INTRODUCTION TO MICROCOMPUTERS
DISCOVERING COMPUTERS - NETWORKING

SHARED FOLDERS

To Share a Folder

► Right-click the folder to share.
► Choose Sharing
► Click the Share this Folder option button

To Access a Shared Folder

► Open Windows Explorer
► Click Search
► Choose Computers under Search for Other Items
► Enter the Computer Number (NT0939)
► Click Search Now
► Once the computer is located, double-click its icon
► Double-click the shared folder to access files

NOTE: Only 10 people can access a shared folder at a time.