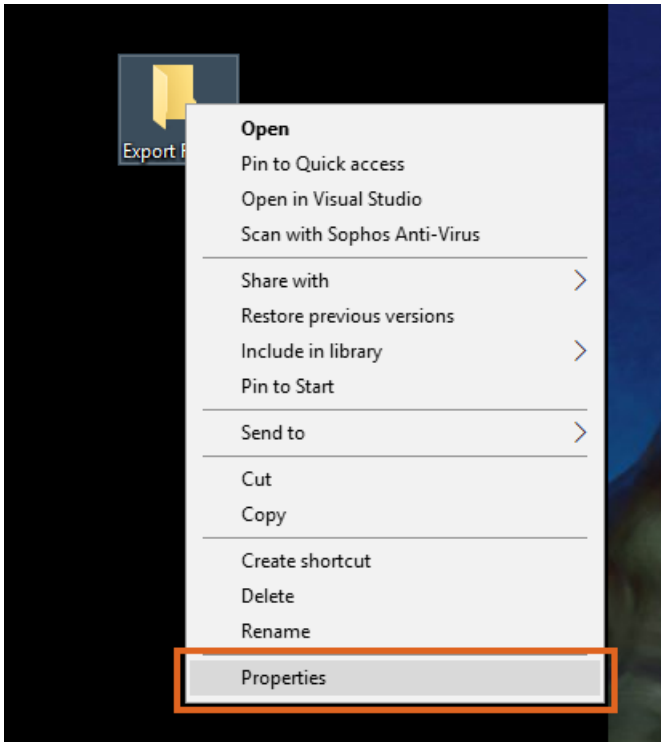
Share a Folder to Hosted

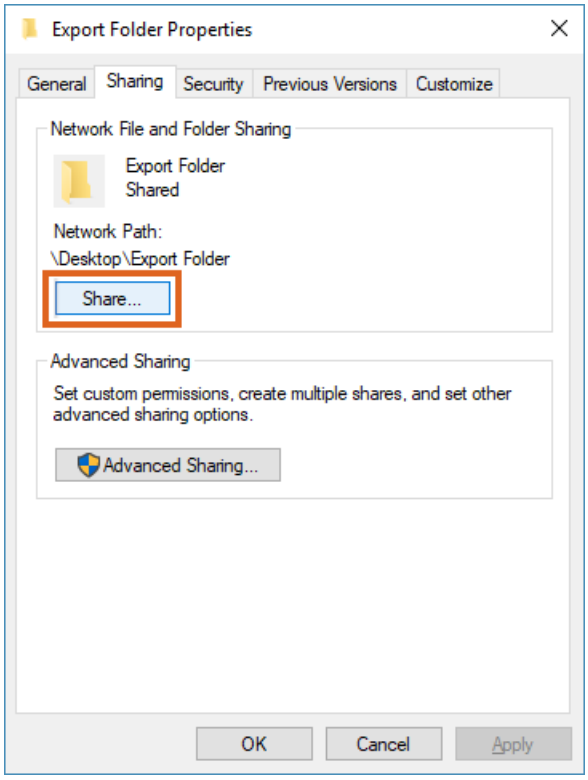
Last Modified on 07/16/2025 9:26 am CDT

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

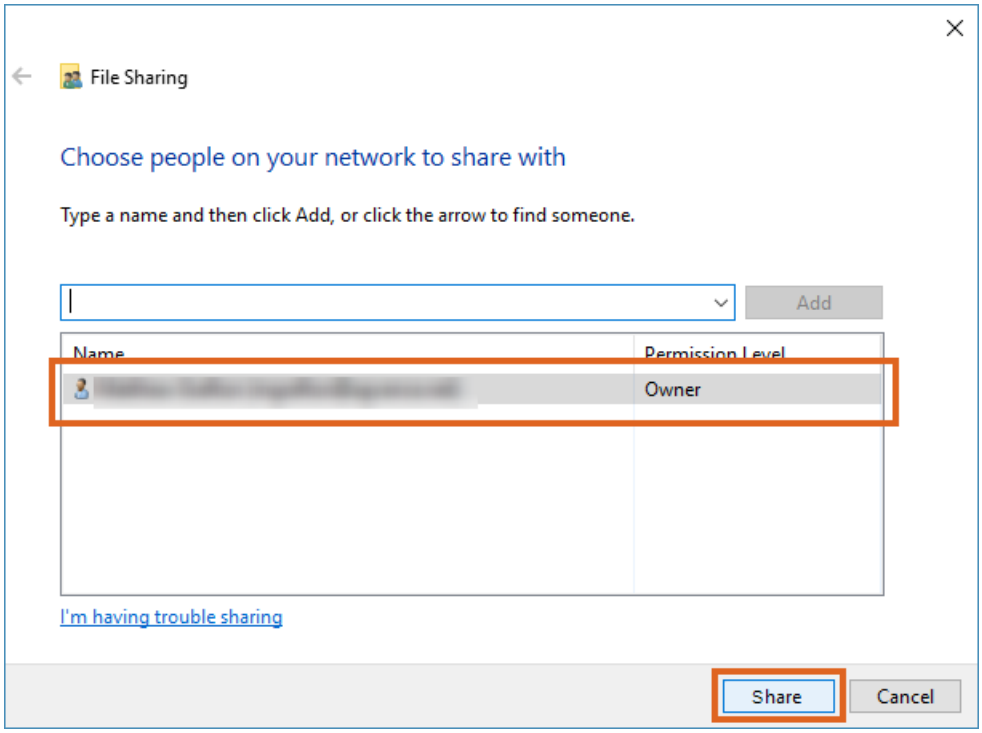
1. Create a folder, right-click the folder, and select *Properties*.



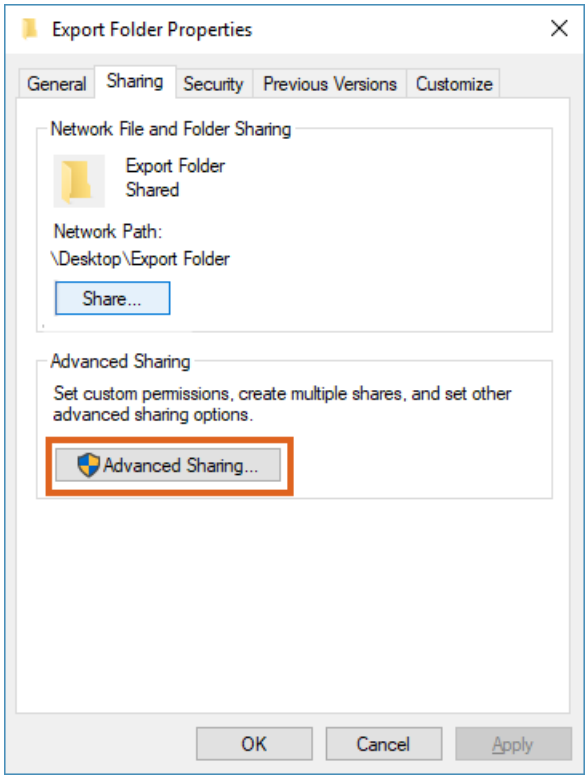
2. On the *Export Folder Properties* window, select the *Sharing* tab, then choose **Share**.



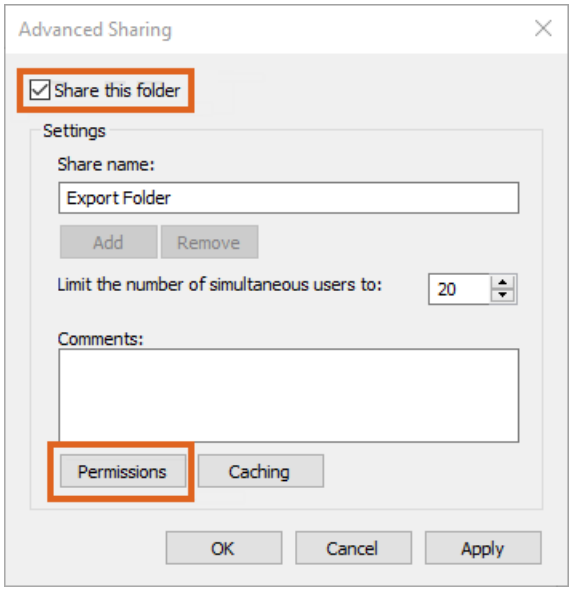
3. The *File Sharing* window displays. Select the desired name(s) and choose the **Share** button.



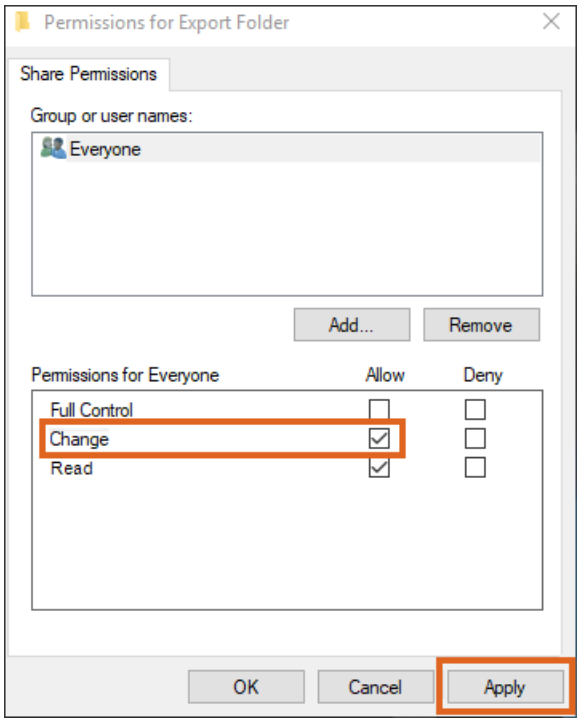
4. On the *Export Folder Properties* window, select **Advanced Sharing**.



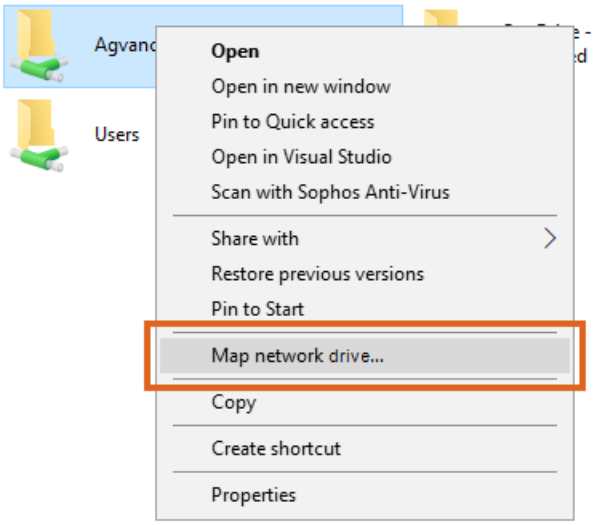
5. Check the *Share this folder* option, then choose **Permissions**.



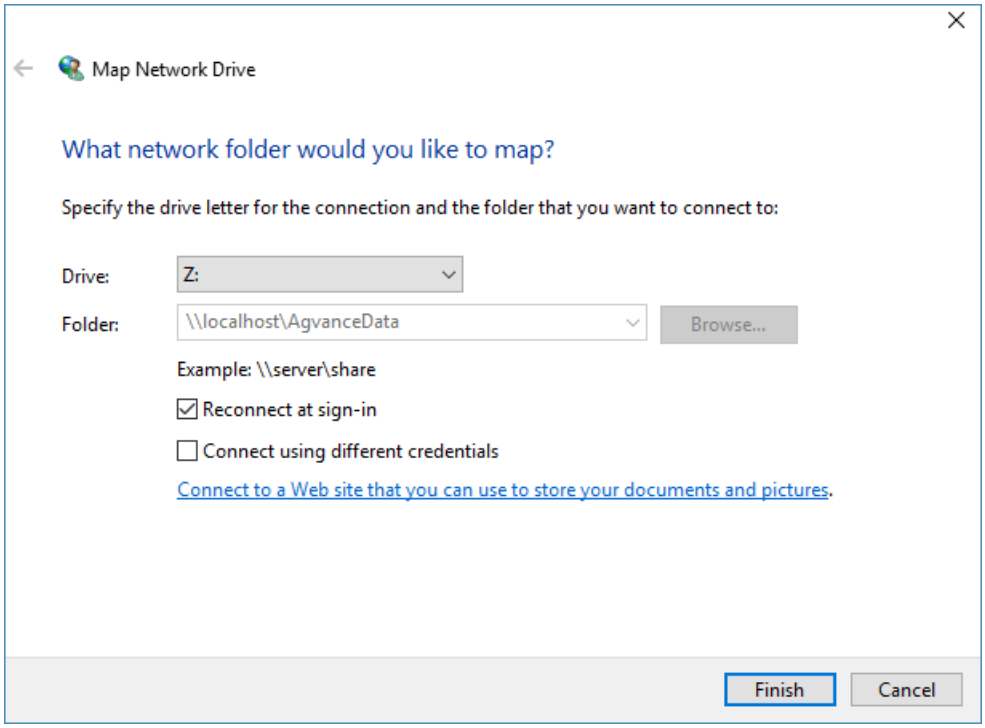
6. On the *Permissions for Export Folder* window in the *Permissions for Everyone* section, check the *Allow* option for *Change*. Select **Apply**. Close the *Permission for Export Folder* and *Export Folder Properties* windows.



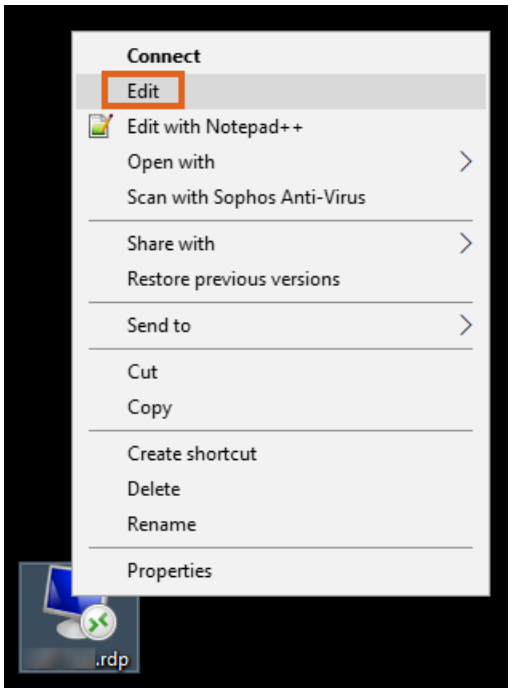
7. Open *File Explorer* and type *localhost* into the address bar. Right-click the *Shared* folder and select *Map network drive*.



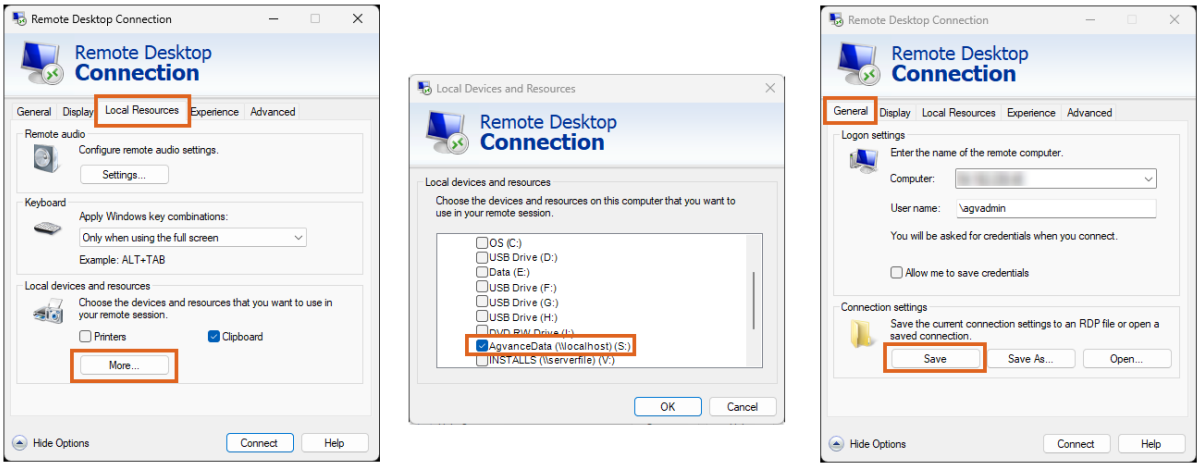
8. On the *Map Network Drive* window, specify the *Drive* letter for the connection and the *Folder*. Check the *Reconnect at sign-in* option. Select **Finish**.



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



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**.



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 this drive.

