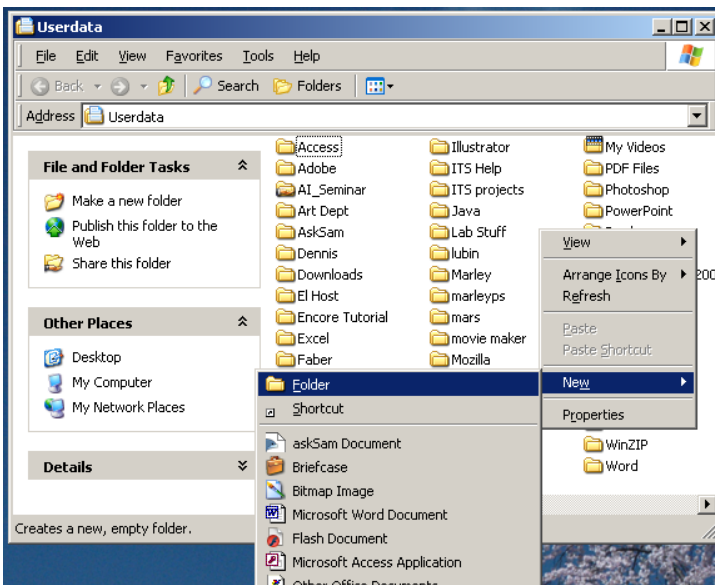


# Creating a share folder on the XP Thinkpad (A-30 and R-40)

1.

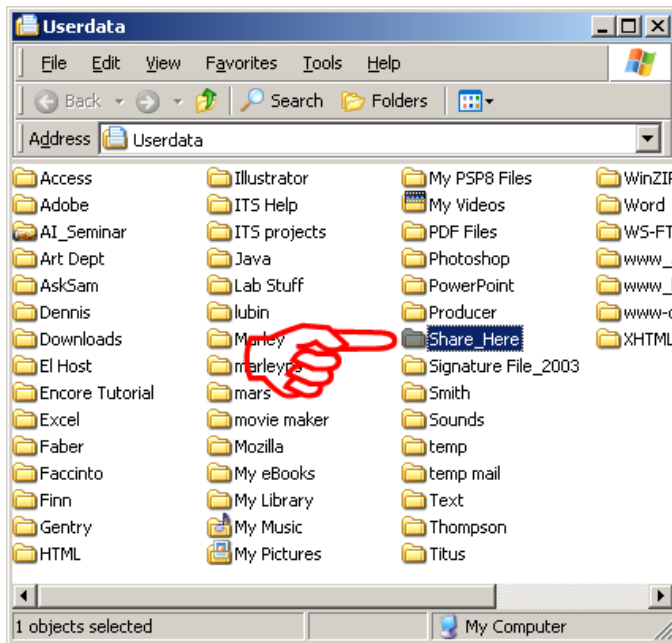


Open Userdata  
Right mouse click  
New – Folder

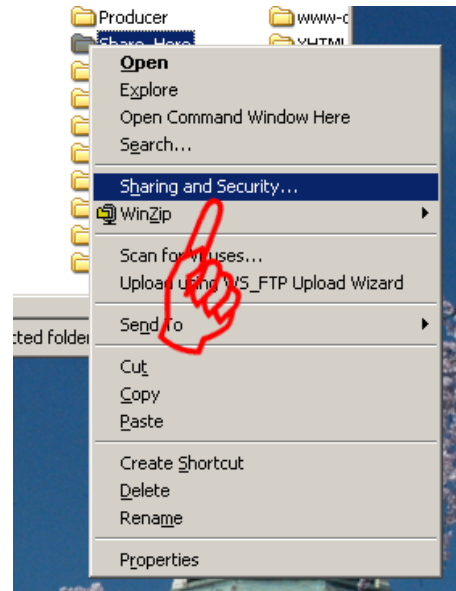
Name it something appropriate and  
simple:  
share\_here  
or  
share

Shared folders should NEVER be created  
on the Desktop. Shortcuts to the shared  
folder on the Desktop are OK.

2.



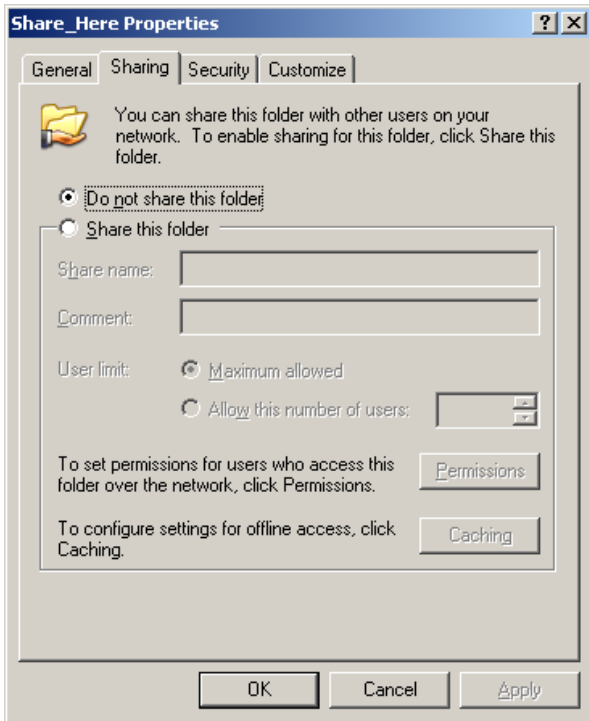
3.



Right mouse click on your new share and  
select  
Sharing and Security...

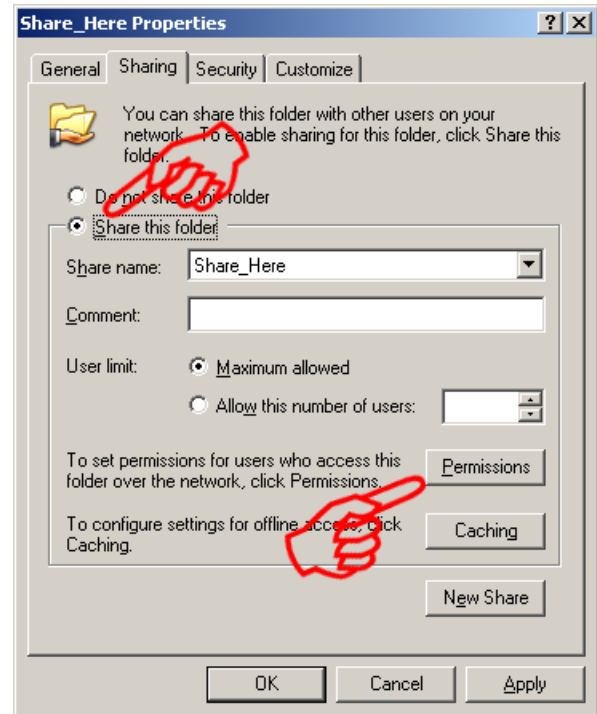
It will be helpful to have the exact WFU username of every individual  
you intend to give access to this folder.

4.



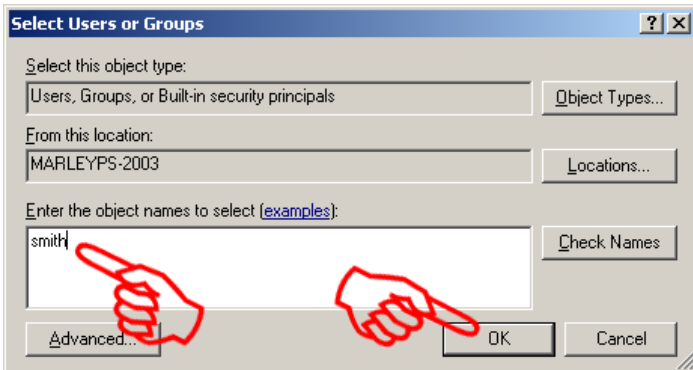
You will see this...

5.



Enable the share by clicking Share this folder  
Then click the Permissions button

6.

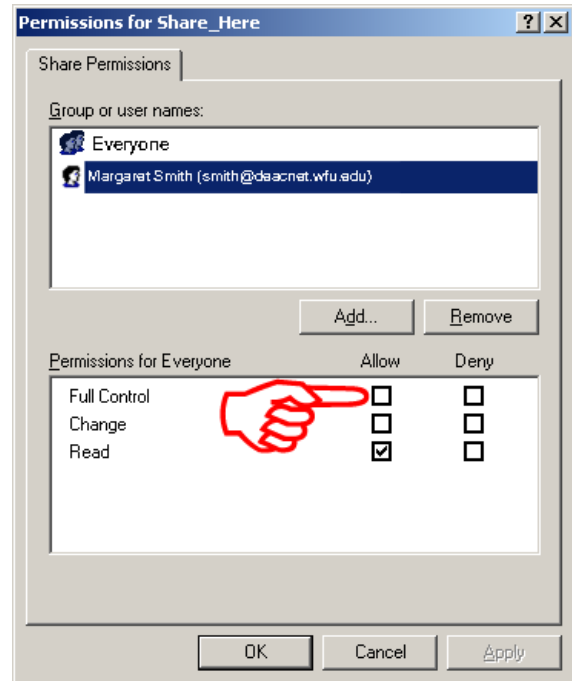


type the username

(to add multiple usernames separate each entry with a colon “;”)

then click OK

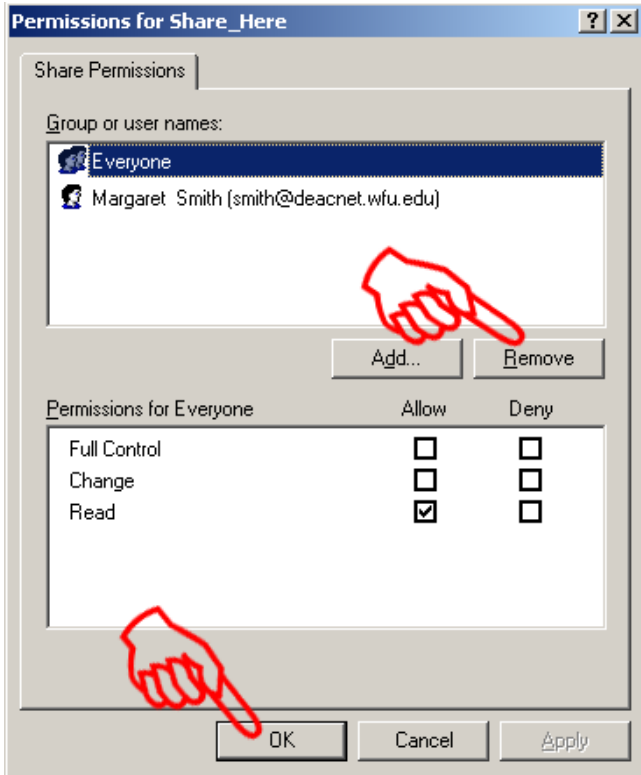
7.



Click Full Control in the Allow box  
(user control can **not** extend beyond this folder!)

Don't click OK yet!

8.

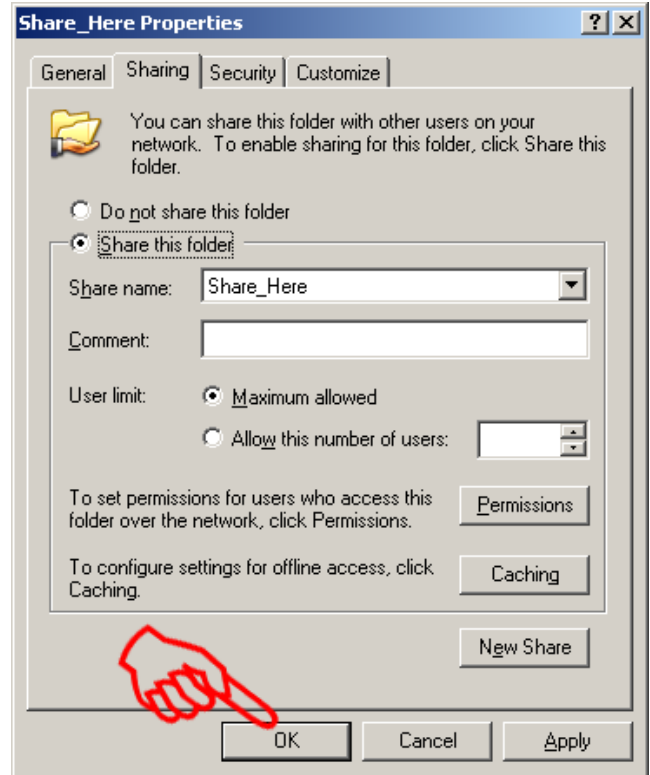


Click once on “Everyone” to select it  
Then click Remove.

This limits access to **ONLY** those users you specify. **Leaving the “Everyone” user in the list can open your computer to hackers!**

Now click OK.

9.



Now click OK.

The folder will now show up in your Userdata with a hand under it...

