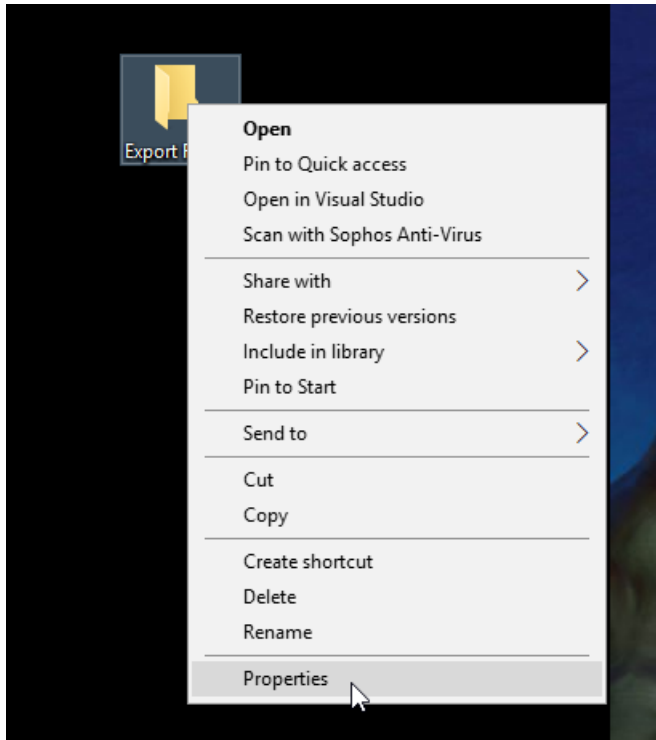


# Share a Folder to Hosted

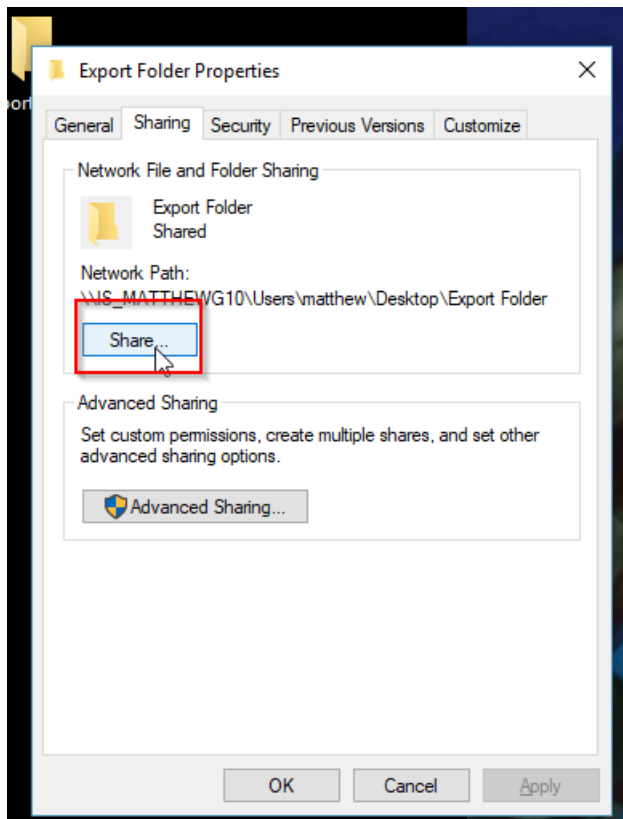
Last Modified on 03/15/2023 10:30 am CDT

Map a folder from a local machine to a terminal server through RDP.

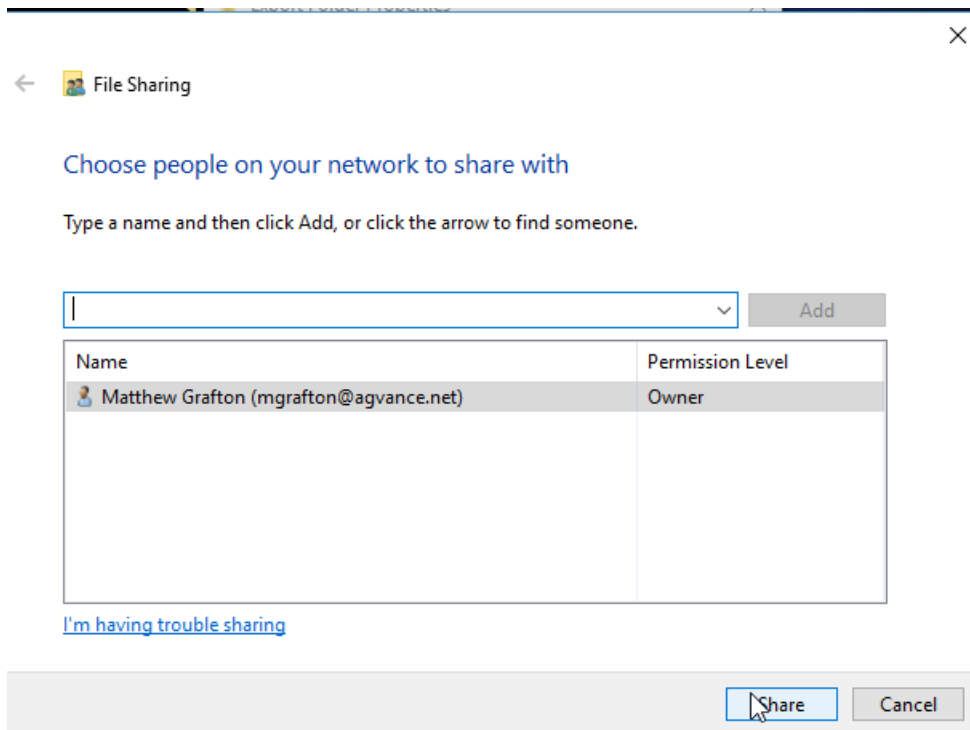
1. Create a folder, right-click the folder, and select *Properties*.



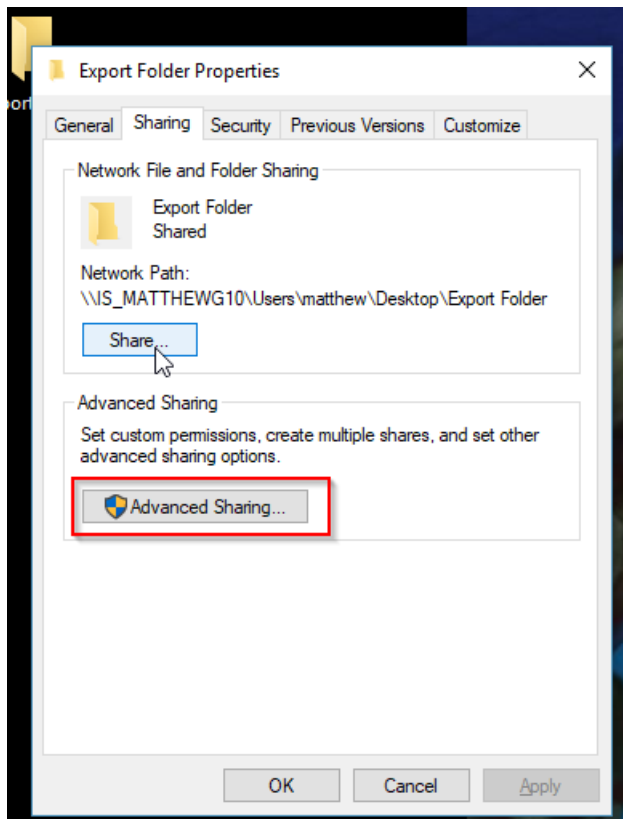
2. On the *Export Folder Properties* window, select the *Sharing* tab.
3. Select **Share**.



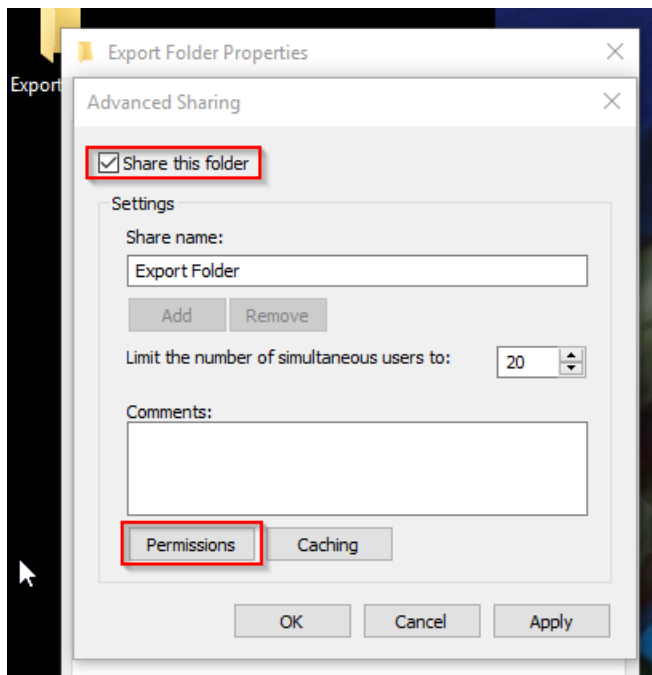
4. The *File Sharing* window displays. Click to select name(s) and select the **Share** button.



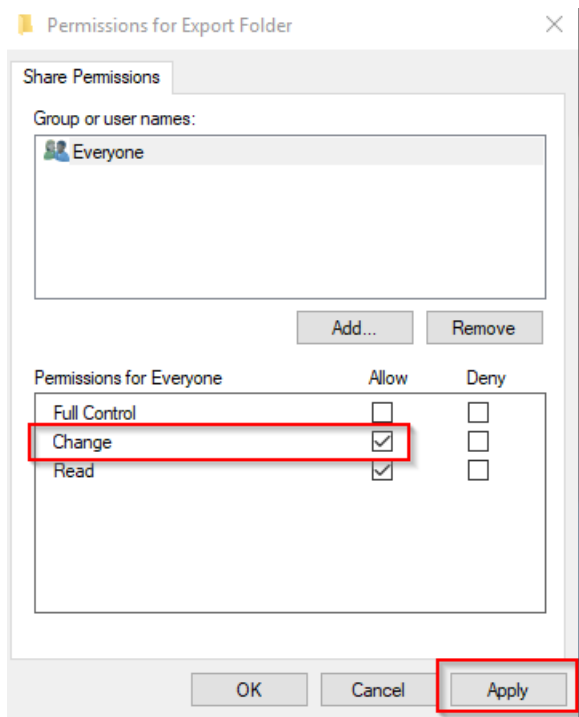
5. On the *Export Folder Properties* window, click the **Advanced Sharing** button.



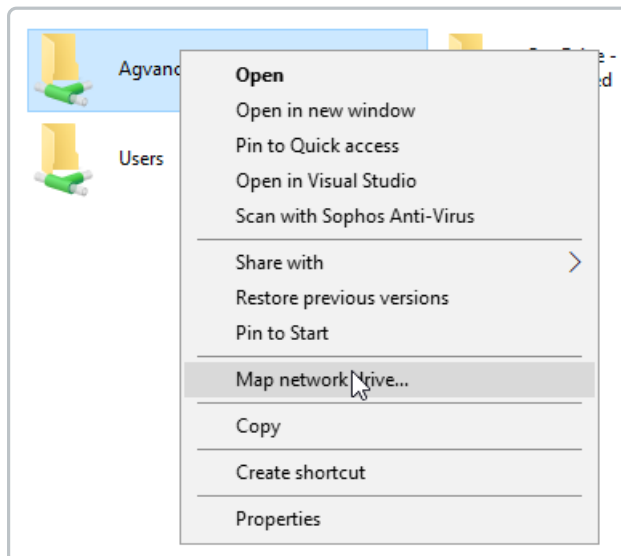
6. Check the *Share this folder* option, then click the **Permissions** button.



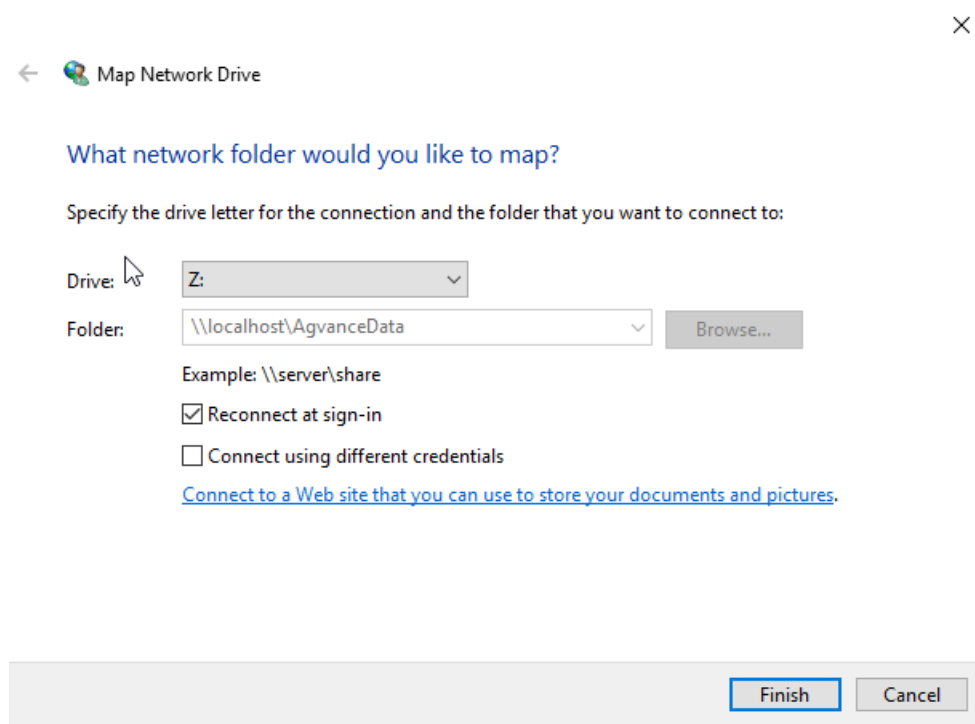
7. On the *Permissions for Export Folder* window in the *Permissions for Everyone* section, check the *Allow* option for *Change*. Click **Apply**. Close the *Permission for Export Folder* and *Export Folder Properties* windows by selecting the corner X.



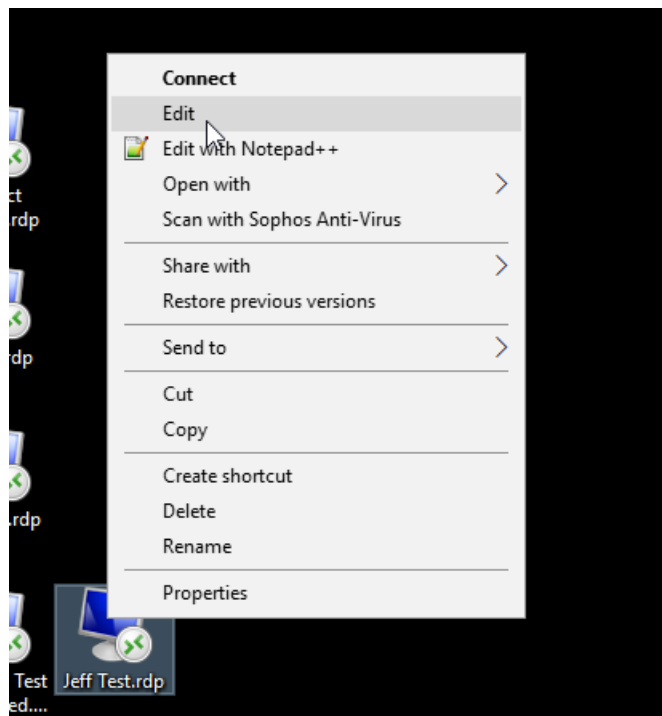
8. Open *File Explorer* and type `\\localhost` into the address bar. Right-click the Shared folder and select *Map network drive*.



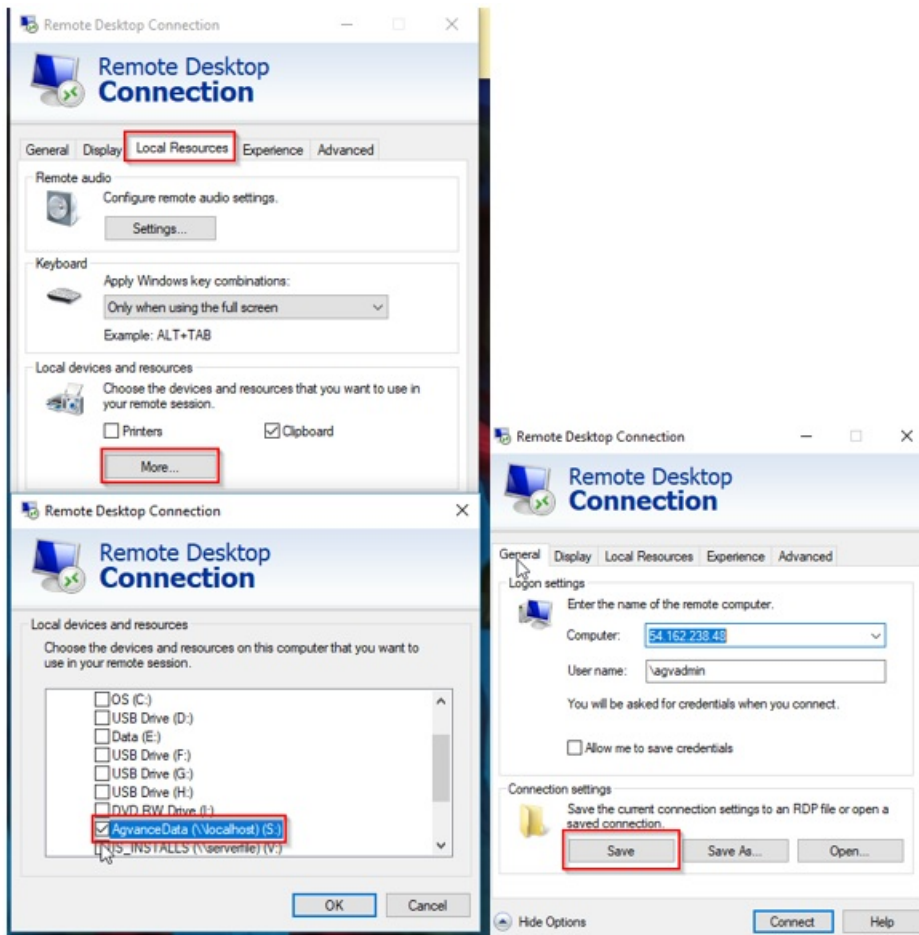
9. On the *Map Network Drive* window, Specify the drive letter for the connection and the folder that you want to connect to. Select a Letter for the Drive and check the *Reconnect at sign-in* option. Select **Finish**.



10. Right-click the RDP shortcut icon on the computer desktop and select *Edit*.



11. On the *Remote Desktop Connection* window, select the *Local Resources* tab and click the **More** button. Expand the *Local devices and resources* section, select the mapped drive, and select **OK**. On the *Remote Desktop Connection* window, select the *General* tab, and click **Save**.



12. Log onto the Hosted Server and open the File Explorer.
13. The *Shared* folder displays as [Drive Letter] on [Machine Name]. Save or export files to local machines through this drive.

