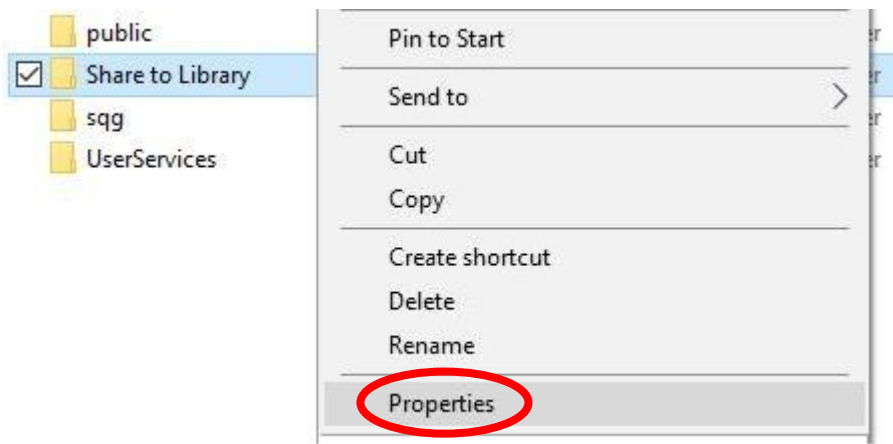


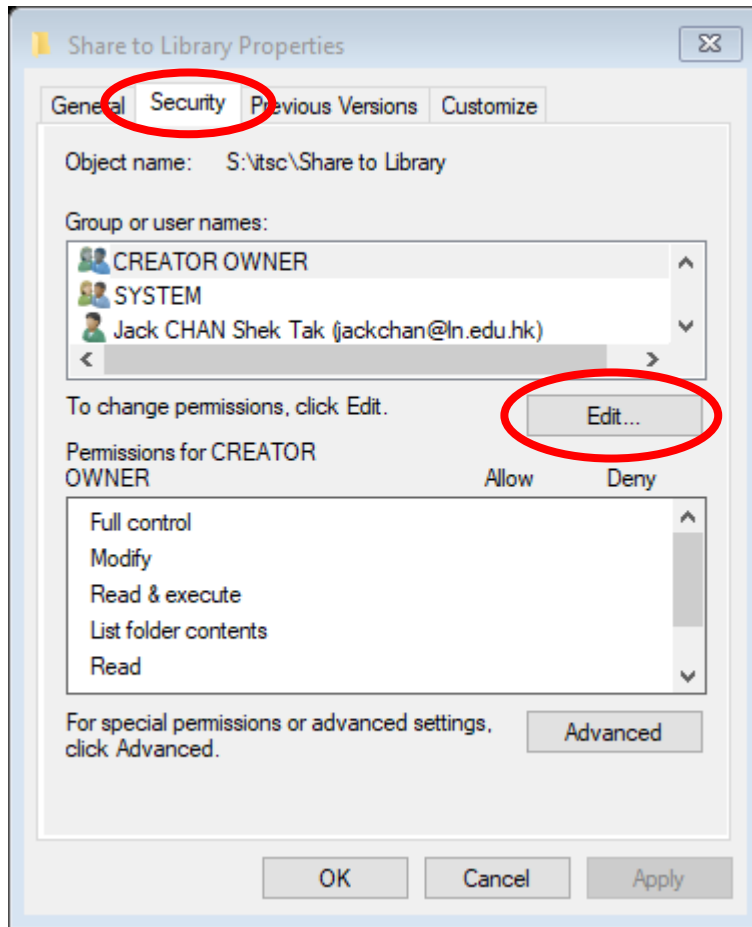
File Sharing through S: Drive User Guide

ITSC provides network file service to users. You can access the share files through S: Drive connected in computers provided in office. The following is the procedure on how to share files to other departments. Please note that all the files put under the share folder occupy your department's network drive quota.

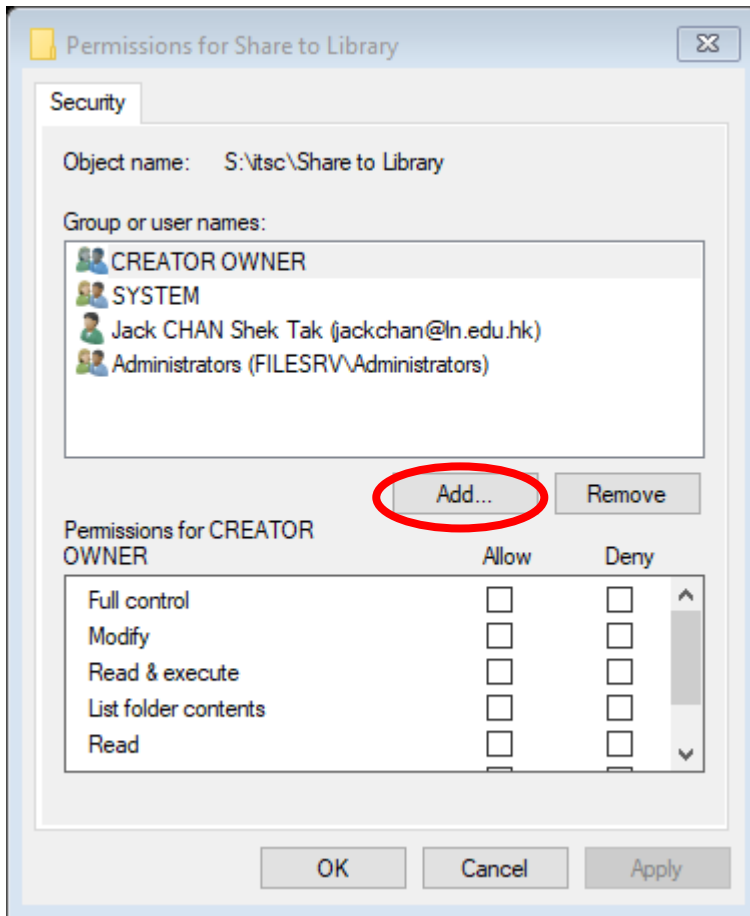
1. Create a folder under your department folder "**S:\<dept>**". Assign a name to the folder.
2. Right-click the created folder and choose "**Properties**".



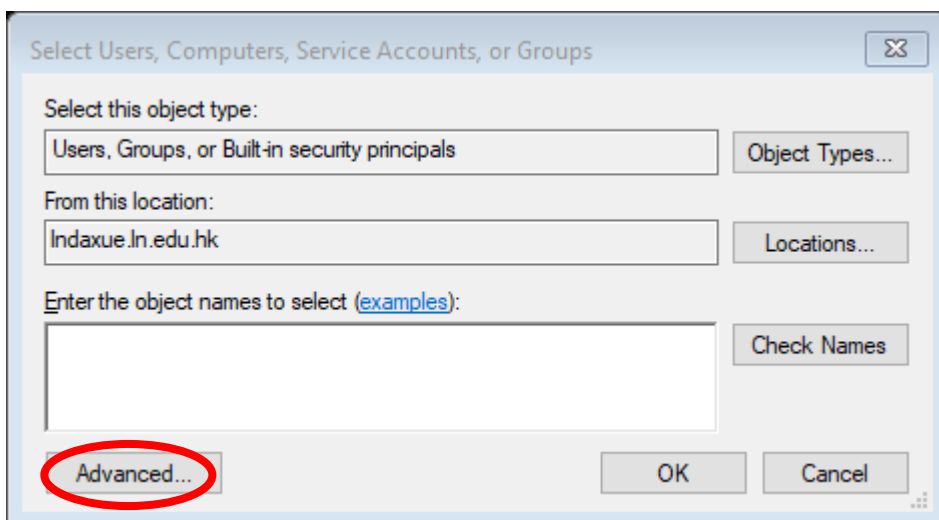
3. Go to the “**Security**” tab and click “**Edit**” to change the share permissions.



4. Click **“Add”** to assign user(s).

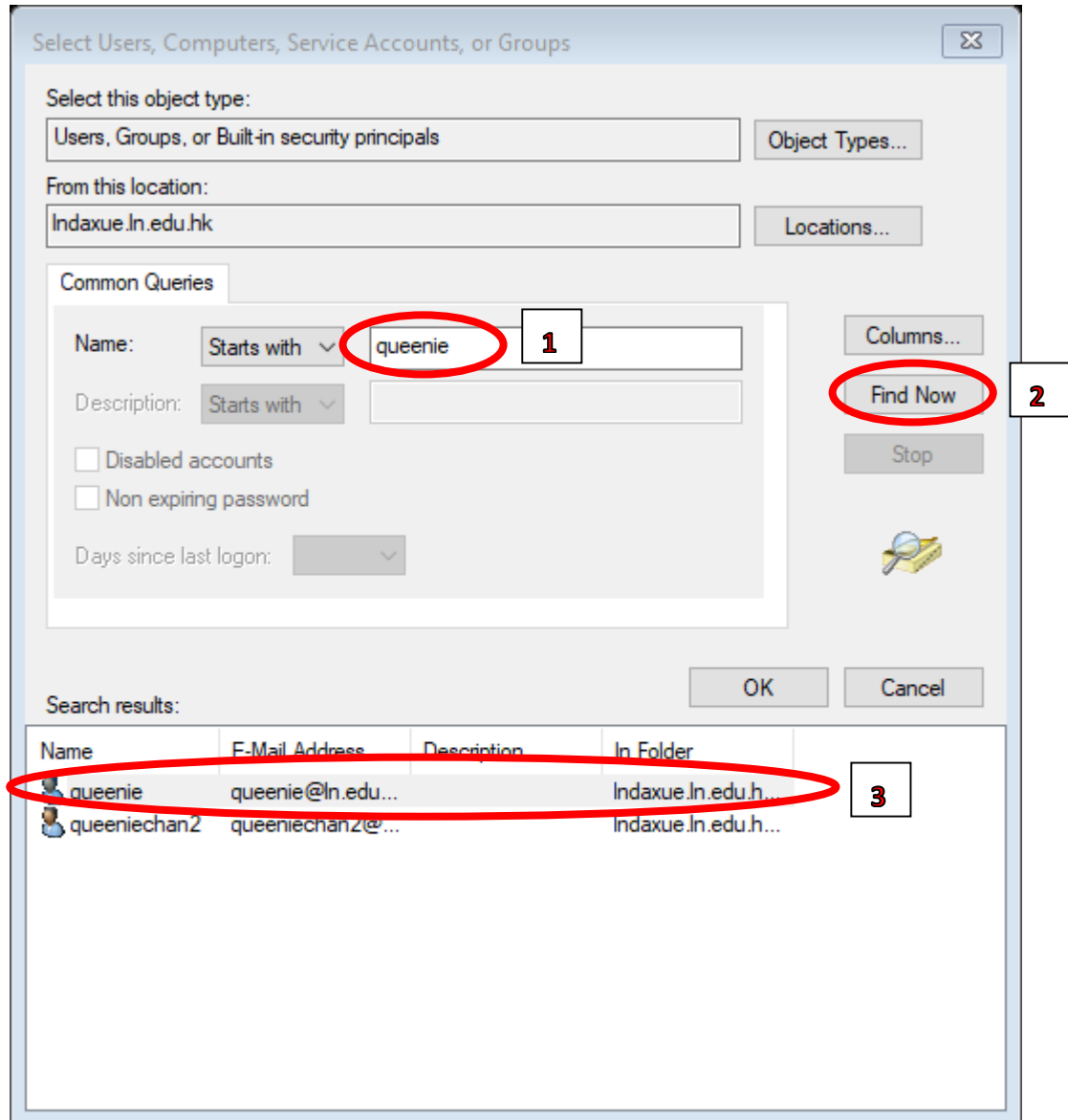


5. Click **“Advanced...”**.



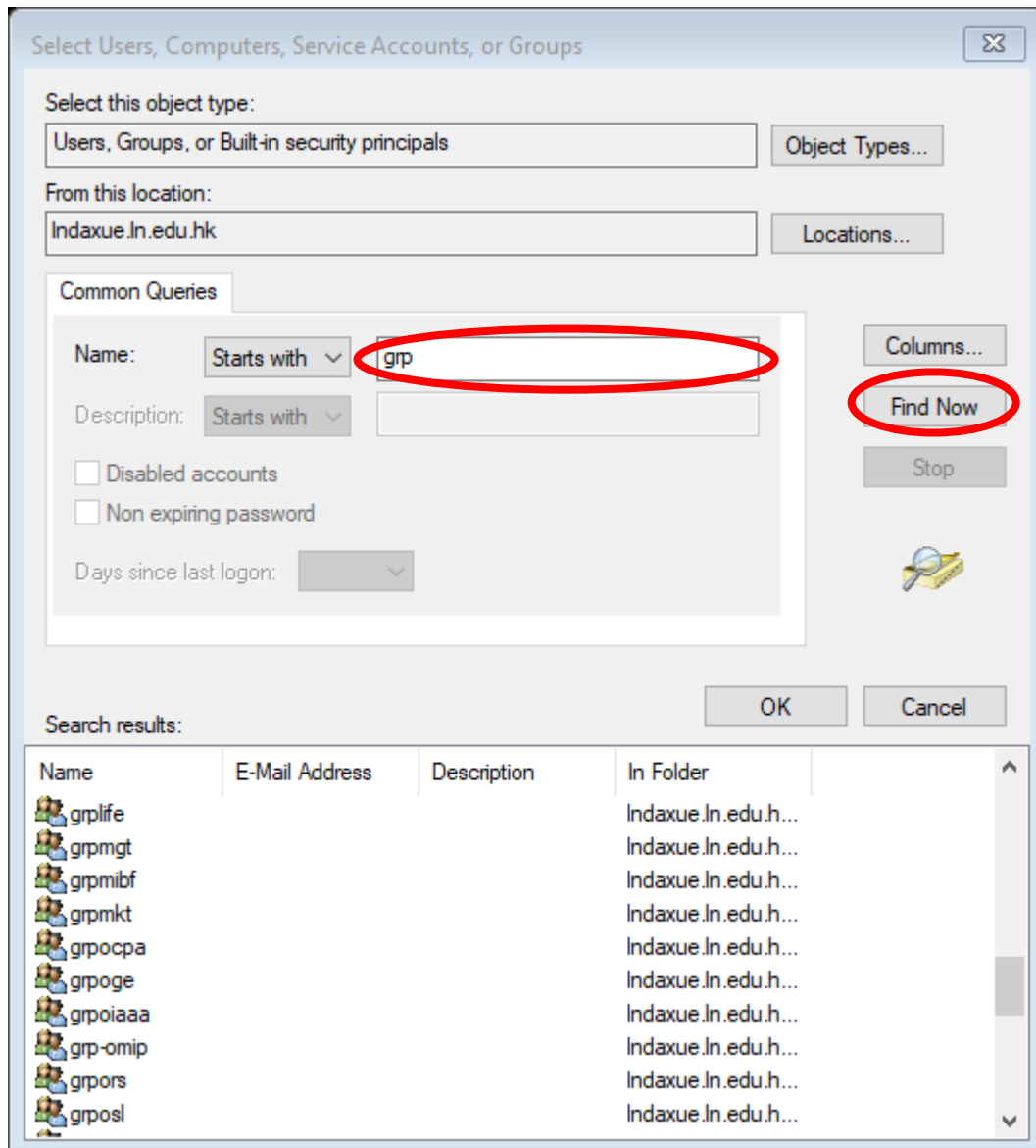
6. Input the username in the **“Name:”** field and click **“Find Now”**. Double-click the user in the **“Search results”** field.

You need to input the username of the person. Email Alias is not accepted.

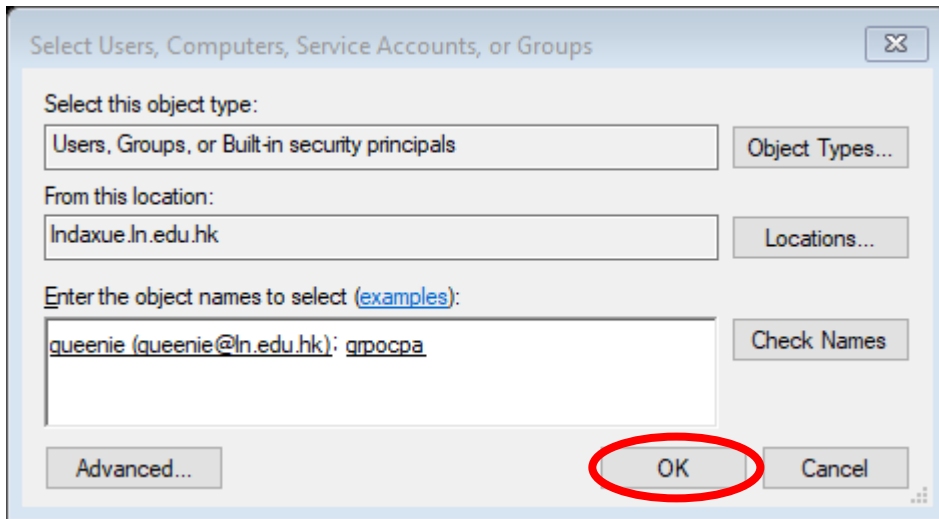


You can also share to the whole department by inputting the predefined department group name, **grp<dept>**, e.g., **grpocpa**.

Input **“grp”** in the **“Name:”** field and click **“Find Now”**. Double-click the department group name in the **“Search results”** field.



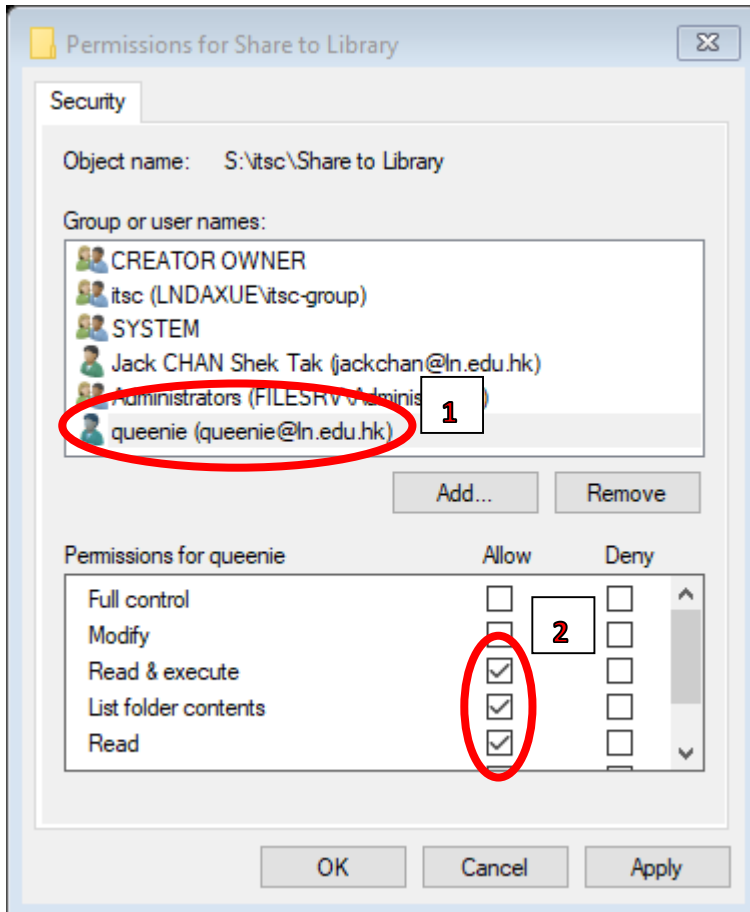
7. Repeat step 5 to add more users and/or groups. Click “**OK**” when finish.



8. The default permissions for the new user(s) and/or group(s) are **“Read Only”**.

The following boxes will be checked:

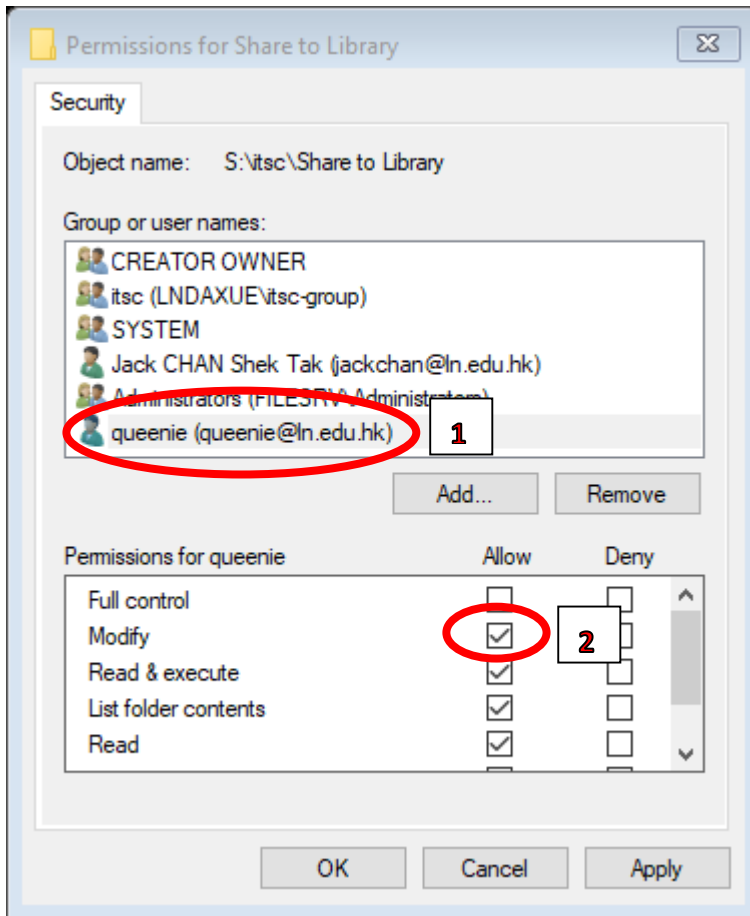
- a. Read & execute
- b. List folder contents
- c. Read



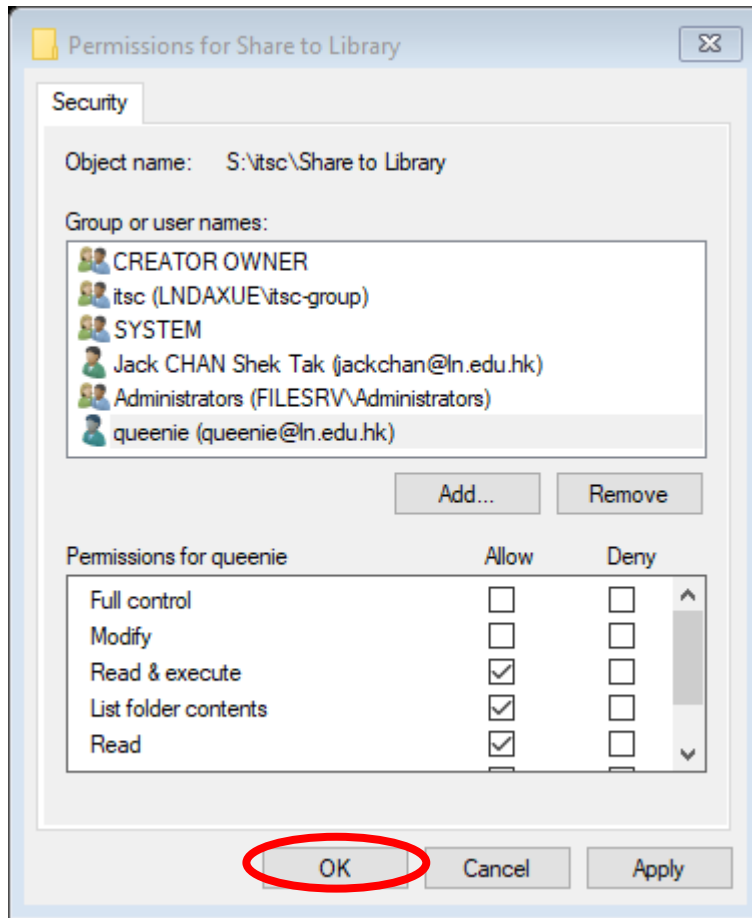
9. If you want to allow the shared users to add/edit/delete files, select the user or group and check the “**Allow Modify**” box.

The following boxes will be checked:

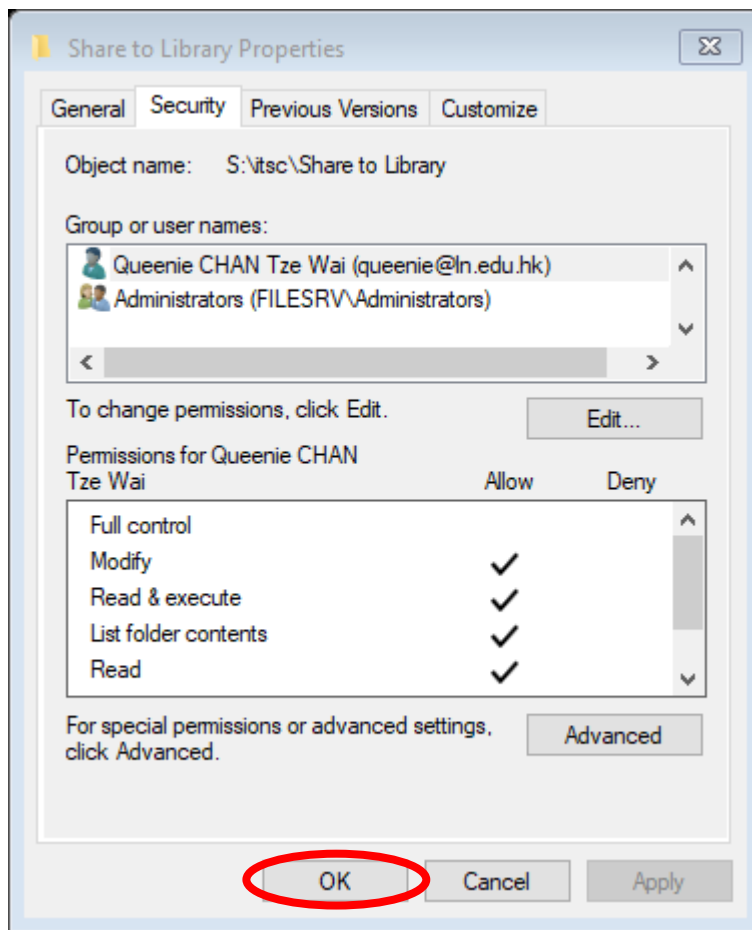
- a. Modify
- b. Read & execute
- c. List folder contents
- d. Read
- e. Write



10. Click “OK” when finishing setting the permissions.



11. Verify the settings and click “OK” again to finish.



12. You need to send the full folder path, e.g.,

“\\filesrv.Indaxue.ln.edu.hk\com\itsc\Share to Library”, to the users you share the files with. They can only access the shared folder by inputting the full folder path in Windows Explorer. They cannot access it through “My Computer” > “S:” > “Your Department Folder”.

