Guide on How to Share a Folder over the Network and Map a network Drive

October 2019

This process is very important for the purpose of archiving and retrieving paper images using Climsoft. Scanned paper images records are not stored in the Climsoft database tables like digitised data records but on removable storage media like external hard drives over the network or Network Attached Storage (NAS).

To be able to access digitised images saved on a given storage media over the Local Area Network by any client computer using Climsoft, the folder containing digitised images need to be shared with specific computer users and accessible over the network. The drive and folder where digitised images are stored need to be mapped as well on the client computers to enable the later to access digitised images. Follow the instructions below to share the folder containing paper archive images over the network and map the network drive containing digitised images on the client computers.

1. How to share a folder on your Windows Computer (Server) with other Computers (Clients) over the Network (LAN)

- 1. Open File Explorer;
- 2. Navigate to the folder you want to share;
- 3. Right-click the folder and select the Properties option;
- 4. Click the Sharing tab;
- 5. Click the Advanced Sharing button.

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6. Check the Share this folder option;

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Share name	:	
Add	Remove	
Comments:	mber of simultaneous users to:	20 🜩
Permissio	ns <u>C</u> aching	

- 7. Click the Permissions button;
- 8. Select the Everyone object if you want to share the folder to everyone or Add button to select specific users or group of users;
- 9. Tick the permission boxes to assign users the permission to either **read** or **read** and **write** in the shared folder;

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	A <u>d</u> d	<u>R</u> emove
ermissions for Everyone	Allow	Deny
Full Control Change Read	N N	

10. Select **Apply** and then **OK** buttons.

11. Now to test if the shared folder will be accessed over the network, you need to know the **IP address** of your PC (the computer containing the shared folder). To find the IP address of your computer, go to search and type the command "**cmd** " to launch the command prompt application and then type "i**pconfig**" in the command line prompt dialog as shown below:

🛤 Command Prompt		\times
Microsoft Windows [Version 10.0.18362.356] (c) 2019 Microsoft Corporation. All rights reserved.		^
C:\Users\myadmin>ipconfig		
Windows IP Configuration		
Ethernet adapter Ethernet:		
Media State Media disconnected Connection-specific DNS Suffix . :		
Wireless LAN adapter Local Area Connection* 3:		
Media State Media disconnected Connection-specific DNS Suffix . :		
Wireless LAN adapter Local Area Connection* 4:		
Media State Media disconnected Connection-specific DNS Suffix . :		
Ethernet adapter Ethernet 2:		
Media State Media disconnected Connection-specific DNS Suffix . :		
Wireless LAN adapter WiFi:		
Connection-specific DNS Suffix . : flybox.orange Link-local IPv6 Address : fe80::3105:9f5e:be0c:16 IPv4 Address : 192.168.1.103 Subnet Mask : 255.255.255.0 Default Gateway : 192.168.1.1	94c%19	~

12. On the same Computer, Go to search and type in the command "**run**" to launch the **run App** and then type in: **\\IP address** (e.g.: <u>\\192.168.1.103</u>) as shown the dialog below:

📨 Run		×
٨	Type the name of a program, folder, document or Internet resource, and Windows will open it for you.	
Open:	\\192.168.1.103	.]
	OK Cancel Browse	

13. Click OK to see the list of shared folders on your computer, see below:

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2. How to Map a network drive from another Computer over the network

To access the shared folder on another computer (Client computer) over the network, you need to map the drive of the computer containing the shared folder (Server computer) with the Client computer as follow:

Case of Windows 10

1. Open **File Explorer** from the taskbar or the **Start** menu, or press the **Windows logo key** + **E**. Alternatively, Select **This PC** from the left pane. Then, on the **Computer** tab, select **Map network drive**.

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File Computer V	/iew	^ (?
Properties Open Rename	Access Map network Media • Map network	
Location	The second secon	
🗧 🔶 🗠 🛧 💻 🗸 Ti	his PC > 🕱 Disconnect network drive V 🖑 Search This PC	Q
Documents 🖈 ^	V Folders (7)	
Pictures 🖈	3D Objects Desktop Documents	
Google Drive 🖈		
Groep2021	Downloade Dictures	
Manuals		
New		
 OneDrive 	Videos	
💻 This PC	V Devices and drives (1)	
3D Objects	TI31382600A (C:)	
E Desktop	657 GB free of 918 GB	
Documents		
🖊 Downloads		
b Music		
Pictures		
Videos		
🟪 TI31382600A (C:)		
8 items		

2. Under **Drive**, choose any letter, in the drop down box, under **Folder**, type in **\\ IP address** of the server computer (i.e. where the shared folder is located).

	×	
🔶 🧟 Map N	letwork Drive	
What ne Specify the	etwork folder would you like to map? e drive letter for the connection and the folder that you want to connect to:	
Drive:	Z: ~	
Folder:	\\192.168.1.103 V Browse	
	Example: \\server\share	
	Reconnect at sign-in	
	Connect using different credentials	
	Connect to a website that you can use to store your documents and pictures.	
	Finish Cancel	

3. Select **Browse** to see the **IP address** and then expand to see the shared folders and select the required shared folder and then click **OK**, then click **Finish**

	X
— 🤏 Мар М	letwork Drive
What n	etwork folder would you like to map?
Specify th	e drive letter for the connection and the folder that you want to connect to:
Drive:	Z: ~
Folder:	\\192.168.1.103\Metadata_video V Browse
	Example: \\server\share
	☑ Reconnect at sign-in
	Connect using different credentials
	Connect to a website that you can use to store your documents and pictures.
	Finish Cancel

4. Check your network location and you will find the mapped link. End.

Note: If you can't connect to a network drive or shared folder, the computer you're trying to connect to might be turned off, or you might not have the correct permissions. Try to contact your network administrator. **Congratulations!**

For any question or further clarifications, contact the Climsoft Helpdesk at: support@climsoft.org