1 - OPEN UP YOUR CONTROL PANEL

			_ 0 <u>_ x</u> _
💽 🖉 🔻 Control Panel 🕨	your computer's settings	View by: Category 🔻	
କ୍ ର ଜୁ ଜୁ	System and Security Review your computer's status Back up your computer Find and fix problems Network and Internet View network status and tasks Choose homegroup and sharing options Hardware and Sound View dorives and printes Adda a device Connect to a projector Adjust commonly used mobility settings Programs Uninstall a program	 User Accounts and Family Safety Add or more user accounts Add or more user accounts Add or more user accounts Appearance and Personalization Anage the theme Anage destap background Algue scalar accounts Cock Language, and Region Tange textback or other input methods Ease of Access Et Windows tuggets tetting Optimize visual diploy 	
🚯 🙋 🚞 💽 👔 Microsoft Office.	Control Panel		📣 🧓 🕏 📣 🏂 🧸 🍽 and 🔐 1:32 PM 8/03/2016

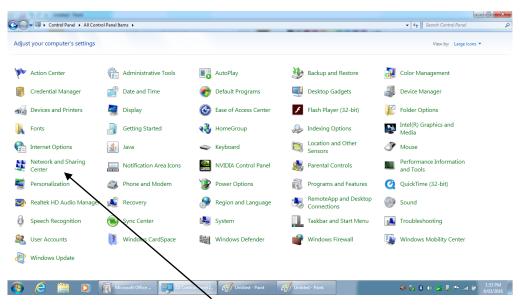
2 - IF YOUR CONTROL PANEL LOOKS LIKE THIS THEN CLICK ON THAT CATEGORY BUTTON AND CHANGE IT TO LARGE ICONS



A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C

 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C
 A C



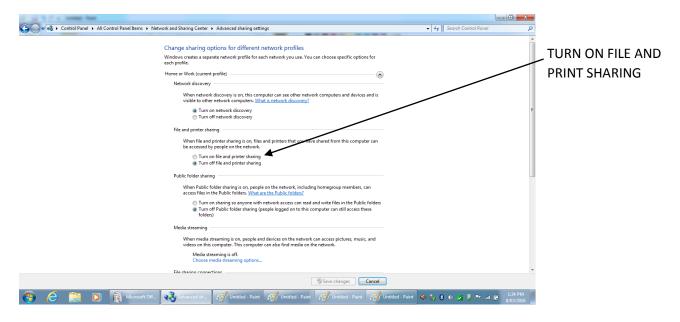


4 - OPEN UP THE NETWORK AND SHARING CENTER

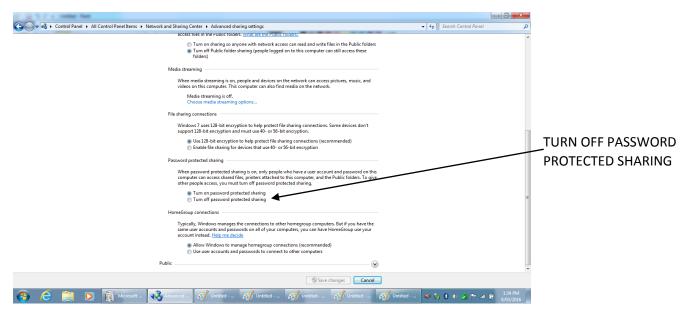
5 - YOU WILL GET THIS SCREEN, CLICK ON CHANGE ADVANCED SHARING SETTINGS

🗢 🕎 🕨 Control Panel	Control Panel Items Network and Sharing Center	- 4 Search Control Panel
ntrol Panel Home	View your basic network information and set up connections	
nage wireless networks	👰 🧊 🌑 See full map	
ange adapter ettings ange advanced sharing	B590 Wireless Internet Internet (This computer)	
ings	View your active networks Connect or disconnect	
	Wireless Internet Access type Internet Connection: df Wireless Network Connection (Wireless Network Connection)	
	Change your networking settings	
	Set up a new connection or network Set up a wireless, broadband, dial-up, ad hoc, or VPN connection; or set up a router or access point.	
	Connect to a network Connect or reconnect to a wireless, wired, dial-up, or VPN network connection.	
	Choose homegroup and sharing options Access files and printers located on other network computers, or change sharing settings.	
	Troubleshoot problems Diagnose and repair network problems, or get troubleshooting information.	
also		
neGroup		
also neGroup rnet Options dows Firewall		

6 - CHANGE THE FOLLOWING OPTIONS - THERE IS TWO PICTURES AS YOU WILL NEED TO SCROLL DOWN



7 - SCROLL DOWN TO GET TO THE NEXT OPTIONS



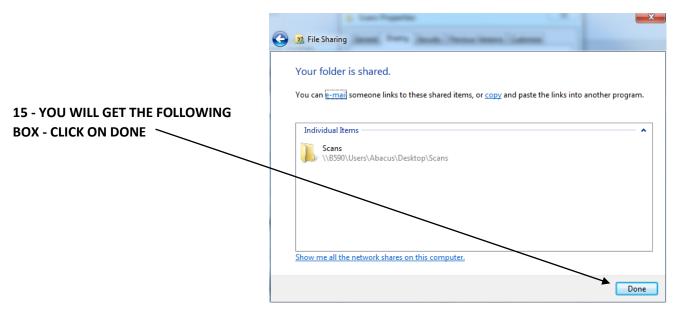
8 - CREATE A FOLDER THAT YOU WISH TO GET THE SCANS TO GO TO - FOR THIS EXAMPLE I WILL CREATE A FOLDER ON MY DESKTOP AND CALL IT SCANS

ONCE THE FOLDER IS CREATED RIGHT CLICK ON IT AND CLICK ON PROPERTIES

🗼 Scans Properties 📃 🔀		
General Sharing Security Previous Versions Customize		
Scans	9 - THE FOLLOWING BOX WILL APPEAR	
Type: File folder Location: C:\Users\Abacus\Desktop	NOW CLICK ON THE SHARING TAB	
Size: 0 bytes	NOW CLICK ON THE SHAKING TAB	
Size on disk: 0 bytes		
Contains: 0 Files, 0 Folders	👗 Scans Properties 📃	x
Created: Today, 8 March 2016, 22 minutes ago	General Sharing Security Previous Versions Customize	
Attributes: Read-only (Only applies to files in folder)	Network File and Folder Sharing	
Hidden Advanced	Scans Not Shared	
	Network Path:	
	Not Shared	
OK Cancel Apply	Advanced Sharing Set custom permissions, create multiple shares, and set other	
	advanced sharing options.	
10 - CLICK ON THE SHARE BUTTON		
	Password Protection People without a user account and password for this computer	
	can access folders shared with everyone. To change this setting, use the <u>Network and Sharing Center</u> .	
	To change this setting, use the <u>rectivant and analine conten</u> .	
	OK Cancel Apply	
E. San Papeter	×	
💮 🖪 File Sharing	an Henry Contennal	
Choose people to share with		
Type a name and then click Add, or click the arrow	to find someone. 11 - CLIC	K ON THE DROP DOWN
	BOX ANI	D SELECT EVERYONE
	Add	
Name	Permission Level	
& Abacus	Owner	
I'm having trouble sharing		
	Gancel Cancel	

E Lass Reporter		
🕞 🖪 File Sharing	tene latera (atera)	
Choose people to share with		
Choose people to share with		
Type a name and then click Add, or click the ar	rrow to find someone.	
	- Add	
Name	Permission Level	12 - CLICK ON THE DOWN ARROW
& Abacus	Owner	BESIDE READ AND CHANGE TO
A Everyone	Read 🗸 🗸	READ/WRITE
I'm having trouble sharing		
	🔞 Share 🛛 🖓	Cancel
to the production of the	the second se	
🕞 🔉 File Sharing	trans listers (address	
Choose people to share with		, 13 - CLICK ON THE SHARE BUTTON
		/ 13 - CLICK ON THE SHARE BUTTON
Type a name and then click Add, or click the an	row to find someone.	
	▼ Add	
Name	Permission Level	
Abacus	Owner	
A Everyone	Read/Write 🔻	
		/
	/	
l I'm having trouble sharing	/	
2.11 Having trouble sharing	/	
	😵 Share 🛛	Cancel

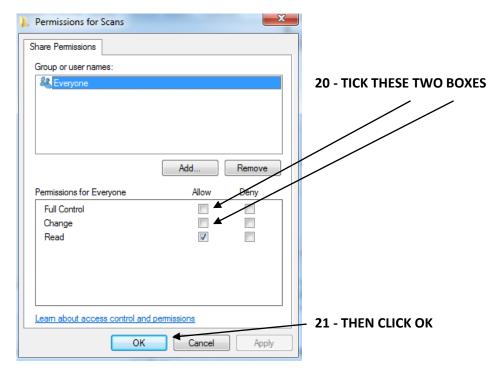
14 - IF YOU GET ANY DIALOGUE BOXES ASKING IF YOU REALLY WANT TO DO THIS JUST DO SO AND PROCEED AHEAD



16 - YOU WILL NOW GET THE FOLLOWING BOX - YOU WILL NOW ALSO NEED TO CLICK ON ADVANCED SHARING

🗼 Scans Properties	
General Sharing Security Previous Versions Customize	
Network File and Folder Sharing	
Scans	
Shared Network Path:	
\\B590\Users\Abacus\Desktop\Scans	
Share	
Advanced Sharing	
Set custom permissions, create multiple shares, and set other advanced sharing options.	
Network Starting	
Password Protection	
People without a user account and password for this computer can access folders shared with everyone.	
To change this setting, use the <u>Network and Sharing Center</u> .	
	Advanced Sharing
Close Cancel Apply	
	Share this folder
17 - CLICK ON SHARE THIS FOLDER	Settings
	Share name:
	Add Remove
	Limit the number of simultaneous users to:
	Comments:
Advanced Sharing	
☑ Share this folder	Permissions Caching
Settings	
Share name:	OK Cancel Apply
Scans	
Add Remove	
Limit the number of simultaneous users to: 20	
Comments:	18 - THE PERMISSIONS BOX WILL NOW BECOME ACTIVE
	CLICK ON IT
Permissions Caching	
OK Cancel Apply	

19 - THE FOLLOWING BOX WILL NOW APPEAR



22- YOU WILL COME BACK TO THIS BOX - CLICK OK

Advanced Sharing	
Share this folder	
Settings Share name: Scans Add Remove	
Limit the number of simultaneous users to: 20	🗼 Scans Properties
Comments: Permissions Caching OK Cancel Apply	General Sharing Security Previous Versions Customize General Sharing Scatter Network File and Folder Sharing Scans Scans Shared Network Path: \\B590\\Scans Share
23 - FINALLY YOU WILL COME BACK TO THIS BOX THE FOLDER IS NOW SHARED - THIS IS THE SHARED PATH	Advanced Sharing Set custom permissions, create multiple shares, and set other advanced sharing options. Password Protection
	People without a user account and password for this computer can access folders shared with everyone. To change this setting, use the <u>Network and Sharing Center</u> .