



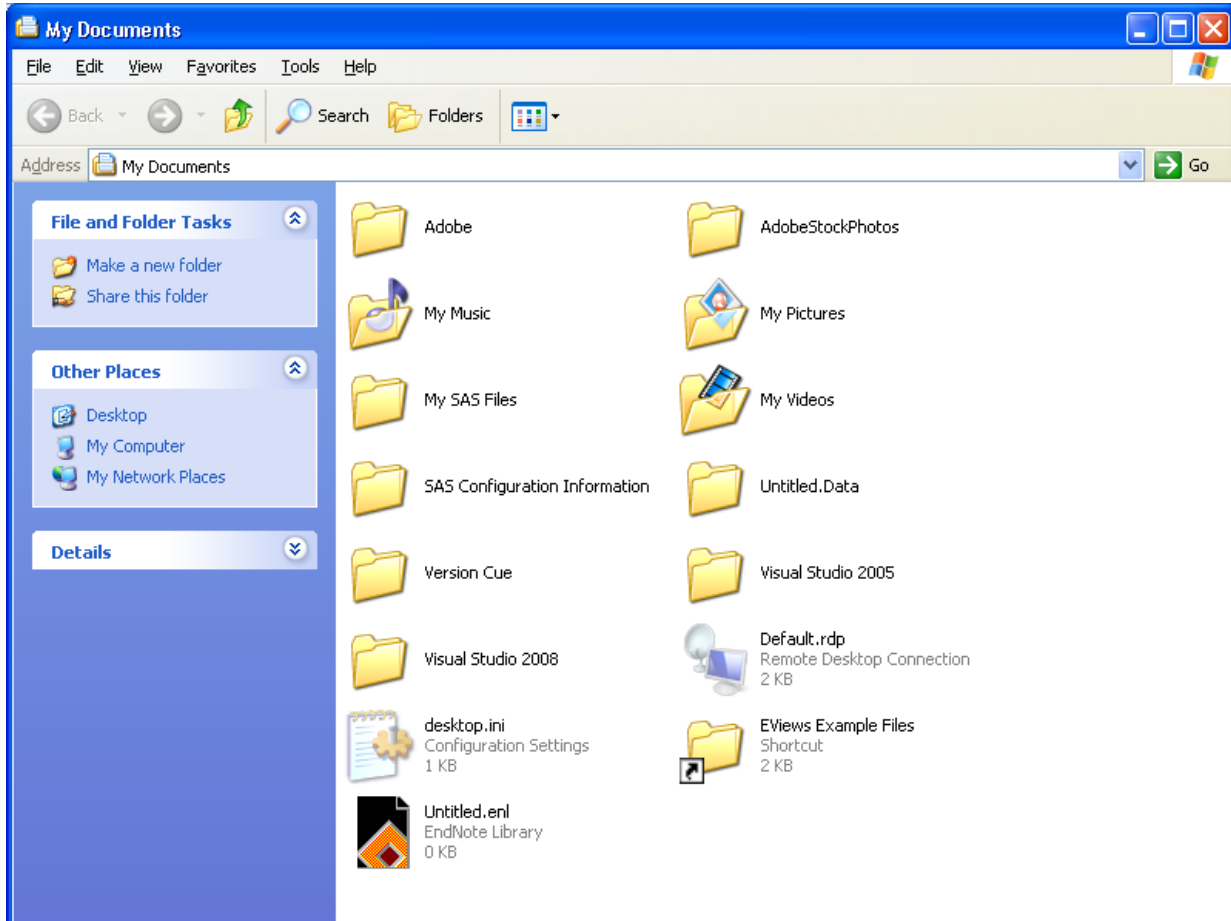
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TRIPLE ZERO

How to share to the 'My Documents' folder on your Windows computer

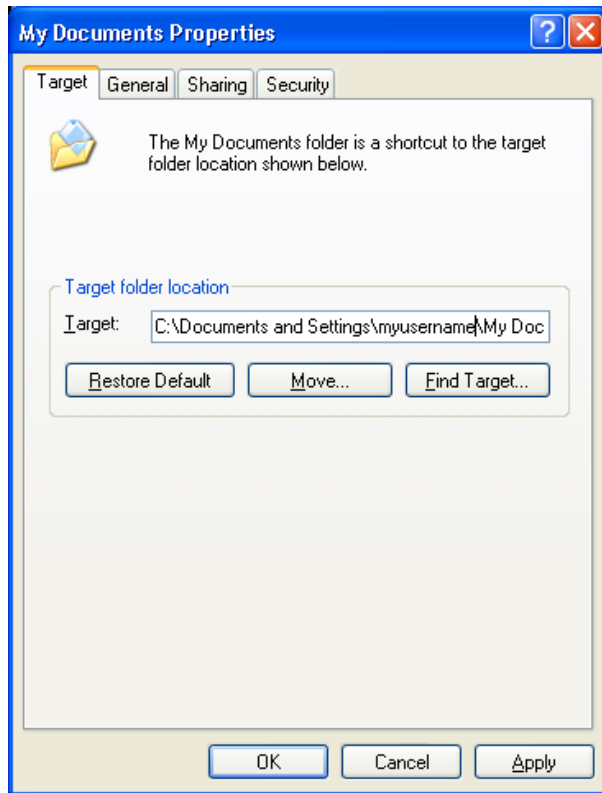
Windows XP

NOTE you will need to be a local administrator of your computer to be able to create shares.

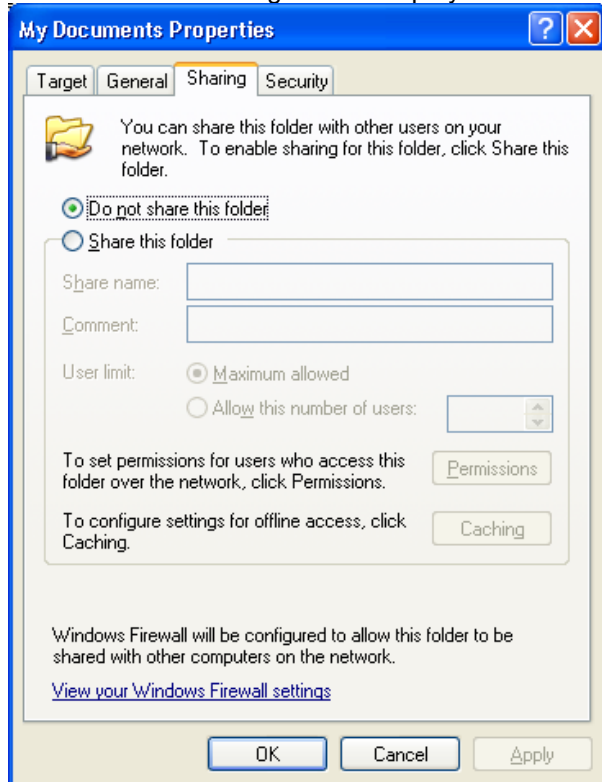
1. log in to the computer on which you want to create a share
2. Click on the [Start] button and choose 'My Documents' from the menu. You will see something like this:



3. Right click on any empty space within the window and choose 'Properties' from the menu. A 'My Documents Properties' Window will appear

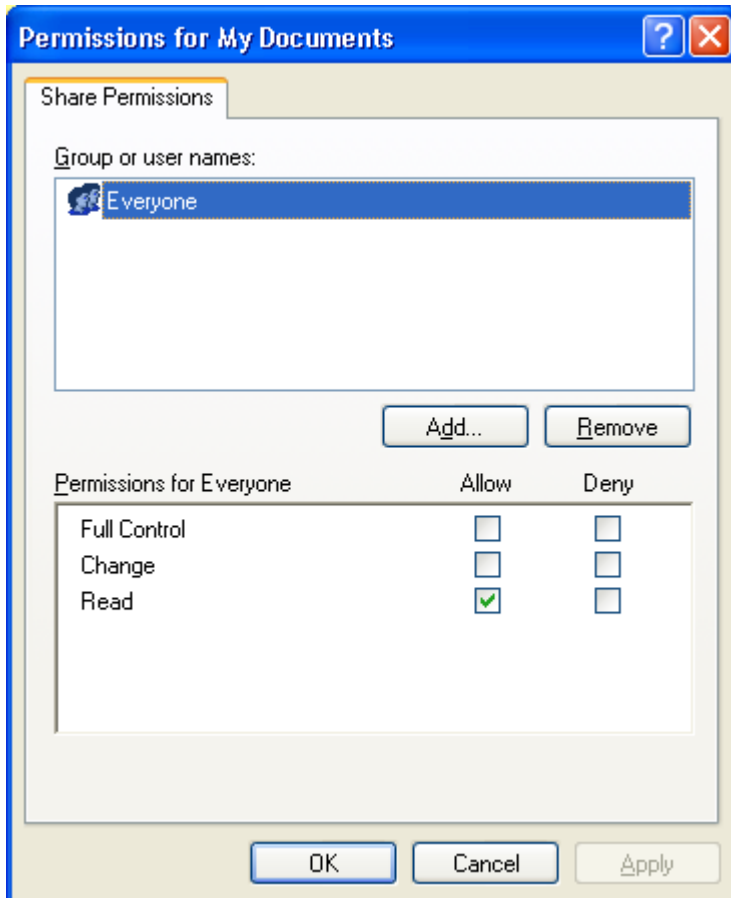


4. Click on the 'Sharing' Tab to display a window like this:



5. Click on 'Share this folder' and type in a share name. Make the name something you can remember like 'username docs'. You can also put a comment into the comment field if you like to further describe the share or leave the comment field blank.

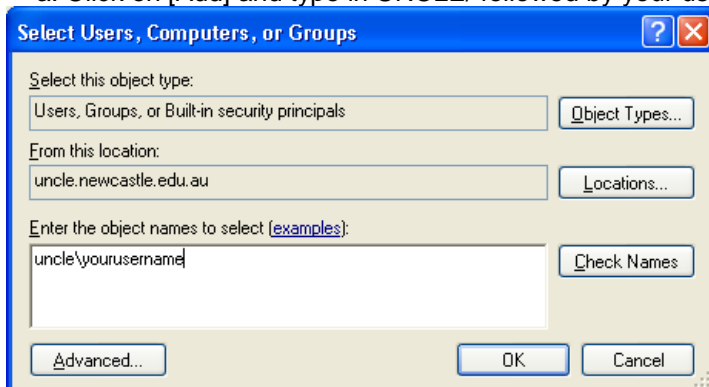
6. While still on the 'My Documents Properties' window, click on the [Permissions] button. A window like this will appear:



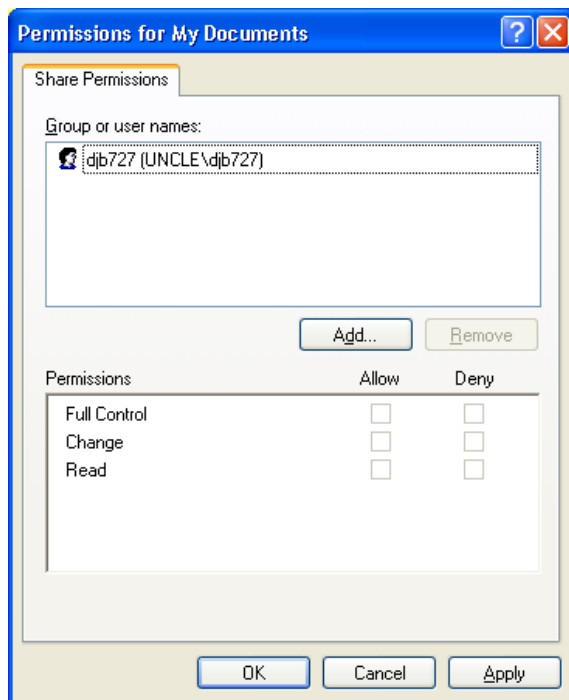
7. IMPORTANT you must remove 'Everyone' from this list by highlighting 'Everyone' and clicking on remove. 'Everyone' means everyone on the internet!

8. Add access to your logon account by:

a. Click on [Add] and type in UNCLE/ followed by your username and then press the [OK] button eg



9. Ensure you have full control of the share by ticking the 'Full Control - Allow' tick box eg



10. Check your details are correct and then press the [OK] button.

11. You can check your new share exists by using the How to see your shares.doc procedure. You should see you share listed as below:

