

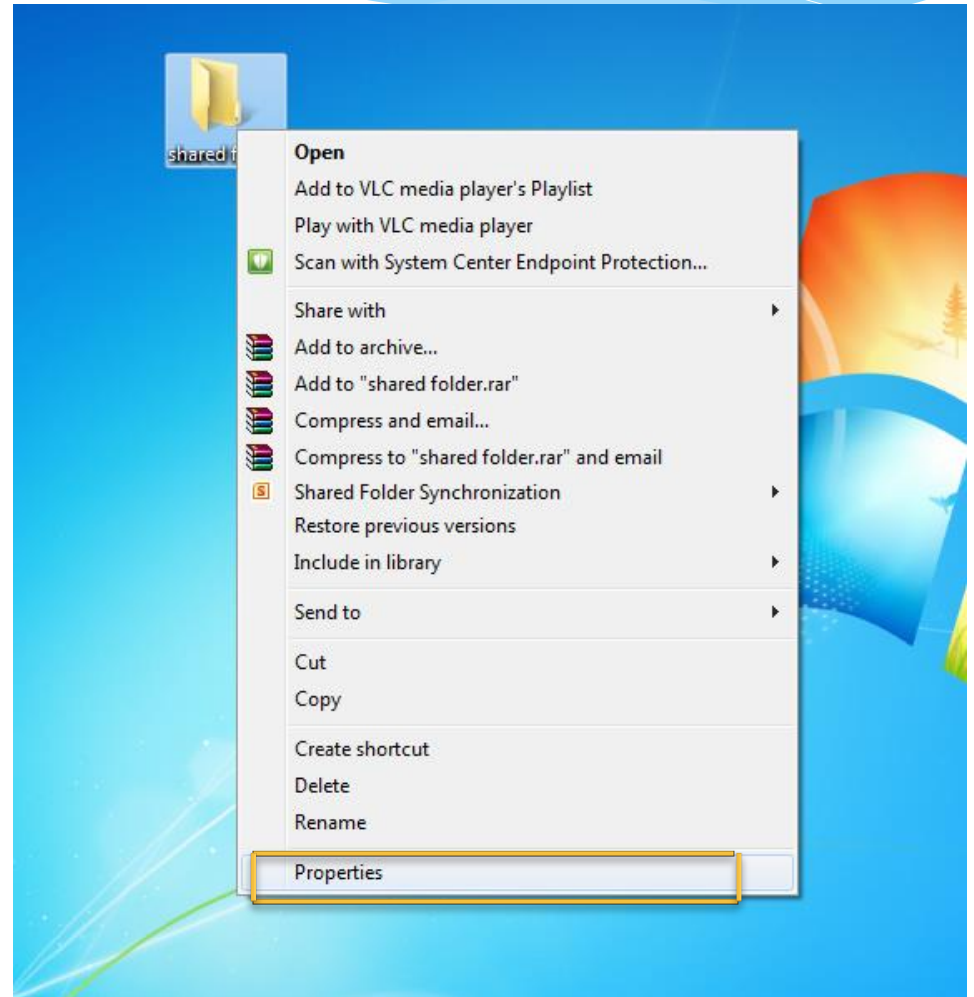


**University of Business and Technology**  
*Education for Job Opportunities*

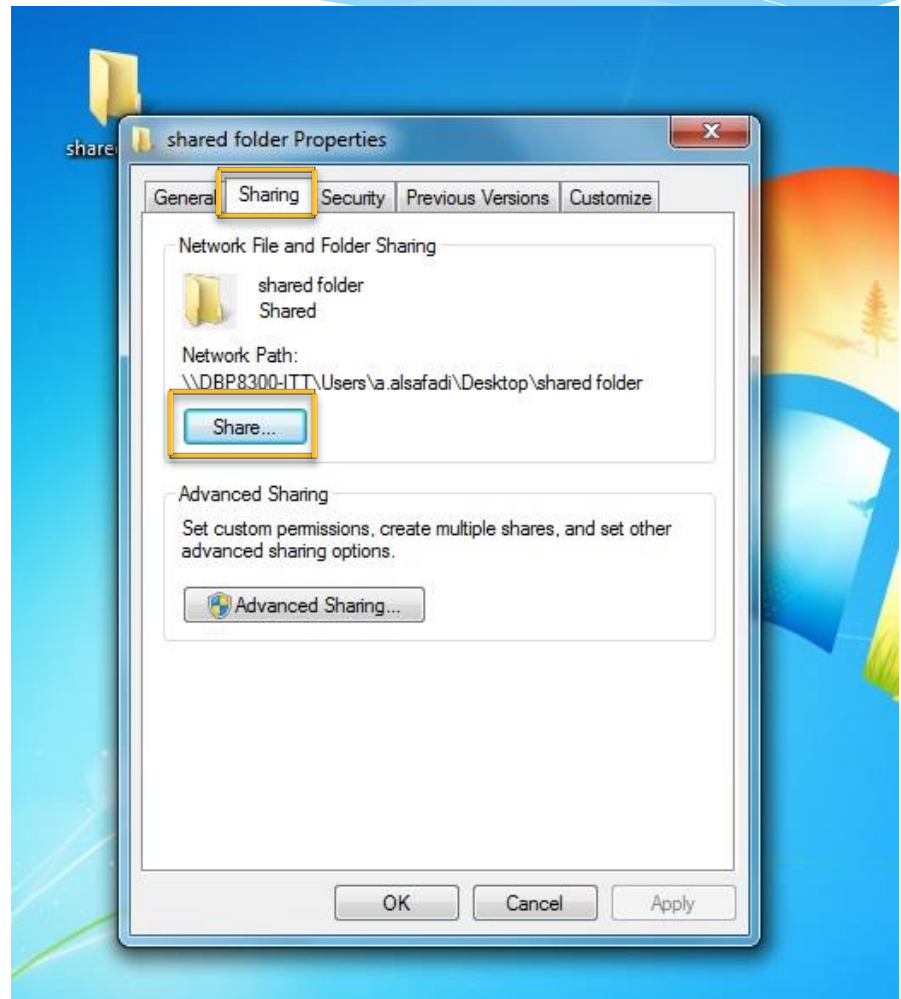
# Creating a shared folder

A user guide

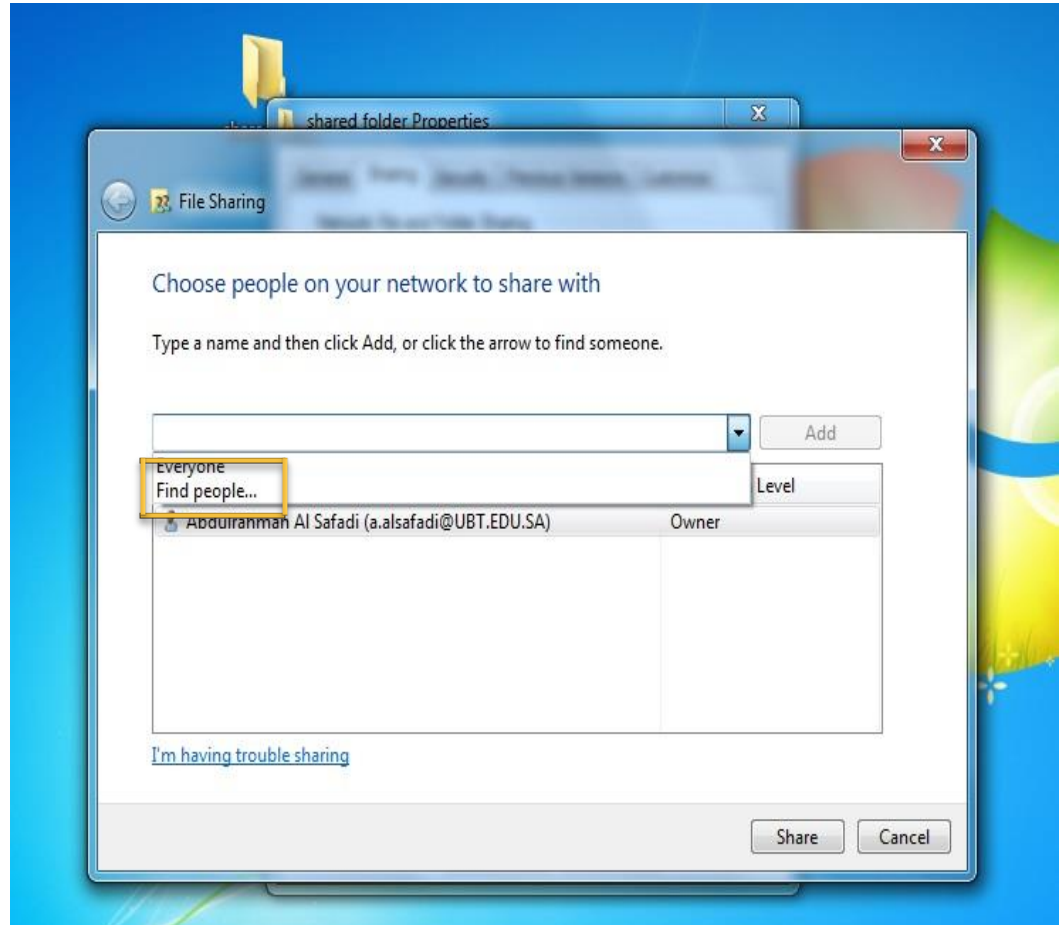
1. Right click on the folder
2. Select “Properties”



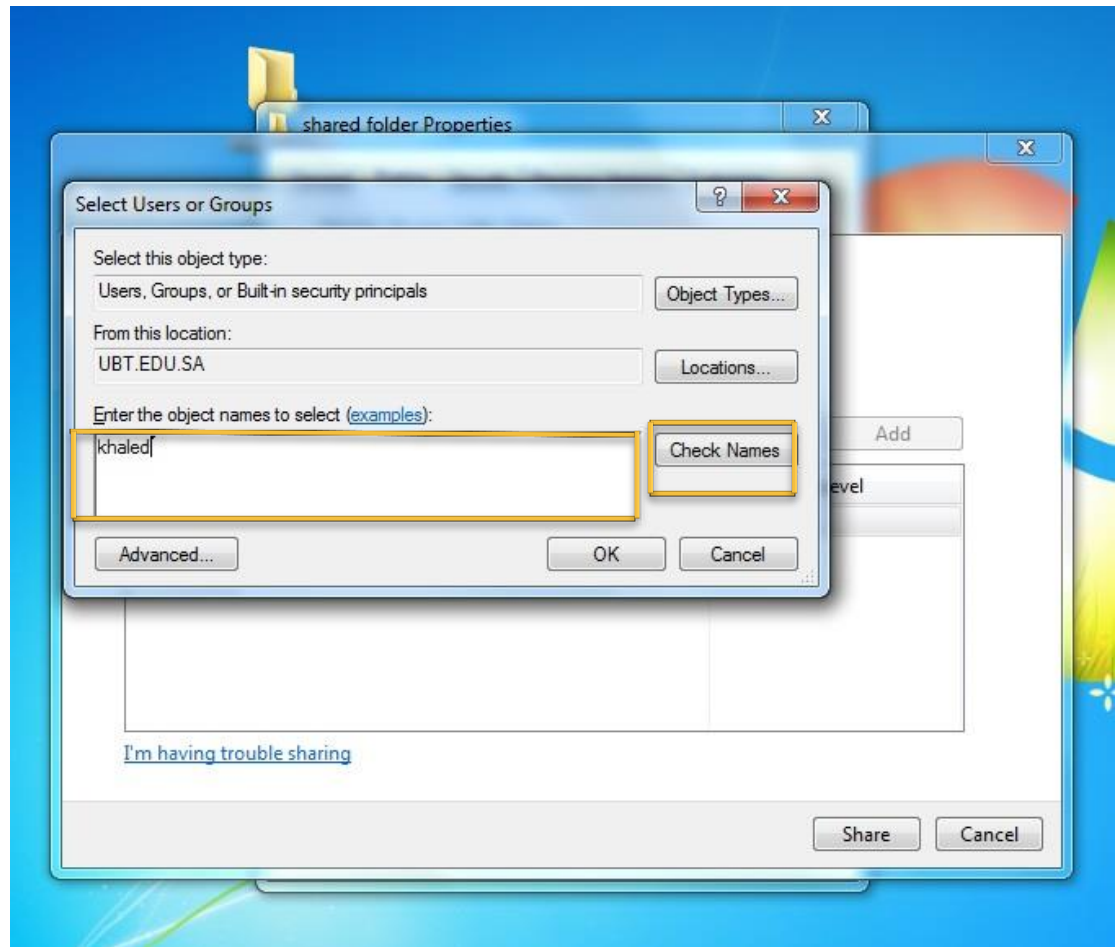
1. Select “sharing” tab
2. click “share”



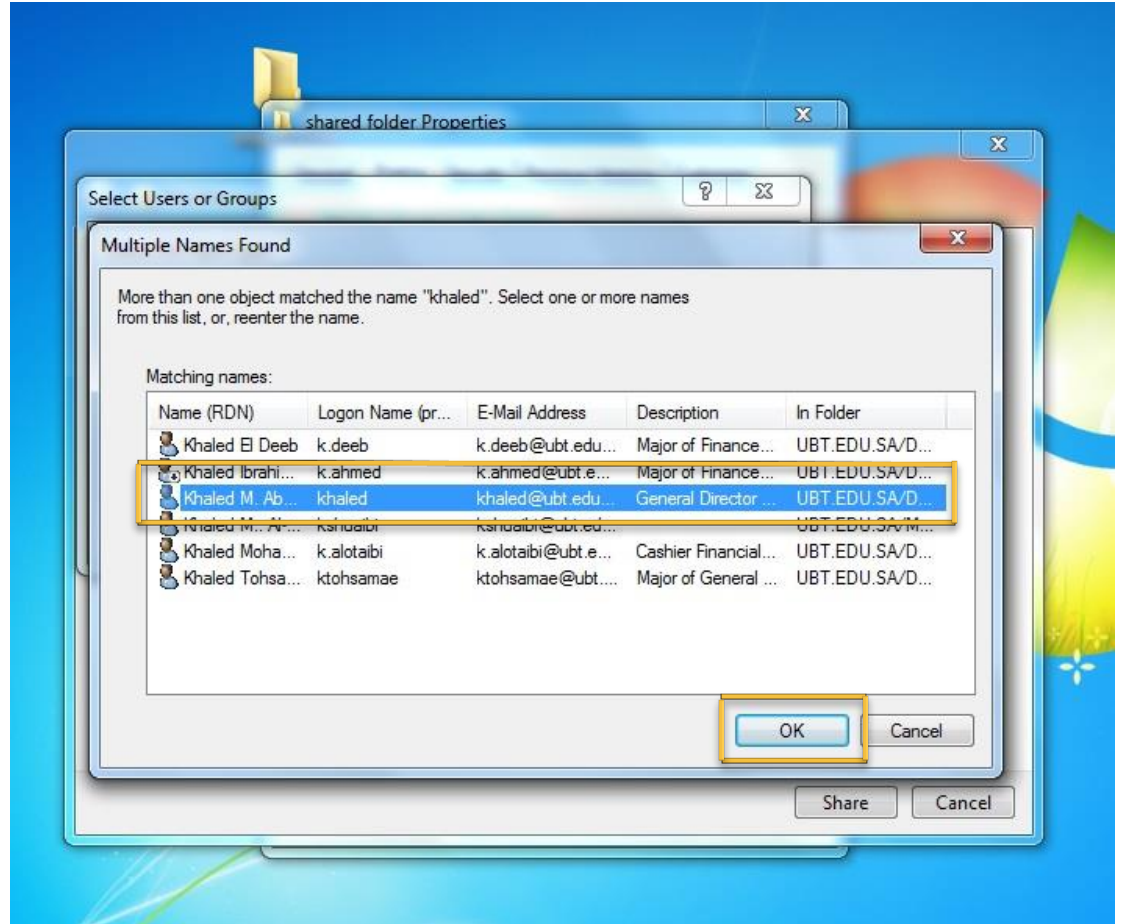
# 1. Select “Find people”



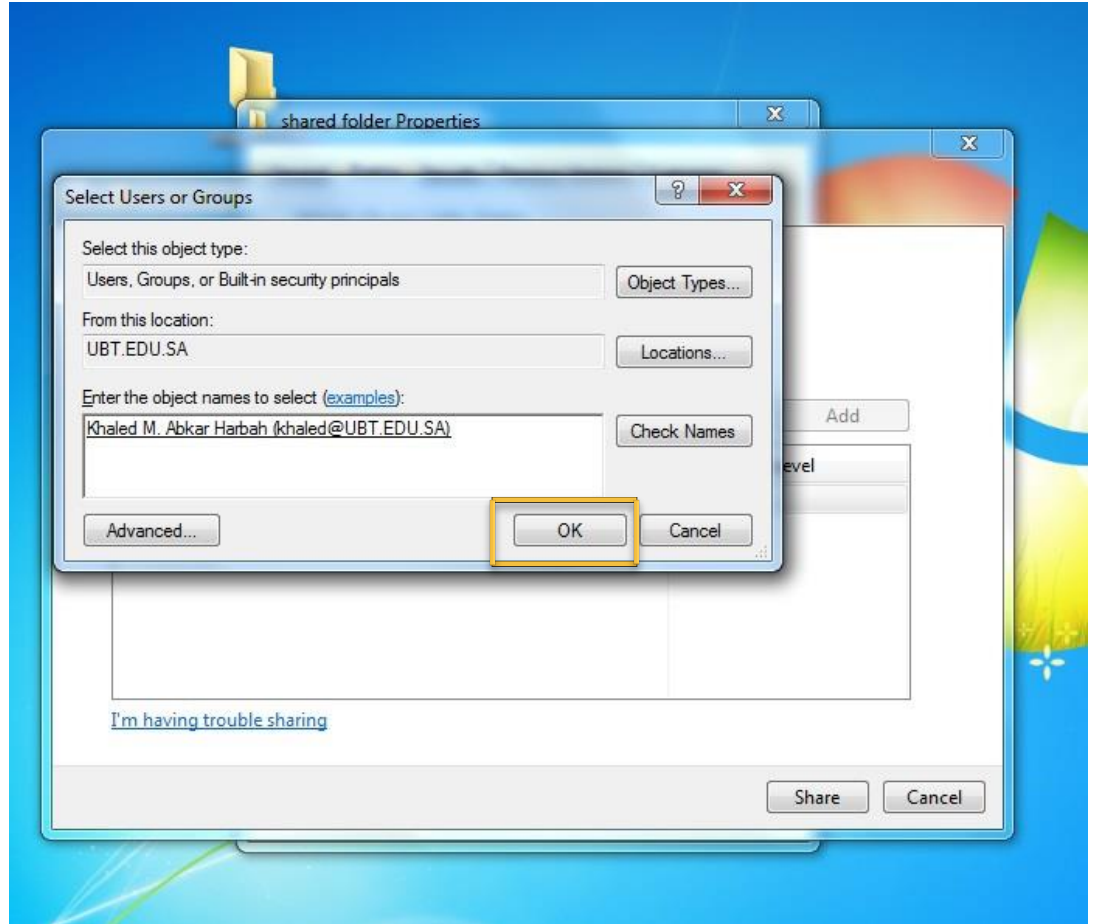
1. write the person's name.
2. Click “check names”



1. Select the person
2. Click “ok”

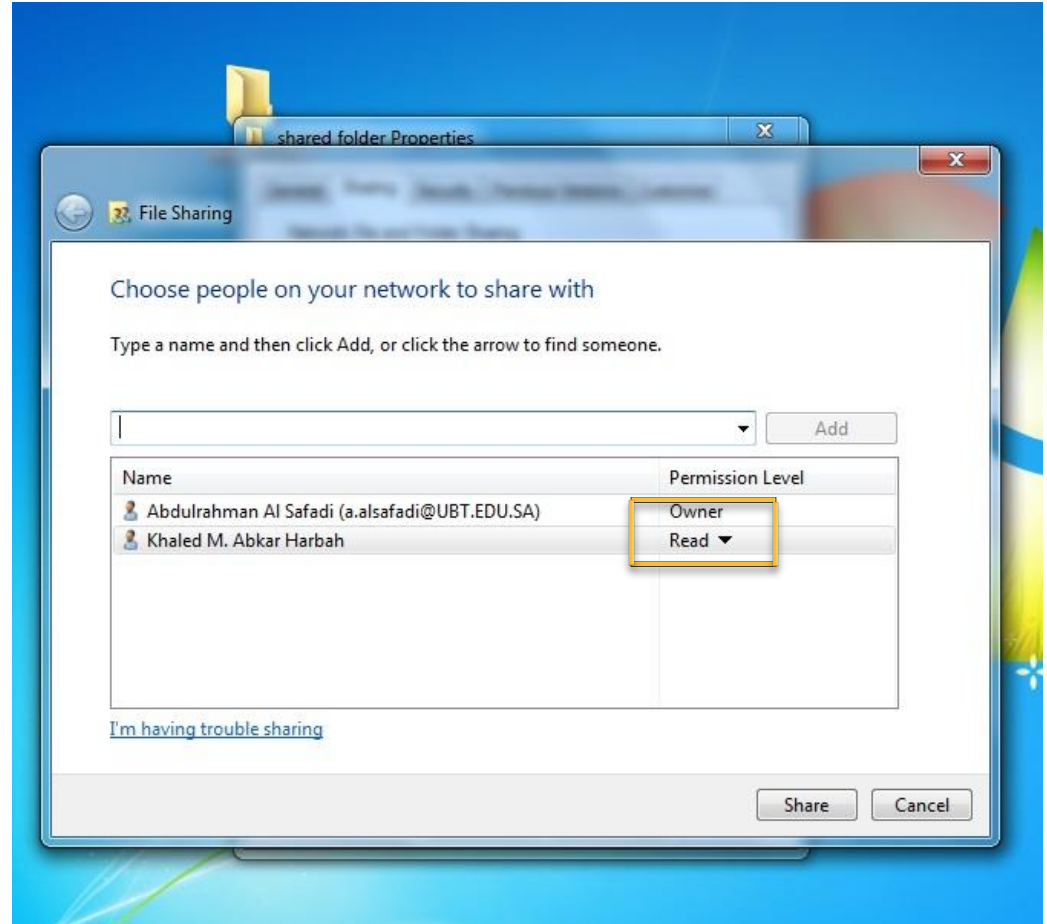


1. Click “ok”



# level of authority

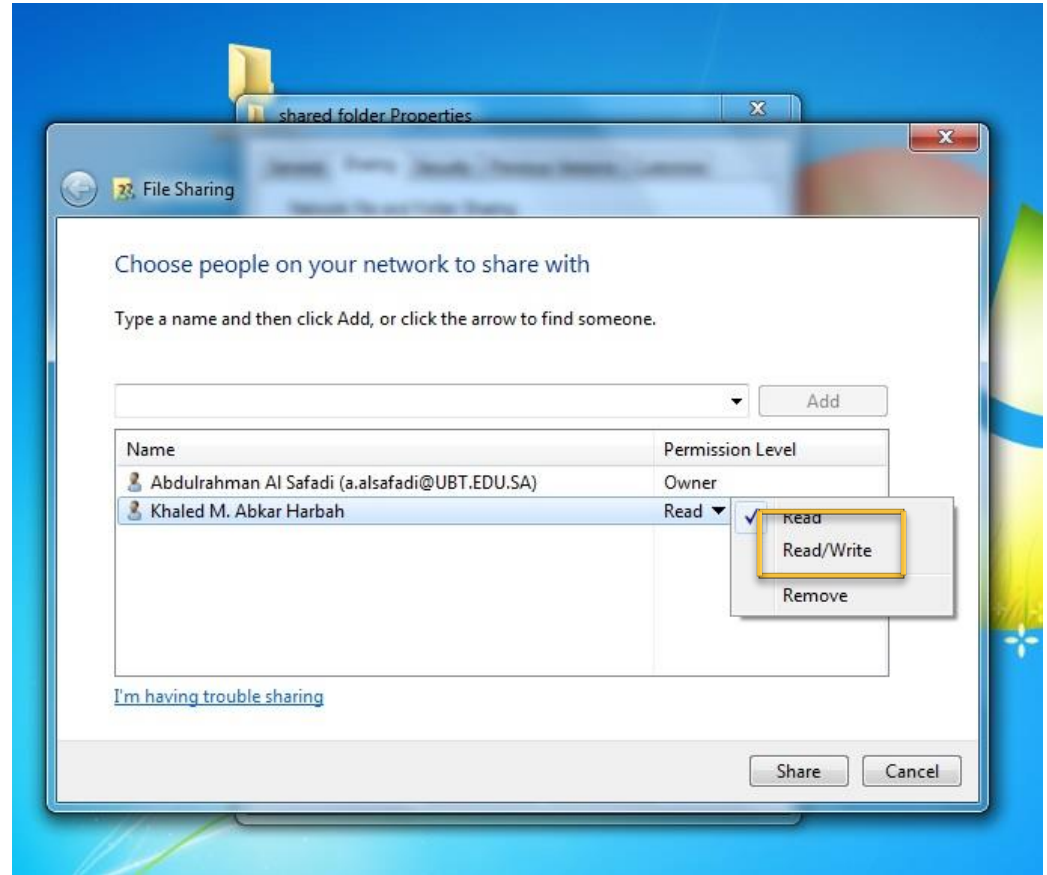
“read only” means the other person cannot modify/add/delete the content of the folder



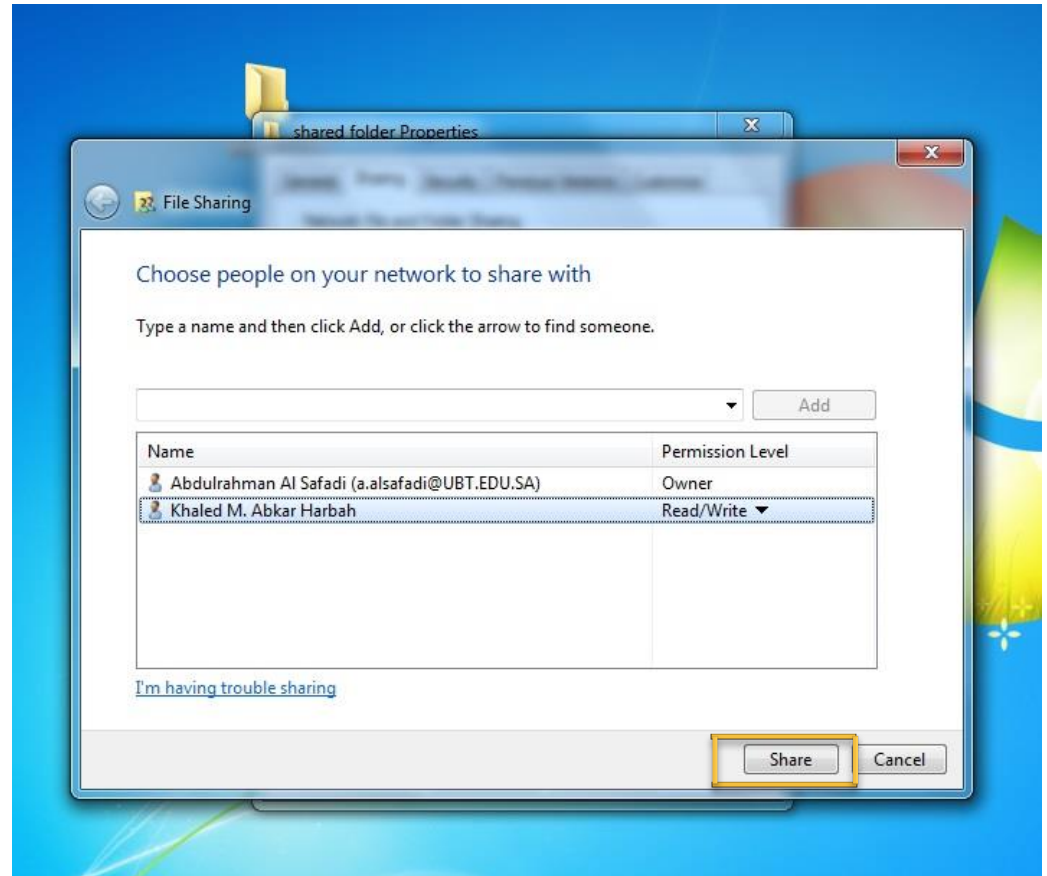


# level of authority

“read/write” means the other person can modify/add/delete the content of the folder



Click “share” to apply setting and start sharing the folder



Click “done” to finish the process

