This tutorial is based on the information found at this link How to Access Shared Folders on a Network (with Pictures) (wikihow.com).
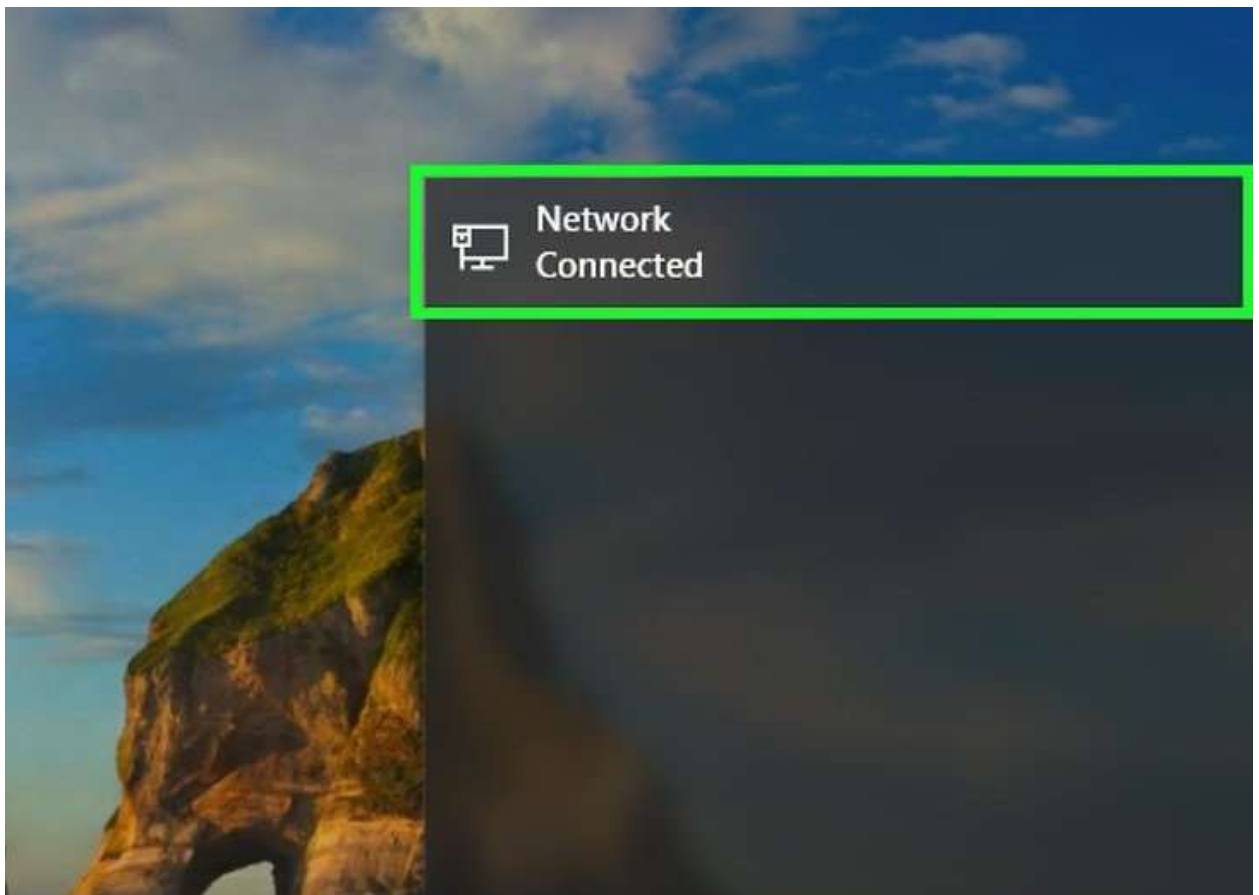We have slightly modified this content so that it makes a bit more sense with regards to our products specifically.

1

Make sure you're on the correct network. In order to open a shared folder from a different computer, you must be using the same Internet network as the computer which is sharing the file.
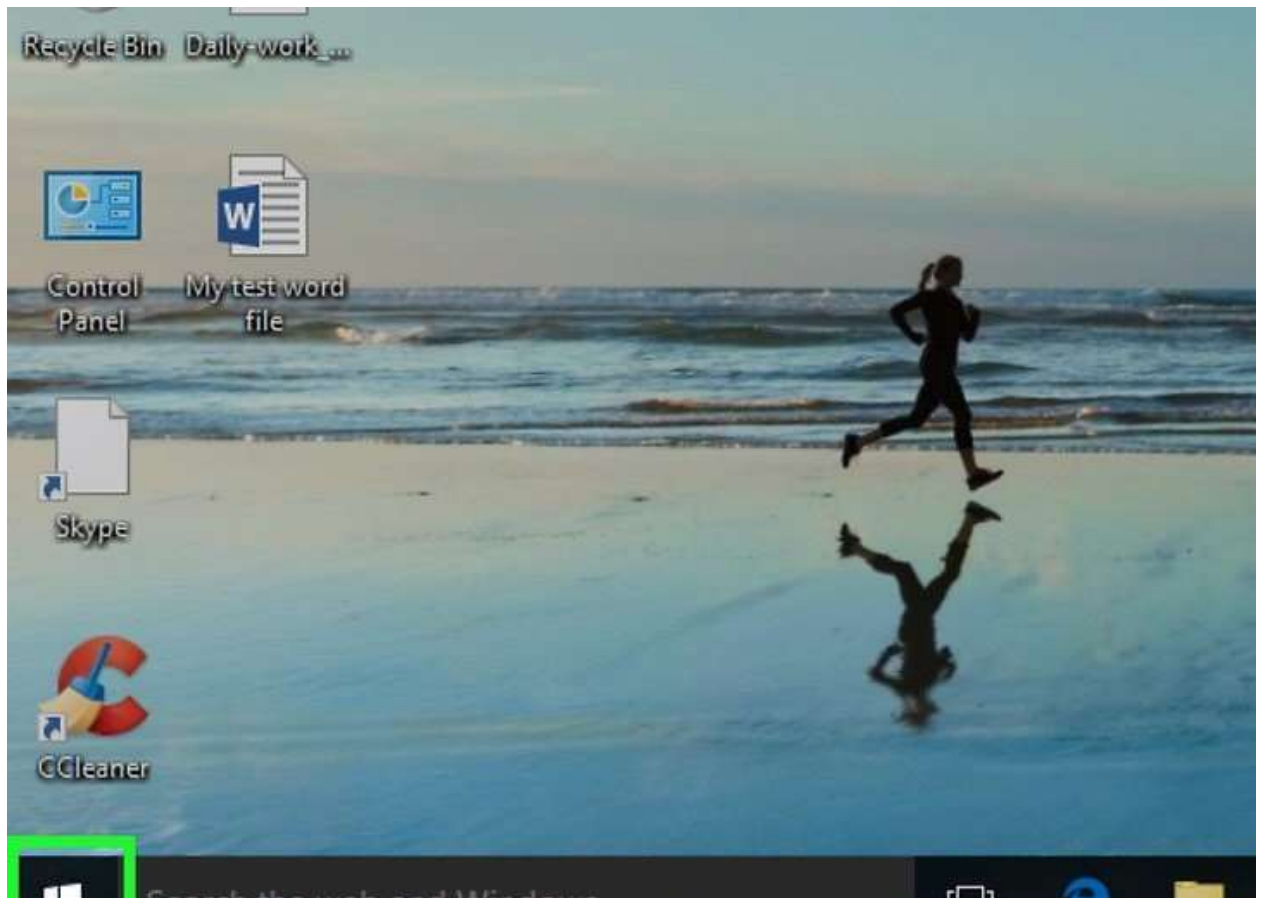
- Skip this step if your PC is wired to the computer which is sharing the folder(s) via an Ethernet cable.
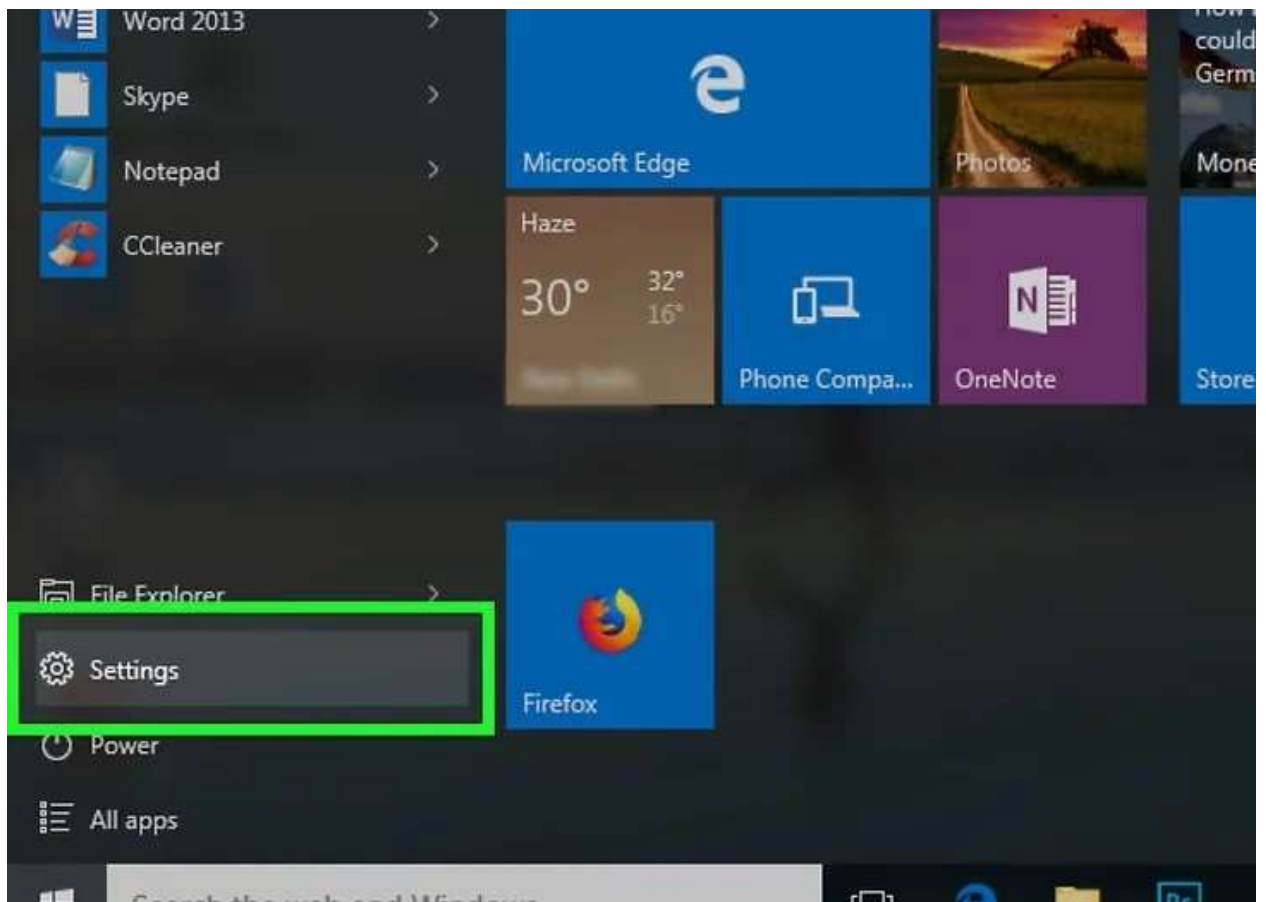
2

Open Start

. Click the Windows logo in the bottom-left corner of the screen. The Start menu will pop up.
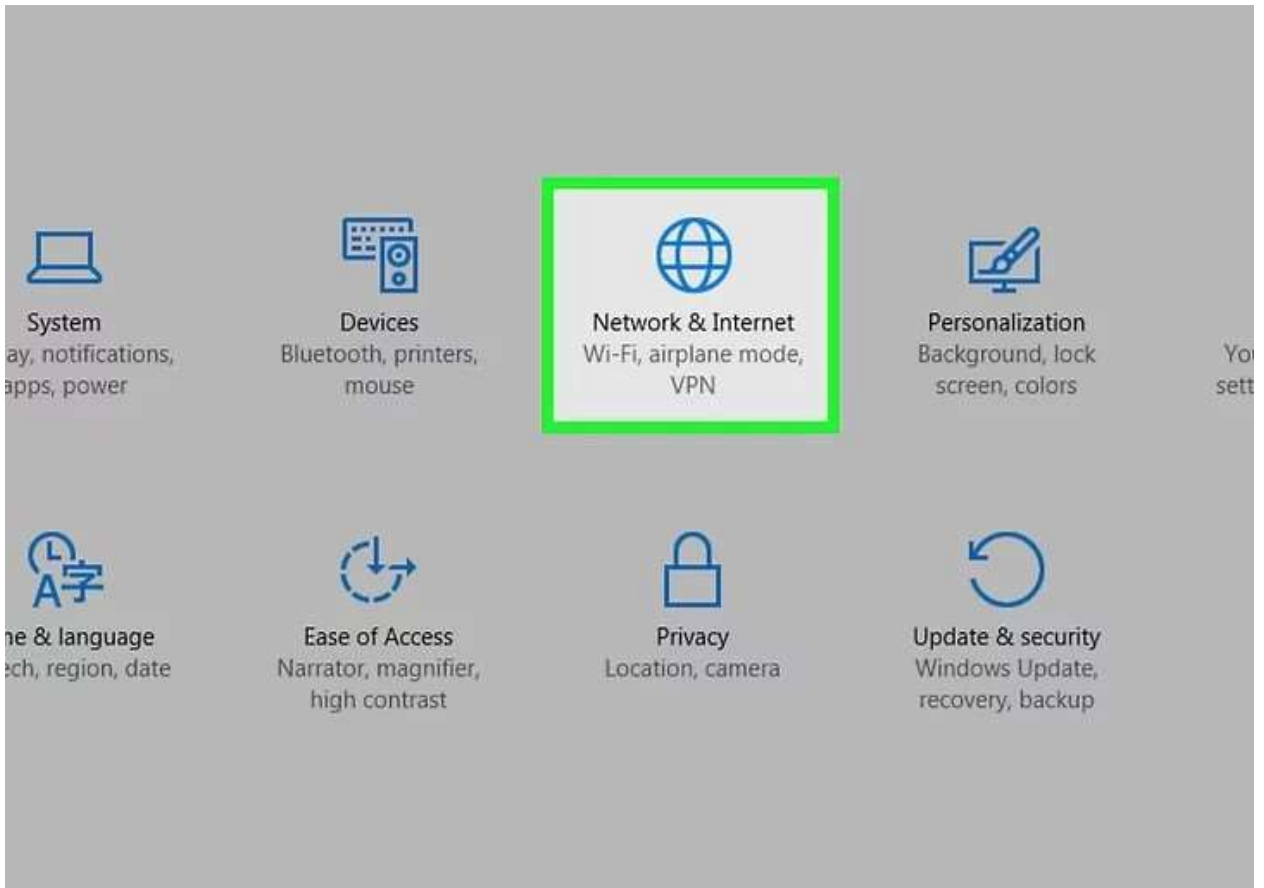
3

Open Settings

. Click the Settings gear in the lower-left corner of the Start menu. This will open the Settings window.
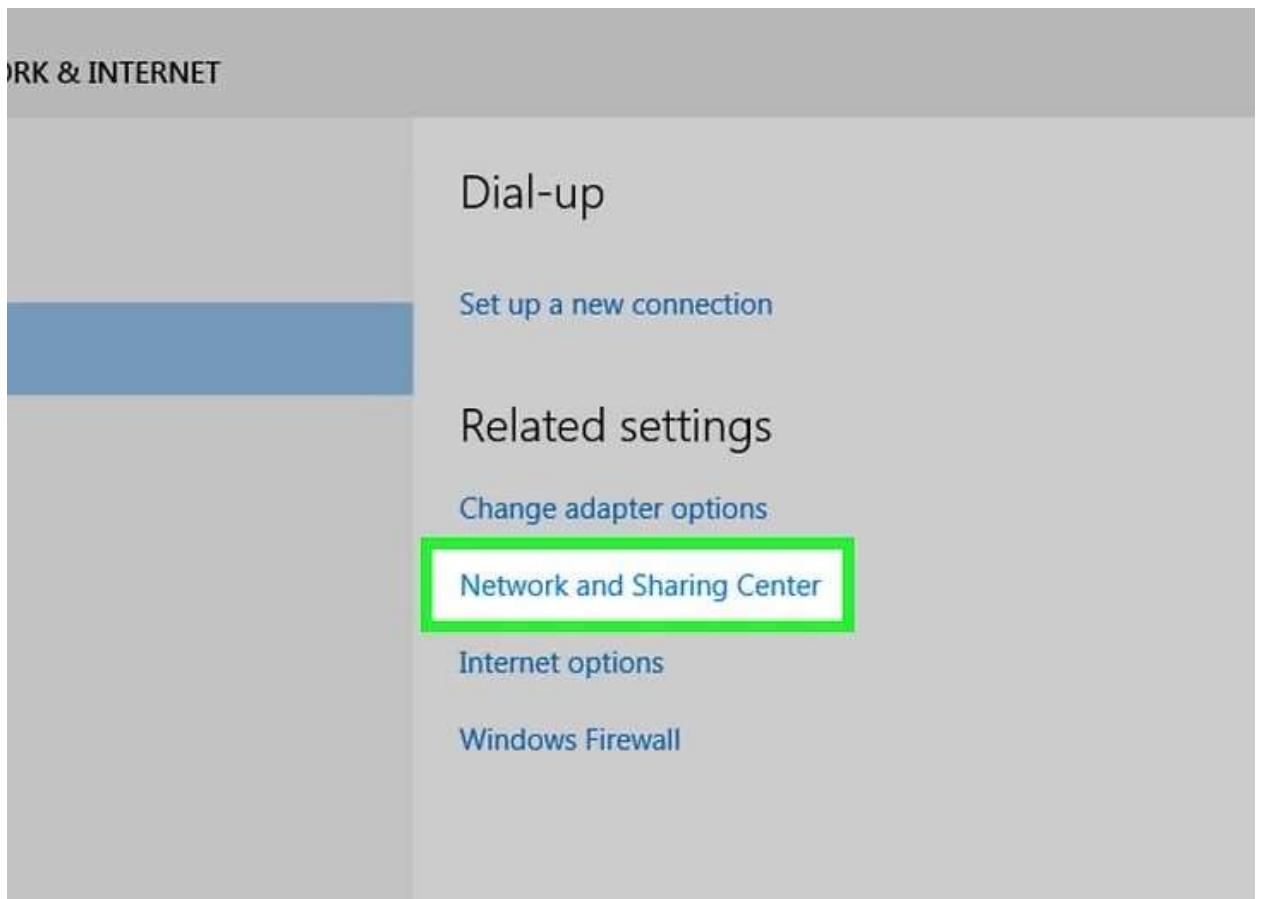
4

Click

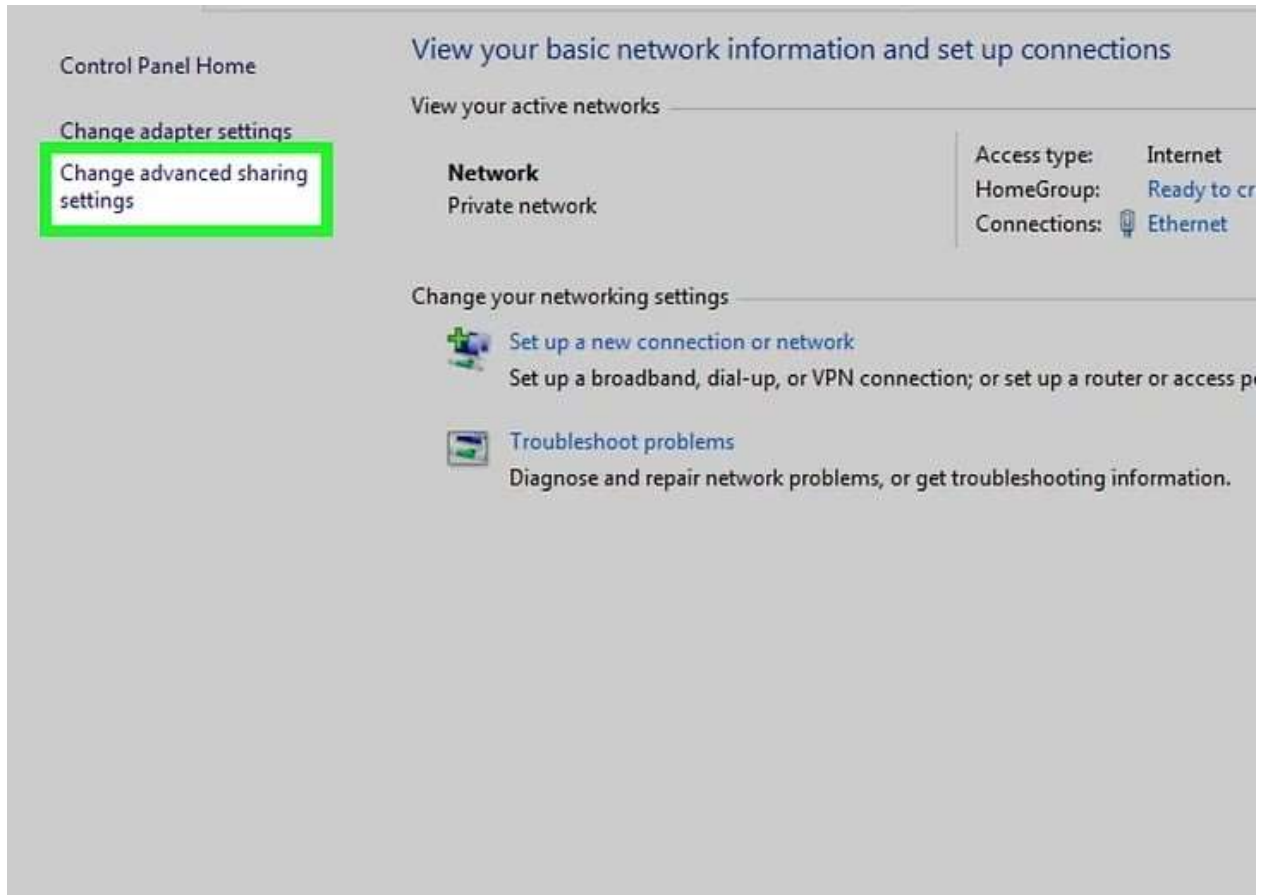**Network & Internet.** This is in the middle of the Settings window.

5

Click the Network and Sharing Center**.** It's a link toward the bottom of the page.

- You may need to scroll down to see this link. If you still can't find the link after scrolling down, click the **Status** tab in the upper-left corner of the window and look again.
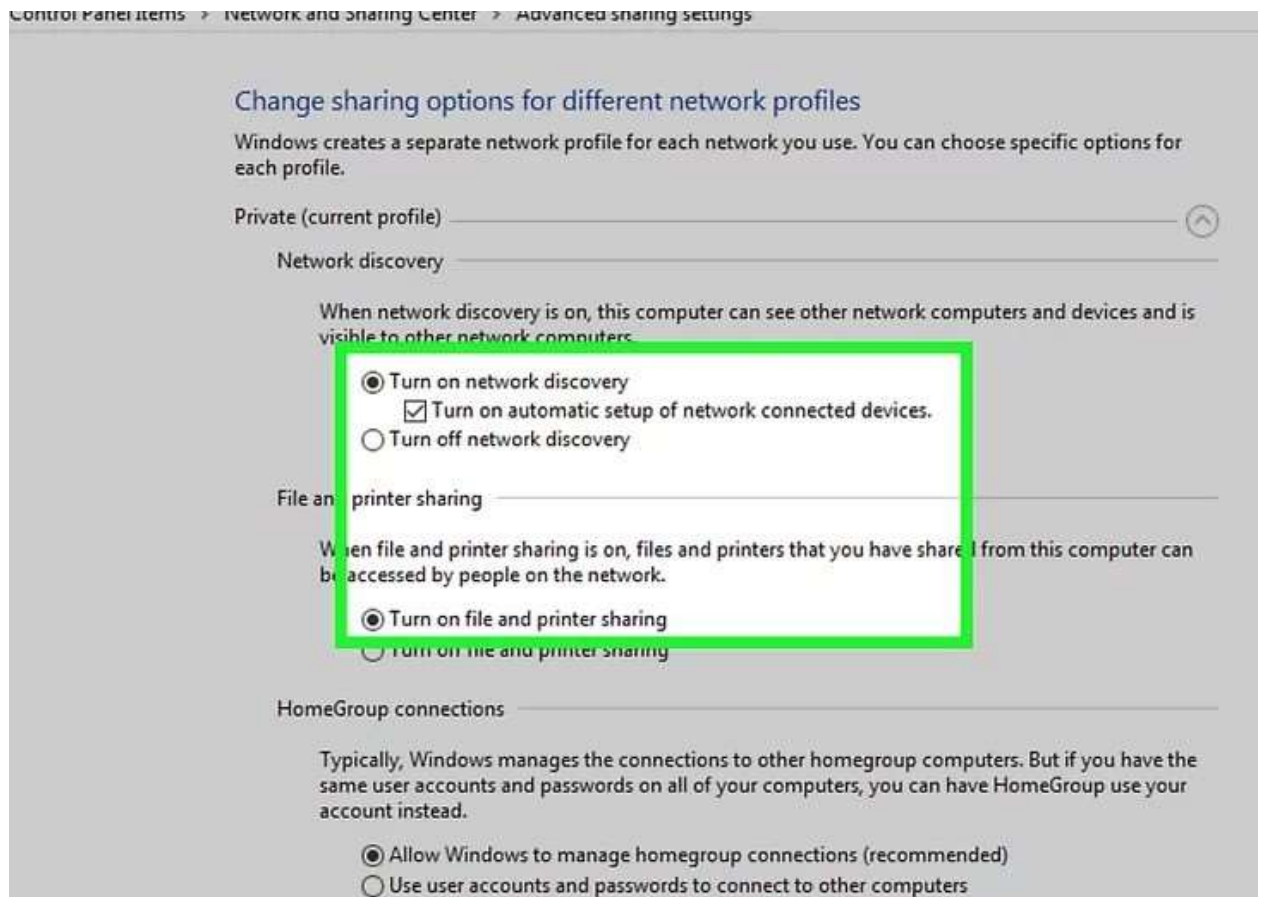
6

Click Change advanced sharing settings. This is in the upper-left side of the window. A new window will open.
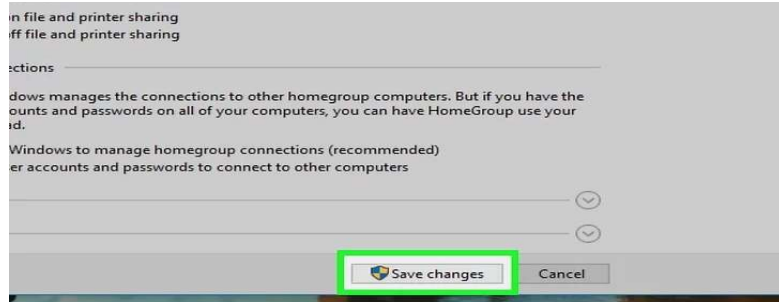
7

Turn on network discovery and file sharing. Check both the "Turn on network discovery" box and the "Turn on file and printer sharing" box.

8

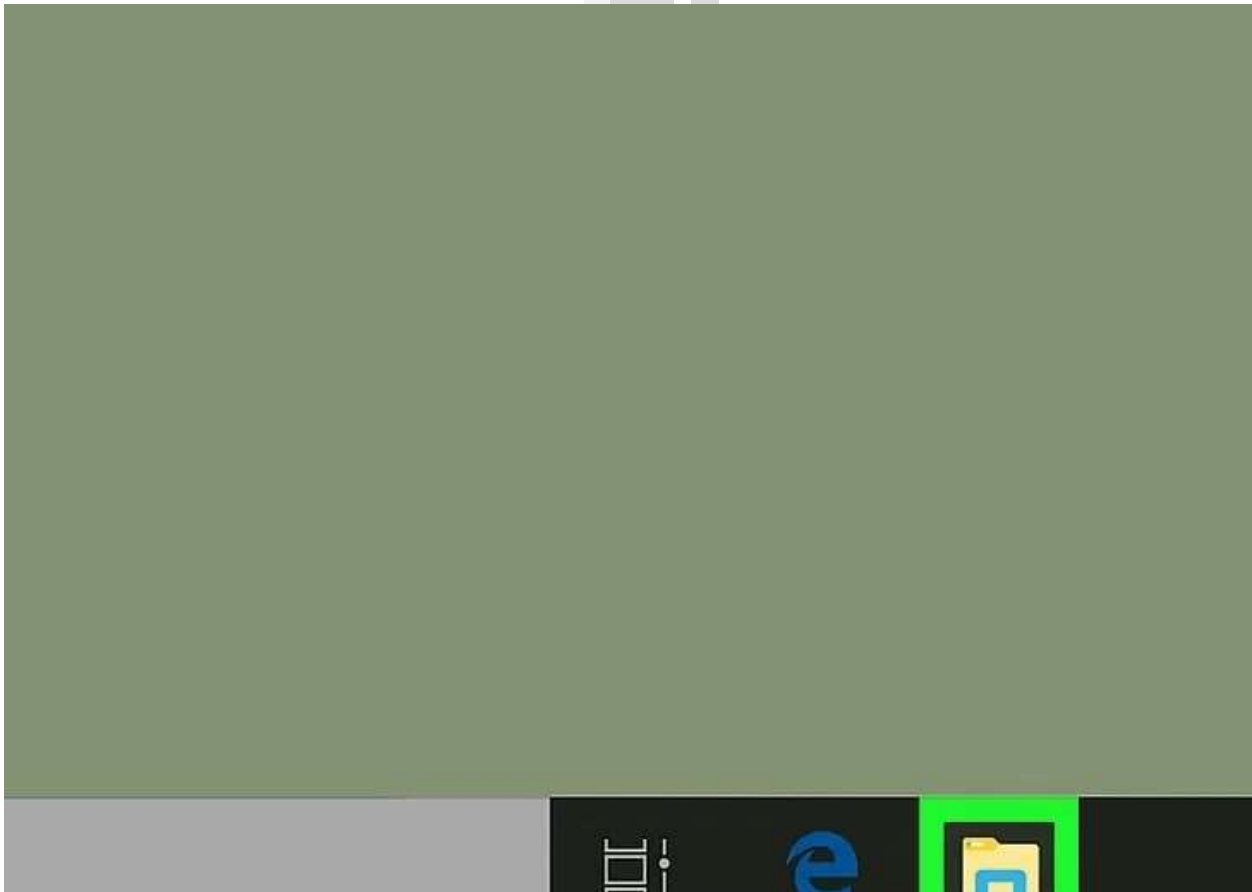**Click** Save changes **.** It's at the bottom of the window. Doing so saves your settings.

9

Open File Explorer

. Click the File Explorer app icon at the bottom of the screen, or right-click the Start icon and then click **File Explorer** in the resulting pop-up menu.

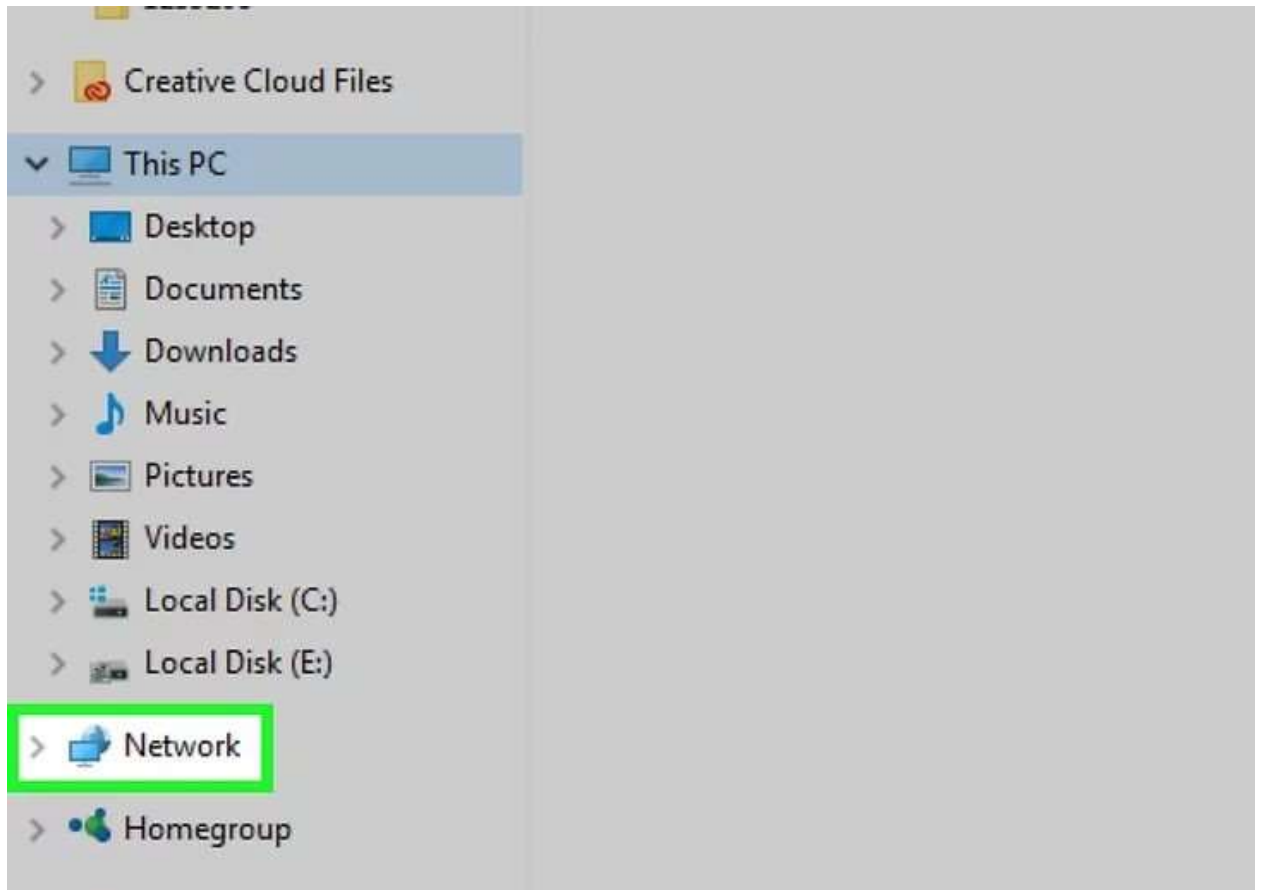- You can also press ⊞ Win + E to open the File Explorer.

10

Click Network. It's near the bottom of the sidebar that's on the left of the File Explorer window.

- You may have to scroll down in the File Explorer's left-hand sidebar to see this option.
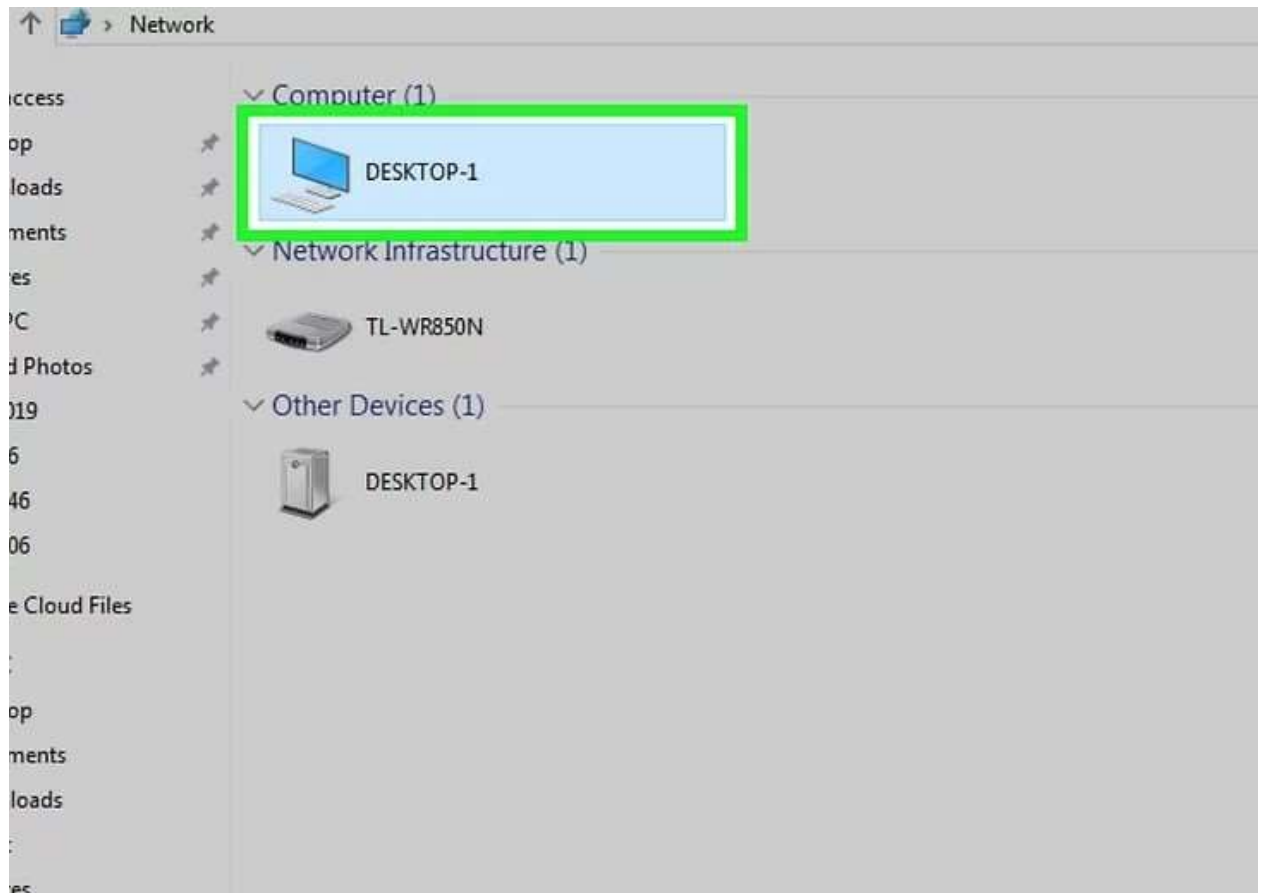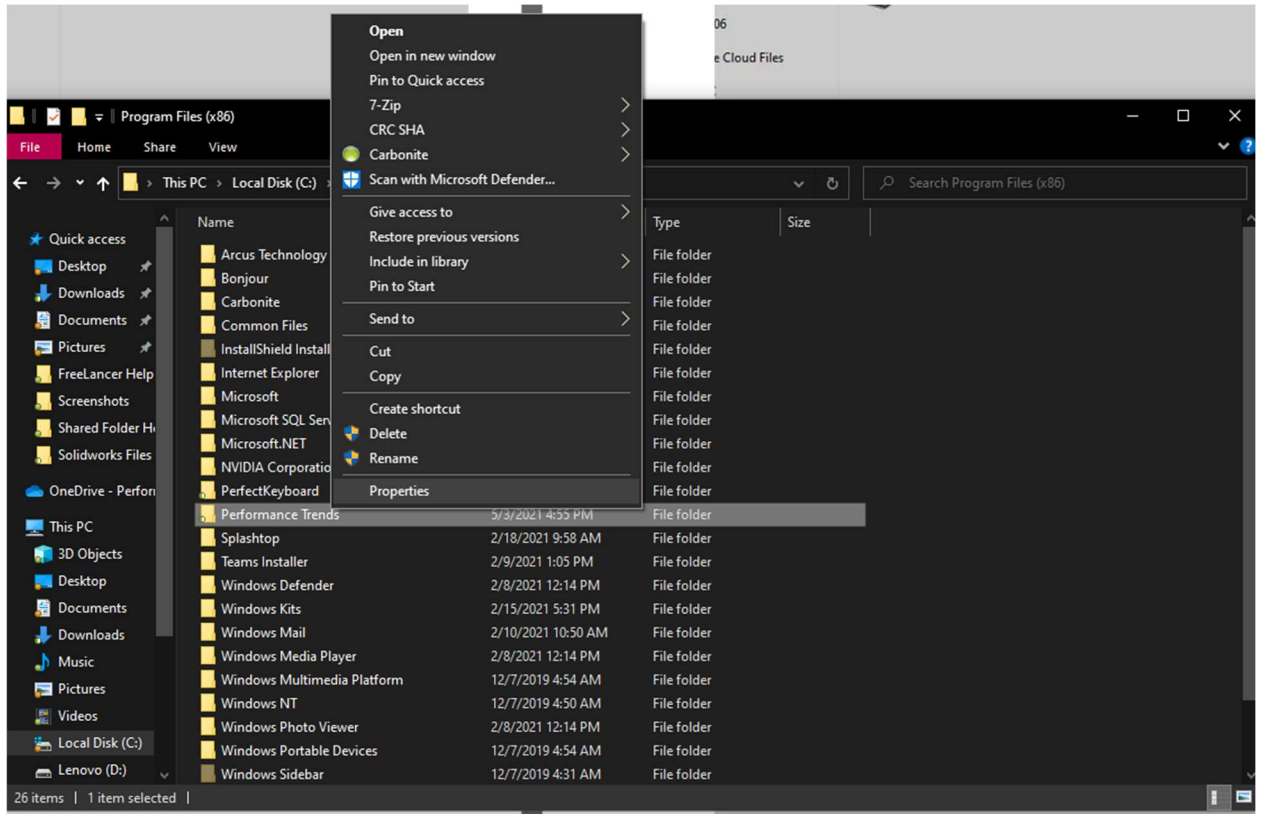
11

Select a computer. Double-click the name of the computer from which the folder you want to open is being shared.
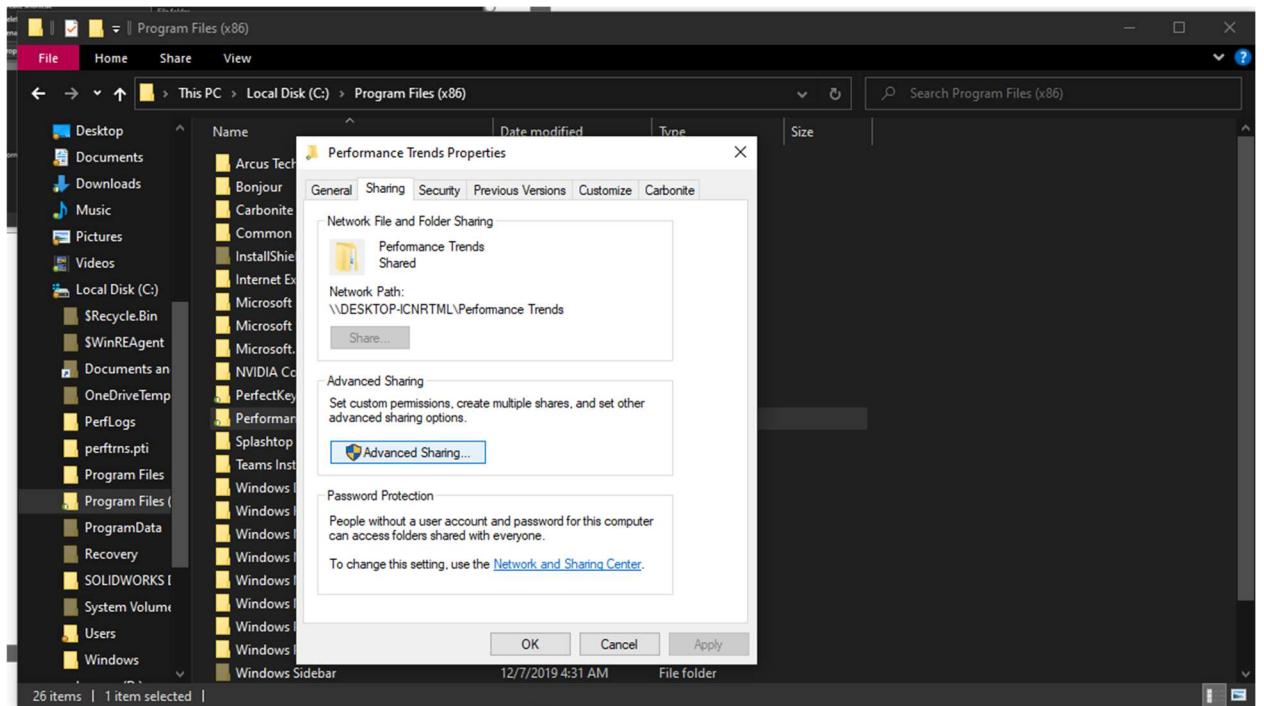
12

Creating a shared folder. In order to create or add a shared folder to the network there are a few steps that need to take place. **First** you will need to locate the file you wish to share, and **right click** on this folder and open the **properties** tab for this folder.
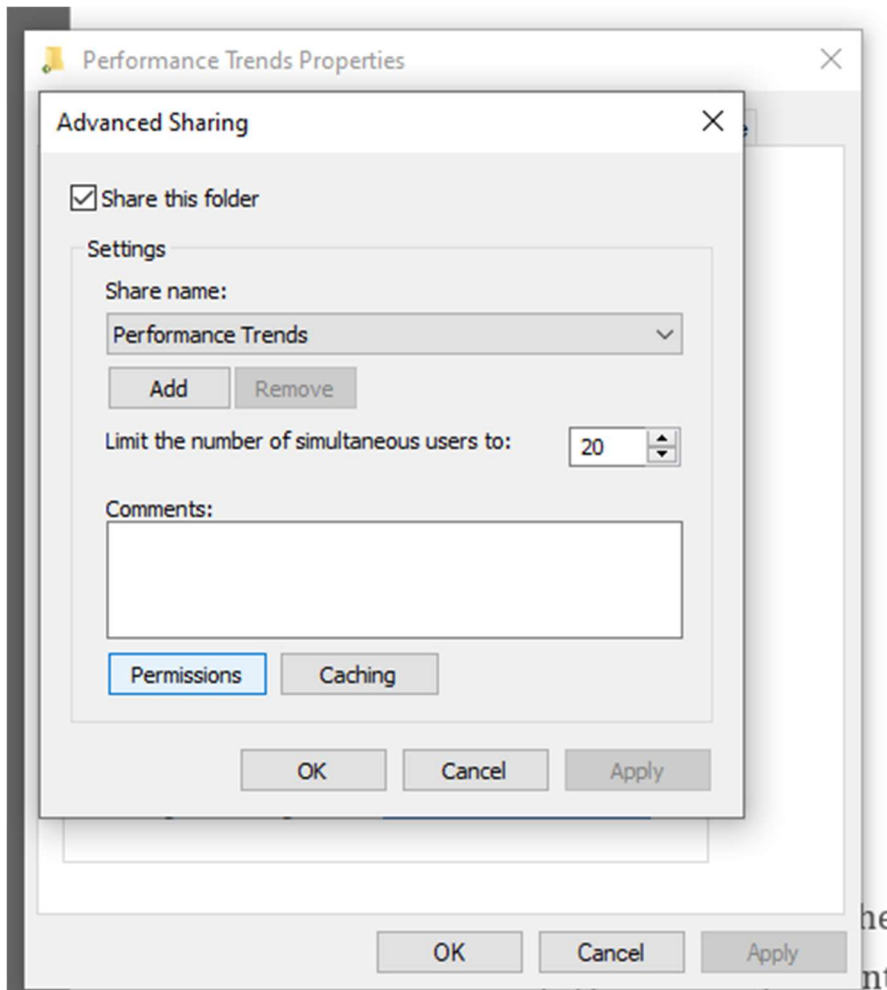
13

Once inside of the properties tab, you will need to enter the **sharing tab** and find the **advanced sharing button**.
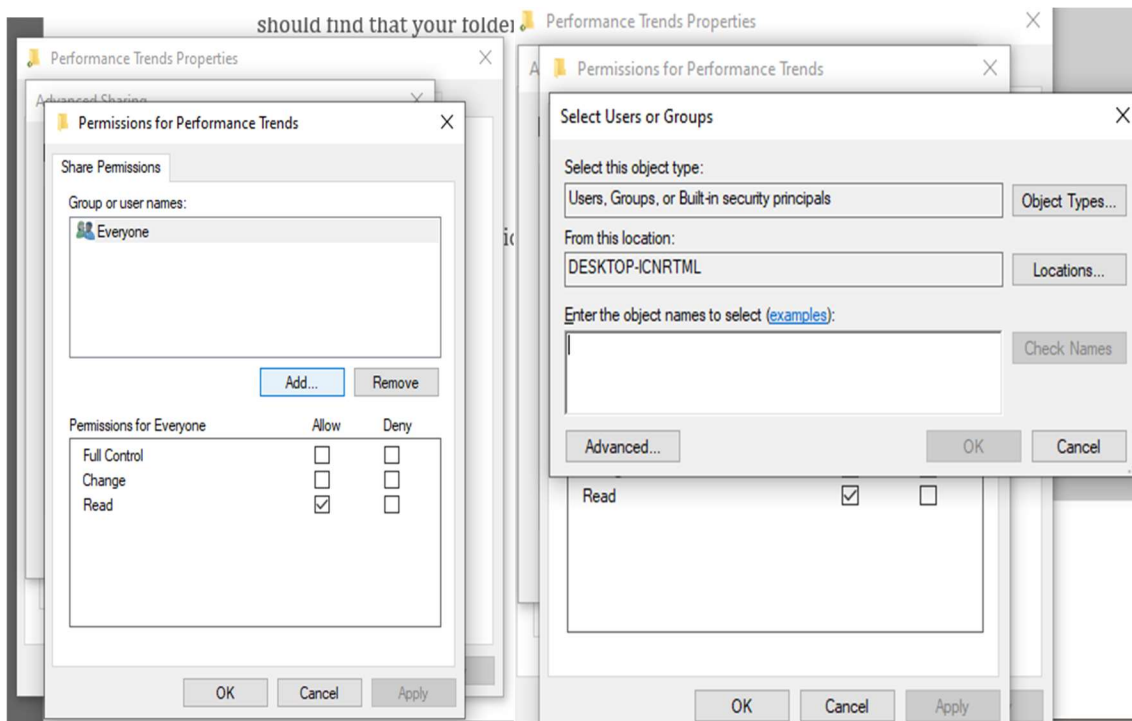
14

Click on the box next to the text **share this folder**. Once you have done that click on the **permissions button.**
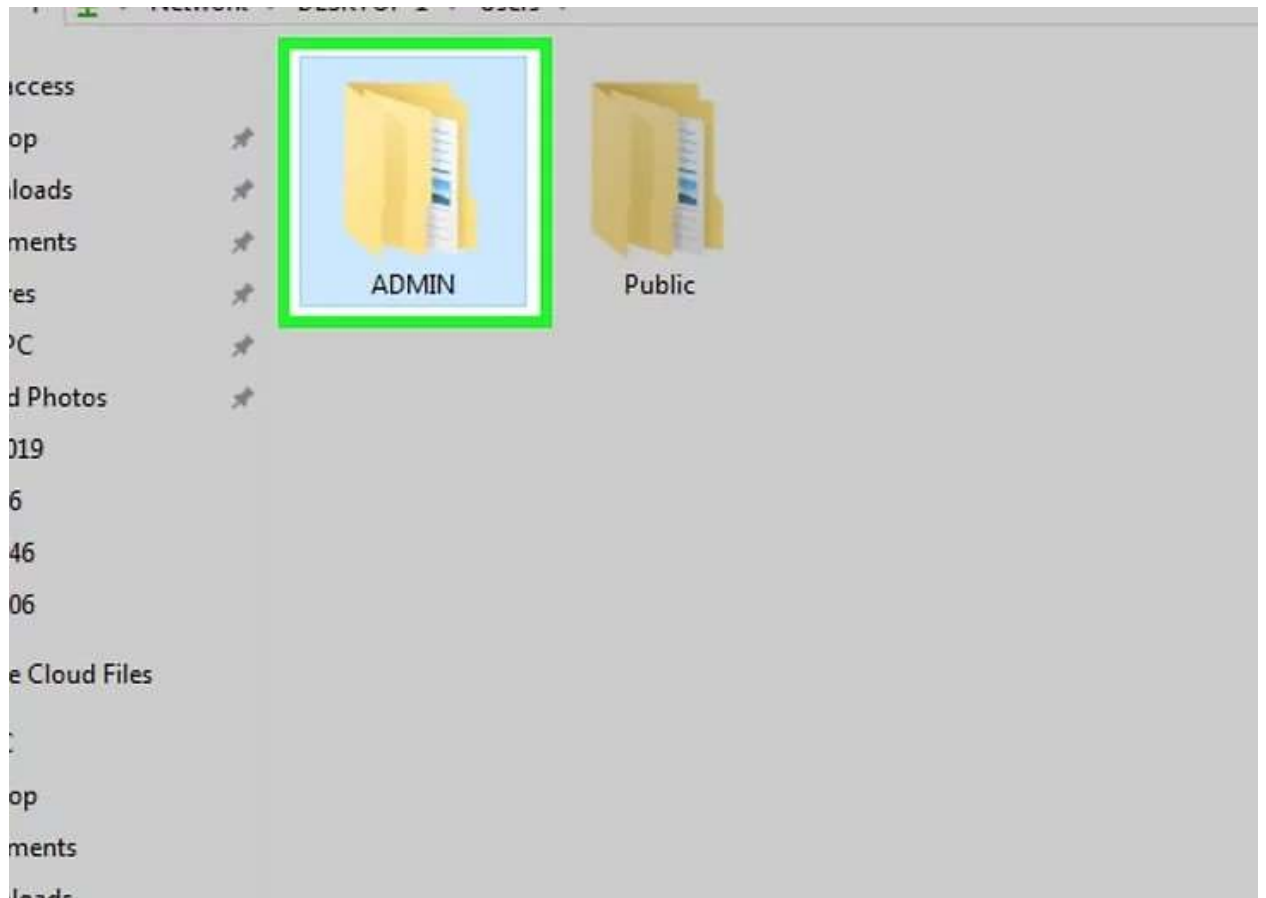
15

 Find the **add button.** In the box where it says to **enter the objects name to select**, type in **everyone** into this box and click on **OK.** Once you click okay, you should find that your folder is now visible on the network.
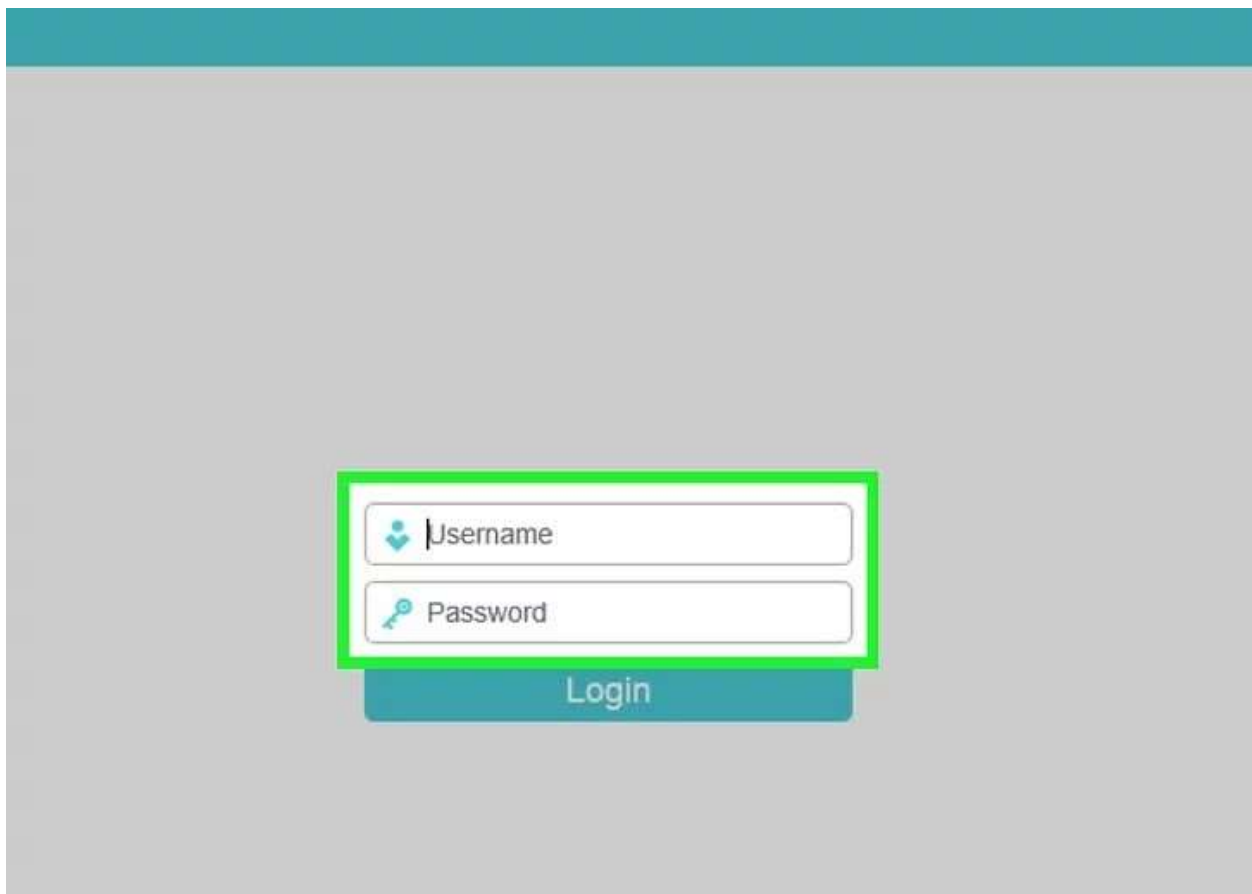
16

Select a folder. Double-click the folder you want to open.

17

Enter a username and password if prompted. This will usually be the username and password used to log into the computer which is sharing the folder. Doing so correctly will cause the folder to open.

- If the folder isn't protected, double-clicking it will open it immediately.

18

If you are unable to get to this point, you may have to ensure that the **File Sharing Support** is turned on, within the Windows Features list. Simply click inside the box to add the check and you will be asked to restart the computer. **You must restart the computer for the settings to take.** Once the computer restarts you should be able to share folders between the two computers.