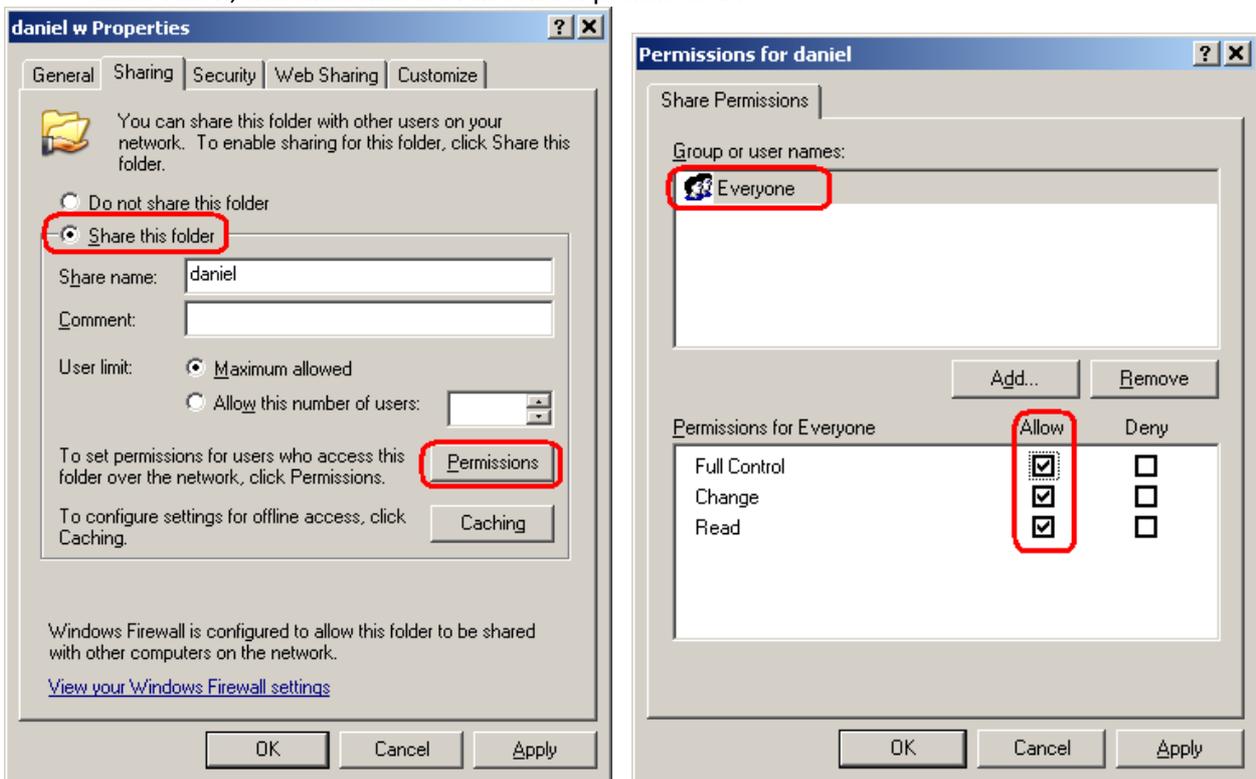


Creating a Shared Folder

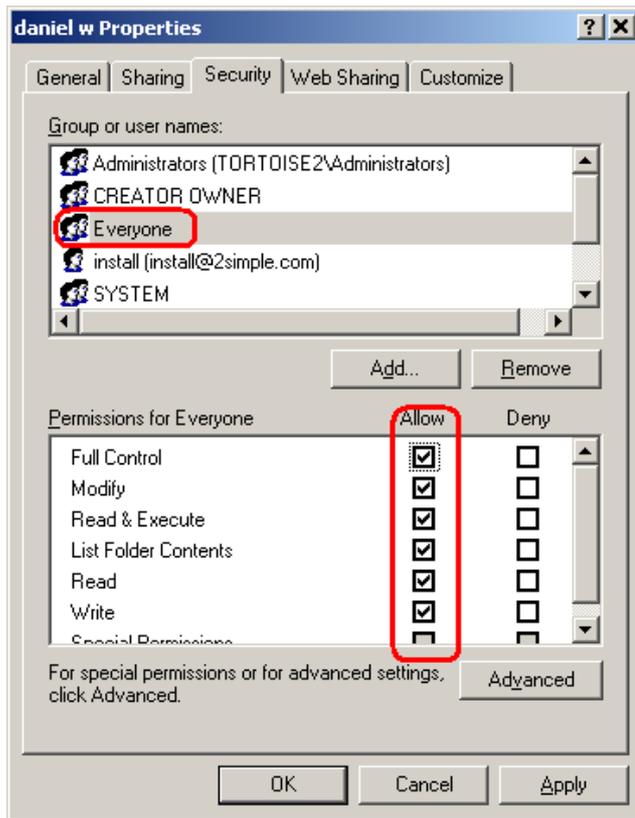
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Q: How do I create a shared folder for use by programs such as 2Connect?

1. Log in to the computer on which you wish to create a shared folder as administrator.
2. Go to the area you want to create your shared folder in (e.g. C drive) and right-click to create a new folder. Give it a name (e.g. Shared). Right-click on this folder and choose Properties.
3. Click on the **Sharing** tab. Click **"Share this folder"**.
4. Now click **"Permissions"**. You will see a list of users at the top: Click **"Everyone"**. At the bottom, under Allow, tick the boxes for full control permissions.



5. Now select the **Security** tab. When you click on it you should see a list of users at the top, and permissions at the bottom. Select **"Everyone"** at the top and then tick full control (under Allow) at the bottom. If **"Everyone"** does not appear in the list, click **"Add"**, and type **"Everyone"** into the white box, then click OK. Click the Apply button, then OK.
6. Check that your share has worked: First find out the name of the computer in which you have created the share by right-clicking on My Computer on the desktop, choosing Properties > Computer Name. Then click Start > Run and type the computer name in preceded by **"\\"**. For example, if your computer name is Computer1, you would type in **"\\Computer1"** and click OK. If your share has been successful, you should now see it in the window that opens.
7. You can now go into 2Connect, and press Ctrl +Shift + the letter **"o"** to go into the Teacher Options. Under the Collaborative tab, you will see where you can either browse to, or type in the location of the shared folder. So if you know that Computer1 has a shared folder called **"Shared"**, you can type in: **\\Computer1\Shared**.



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