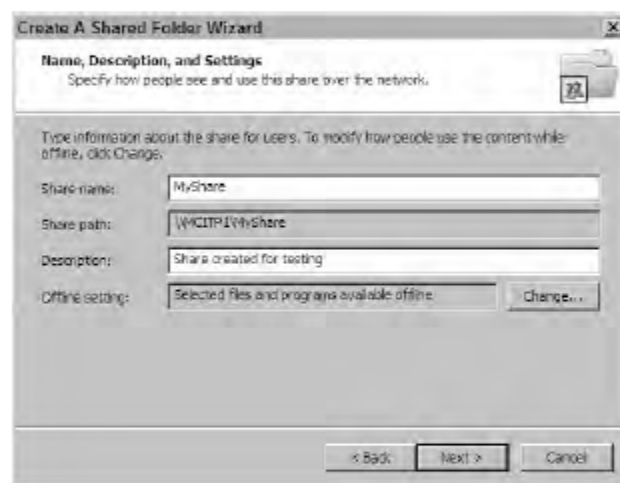


## Creating Shares with Computer Management and Windows Explorer

1. Launch Computer Management by clicking Start > Administrative Tools > Computer Management.
2. In Computer Management, browse to System Tools > Shared Folders > Shares. Right-click Shares, and select New Share. This launches the Create a Shared Folder Wizard.
3. On the Welcome to the Create a Shared Folder Wizard page, click Next.
4. On the Folder Path page, click the Browse button.
5. In the Browse for Folder dialog box, select the C:\ disk drive, and click the Make New Folder button. Rename the folder by entering **MyShare**. Select the MyShare folder, and click OK.
6. Back on the Folder Path page, click Next.
7. On the Name, Description, and Settings page, accept the default of MyShare for the share name. Enter the description of **Share created for testing**. Your display should look like the following image.



Notice that the share path is identified using the UNC path of `\\serverName\shareName` or `\\MCITP1\MyShare`. Click Next.

8. On the Shared Folder Permissions page, accept the default of All Users Have Read-Only Access. Click Finish.
9. On the Sharing Was Successful page, click Finish.
10. Open Windows Explorer. You can do this on some keyboards by pressing the Windows logo key+E.

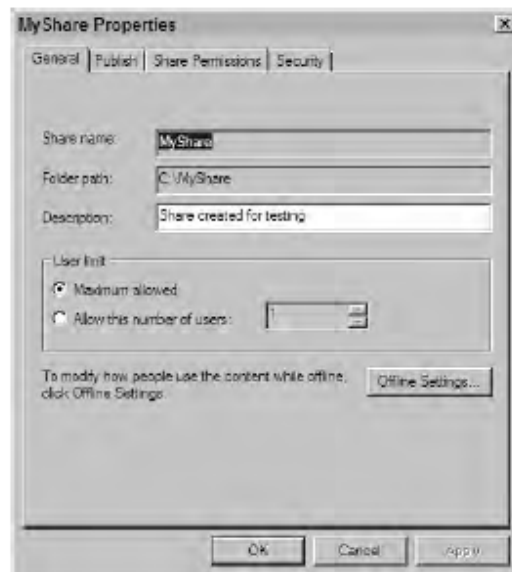
11. In Windows Explorer, browse to the root of C:\. In the right pane, right-click an empty area, and select New > Folder. Rename the folder by typing **MyShare2**.
12. Right-click the MyShare2 folder, and select Share.
13. Select the drop-down box, and select Everyone. Click the Add button. Select the drop-down arrow next to the Reader Permission Level for Everyone. Your display should look similar to the following image. Notice that the Everyone group is granted Reader access, but you can change this to Contributor or Co-owner, or you can remove the group. These permissions will be explained in the "Permissions" section.



14. Click the Share button. Your share will be created with the correct permissions.
15. On the Your Folder is Shared page, click Done.

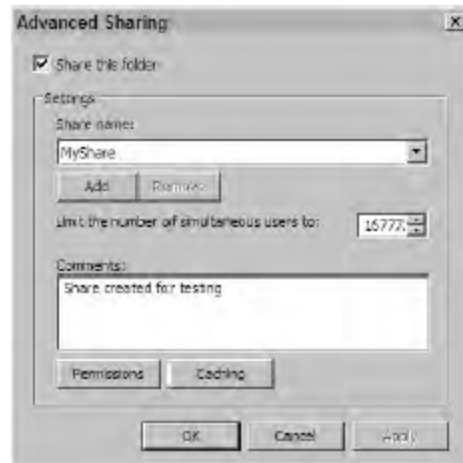
## Enabling Offline Files

1. Launch Computer Management by clicking Start > Administrative Tools > Computer Management.
2. Access the Shares folder by opening System Tools > Shared Folders.
3. Right-click the MyShare share you created in Exercise 6.3, and select Properties. Your display will look similar to the following graphic.



4. Click the Offline Settings button.
5. On the Offline Settings page, notice that the default is set to Only the Files and Programs That Users Specify Will Be Available Offline.
6. Click the Optimized for Performance check box. This automatically chooses the second option.

7. Click Cancel in the Offline Settings dialog box. Click Cancel on the property page.
8. Click Start, right-click Computer, and select Explore to launch Windows Explorer. Browse to the C:\MyShare folder.
9. Right-click the MyShare folder, and select Properties. Click the Sharing tab.
10. On the Sharing tab, click the Advanced Sharing button. Your display will look similar to the following image. Notice that this display has a Caching button instead of an Offline Settings button.



11. Click the Caching button. The Offline Settings page appears, giving the same choices you saw when accessing this page from Computer Management.