

An aerial photograph of a mountain range. The peaks are rugged and covered in snow, with some rocky outcrops visible. The valleys between the mountains are filled with dense, green coniferous forests. The sky is a clear, pale blue. The overall scene is a vast, natural landscape.

**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).

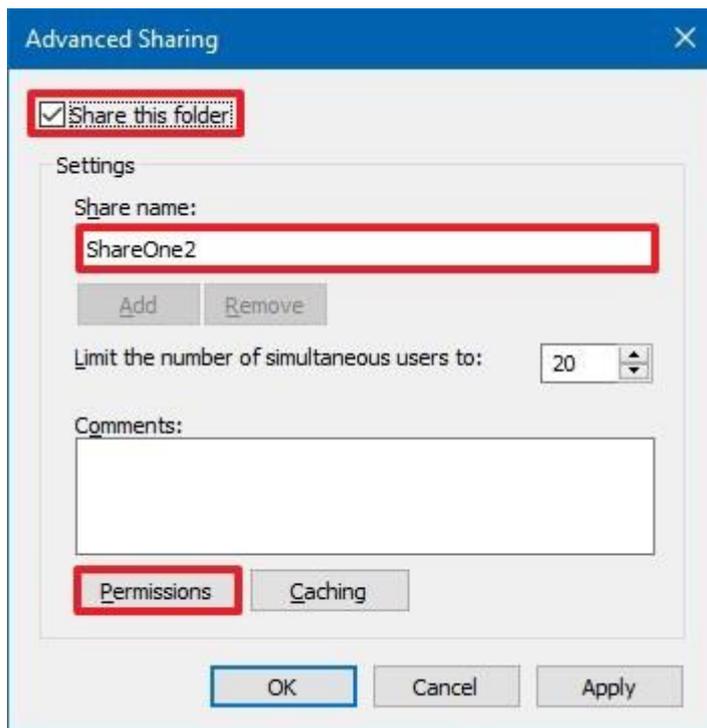
To be able to access digitised images saved on a given storage media over the Local Area Network by any client computer using Climsoft, the folder containing digitised images need to be shared with specific computer users and accessible over the network. The drive and folder where digitised images are 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)

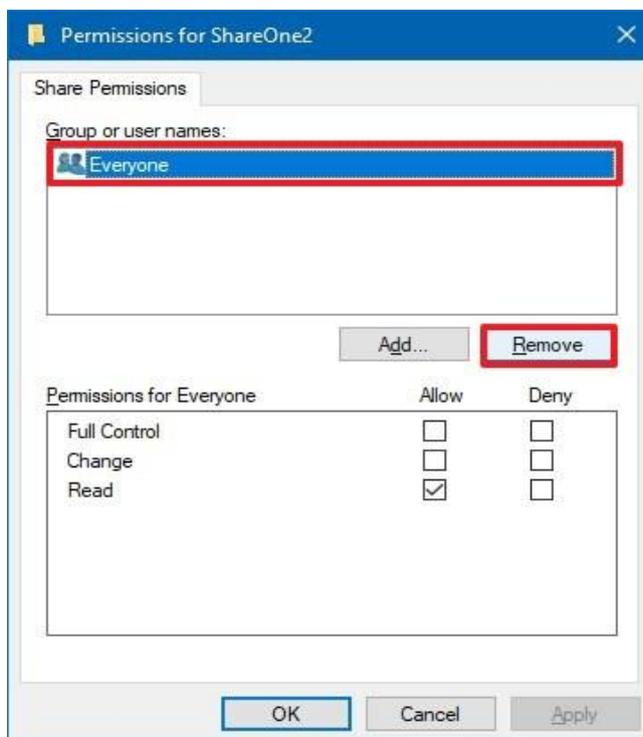
1. Open File Explorer;
2. Navigate to the folder you want to share;
3. Right-click the folder and select the Properties option;
4. Click the Sharing tab;
5. Click the Advanced Sharing button.



6. Check the Share this folder option;

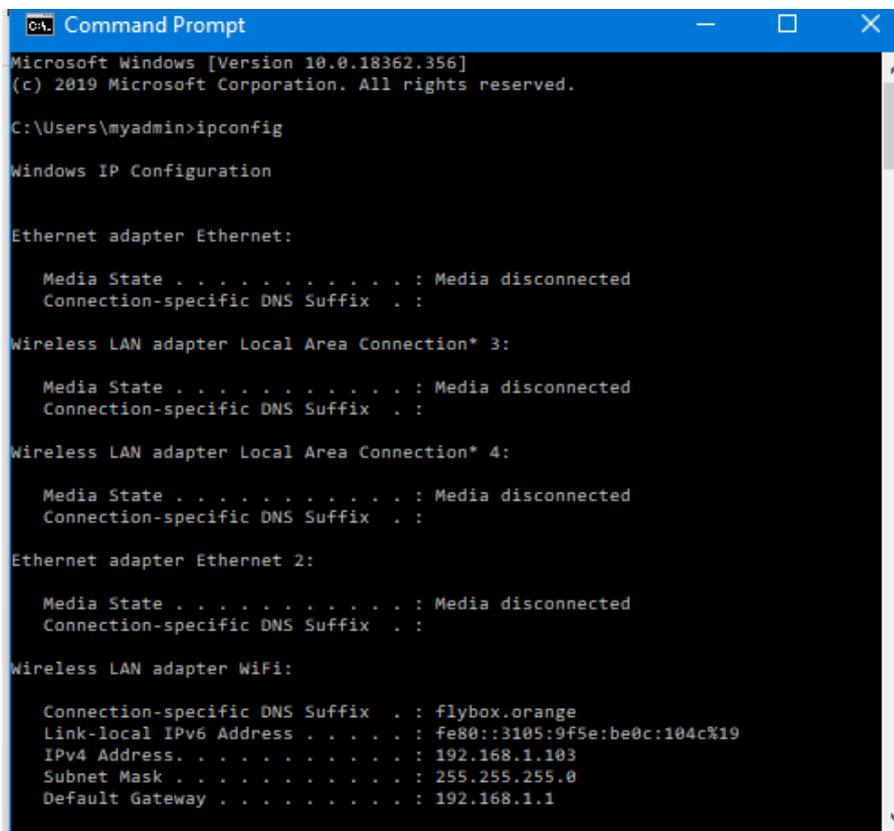


7. Click the Permissions button;
8. Select the Everyone object if you want to share the folder to everyone or Add button to select specific users or group of users;
9. Tick the permission boxes to assign users the permission to either **read** or **read and write** in the shared folder;

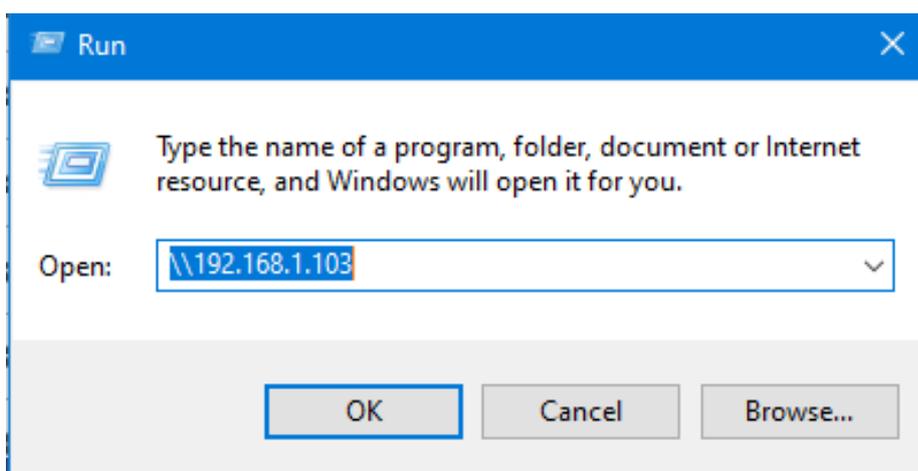


10. Select **Apply** and then **OK** buttons.

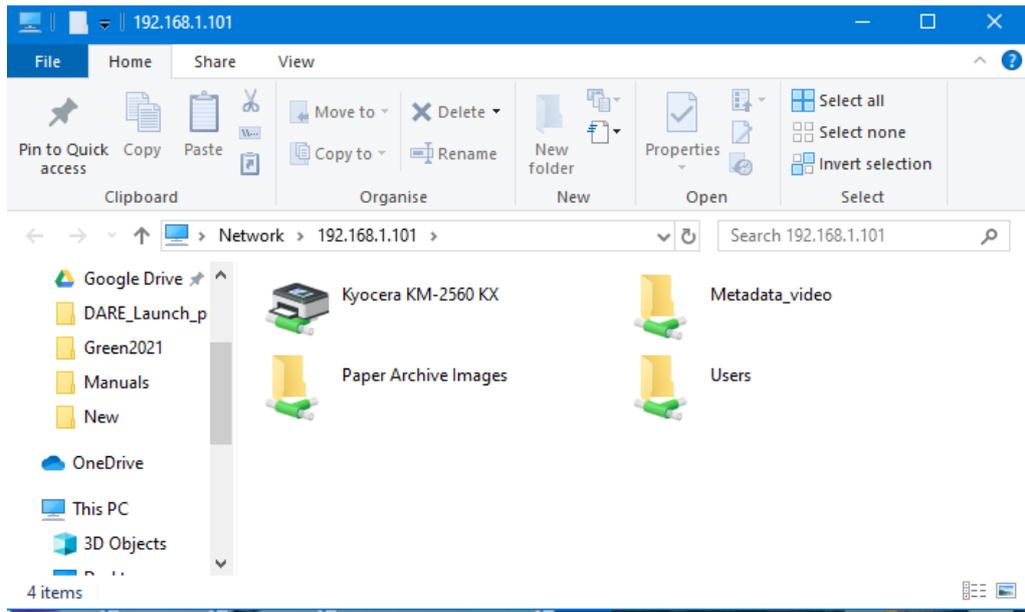
11. Now to test if the shared folder will be accessed over the network, you need to know the **IP address** of your PC (the computer containing the shared folder). To find the IP address of your computer, go to search and type the command “**cmd** “ to launch the command prompt application and then type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



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.: [\\192.168.1.103](http://192.168.1.103)) as shown the dialog below:



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

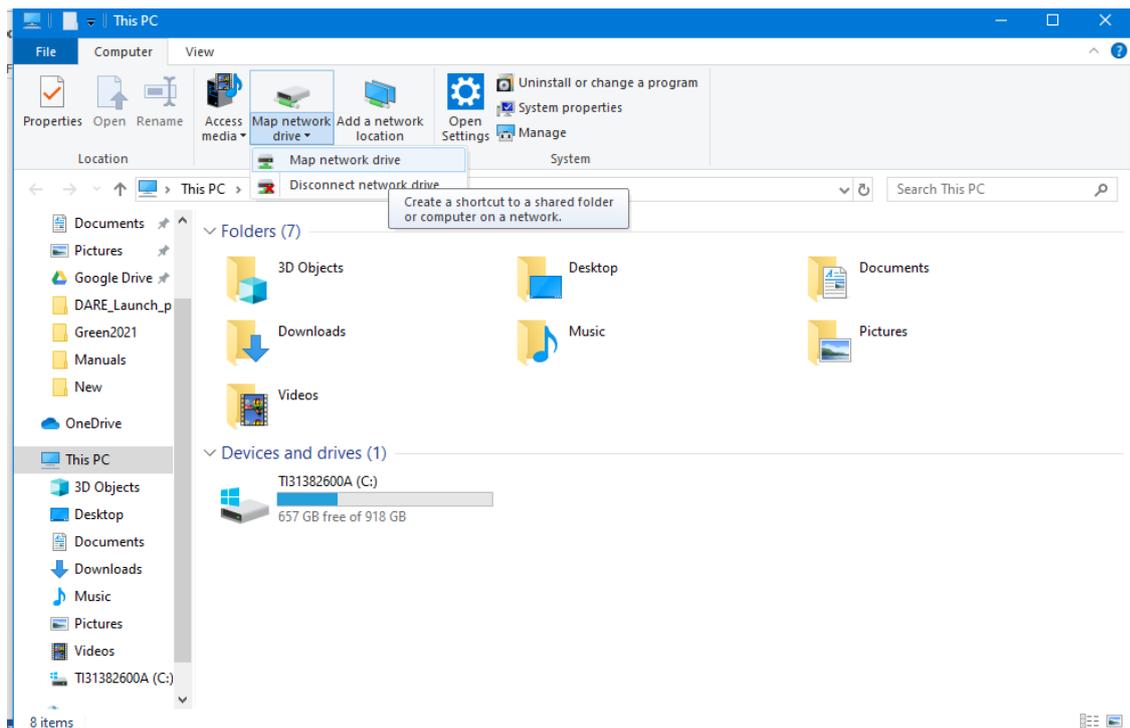


## 2. How to Map a network drive from another Computer over the network

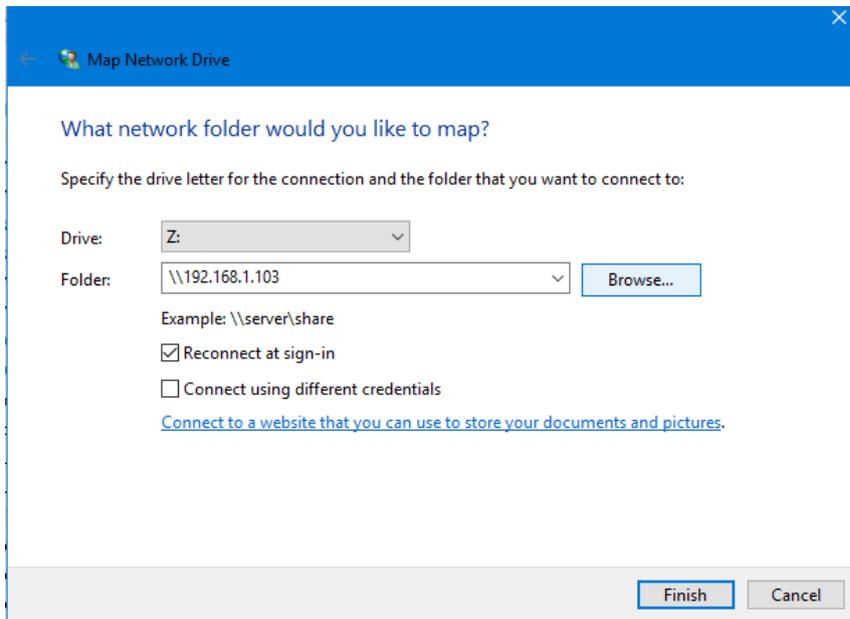
To access the shared folder on another computer (Client computer) over the network, you need to map the drive of the computer containing the shared folder (Server computer) with the Client computer as follow:

### Case of Windows 10

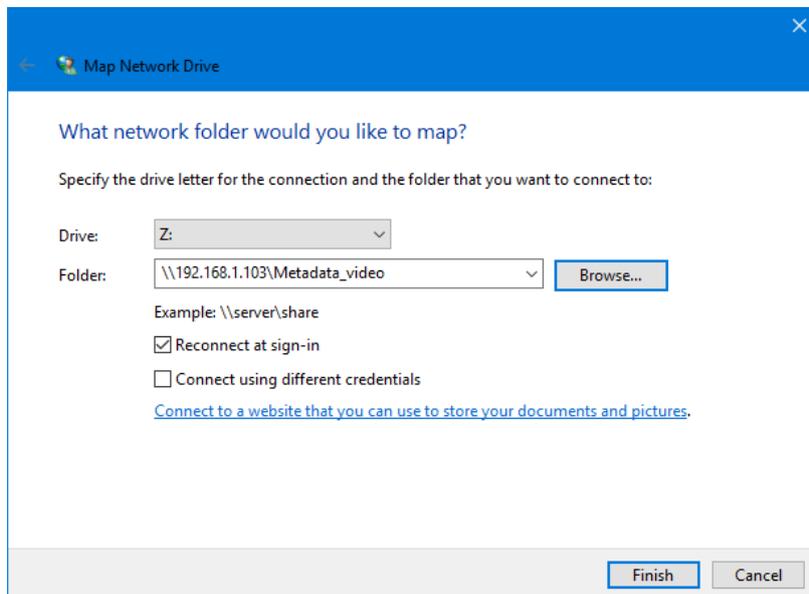
1. Open **File Explorer** from the taskbar or the **Start** menu, or press the **Windows logo key + E**. Alternatively, Select **This PC** from the left pane. Then, on the **Computer** tab, select **Map network drive**.



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).



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**



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](mailto:support@climsoft.org)