Data Center

How to share a folder in Windows Server 2012

By Scott Lowe
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Takeaway: Scott Lowe reports that there are some slight changes with the file-sharing in Windows Server 2012. Here are the steps for sharing a file in the new version.

Even though we're in the days of cloud, virtualization, and all kinds of other advanced technologies, organizations continue to rely on the most tried and true collaboration method out there: Windows file sharing. Although this folder-sharing capability has been around in Windows since the beginning, the process by which you actually share a folder in Windows Server 2012 has undergone some changes.

Before I get started, I'm assuming that you have already installed the File and Storage Services role that comes with your server. If not, you'll need to install it in order to follow along.

Open Server Manager and navigate to File and Storage Services. Once there, go to Shares and, from the Tasks menu, choose the New Share option (Figure A).

Figure A

Server Manager

◄◄ Shares

Manage

SHARES
All shares | 4 total   TASKS ▼

Filter   New Share...

+ Add crit   Refresh

Share   Local Path

▲ WIN2012-DC (4)

MSSCVMMLibrary   C:\ProgramDa

NETLOGON   C:\Windows\S

SYSVOL   C:\Windows\S

Test   C:\Shares\Test

Servers

Volumes

Disks

Storage Pools

Shares

iSCSI

VOLUME
MSSCVMMLibra

(C:)
Capacity:

35.5% Used

Go to Volume

QUOTA

Starting the share creation process

The first question you're asked is one regarding the protocol you'd like to use for the new share. You can choose between SMB and, if the service is installed, NFS. For both, there are multiple profiles from which you can choose. In the table below, you can see a list of the profiles, along with a short description of each.

Profile	Description
SMB Share - Quick	This basic profile represents the fastest way to create an SMB file share, typically used to share files with Windows-based computers. • Suitable for general file sharing • Advanced options can be configured later by using the Properties dialog
SMB Share - Advanced	This advanced profile offers additional options to configure a SMB file share. • Set the folder owners for access-denied assistance • Configure default classification of data in the folder for management and access policies • Enable quotas
SMB Share - Applications	This profile creates an SMB file share with settings appropriate for Hyper-V, certain databases, and other server applications.
NFS Share - Quick	This basic profile represents the fastest way to create a NFS file share, typically used to share files with UNIX-based computers. • Suitable for general file sharing • Advanced options can be configured later by using the Properties dialog
NFS Share - Advanced	This advanced profile offers additional options to configure a NFS file share. • Set the folder owners for access-denied assistance • Configure default classification of data in the folder for management and access policies • Enable quotas

Note that I've chosen to create a standard SMB share with the Advanced option so you can see more options later on.

Figure B
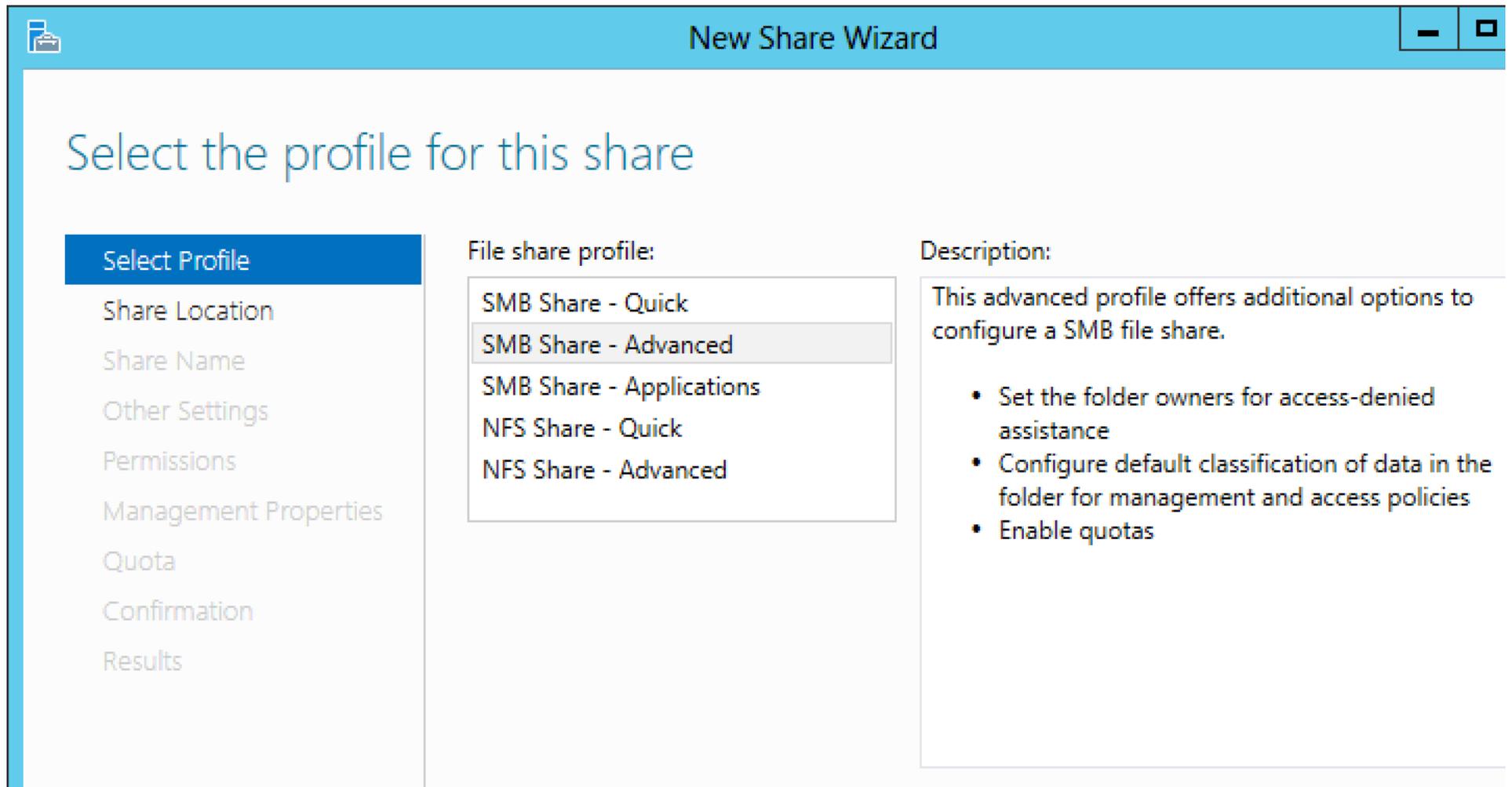
Choose a profile for the share

Next, provide the path to the folder that you'd like to share. You can also choose to share a whole drive, as you can see in **Figure C**. I'm sharing a folder named *C:\MySharedFolder*.

Figure C

New Share Wizard

Select the server and path for this share

Select Profile

Share Location

Share Name

Other Settings

Permissions

Management Properties

Quota

Confirmation

Results

Server:

Server Name	Status	Cluster Role	Owner Node	
WIN2012-DC	Online	Not Clustered		

ⓘ This list displays servers only with File Server Resource Manager installed.

Share location:

○ Select by volume:

Volume	Free Space	Capacity	File System	
C:	38.7 GB	60.0 GB	NTFS	

The location of the file share will be a new folder in the \Shares directory on the selected volume.

◉ Type a custom path:
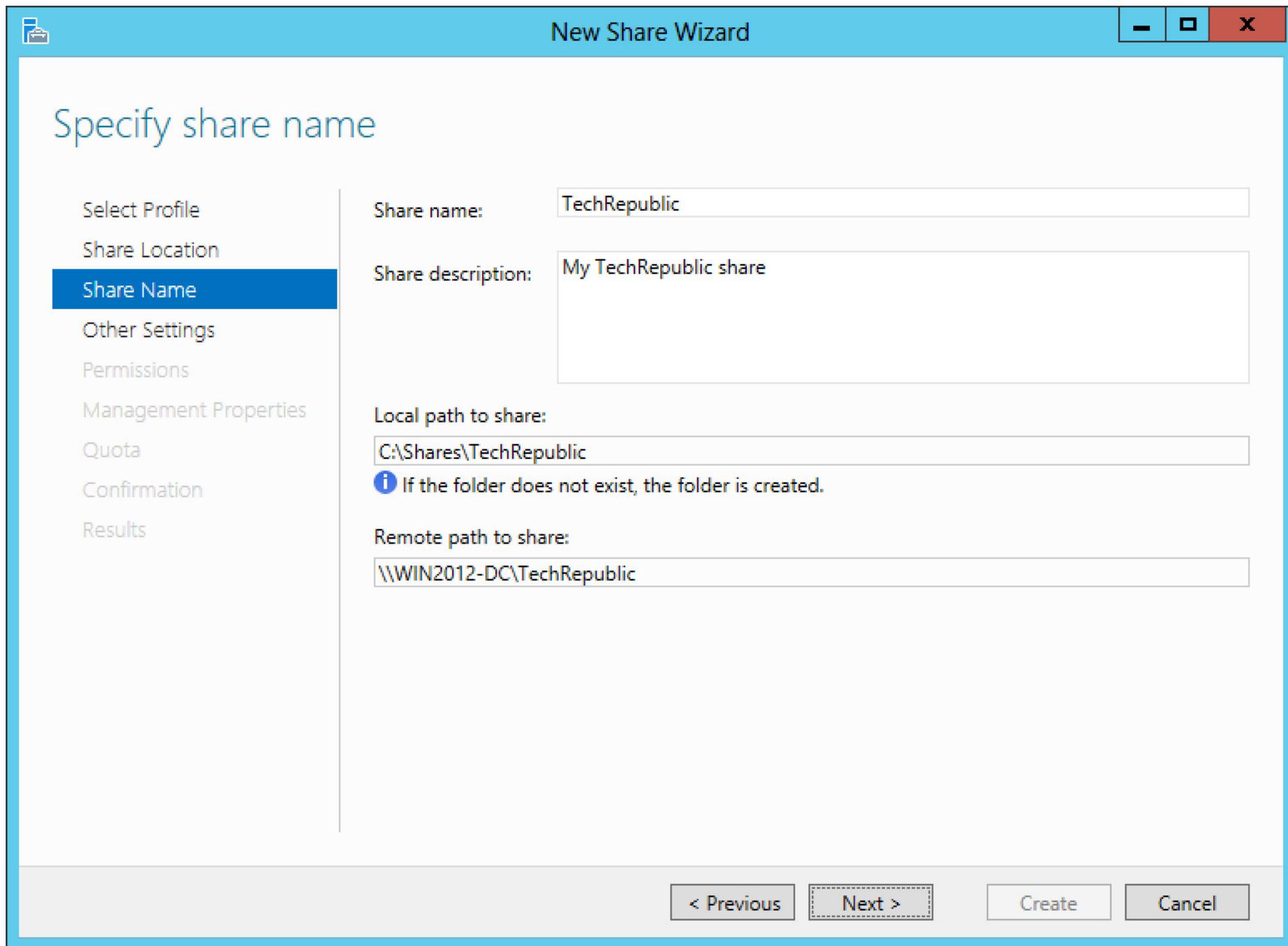
C:\MySharedFolder　　　　　　　　　　　　　　　　　　　Browse...

< Previous　　　Next >　　　Create　　　Cancel

Provide a path for the shared folder

Next, provide the name of the share and a description of the share. The share name does not have to match the folder name. I've named my share *TechRepublic*. Note in **Figure D** that you are also shown the full share name/network path.

Figure D

New Share Wizard

Specify share name

- Select Profile
- Share Location
- **Share Name**
- Other Settings
- Permissions
- Management Properties
- Quota
- Confirmation
- Results

Share name: TechRepublic

Share description: My TechRepublic share

Local path to share:

C:\Shares\TechRepublic

ⓘ If the folder does not exist, the folder is created.

Remote path to share:

\\WIN2012-DC\TechRepublic

< Previous   Next >   Create   Cancel

Give the new share a name and description

There are a number of additional settings that you can enable for the share. Access-based enumeration used to be an add on for Windows. It allows users to see just the files and folders to which they have been granted access and not even be able to see that other items exist. You can also choose to allow the shared folder to be cached on other systems using BranchCache. Finally, you're able to encrypt remote access to the newly shared resource.

Figure E
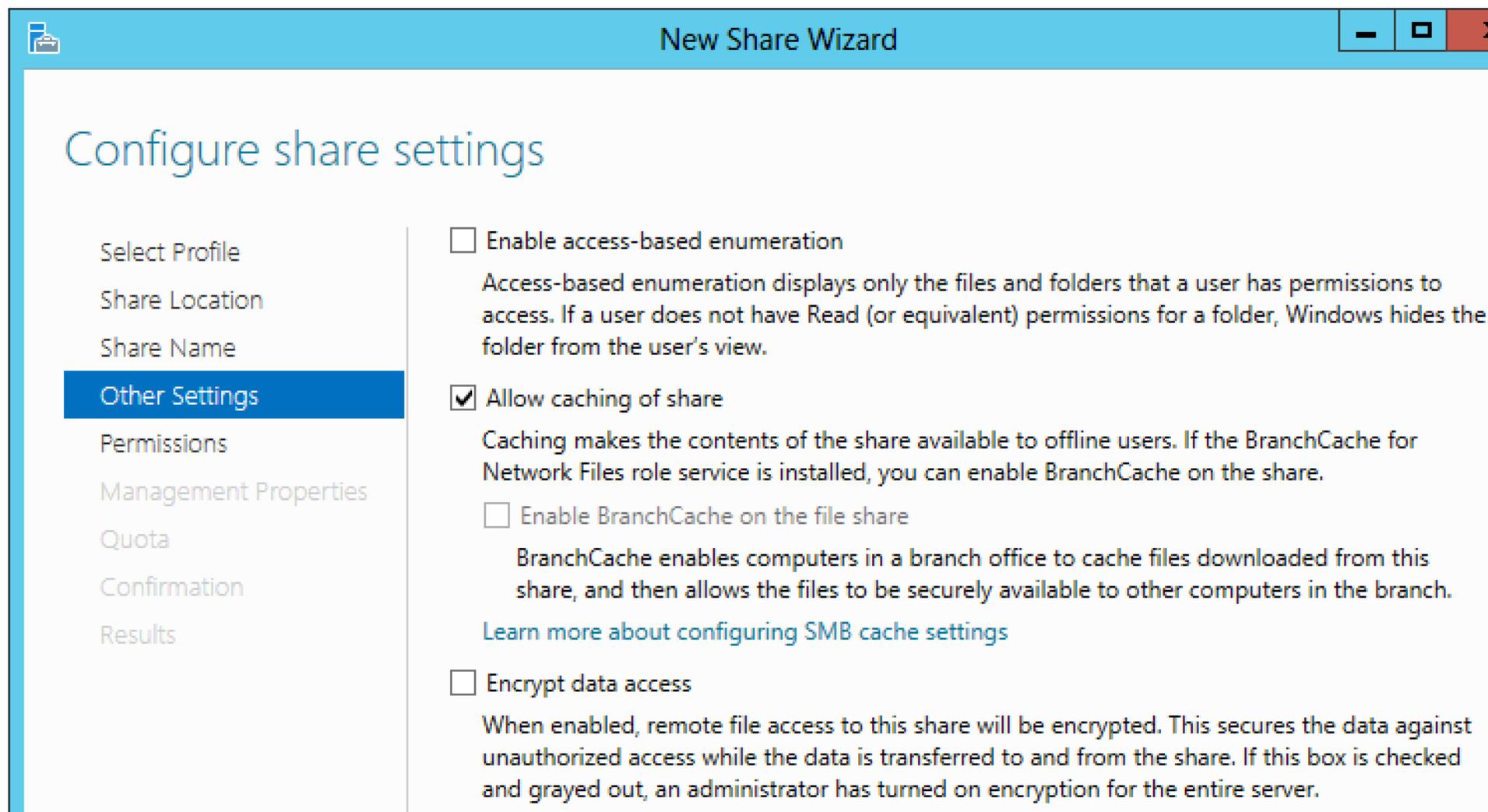
Choose advanced sharing settings

If you've used NTFS permissions in the past, the next step is familiar. Provide the permissions that should be in force for this resource.

Figure F

New Share Wizard

Specify permissions to control access

Select Profile

Share Location

Share Name

Other Settings

Permissions

Management Properties

Quota

Confirmation

Results

Permissions to access the files on a share are set using a combination of folder permissions, share permissions, and, optionally, a central access policy.

Share permissions: Everyone Full Control

Folder permissions:

Type	Principal	Access	Applies To
Allow	CREATOR OWNER	Full Control	Subfolders and files only
Allow	BUILTIN\Users	Special	This folder and subfolders
Allow	BUILTIN\Users	Read & execute	This folder, subfolders, and files
Allow	BUILTIN\Administrators	Full Control	This folder, subfolders, and files
Allow	NT AUTHORITY\SYSTEM	Full Control	This folder, subfolders, and files

Customize permissions...

Advanced Security Settings for TechRepublic

Name: C:\Shares\TechRepublic

Owner: Administrators (LOWELAB12\Administrators)   Change

Permissions	Share	Auditing	Effective Access

For additional information, double-click a permission entry. To modify a permission entry, select the entry and click Edit (if available).

Permission entries:

	Type	Principal	Access	Inherited from	Applies to
	Allow	SYSTEM	Full control	C:\	This folder, subfolders and files
	Allow	Administrators (LOWELAB12\...	Full control	C:\	This folder, subfolders and files
	Allow	Users (LOWELAB12\Users)	Read & execute	C:\	This folder, subfolders and files
	Allow	Users (LOWELAB12\Users)	Special	C:\	This folder and subfolders
	Allow	CREATOR OWNER	Full control	C:\	Subfolders and files only

Set permissions for the shared folder

Windows Server 2012 has new content management capabilities that can span the organization. The step of the wizard shown in **Figure G** is a part of this new classification system.

Figure G
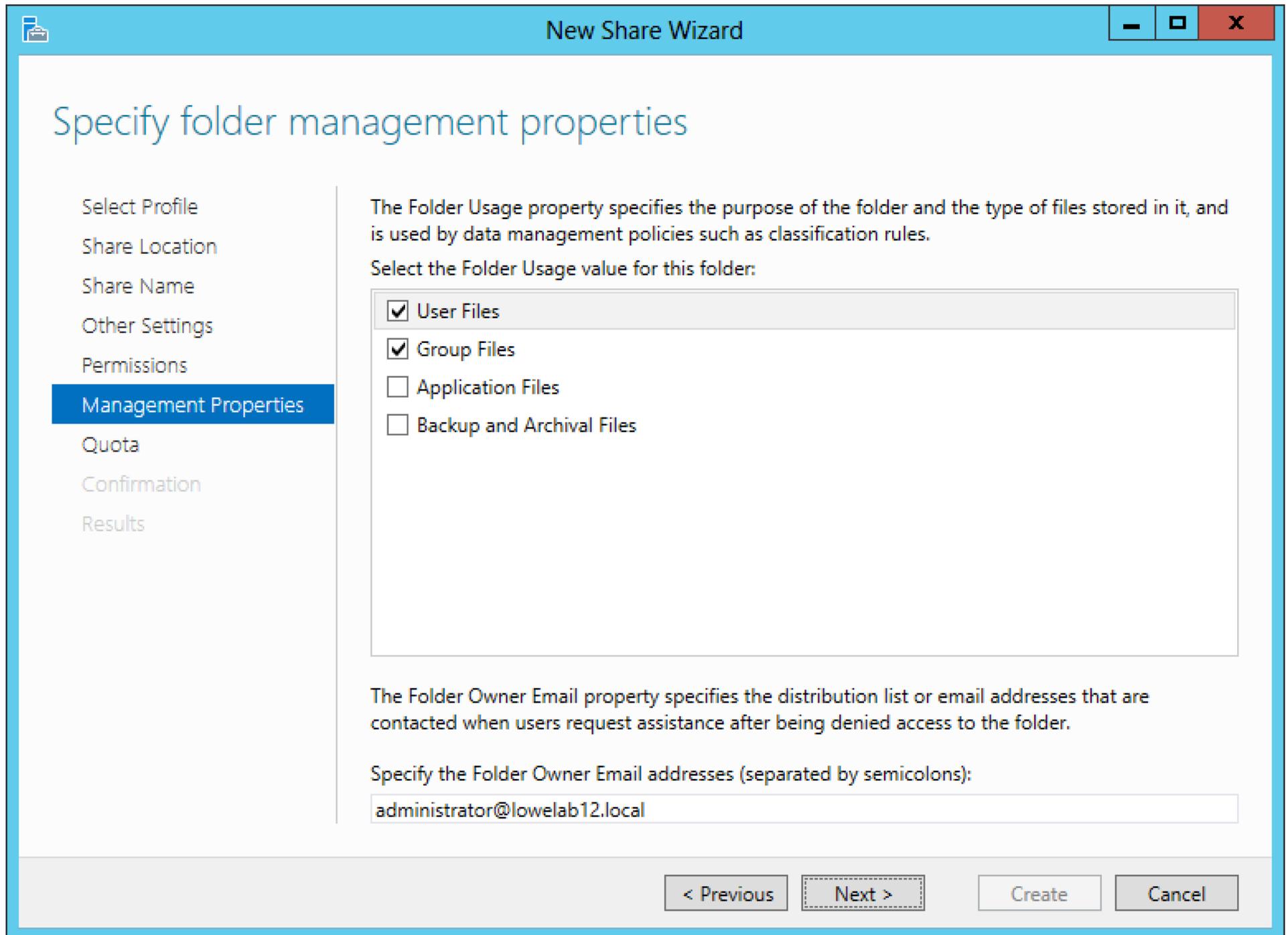
New Share Wizard

Specify folder management properties

Select Profile

Share Location

Share Name

Other Settings

Permissions

Management Properties

Quota

Confirmation

Results

The Folder Usage property specifies the purpose of the folder and the type of files stored in it, and is used by data management policies such as classification rules.

Select the Folder Usage value for this folder:

- ☑ User Files
- ☑ Group Files
- ☐ Application Files
- ☐ Backup and Archival Files

The Folder Owner Email property specifies the distribution list or email addresses that are contacted when users request assistance after being denied access to the folder.

Specify the Folder Owner Email addresses (separated by semicolons):

administrator@lowelab12.local

< Previous | Next > | Create | Cancel

Identify the purpose of this folder

Windows Server 2012 comes with a number of predefined quotas. If you want to apply a quota to this share, choose the quota type.

Figure H

New Share Wizard

Apply a quota to a folder or volume

Select Profile

Share Location

Share Name

Other Settings

Permissions

Management Properties

Quota

Confirmation

Results

○ Do not apply a quota

● Apply a quota based on the template:

| 100 MB Limit |
| 200 MB Limit Reports to User |
| Monitor 200 GB Volume Usage |
| Monitor 500 MB Share |
| 200 MB Limit with 50 MB Extension |
| 250 MB Extended Limit |

Summary of template:

Template name:	200 MB Limit Reports to User
Limit:	200 MB Hard
Notification thresholds:	3
85% - Email	
95% - Event, Email	

Apply a predefined quota

Review your selections and click the Create button when you're ready to create the share.

Figure I
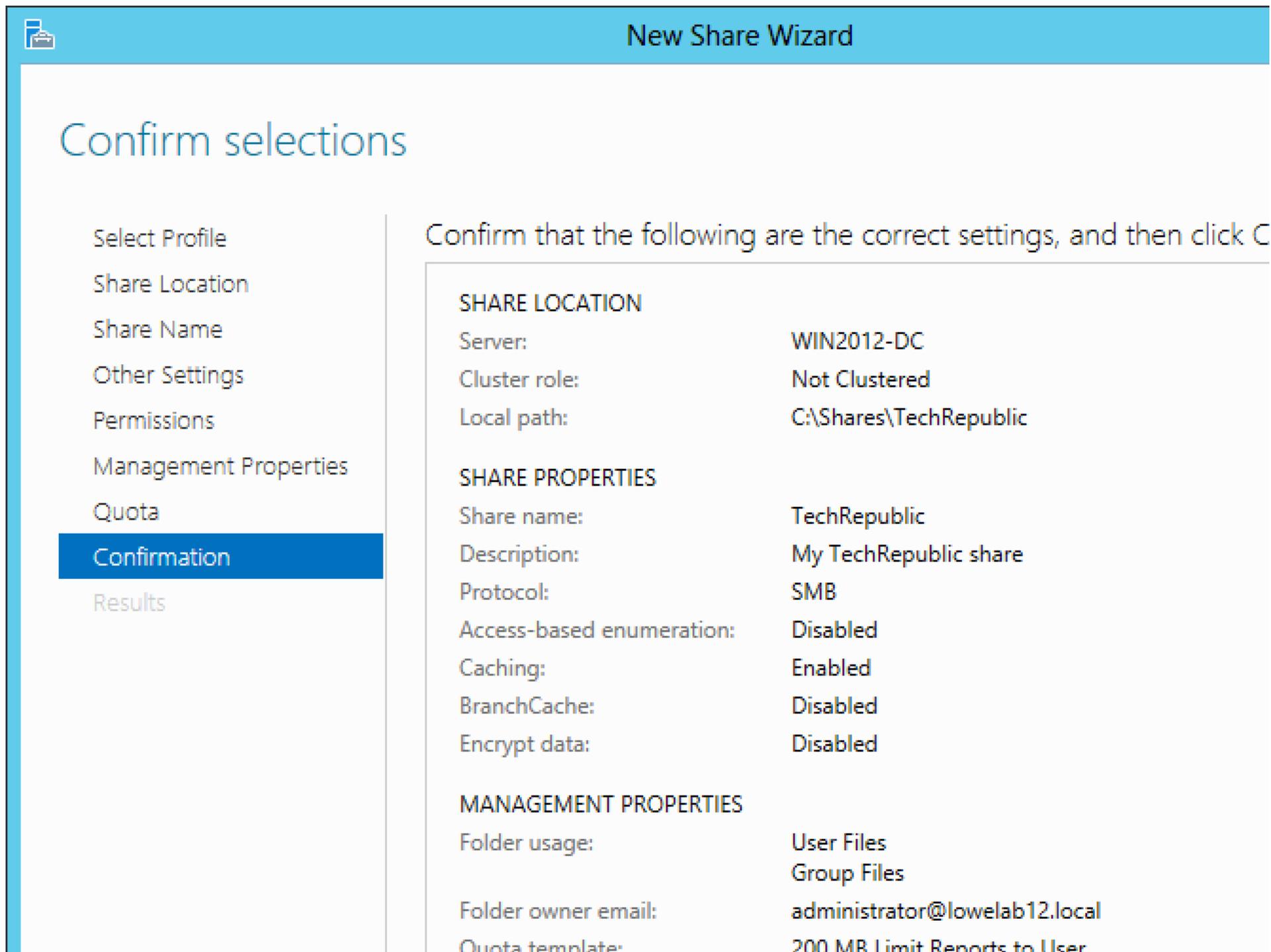
New Share Wizard

Confirm selections

Select Profile

Share Location

Share Name

Other Settings

Permissions

Management Properties

Quota

Confirmation

Results

Confirm that the following are the correct settings, and then click C

SHARE LOCATION

Server:	WIN2012-DC
Cluster role:	Not Clustered
Local path:	C:\Shares\TechRepublic

SHARE PROPERTIES

Share name:	TechRepublic
Description:	My TechRepublic share
Protocol:	SMB
Access-based enumeration:	Disabled
Caching:	Enabled
BranchCache:	Disabled
Encrypt data:	Disabled

MANAGEMENT PROPERTIES

Folder usage:	User Files
	Group Files
Folder owner email:	administrator@lowelab12.local
Quota template:	200 MB Limit Reports to User

Review your selections

You're provided with a full progress update.

Figure J

The share was created successfully

You've now successfully shared a folder in Windows Server 2012.

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