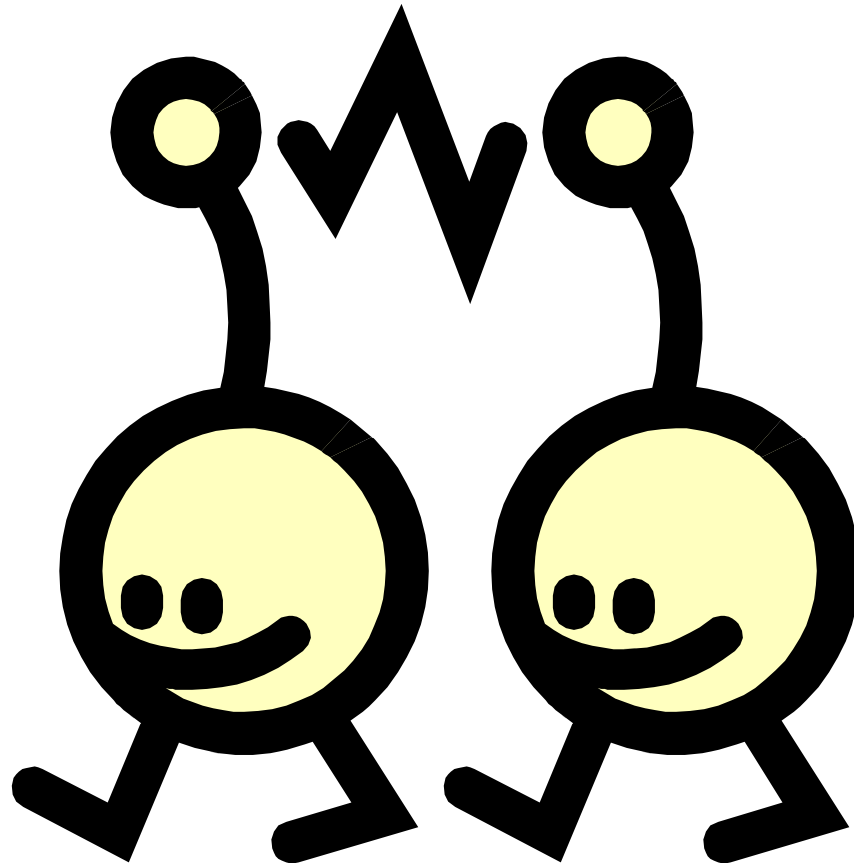# Making a Windows 2012 File Server

June 14, 2013

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

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.
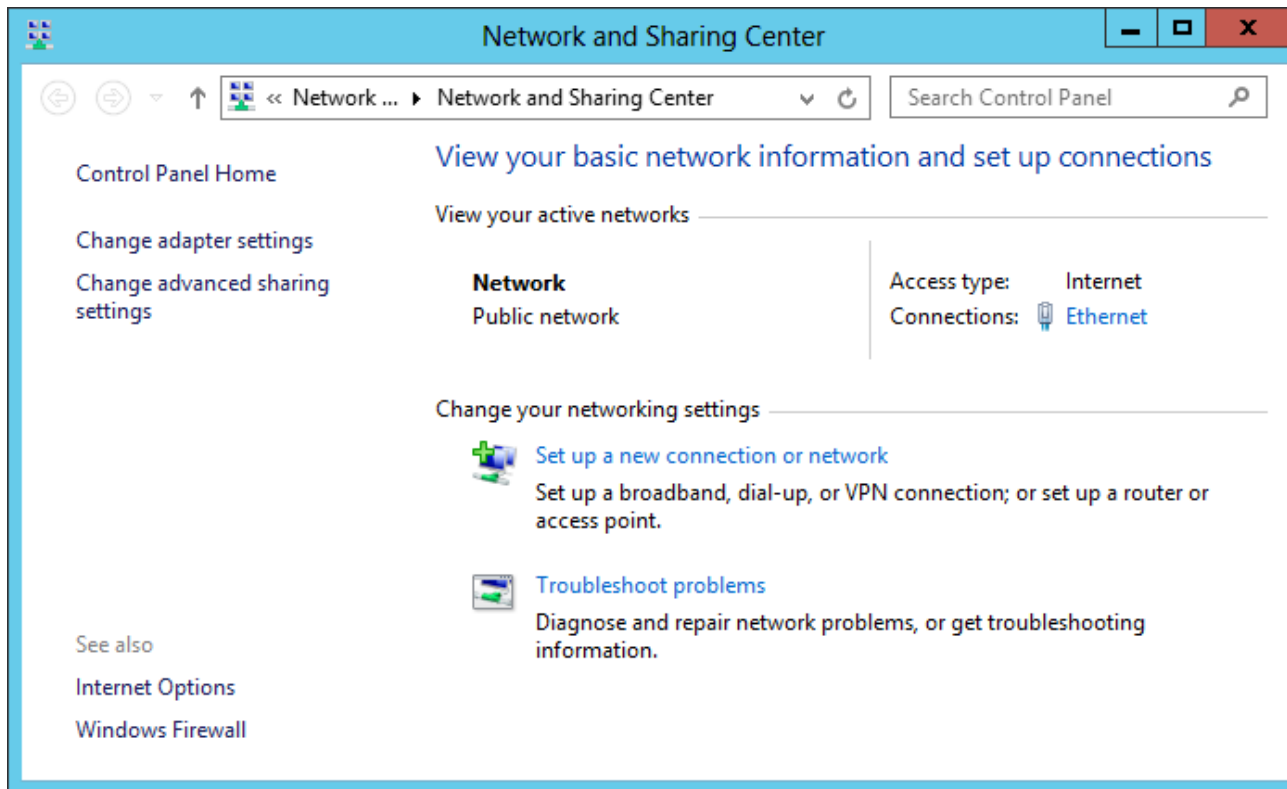
# Advanced Sharing Settings

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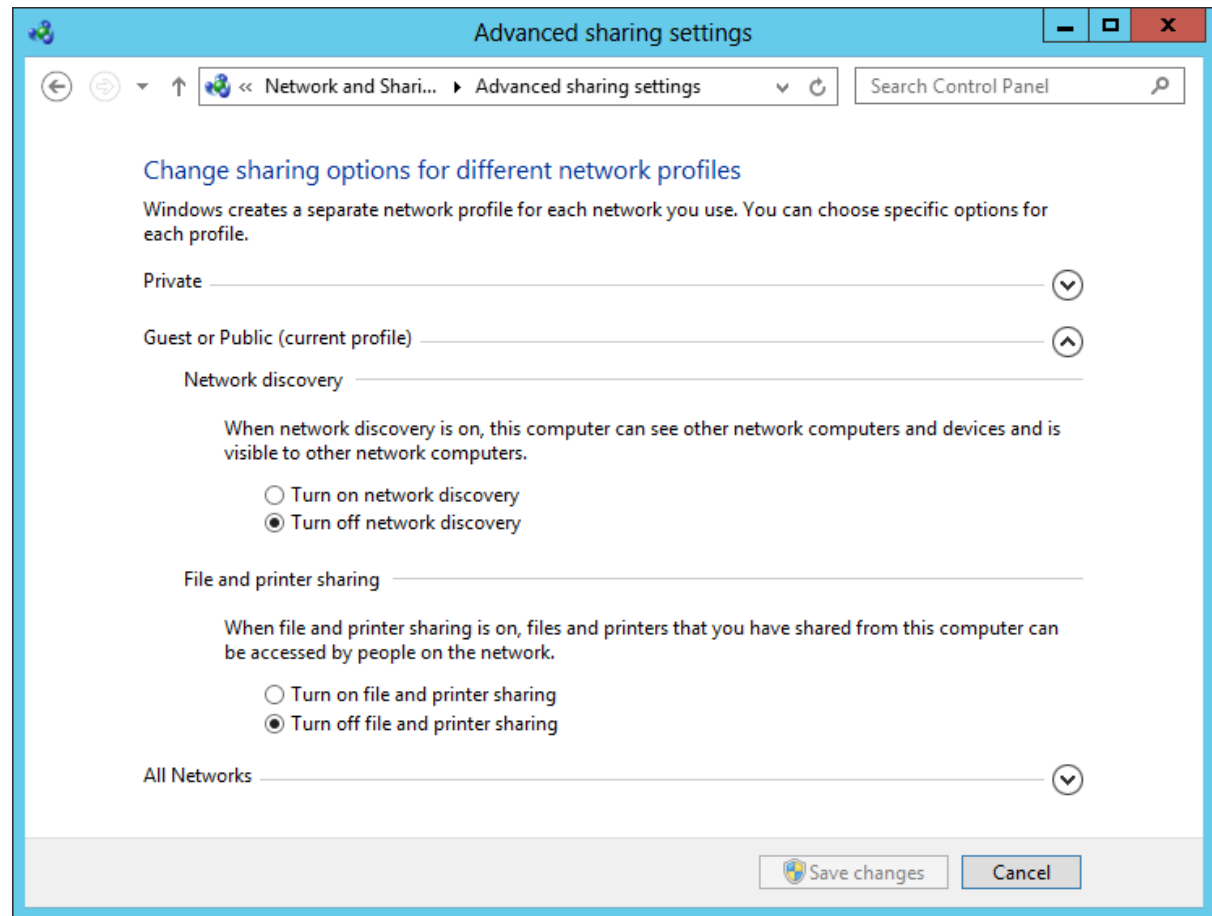
Public Folder Sharing

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.
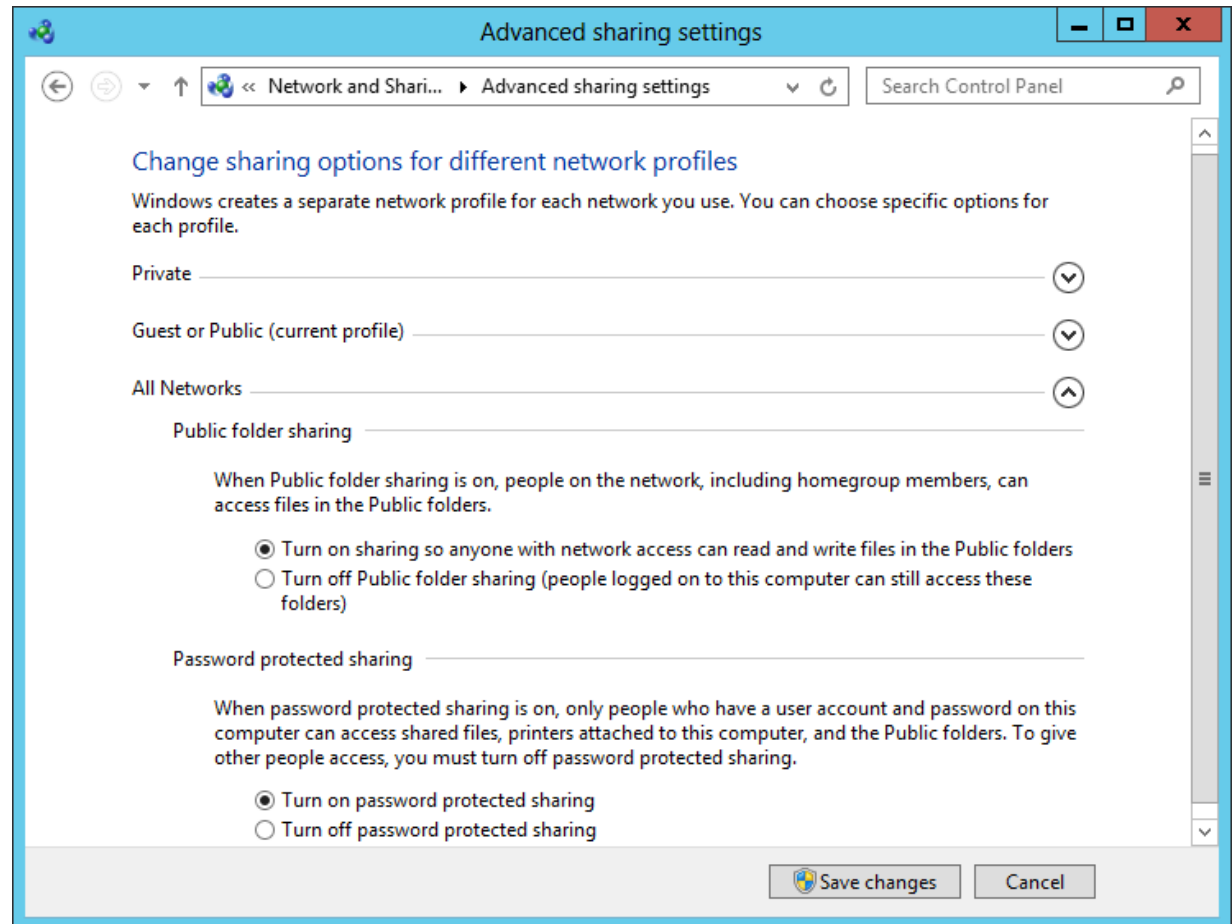
Press the Save Changes button to retain the alterations.
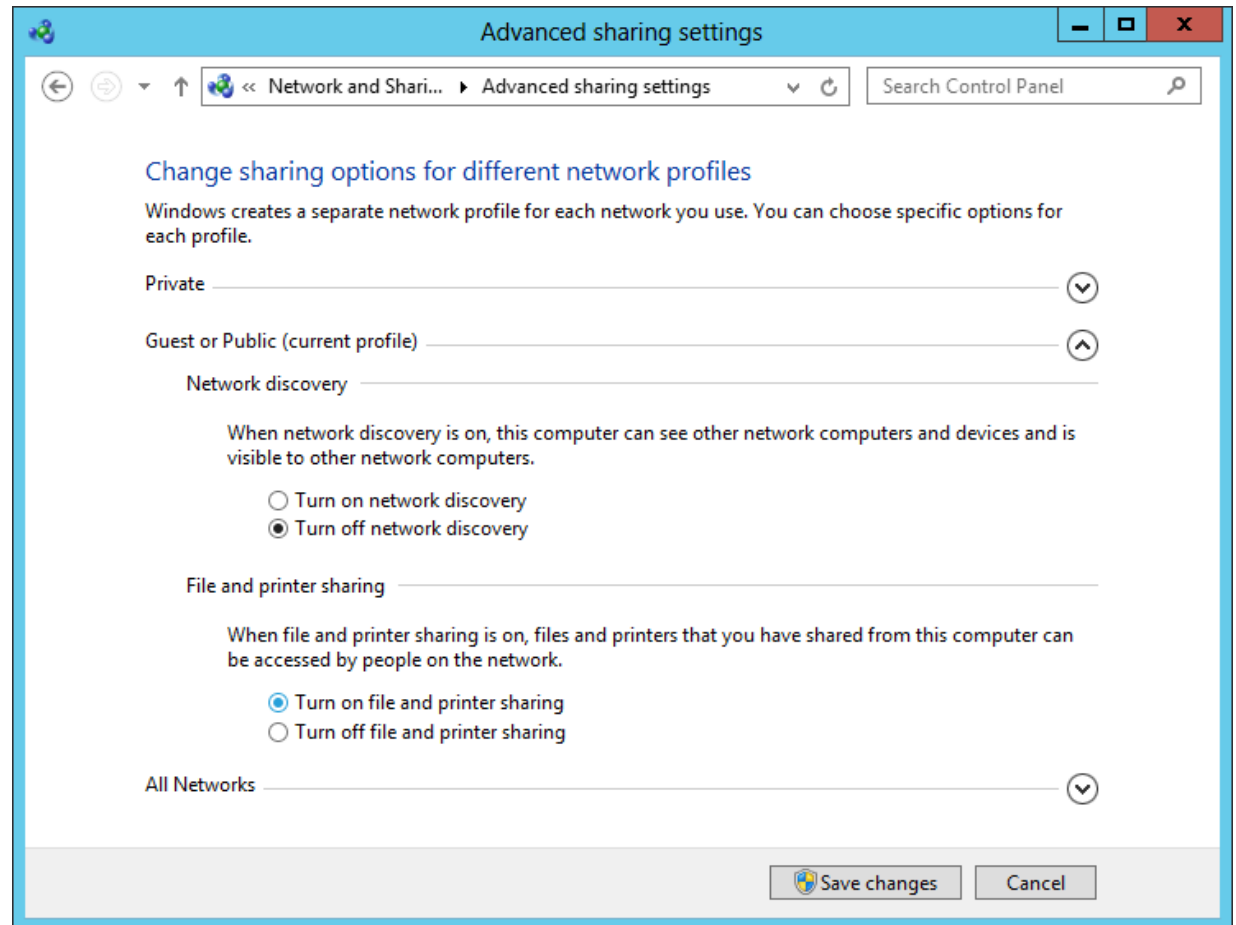
Public Folder Sharing

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.
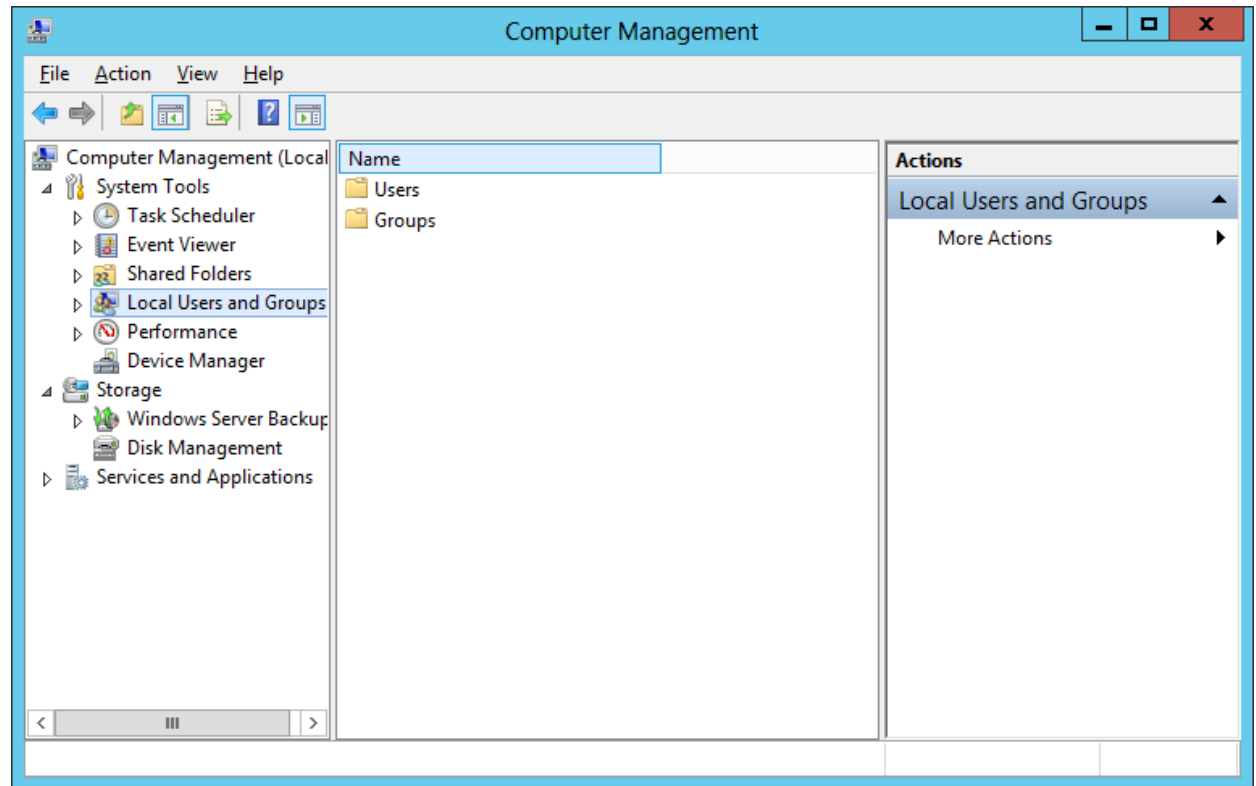
Adding a New User

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.
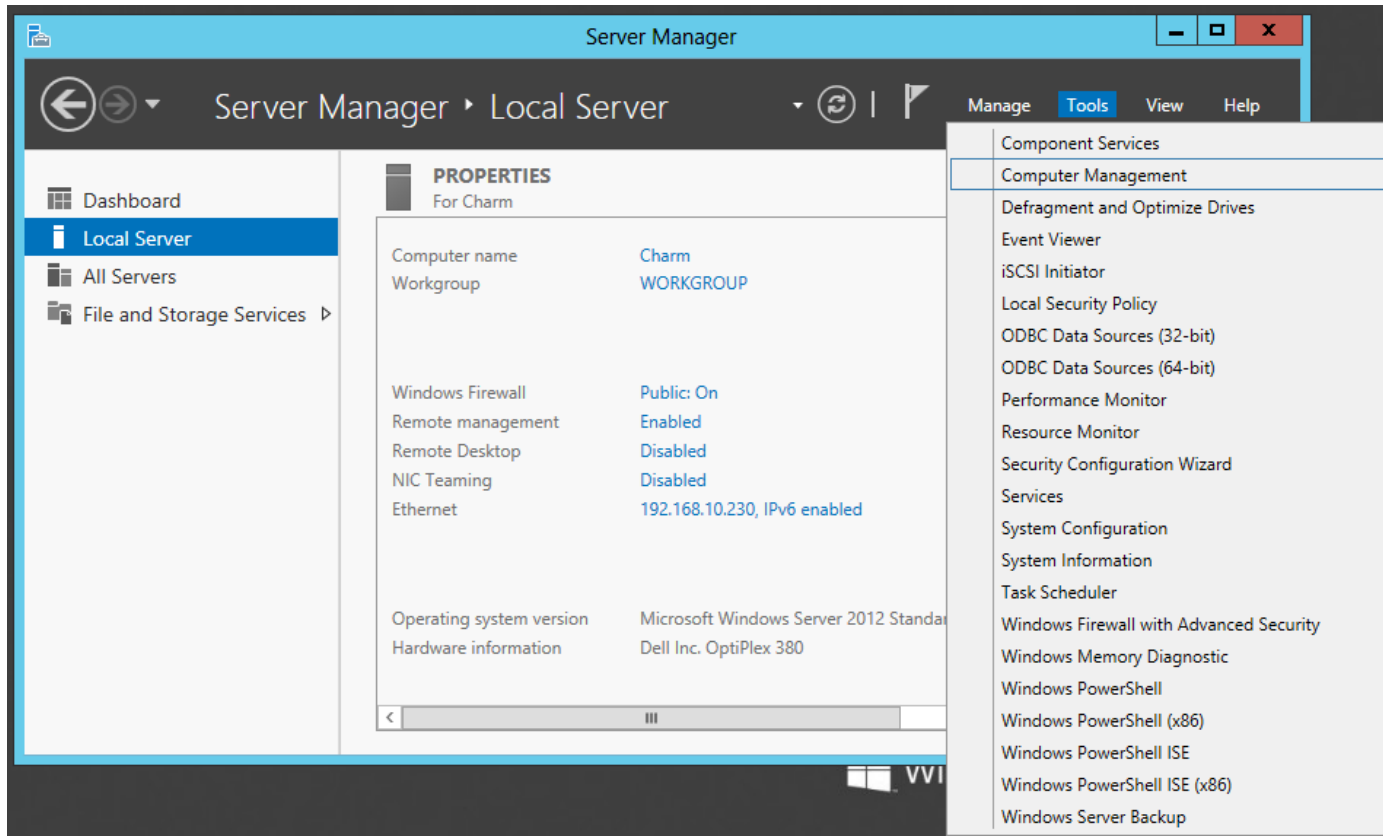
Local Users and Groups

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. To make an administrator account, we have to first make a new user account and then we make them an administrator. Right click in the right pane and when the popup menu appears, we can select New User.
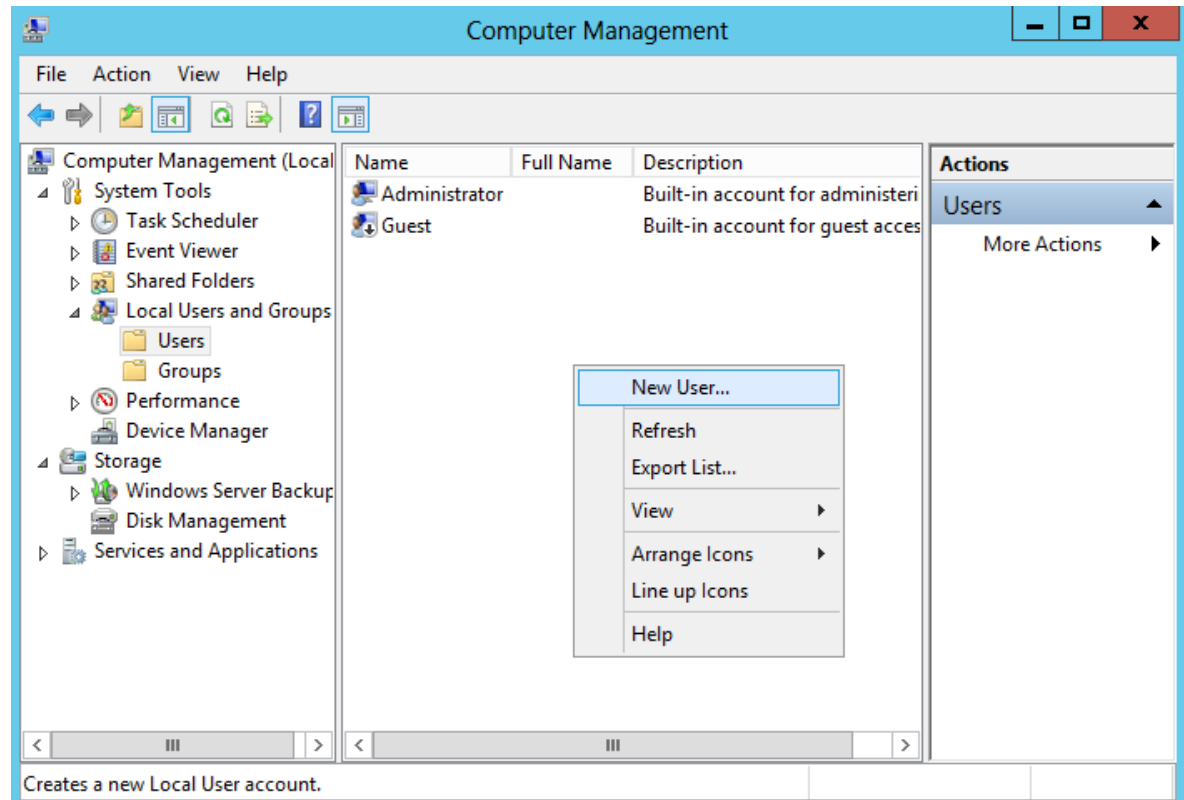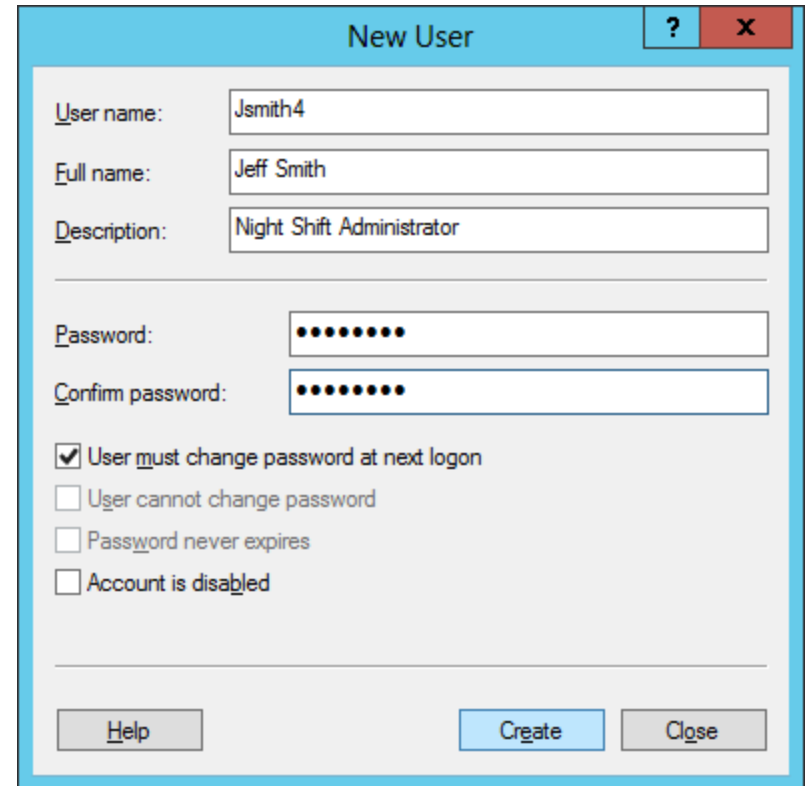
The New User Window

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.

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.
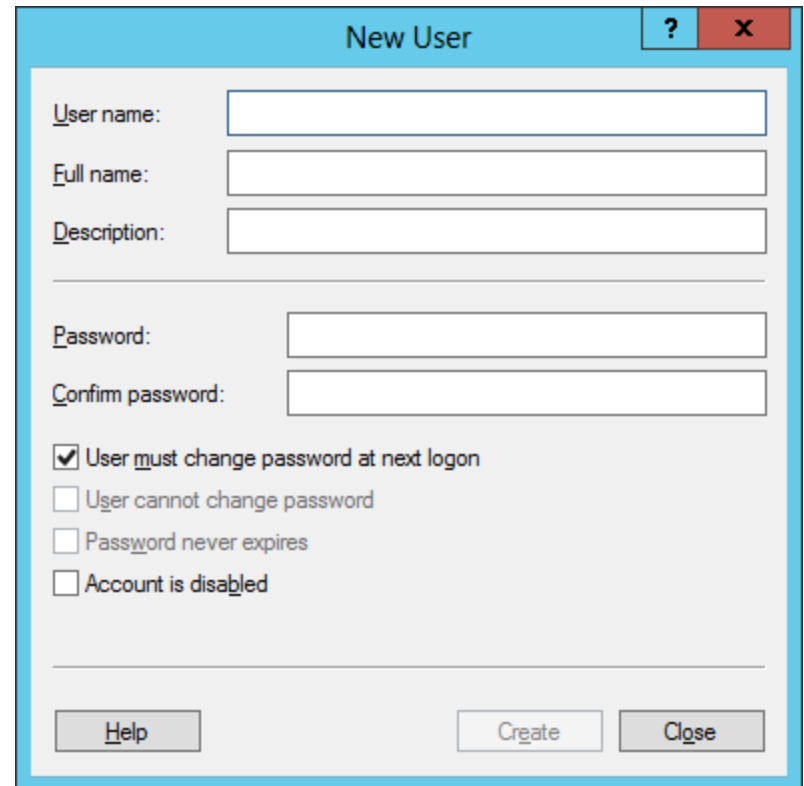
More New Users

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 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.
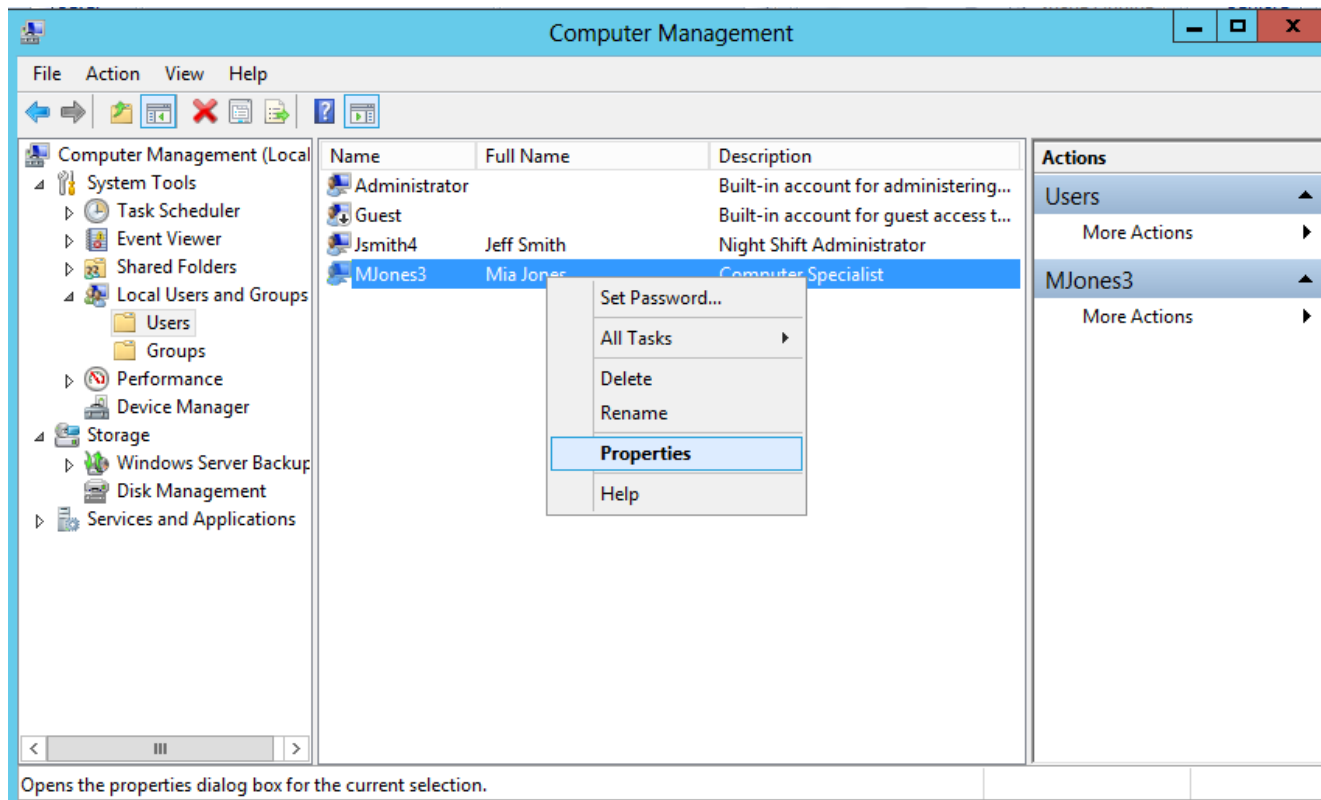
Member Of Tab

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.
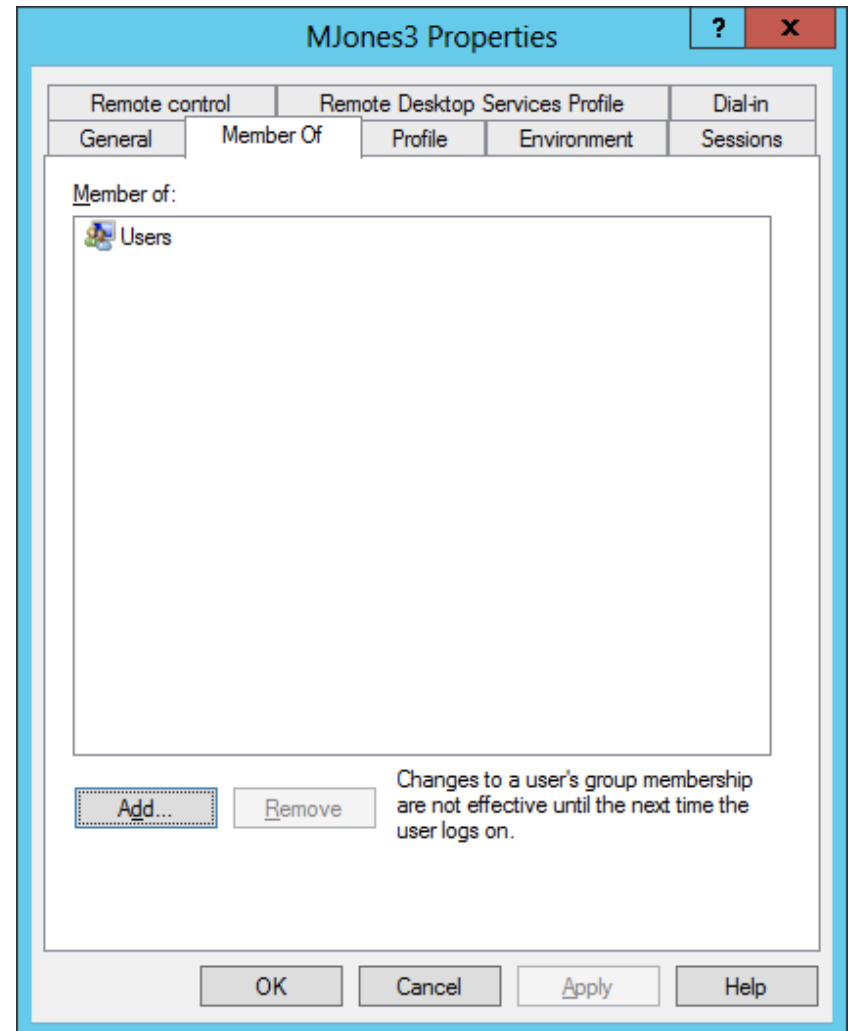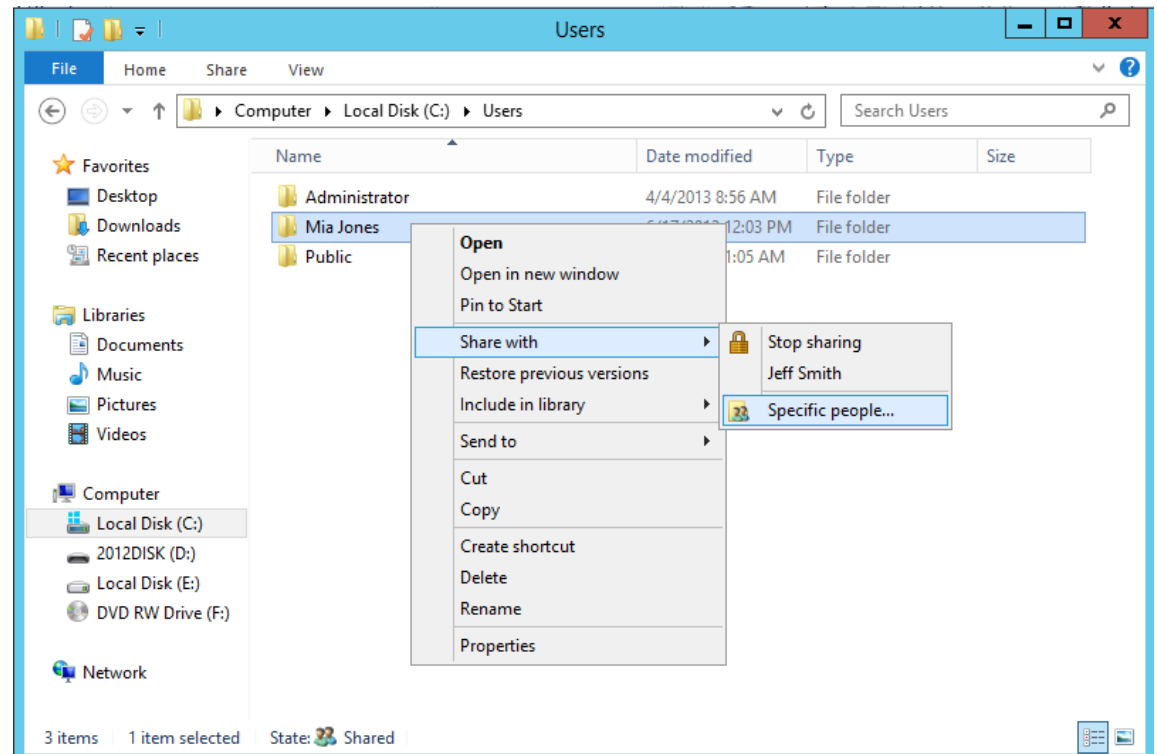
Make a Folder

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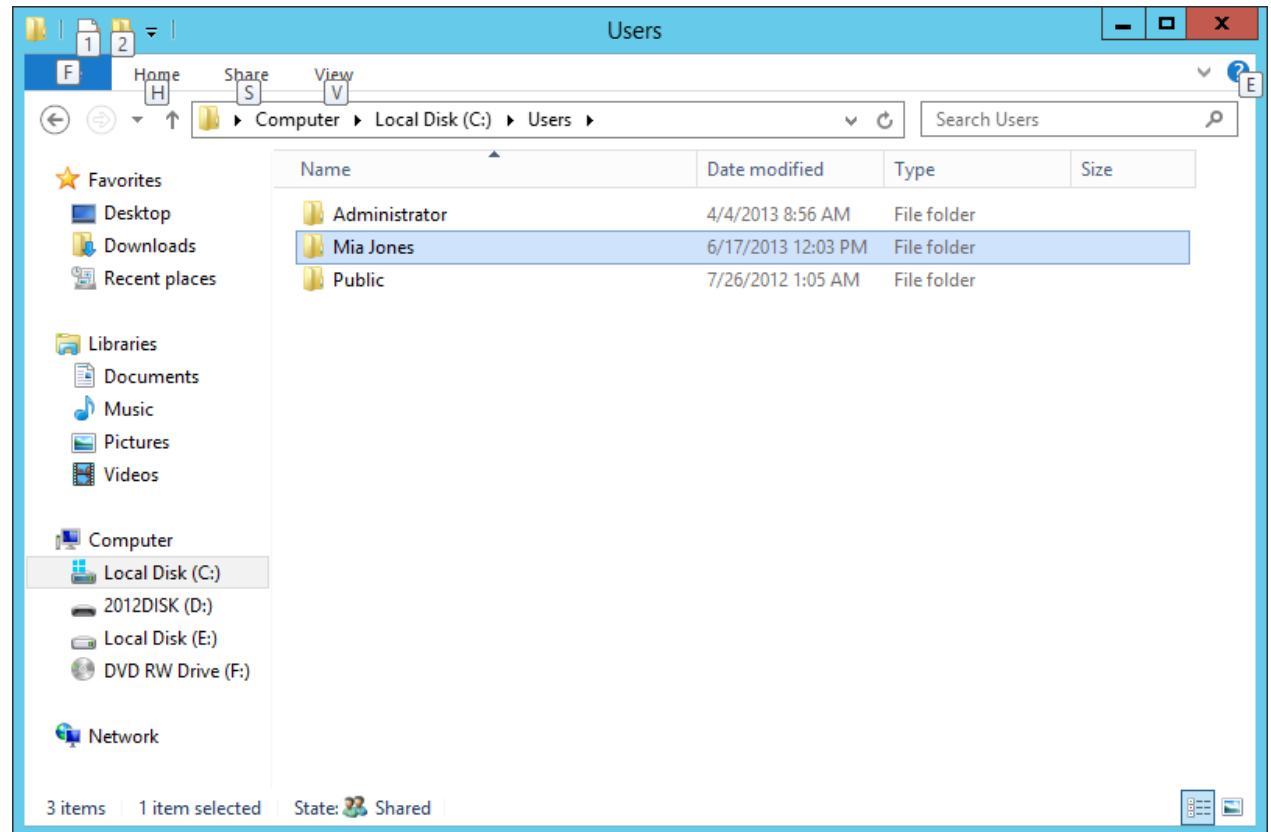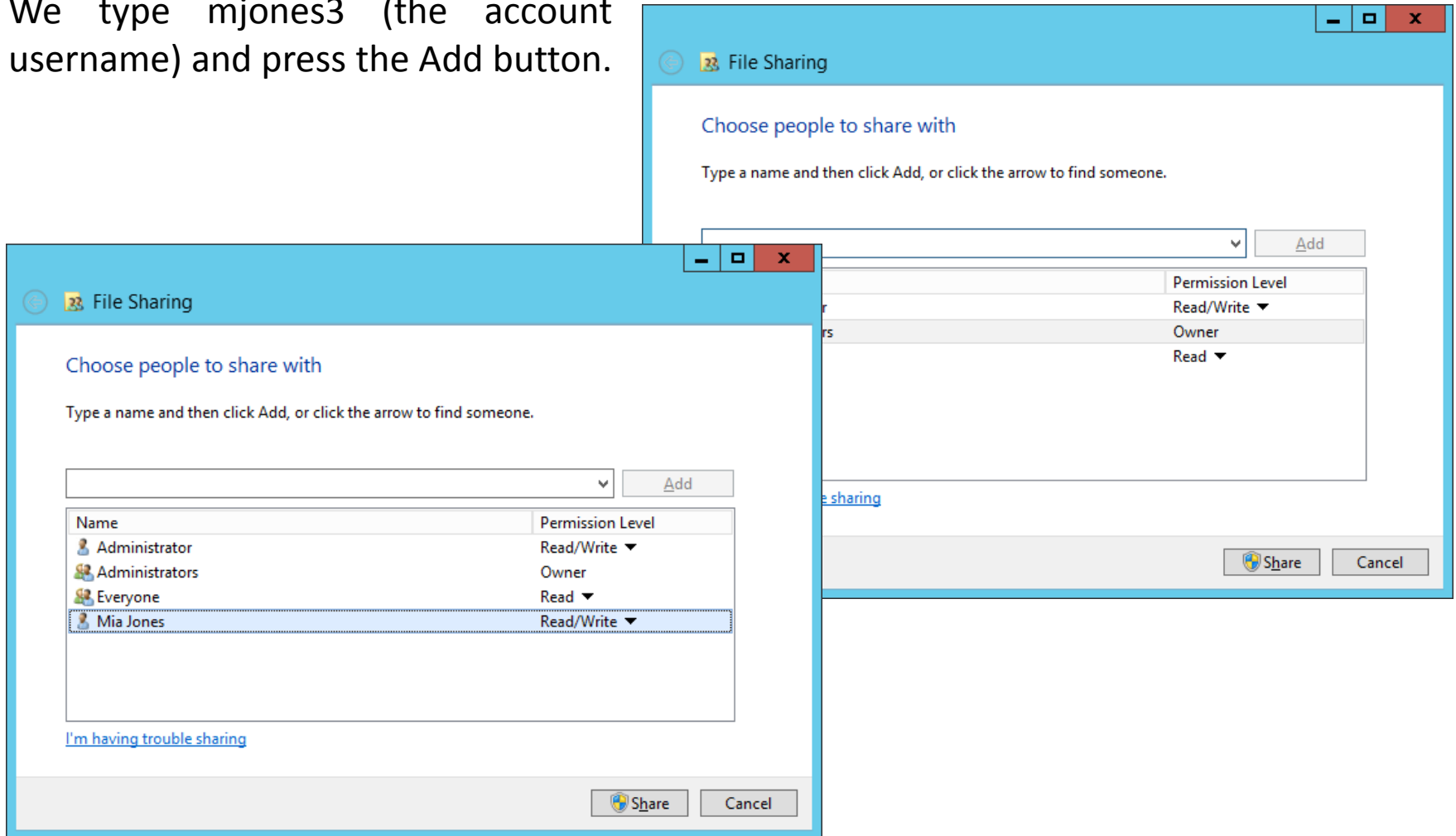
Sharing the Folder

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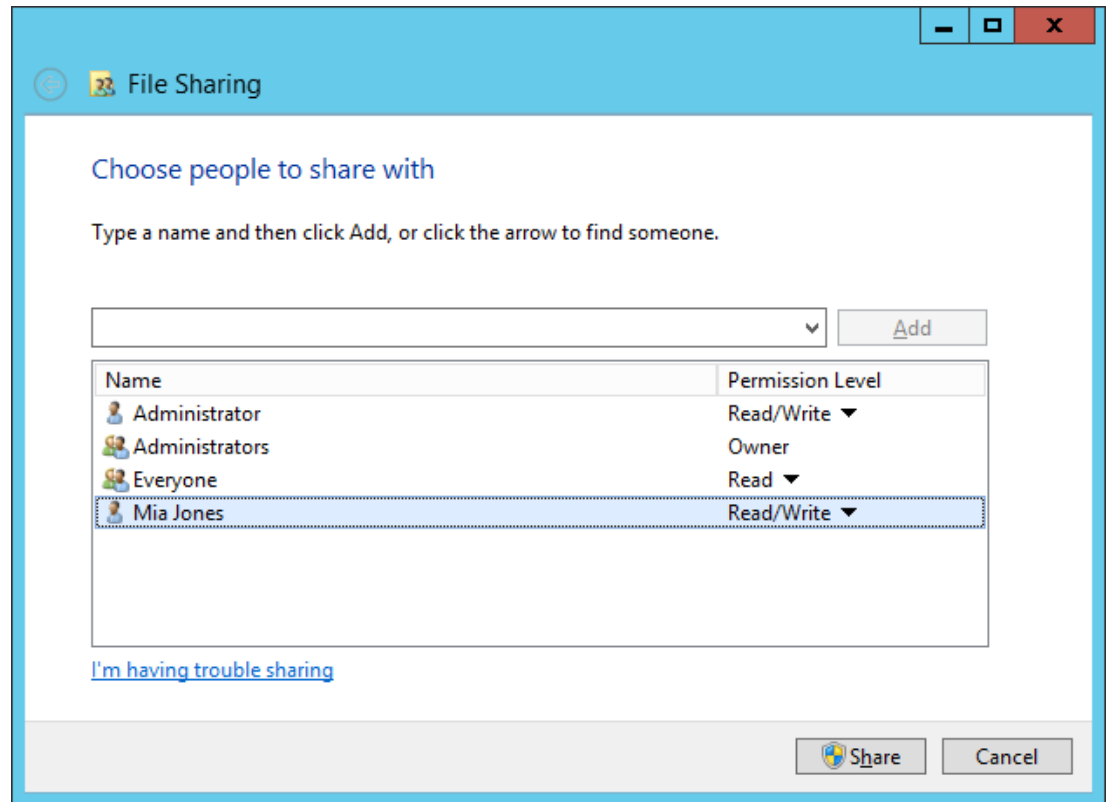
File Sharing

We type mjones3 (the account username) and press the Add button.
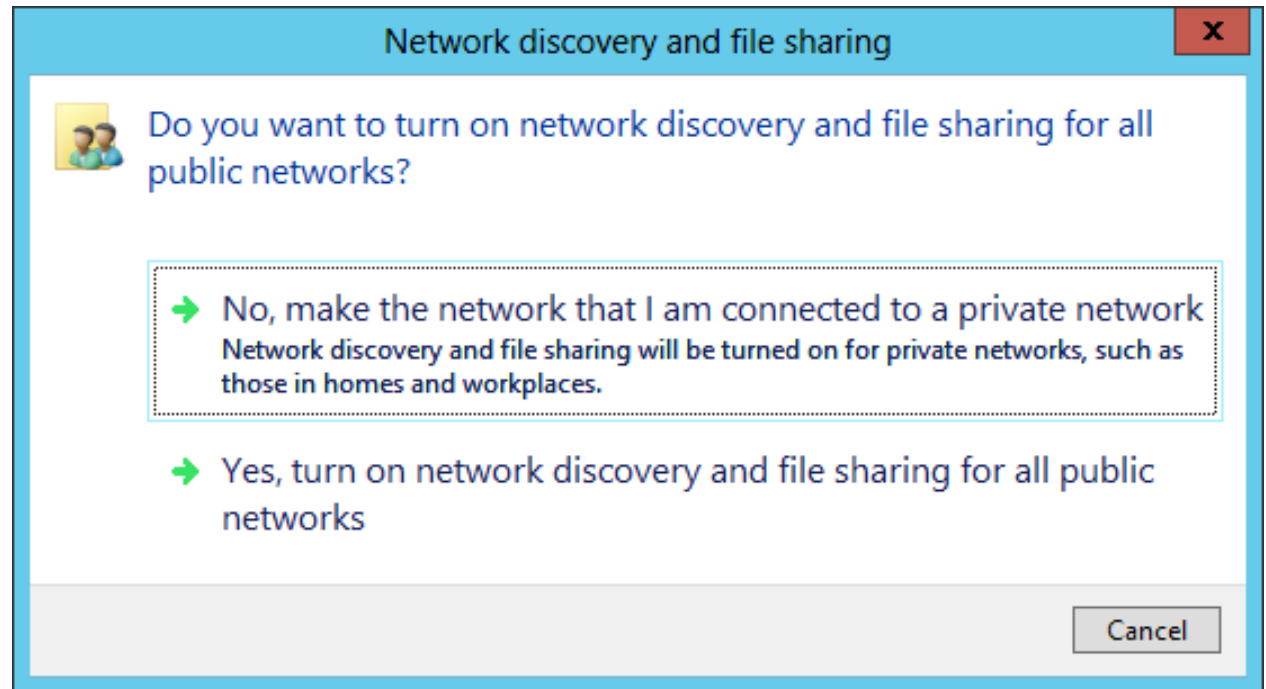
Permission Level

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.
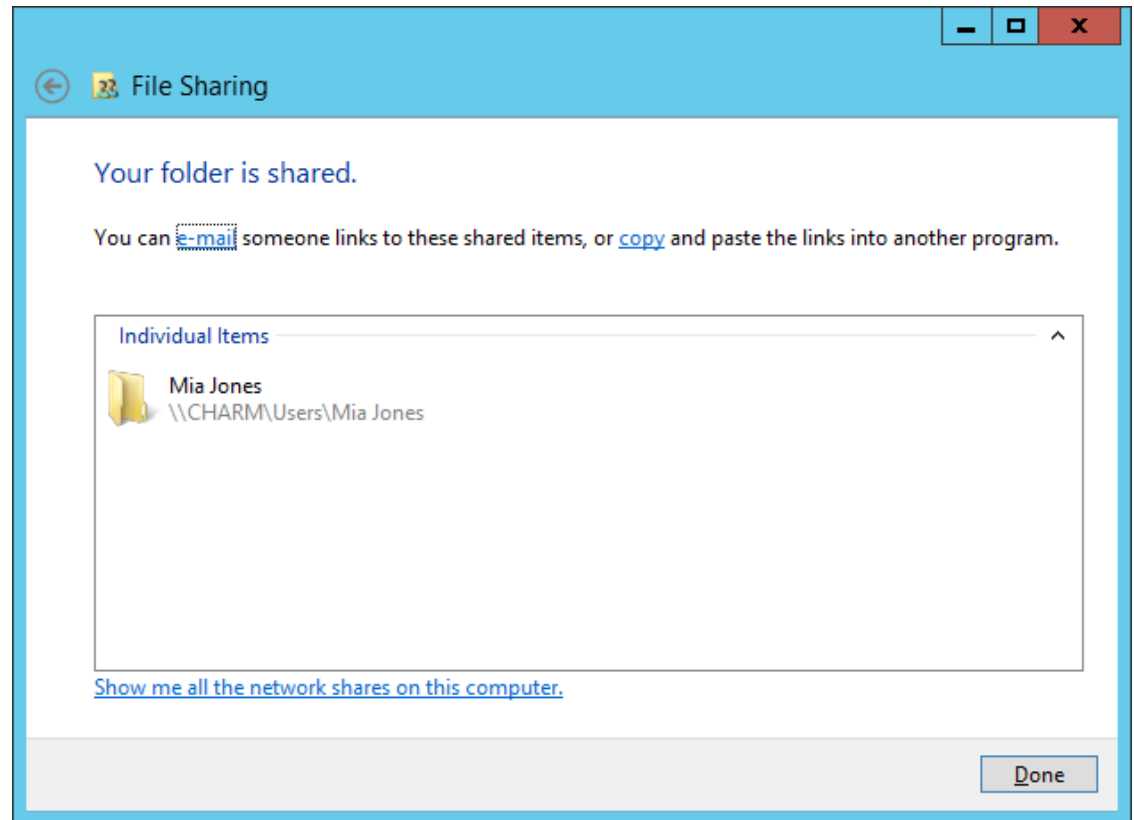
Prompts for Type of Sharing

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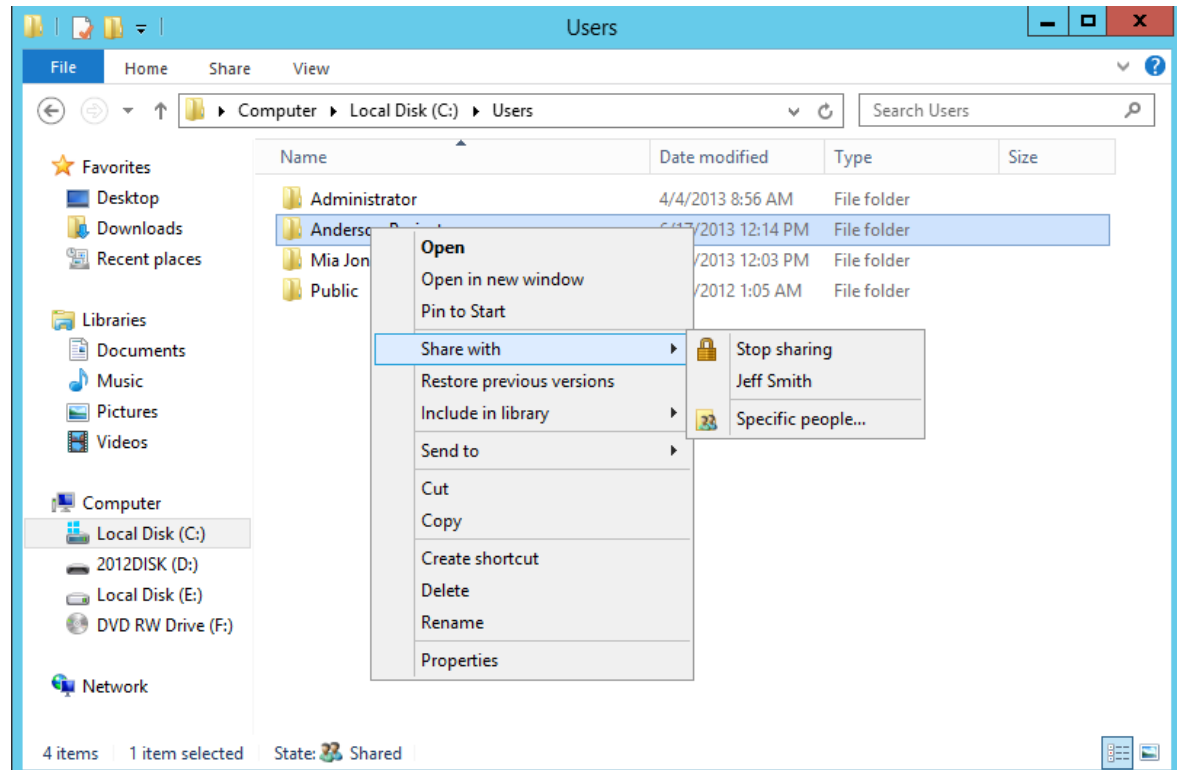
Folder is Now Shared

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 sharing permissions. We just add mjone3 to the list.

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
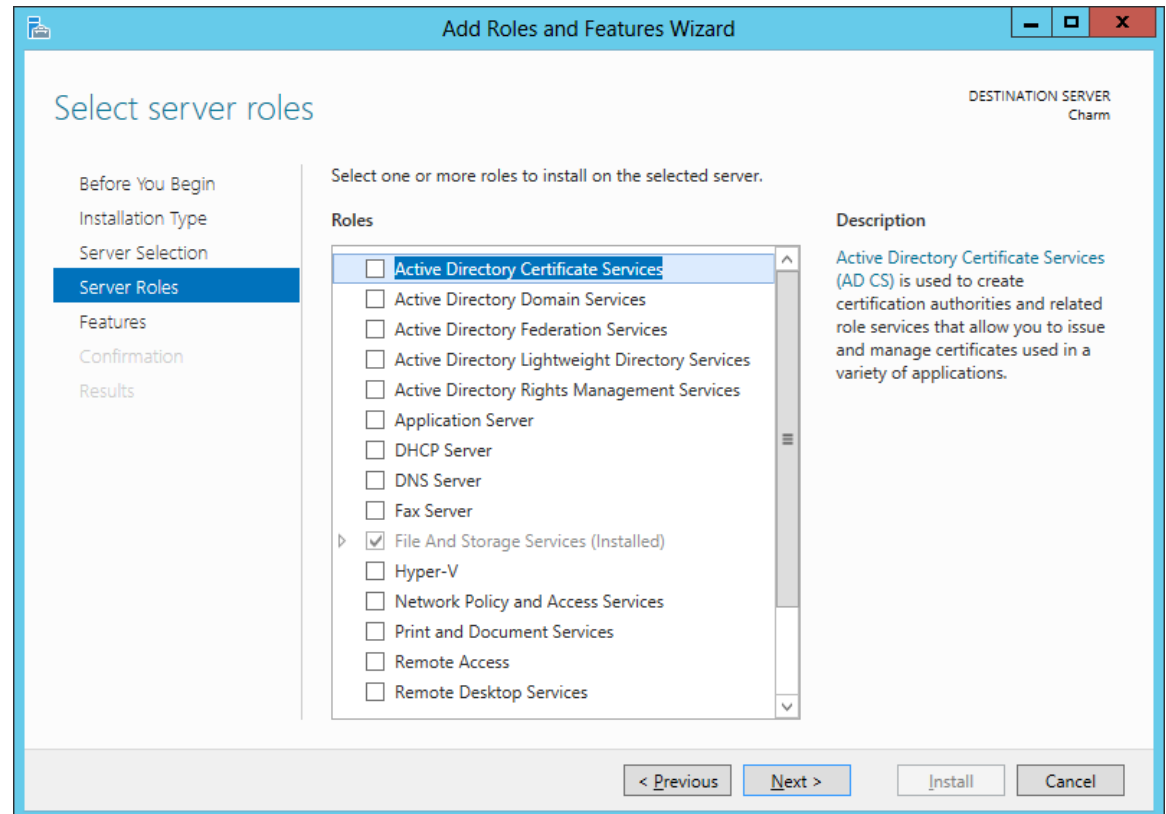
Access the File Server

We select our file server on the network. We type in the 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.