

Sharing Folders

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For more information on mapping network drives, see the "Mapping Network Drives" document at www.officemate.net.

For more information about installing the OfficeMate Suite, see the "Installing & Activating OfficeMate Suite" document at www.officemate.net.

NOTES

- Eyefinity highly recommends employing a Microsoft certified MCSE hardware and network technician to manage your computer systems. This document should be read by your technician.
- Eyefinity limits the support it provides exclusively to its own products and therefore does *not* provide assistance and support for any issues related to sharing folders.

Sharing folders allows you to share one copy of your OfficeMate Suite database with all of your office's client computers. Sharing folders and assigning permissions also allows you to more closely control security and access to your OfficeMate Suite database. Complete these steps on the server in your networked computer environment after you install the OfficeMate Suite on the server and before you map network drives and install the OfficeMate Suite on client computers.

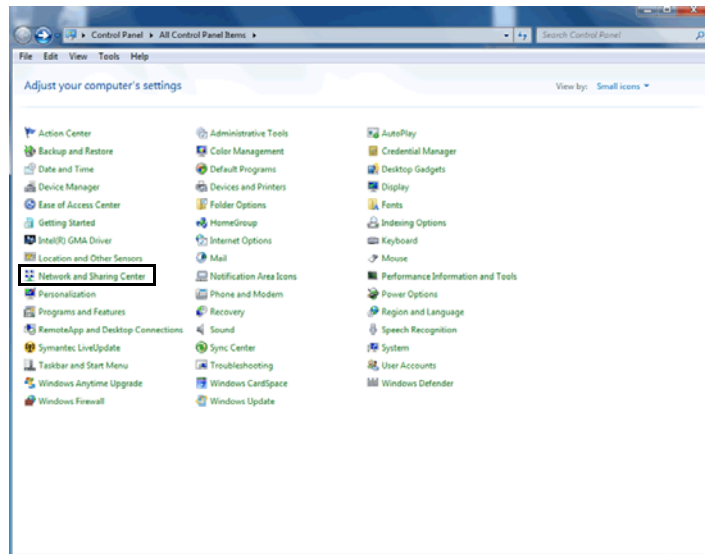
Sharing Folders on Windows 7

For more information on Windows 7, go to www.microsoft.com and search for "Windows 7."

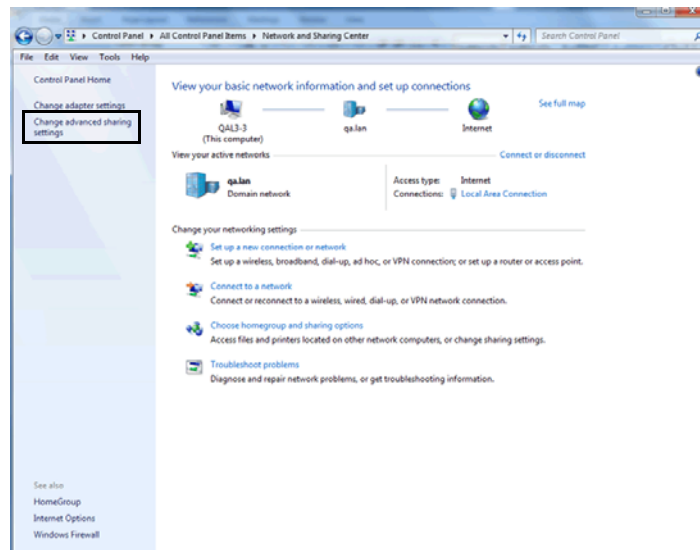
NOTE

You may need to disable your Windows Firewall in order to properly view shared folders. Contact your hardware and network technician and discuss the ramifications of disabling your Windows Firewall before completing this action.

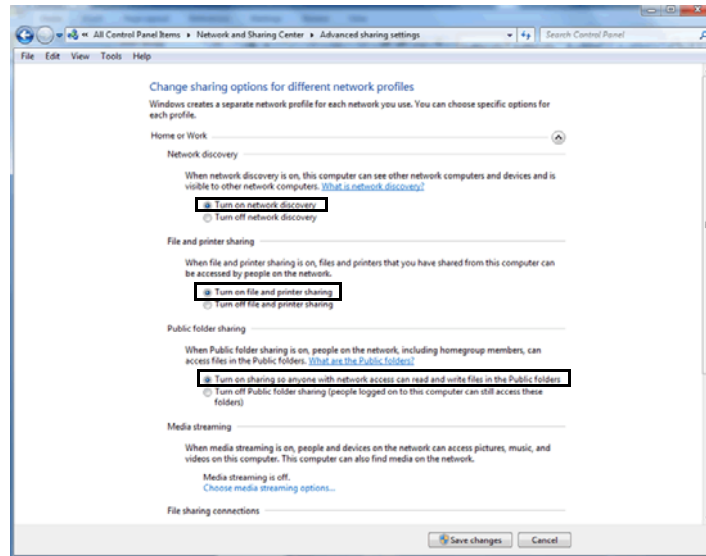
1. Click the computer's **Start** button.
2. Select **Control Panel**.
3. Click **Network and Sharing Center**.



4. Click **Change advanced sharing settings**.

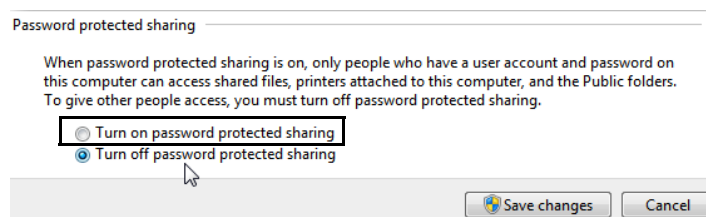


5. Click the down arrow button to expand the current network profile.
6. Select the following settings under **Change sharing options for different network profiles**:
 - Turn on network discovery
 - Turn on file and printer sharing
 - Turn on sharing so anyone with network access can read and write files in the Public folders



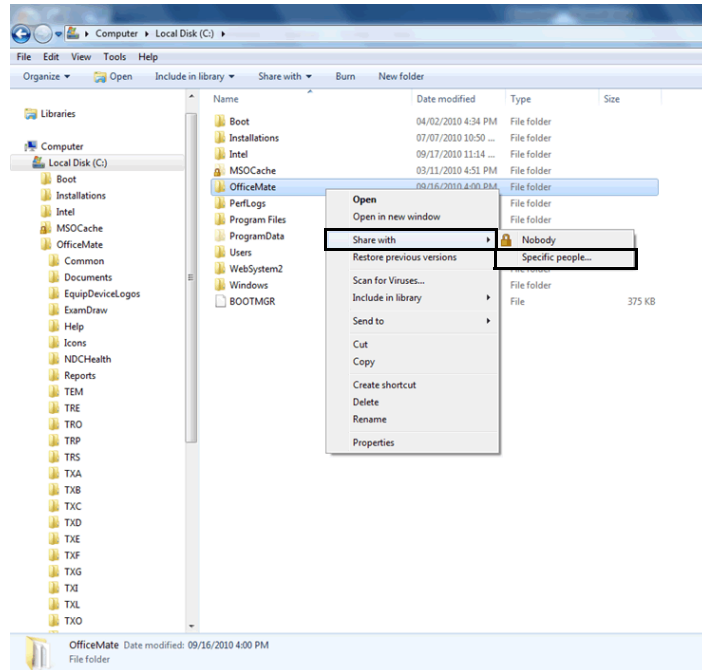
7. Select the **Turn off password protected sharing** radio button at the bottom of the window if you want any user to be able to access the public shared folders. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

NOTE Password protected sharing is not available on computers on a domain; it is only available on computers in a workgroup.



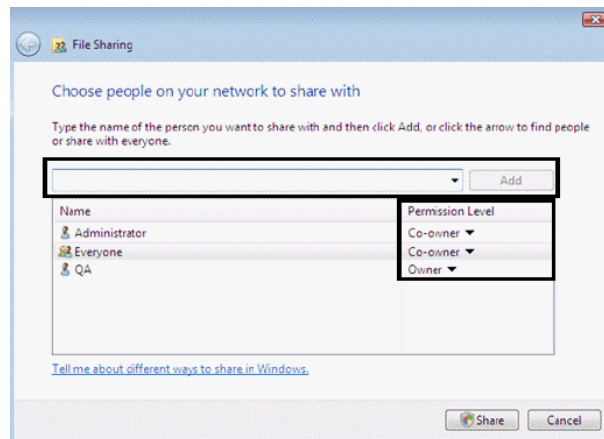
8. Click **Save changes**.
9. Close the Network and Sharing Center.
10. Right-click on the computer's Start button.
11. Select **Open Windows Explorer**.
Windows Explorer opens.

- Right-click on the OMATE32 or OfficeMate folder, select **Share With**, and select **Specific People**.



The File Sharing window opens.

- Type the name of the person with whom you want to share this folder and click **Add**.
OR
Click the arrow to find people with whom to share or share with Everyone.
- Select **Co-owner** from the Permission level column for all users.



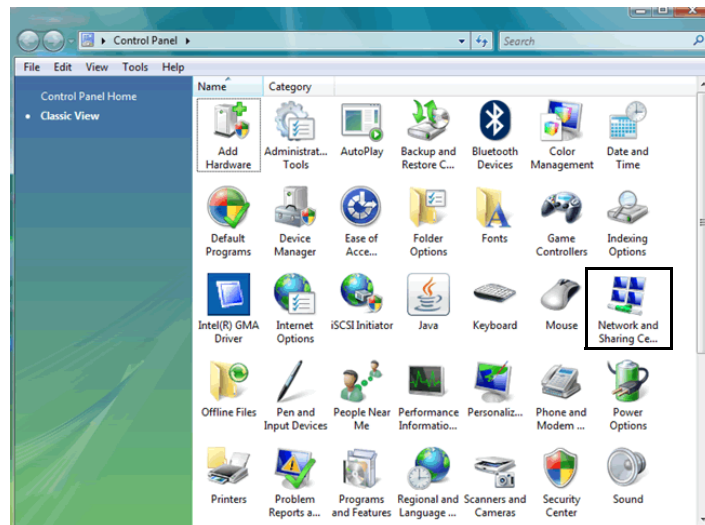
- Click **Share**.

Sharing Folders on Windows Vista SP2

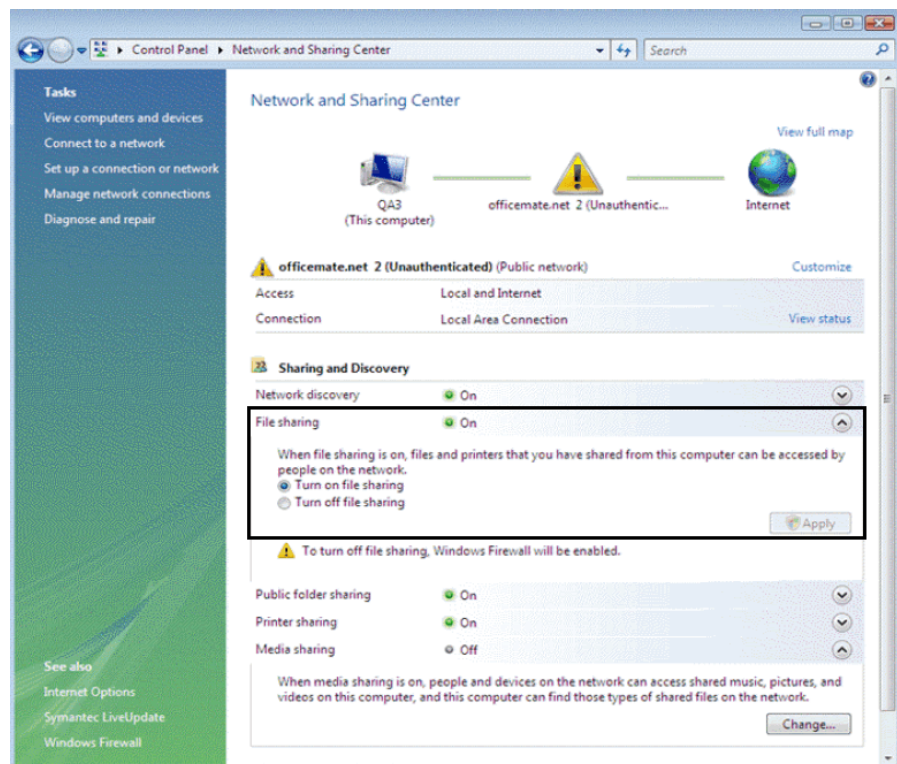
For more information on Windows Vista, go to www.microsoft.com and search for "Windows Vista."

NOTE You may need to disable your Windows Firewall in order to properly view shared folders. Contact your hardware and network technician and discuss the ramifications of disabling your Windows Firewall before completing this action.

1. Click the computer's **Start** button.
2. Select **Control Panel**.
3. Double-click **Network and Sharing Center**.

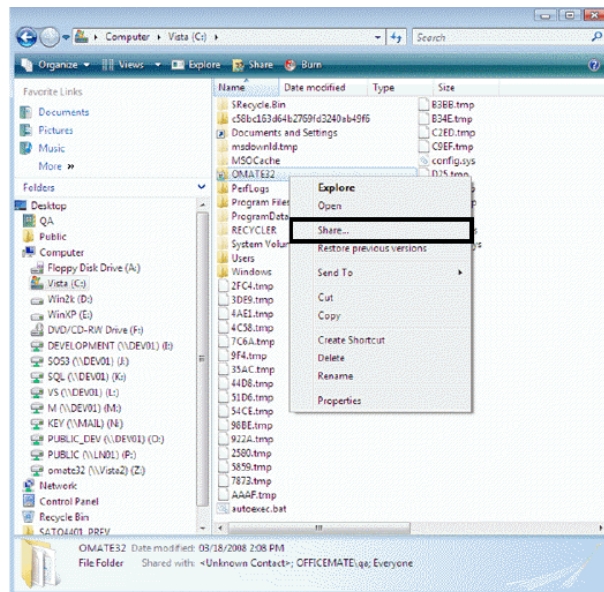


4. Ensure that the File sharing On radio button is selected. If it is not selected, follow the instructions below:
 - a. Click the down arrow in the **File sharing** row to view the file sharing options.
 - b. Select the **Turn on file sharing** radio button.
 - c. Click **Apply**.



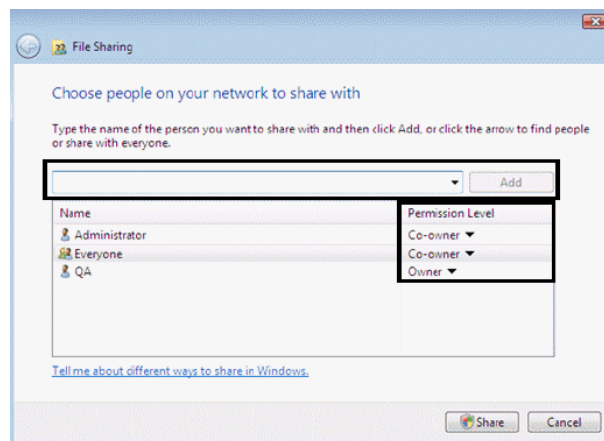
5. Close the Network and Sharing Center.
6. Right-click on the computer's **Start** button.
7. Select **Explore**.
Windows Explorer opens.

- Right-click on the OMATE32 or OfficeMate folder and select **Share**.



The File Sharing window opens.

- Type the name of the person with whom you want to share this folder and click **Add**.
OR
Click the arrow to find people with whom to share or share with Everyone.
- Select **Co-owner** from the Permission level column for all users.

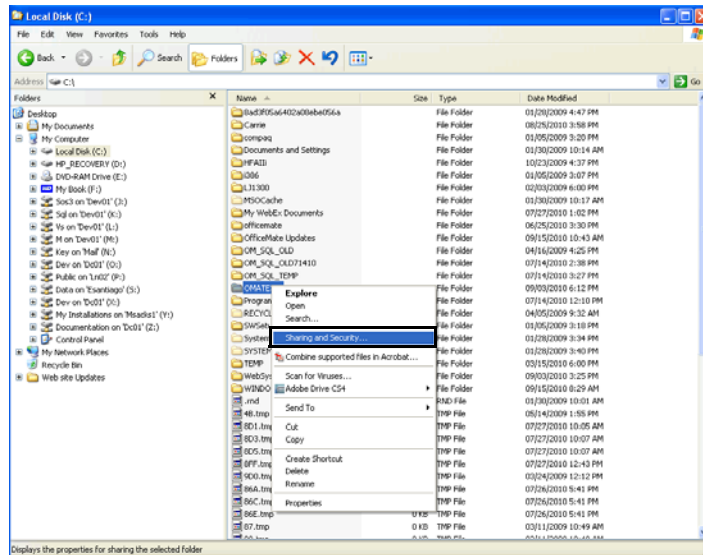


- Click **Share**.

Sharing Folders on Windows XP

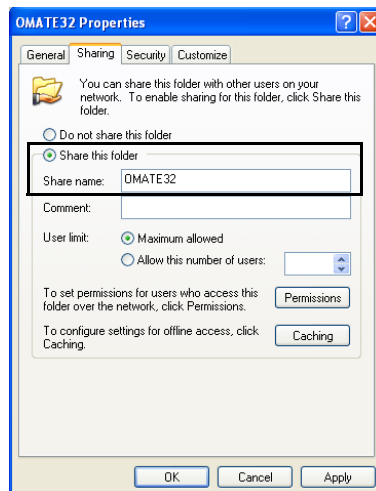
For more information on Windows XP, go to www.microsoft.com and search for "Windows XP."

1. Right-click the computer's **Start** button.
2. Select **Explore**.
Windows Explorer opens.
3. Right-click the OMATE32 or OfficeMate folder and select **Sharing and Security**.



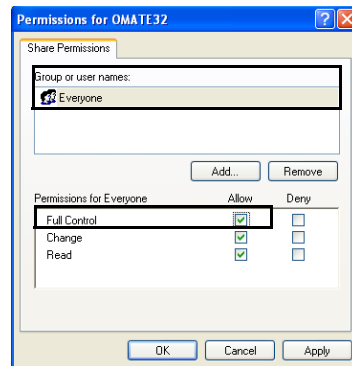
The Properties window opens.

4. Select the **Share this folder** radio button.
5. Type a name for the shared folder in the **Share name** text box.



6. Click **Apply**.
7. Click **Permissions**.

8. Select a group or a user's name and then select the **Allow** check box next to **Full Control**. Repeat this action for each group and user in your office.

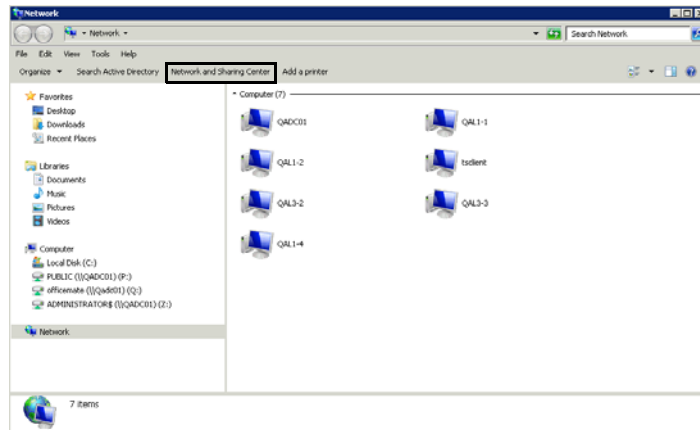


9. Click **Apply**.
10. Click **OK** to close the Permissions window.
11. Click **OK** to close the Properties window.

Sharing Folders and Assigning Permissions on Windows Server 2008 R2, Enterprise Edition

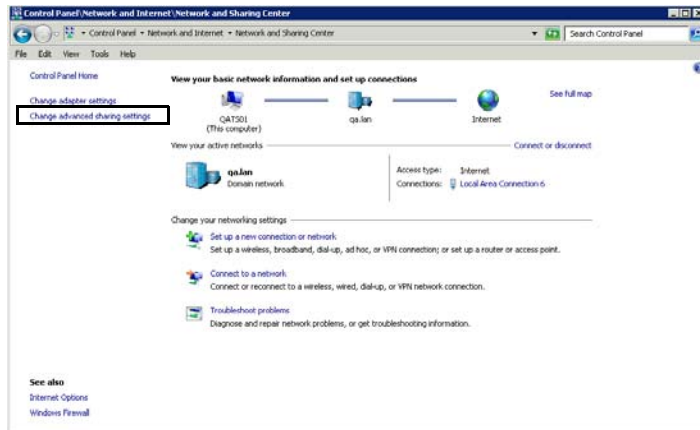
For more information on Windows Server 2008 R2, Enterprise Edition, go to www.microsoft.com and search for "Windows Server 2008 R2, Enterprise Edition."

1. Click the computer's **Start** button.
2. Select **Network**.
The Network window opens.
3. Click **Network and Sharing Center**.

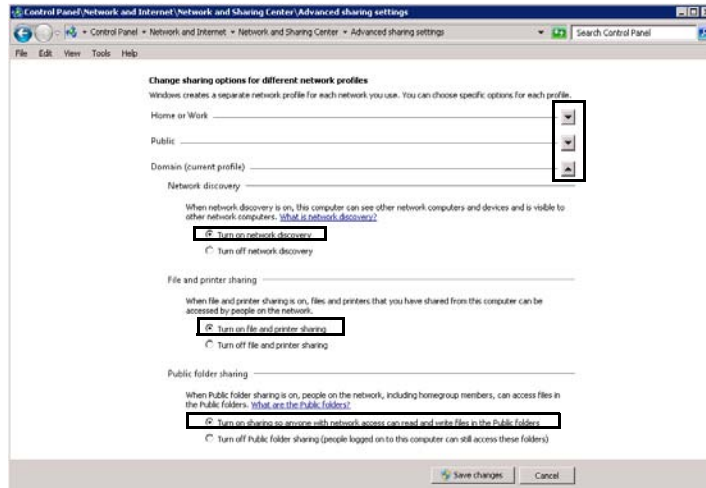


The Control Panel\Network and Internet\Network and Sharing Center window opens.

4. Click **Change advanced sharing settings**.

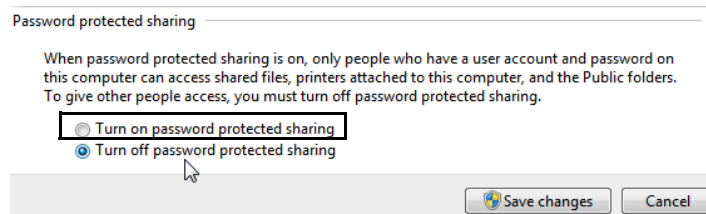


5. Click the down arrow button to expand the current network profile.
6. Select the following settings under **Change sharing options for different network profiles**:
 - Turn on network discovery
 - Turn on file and printer sharing
 - Turn on sharing so anyone with network access can read and write files in the Public folders



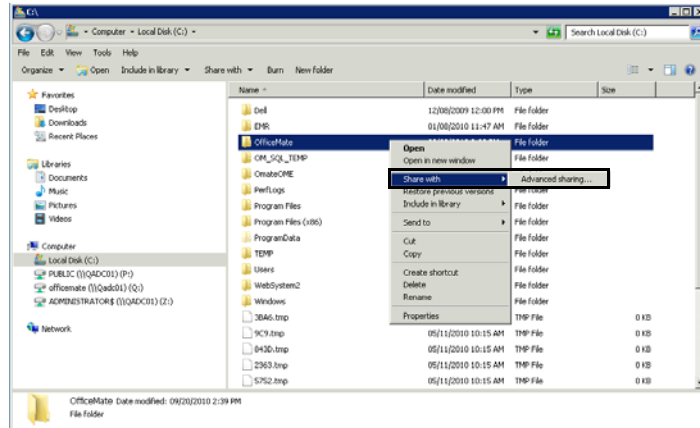
7. Select the **Turn off password protected sharing** radio button at the bottom of the window if you want any user to be able to access the public shared folders. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

NOTE Password protected sharing is not available on computers on a domain; it is only available on computers in a workgroup.



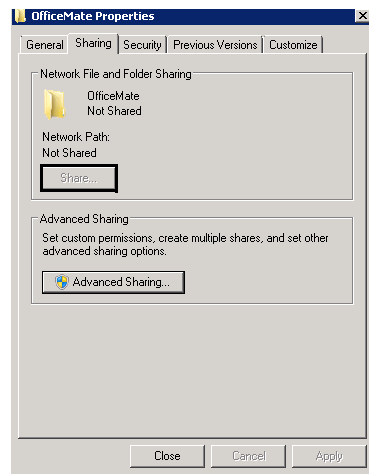
8. Click **Save changes**.
9. Close the Network and Sharing Center.
10. Right-click on the computer's **Start** button.
11. Select **Open Windows Explorer**.
Windows Explorer opens.

- Right-click on the OMATE32 or OfficeMate folder, select **Share With**, and select **Advanced sharing**.



The Properties window opens.

- Click **Share**.

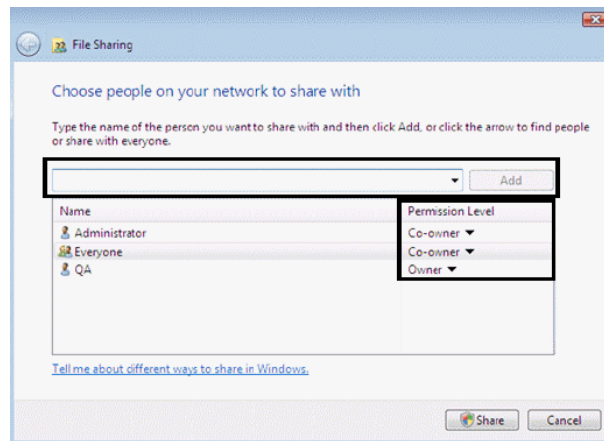


- Type the name of the person with whom you want to share this folder and click **Add**.

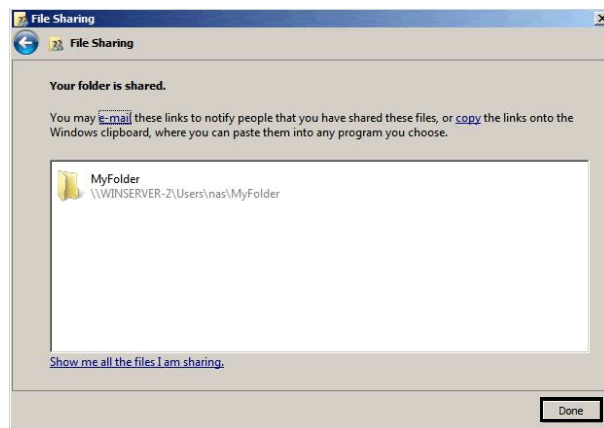
OR

Click the arrow to find people with whom to share or share with Everyone.

15. Select **Co-owner** from the Permission level column for all users.



16. Click **Share**.



17. Click **Done**.

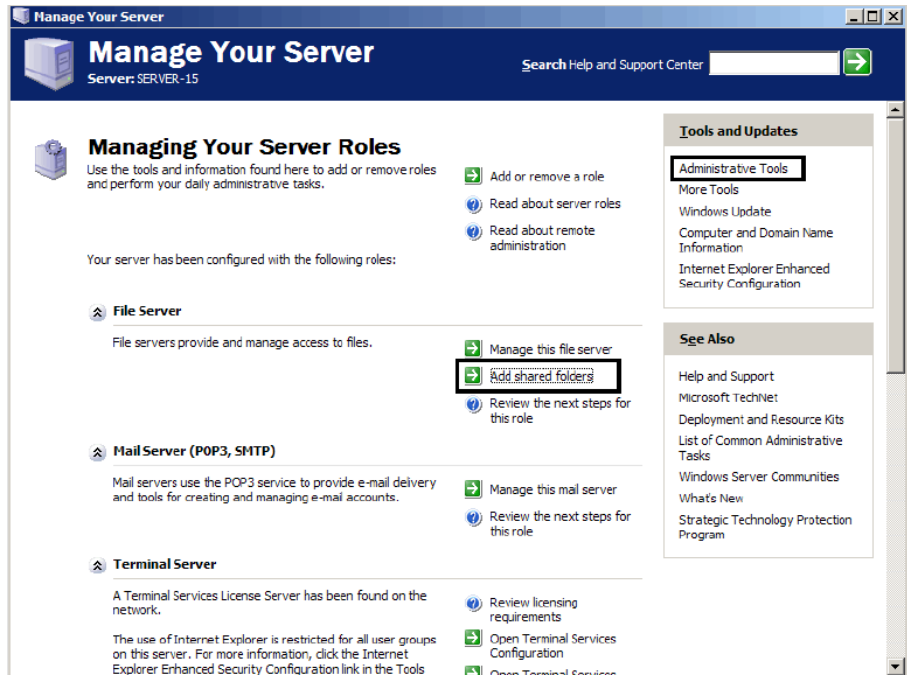
Sharing Folders and Assigning Permissions on Windows Server 2003 R2, Enterprise Edition

For more information on Windows Server 2003 R2, Enterprise Edition, go to www.microsoft.com and search for "Windows Server 2003 R2, Enterprise Edition."

1. Click the computer's **Start** button.
2. Select **Administrative Tools**.
3. Select **Manage Your Server**.

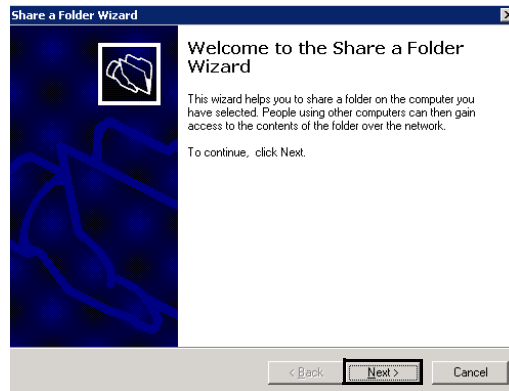
The Manage Your Server window opens.

4. If you have a file server configured on Windows Server 2003 R2, Enterprise Edition, click **Add shared folders** in the File Server section; otherwise, click **Administrative Tools** in the Tools and Updates box.

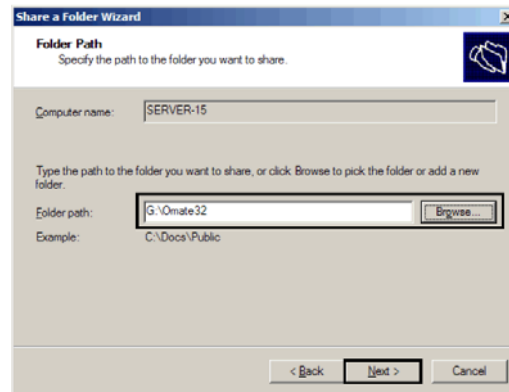


The Share a Folder Wizard opens.

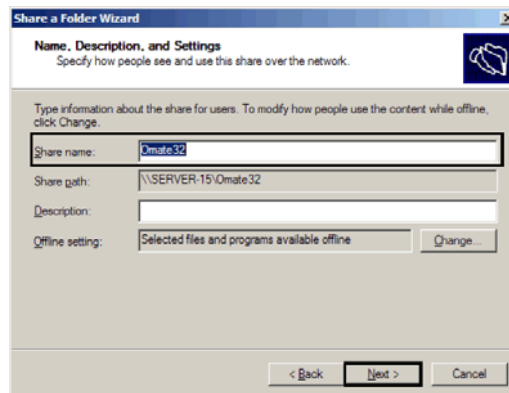
5. Click **Next**.



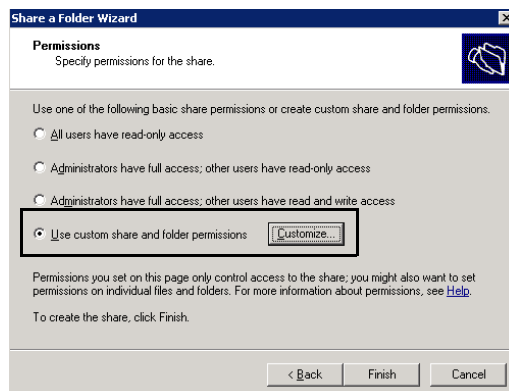
- Click **Browse**, navigate to the OMATE32 or OfficeMate folder and select it as the folder you want to share, and then click **Next**.



- Type a name for the shared folder in the **Share name** text box.
- Click **Next**.

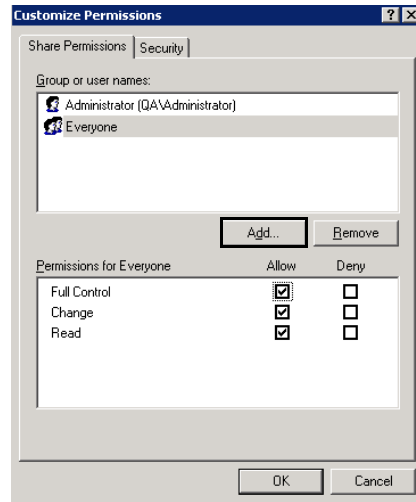


- Select the **Use custom share and folder permissions** radio button.
- Click **Customize**.



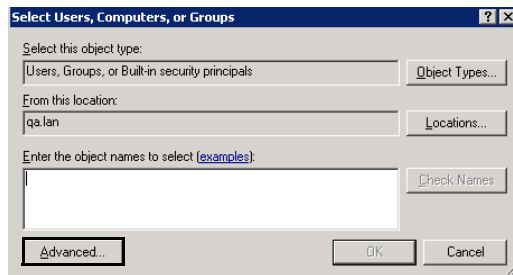
The Customize Permissions window opens.

- Click **Add**.

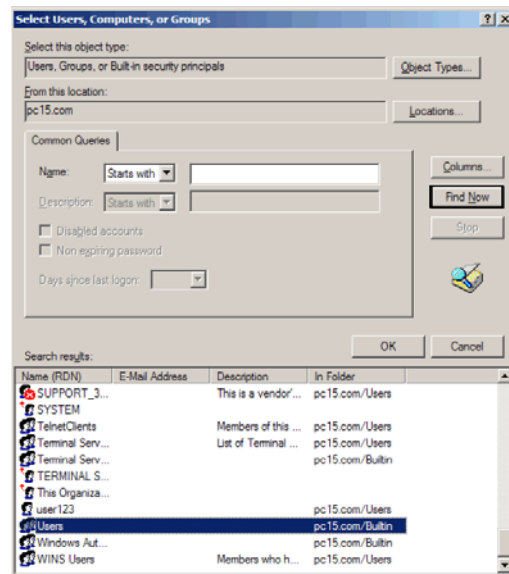


The Select Users, Computers, or Groups window opens.

- Click **Advanced**.

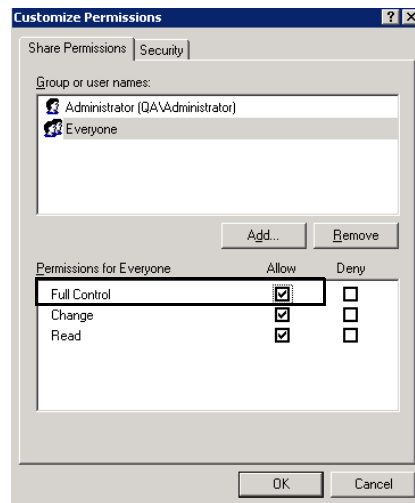


- Click **Find Now** to display a list of user, computer, and group search results.

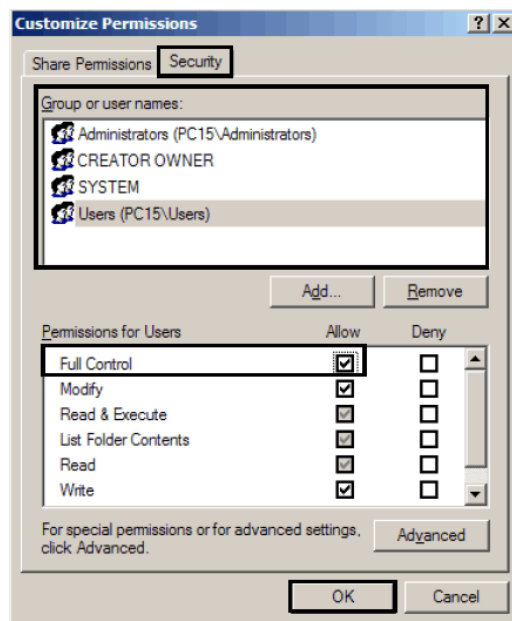


- Double-click the user, computer, or group for which you want to share permissions from the Search results.
- Click **OK**.

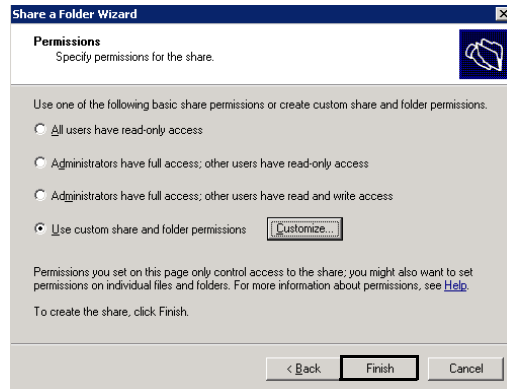
16. Select the **Full Control Allow** check box in the Permissions for Everyone box.



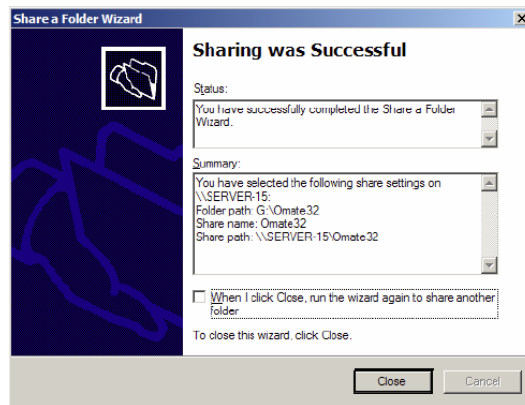
17. Click the **Security** tab.
18. Select the group or user names for which you want to assign full security permissions.
19. Select the **Full Control Allow** check box in the Permissions for Users box.
20. Click **OK**.



21. Click **Finish**.



22. Click **Close** to exit the Share a Folder Wizard.



23. Close the Manger Your Server window.