the Public folders.	=
	 Turn on sharing so anyone with network access can read and write files in the Public folders Turn off Public folder sharing (people logged on to this computer can still access these folders) 	
	Password protected sharing	
	When password protected sharing is on, only people who have a user account and password on this computer can access shared files, printers attached to this computer, and the Public folders. To give other people access, you must turn off password protected sharing.	
	Turn on password protected sharing	
	Turn off password protected sharing	~
	Save changes Cancel	

Adding a New User

To add a new user on the Windows 2012 Standard Server, we select the Server Manager button from the Task Bar and select Tools from the Dashboard. From the list we choose Computer Management.



a	Sei	ver Manager	_ D X
🗲 🗸 - Server M	anager • Local Se	rver • 🕲 l 🖡 _	Manage <mark>Tools</mark> View Help
 Dashboard Local Server 	PROPERTIES For Charm	Charm	Component Services Computer Management Defragment and Optimize Drives Event Viewer
 All Servers ■ File and Storage Services 	Workgroup	WORKGROUP	iSCSI Initiator Local Security Policy ODBC Data Sources (32-bit) ODBC Data Sources (64-bit)
	Windows Firewall Remote management Remote Desktop NIC Teaming Ethernet	Public: On Enabled Disabled Disabled 192.168.10.230, IPv6 enabled	Performance Monitor Resource Monitor Security Configuration Wizard Services System Configuration
	Operating system version Hardware information	Microsoft Windows Server 2012 Standar Dell Inc. OptiPlex 380	System Information Task Scheduler Windows Firewall with Advanced Security Windows Memory Diagnostic Windows PowerShell
	<		Windows PowerShell (x86) Windows PowerShell ISE Windows PowerShell ISE (x86) Windows Server Backup

Local Users and Groups

If we want to add a new user to the Windows 2012 Server, we need to put in a new user account. We can accomplish this act by selecting Local User and Groups in the left pane. We can see two folders, Users and Groups appear in the right pane.



We then double click on the Users folder.

Adding a New User

With the Users folder selected, we observe the existing accounts in the right pane. Initially, there are two accounts listed, administrator which is active and guest which is presently disabled. То make an administrator account, we have to first make a new user account and then we make them administrator. Right an click in the right pane and when the popup menu appears, we can select New User.



The New User Window

We will create an account for our evening network administrator by typing in their user name. In the corporation, we already have a number of employees with the J Smith name so our new account will have the first initial and the last name along with the number 4. We type in JSmith4 for the username.

We key in the person full name as Jeff Smith along with the description of night shift administrator.

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 Jeff Smith logins to the account, he will have to create his own smart password.

We finish this window by pressing the Create button.

		New Use	r	?	x	
<u>U</u> ser name:	User name: Jsmith4					
<u>F</u> ull name:	Jeff S	mith				
Description:	Night	Shift Administrator				
Password:		•••••				
<u>C</u> onfirm passwor	d:	•••••				
√ User <u>m</u> ust ch	ange pa	ssword at next logo	nc			
User cannot (change (password				
Pass <u>w</u> ord ne	ver expir	es				
Account is disa <u>b</u> led						
Help Create Close						

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 Mjones name so our new account would have the first initial and the last name along with the number 3. For our first example, we type in MJones for the username. Her full name is Mia Jones and the description is Computer Specialist.

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 logins to the account, he will have to create his own smart password. We press the Create button to continue.

		New Us	er	?	x
<u>U</u> ser name:	MJon	es3			
<u>F</u> ull name:	Mia J	ones			
Description:	Comp	uter Specialist			
Password:		•••••			
<u>C</u> onfirm passwo	rd:	•••••			
√ User <u>m</u> ust cl	hange pa	ssword at next lo	gon		
User cannot	change	password			
Pass <u>w</u> ord ne	ever expir	es			
Account is disabled					
Help Create Close					

More New Users

When we press the Create button, the new account is now in the server's database. The form is cleared so that we can manually add another account. If we only needed the single account, then close the form.

New User	?	x
User name:		
Password: Confirm password: ✓ User must change password at next logon		
User cannot change password Password never expires Account is disabled		
<u>H</u> elp Cr <u>e</u> ate	Clo	se

New Account Properties

We can see in the Computer Management window, under the User folder in Local Users and Groups that the new account is listed. To make changes to the new user's account such as adding them to the administrators group, we right click on their name and we choose Properties from the list.



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.

	MJones3 Pro	perties	? X	
Remote control Remote Desktop Services Profile Dial-i				
General Mem	ber Of Profile	Environment	Sessions	
Member of:				
🜆 Users				
Add	Remove Changes are not e user logs	to a user's group me ffective until the next on.	mbership time the	
C	K Cancel	Apply	Help	

Make a Folder

In this example, we will make a folder called Mia Jones in the Users folder of the C: drive.



Sharing the Folder

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



File Sharing

We type mjones3 (the account username) and pre-

rname) and press the Add button.	💿 🛃 File Shari	haring
		e and then click Add, or click the arrow to find someone.
		× Add Permission Level
🥵 File Sharing		r Read/Write 🔻
Choose people to share with Type a name and then click Add, or click the arrow to find someone.		rs Owner Read ▼
V Name Permission	Add	≥ sharing
Image: Second Secon		Share Cancel
Mia Jones Read/Write	Share Cancel	

- ×

Permission Level

There are two permission levels for users, read and read/write. A reader can just view the document. A person who has read/write authority can add and modify the files they add.

	_ D X
3 File Sharing	
Choose people to share with	
choose people to share with	
Type a name and then click Add, or click the arrow to find someone	
	✓ <u>A</u> dd
Name	Permission Level
🙎 Administrator	Read/Write 🔻
Administrators	Owner
🎎 Everyone	Read 🔻
🙎 Mia Jones	Read/Write 🔻
I'm having trouble sharing	
	S <u>h</u> are Cancel

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 v permissions. mjone3 to the

s time we pick sharing missions. We just add	💿 🛃 File Sharing	×
one3 to the list.	Choose people to share with	
	Type a name and then click Add, or click the arr	ow to find someone.
		✓ Add
🔉 File Sharing		Permission Level
		Read/Write 🔻
Choose people to share with		Owner
enouse people to share with		Read 🔻
	✓ <u>A</u> dd	
Name	Permission Level	
& Administrator R	Read/Write 🔻	
	Dwner	🛞 S <u>h</u> are Cancel
	Read 🔻	U S <u>m</u> are Cancer
	Read	
Mia Jones R	Read/Write 🕶	
	🛞 S <u>h</u> are Cancel	

Add Folders for Every User

If we checked the Add Roles and Features wizard, we can now see that we have added the File and Storage Services role to the Windows Server 2012 computer.

Add shared folders for all the users in your file server

B	Add Roles and Features Wizard	_ D X
Before You Begin Installation Type Server Selection Server Roles Features Confirmation Results		DESTINATION SERVER Charm Description Active Directory Certificate Services (AD CS) is used to create certification authorities and related role services that allow you to issue and manage certificates used in a variety of applications.
	Remote Access Remote Desktop Services	-
	< <u>P</u> revious <u>N</u> e	xt >Install Cancel

Access the File Server

We select our file server on the network. We type the in username (MJones3) and password. We can access the MJones3 and Anderson Project folder. However, we can open the Crobbins folder since we do not have rights to the files in this directory.

Network Error

administrator to request access.

