

To look at shared resources

- ▶ On the View menu, click the type of information you want:
 - To see who is connected to your computer, click By Connections.
 - To see shared folders on your computer that other people are using, click By Shared Folders.
 - To see files on your computer that other people are using, click By Open Files.

To disconnect someone from a shared resource

- 1 Click the name of the user you want to disconnect.
- 2 On the Administer menu, click Disconnect User.

Caution

- Make every effort to give people time to close files they have open on the shared resource before disconnecting them, or they may lose information.

To close an open file on a shared resource

- 1 On the View menu, click By Open Files.
- 2 Click the name of the file you want to close.
- 3 On the Administer menu, click Close File.


Caution

- If you close a file, the person using the file may lose information.

To add a shared folder

- 1 On the Administer menu, click Add Shared Folder.
- 2 Type the location of the folder you want to share.
- 3 Fill in the requested information.

Tip

- For Help on an item, click  at the top of the dialog box, and then click the item.

To change the properties of a shared folder

- 1 On the View menu, click By Shared Folders.
- 2 Click the folder you want.
- 3 On the Administer menu, click Shared Folder Properties.
- 4 Fill in the requested information.

Click [Help Topics](#) to return to the list of topics.

Provides a space for you to type the name of the computer whose shared resources you want to monitor.

Click this to see a list of computers on your network.

