## Share a Folder to Hosted

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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, then choose Share.

📜 Export Folder F	roperties			$\times$
General Sharing	Security	Previous Versions	Customize	
General Sharing Network File and Export Shared Network Path: Desktop\Export Share Advanced Sharin Set custom perm advanced sharin	Security Folder Sh Folder Folder issions, cr ng options.	Previous Versions laring reate multiple shares	Customize s, and set other	
	0	K Canc	el <u>A</u> pph	y

3. The File Sharing window displays. Select the desired name(s) and choose the **Share** button.

		×
~	a File Sharing	
	Choose people on your network to share with	
	Type a name and then click Add, or click the arrow to find someone.	
	Add	
	Name Permission Level	
	2 Owner	
	I'm having trouble sharing	
	Share Canc	el

4. On the Export Folder Properties window, select Advanced Sharing.

📕 Export F	Folder P	roperties			>	<
General S	haring	Security	Previous Versio	ons Custon	nize	
Network Network Desktop	File and Export Shared Path: p\Export re	Folder Sh Folder Folder	aring			
Advance Set cust advance	ed Sharir com perm ed sharin dvanced	ng iissions, cr ig options. I Sharing	eate multiple sha	ares, and set	other	
		0	K Ca	ncel	Apply	

5. Check the *Share this folder* option, then choose **Permissions**.

Advanced Sharing	$\times$				
Share this folder					
Settings					
Share name:					
Export Folder					
Add Remove					
Limit the number of simultaneous users to:					
Comments:					
Permissions Caching					
OK Cancel Apply					

6. On the Permissions for Export Folder window in the Permissions for Everyone section, check the Allow option for Change. Select **Apply**. Close the Permission for Export Folder and Export Folder Properties windows.

Permissions for Export Folder			$\times$
Share Permissions			
Group or user names:			
Section Everyone			
	Add	Remove	1
	Add	Hemove	
Permissions for Everyone	Allow	Deny	
Permissions for Everyone Full Control	Allow	Deny	
Permissions for Everyone Full Control Change	Allow	Deny	
Permissions for Everyone Full Control Change Read	Allow	Deny	
Permissions for Everyone Full Control Change Read	Allow	Deny	
Permissions for Everyone Full Control Change Read	Allow	Deny	
Permissions for Everyone Full Control Change Read	Allow	Deny	
Permissions for Everyone Full Control Change Read	Allow	Deny	
Permissions for Everyone Full Control Change Read	Allow	Deny	

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

	Agvano	Open
<b>9</b> .0		Open in new window
	Users	Pin to Quick access
	03013	Open in Visual Studio
		Scan with Sophos Anti-Virus
		Share with >
		Restore previous versions
		Pin to Start
		Map network drive
		Сору
		Create shortcut
		Properties

8. On the Map Network Drive window, specify the Drive letter for the connection and the Folder. Check the Reconnect at sign-in option. Select **Finish**.

÷	🍕 Map Net	work Drive				
	What network folder would you like to map?					
	Specify the drive letter for the connection and the folder that you want to connect to:					
	Drive:	Z: ~				
	Folder:	\\localhost\AgvanceData $\lor$ Browse				
		Example: \\server\share				
		Reconnect at sign-in				
		Connect using different credentials				
		Connect to a Web site that you can use to store your documents and pictures.				
		Finish Cancel				

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

	Connect	
	Edit	
	/ Edit with Notepad++	
	Open with	>
	Scan with Sophos Anti-Virus	
	Share with	>
	Restore previous versions	
	Send to	>
	Cut	
	Сору	
	Create shortcut	
	Delete	
	Rename	
	Properties	
6	rdp	

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

Nemote Desktop Connection — — X		Nemote Desktop Connection — 🗌 🗙
Remote Desktop	S Local Devices and Resources	Remote Desktop
General Display Local Resources Experience Advanced Remote audo Configure remote audio settings. Settings	Remote Desktop Connection	General Display Local Resources Experience Advanced Logon settings Enter the name of the remote computer. Computer:
Keyboard Apply Windows key combinations: Only when using the full screen Example: ALT+TAB	Choose the devices and resources on this computer that you want to use in your remote session.	User name: \agvadmin You will be asked for credentials when you connect.
Local devices and resources     Choose the devices and resources that you want to use in     your remote reasion.     Printers     Clipboard     More	USB Drive (F) USB Drive (G) USB Drive (H) Drive (H) AyvanceBar Morea (H) INSTALLS (Iserverfie) (V)	Connection settings Connection settings Save the current connection settings to an RDP file or open a saved connection. Save Save As Open
Hide Options     Connect     Help	OK Cancel	Hide Options     Connect     Help

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

