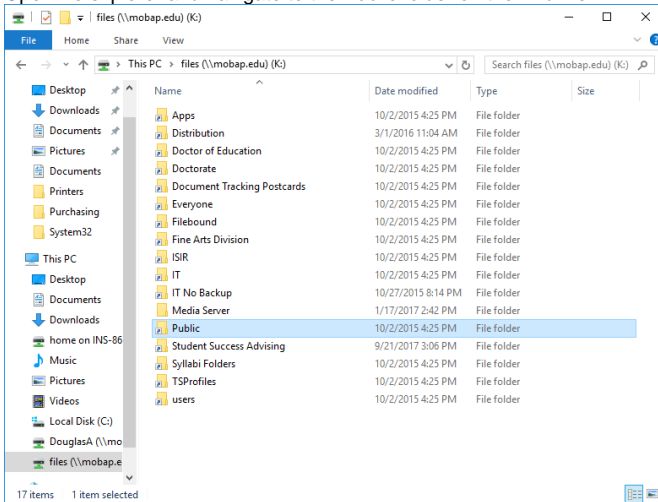


Use the K: Drive Public Folder

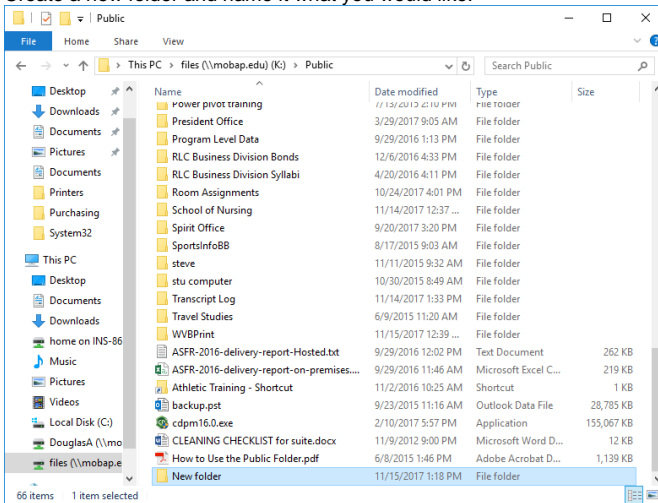
If you want to create a shared folder on the network for other people to access, do the following:

Step-by-step guide

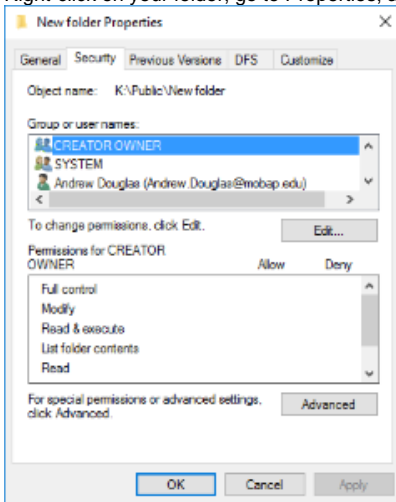
1. Open file explorer and navigate to the Public folder on the K: drive.



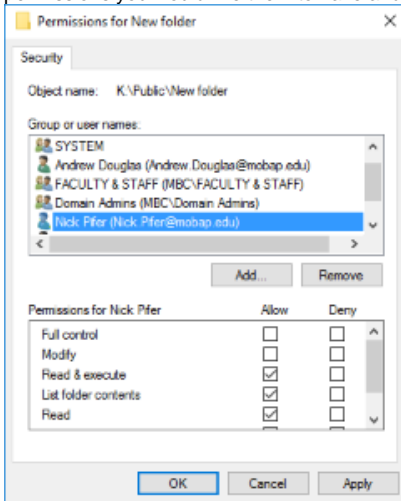
2. Create a new folder and name it what you would like.



3. Right-click on your folder, go to Properties, and click on the Security tab.



4. Click on Edit, then Add, and add the users you wish to have access to the contents of the folder. While you have the user selected, choose the permissions you would like them to have and hit Apply.



**If you create additional folders inside of the main folder, you may need to assign permissions to those as well.

The creator of the folder is responsible for maintaining the permissions and contents of the folders and files.