

CybraryN™ KB Article

Creating A Shared Folder

This simple task requires only a few steps:

1. Make sure that you are logged in as the Administrator or under an account with read/write permissions.
2. Go into the drive you would like the folder on (for example: drive C).
3. **Right-click** anywhere on the empty white space and select **New > Folder**.
4. Give the folder a name.
5. **Right-click** on the folder you just created and select **Properties**.
6. Click on the **Sharing** tab at the top and select **Share this folder**.
7. Click **Apply** to save the settings.
8. Click **OK** to exit.