

How to Share Files on Analysis.utk.edu

The Statistical Consulting Center

This document is a companion to *How to Use Analysis.utk.edu* and it contains only the additional information you need to know to share files with other UT students, faculty and staff. For information including how to log on and where to save your files see <http://oit.utk.edu/scc/HowToUseAnalysis.utk.edu.pdf>.

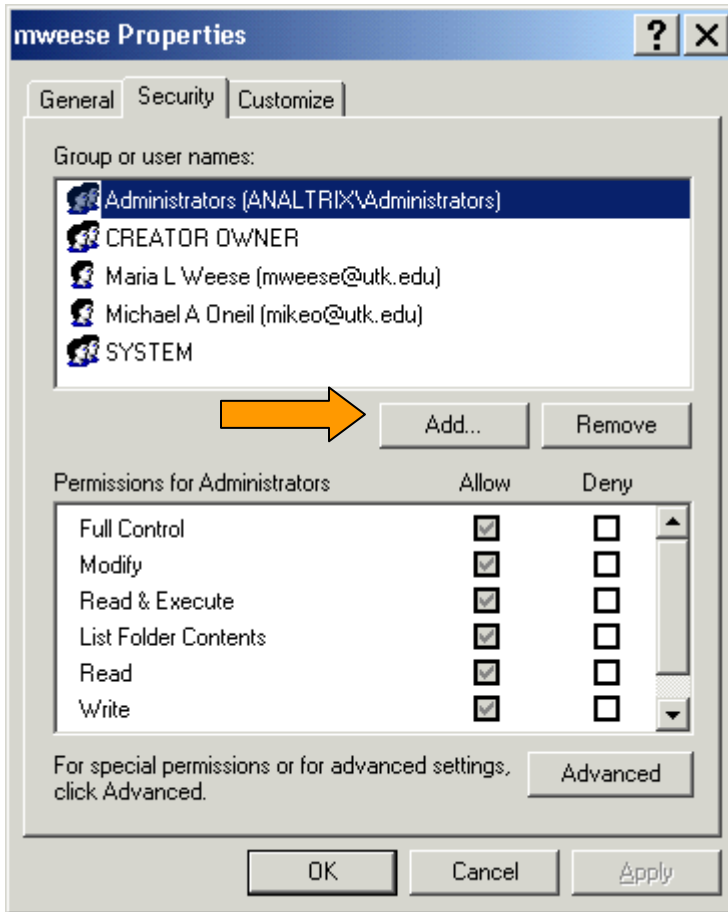
There are two ways to share files on Analysis.utk.edu: for everyone to see and for only specified people.

To share files with everyone is very easy. It is the standard method of sharing files on any Windows computer: simply copy the files into N:\Documents and Settings\All User\Shared Documents. All other users of Analysis.utk.edu will immediately be able to read or copy the files but only you can delete them. Since everyone can see files in that folder, be very careful what you put there!

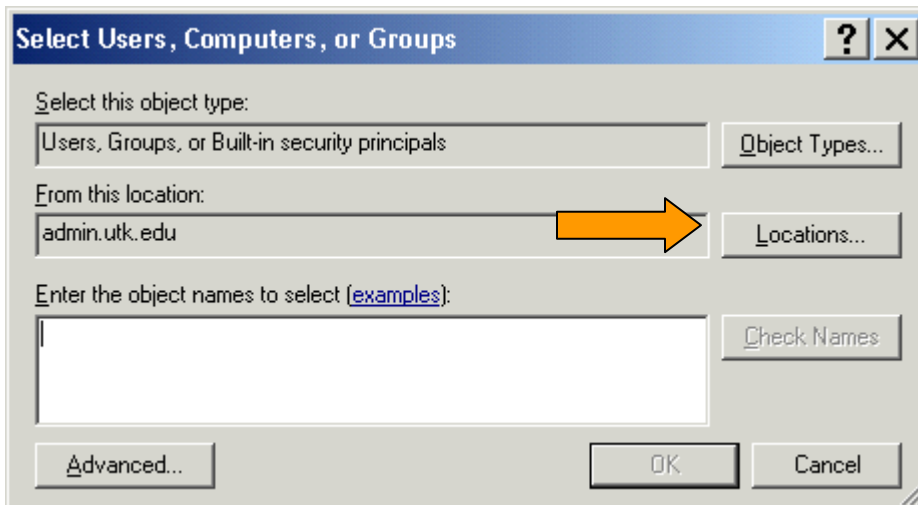
To share files with only chosen people is not quite as easy. Follow the steps below. Error messages that you may encounter along the way are listed at the end.

Steps for Sharing Files with Chosen People

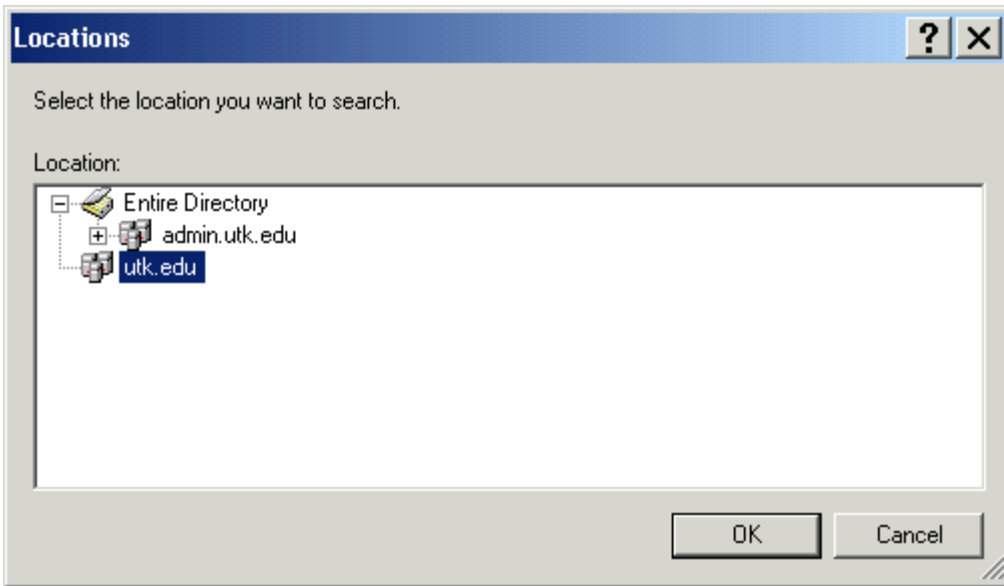
1. While running any application on Analysis.utk.edu, choose Save As from the File menu.
2. Browse to the folder named M:\USER FILES\Shared.
3. Click on the Create New Folder Icon and create a folder named for your NetID. For example, if your NetID is smith, create the folder M:\USER FILES\Shared\smith. You cannot save a file in the Shared folder without first creating your own folder within it.
4. No one will be able to see what is in the folder until you select people with whom you wish to share its contents. However, you cannot select someone until they too have logged on to Analysis.utk.edu at least once.
5. While the folder is visible in the Save As window, Right-click on the folder and choose Properties.
6. Click on the Security tab and then click on the Add... button (see below).



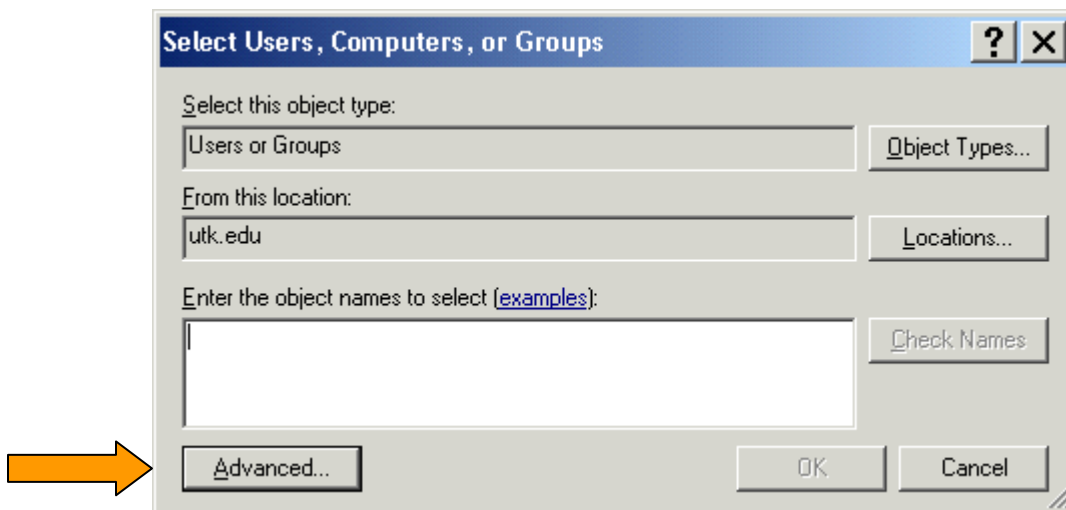
7. The screen below will appear. You will need to change the location. To do this click on the Locations... button.



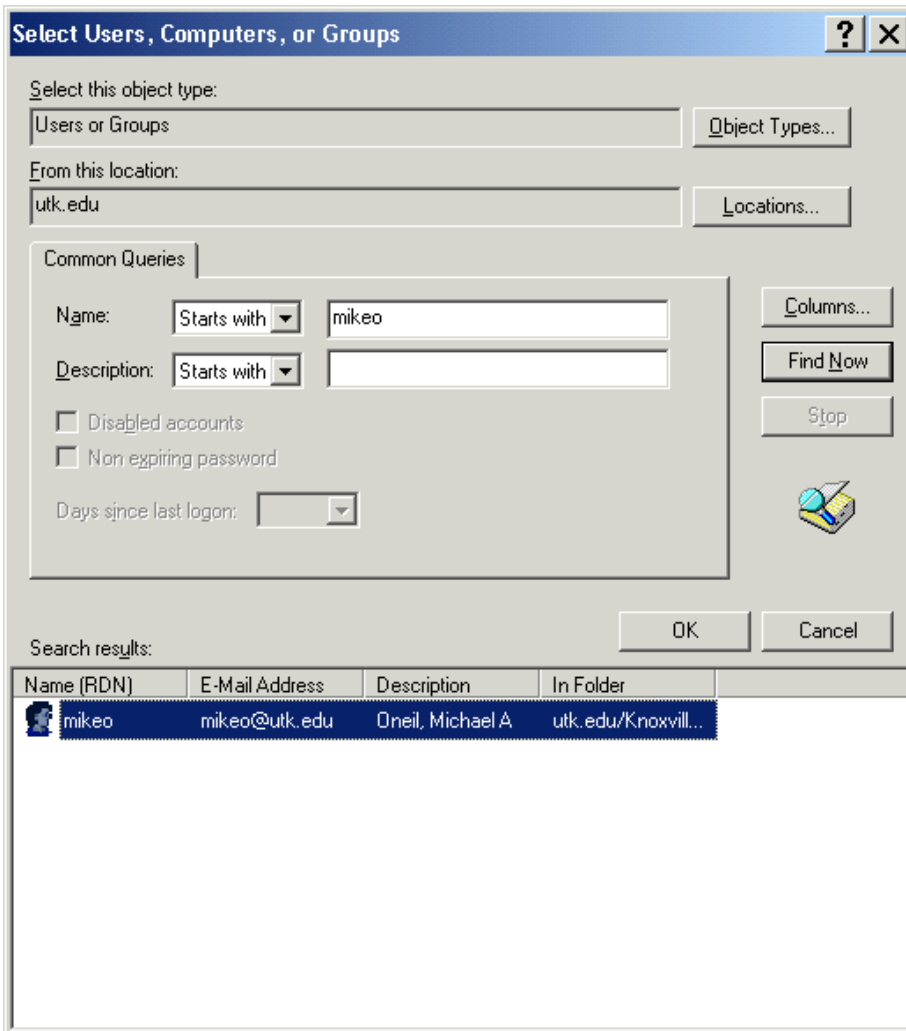
8. Choose the utk.edu line (see below) and click "Ok".



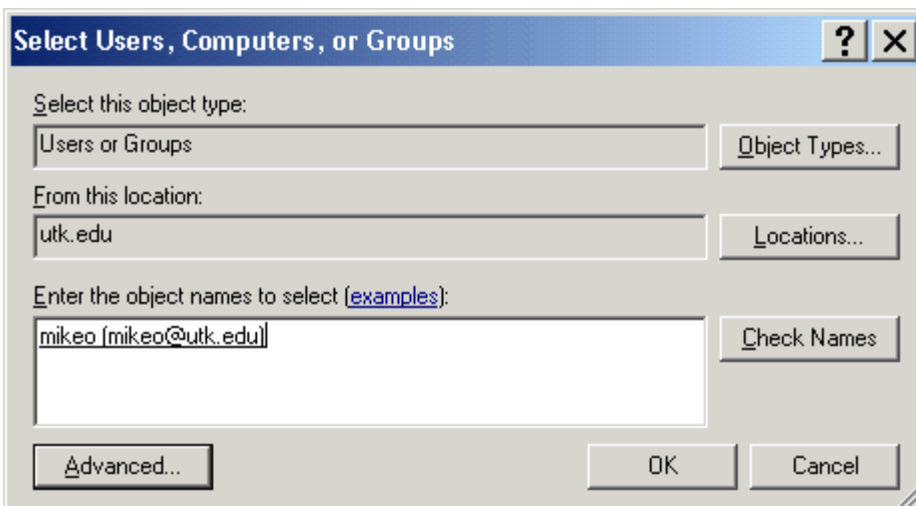
9. Click on Advanced...



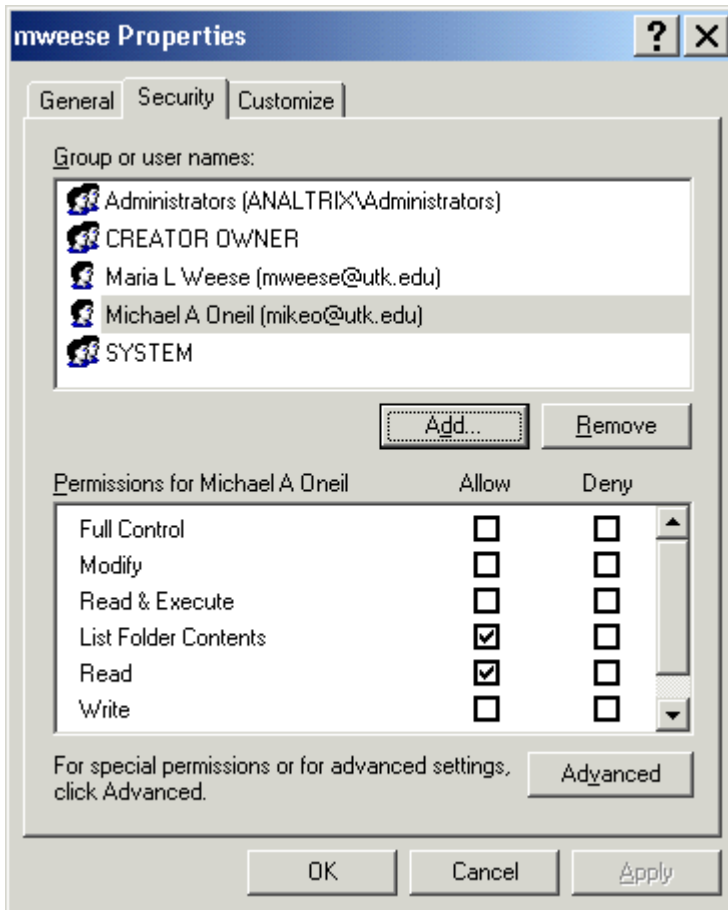
10. Type in the net ID of the person you wish to have access to your folder and click the Find Now button. Their name should appear in the Search results box. Click OK. If the person's NetID does not appear, either you have misspelled it or the person has not yet logged on to Analysis.utk.edu. You can check the spelling of NetIDs at <http://www.utk.edu/ph>.



11. Click OK in this dialogue box if this is the person you wish to add.

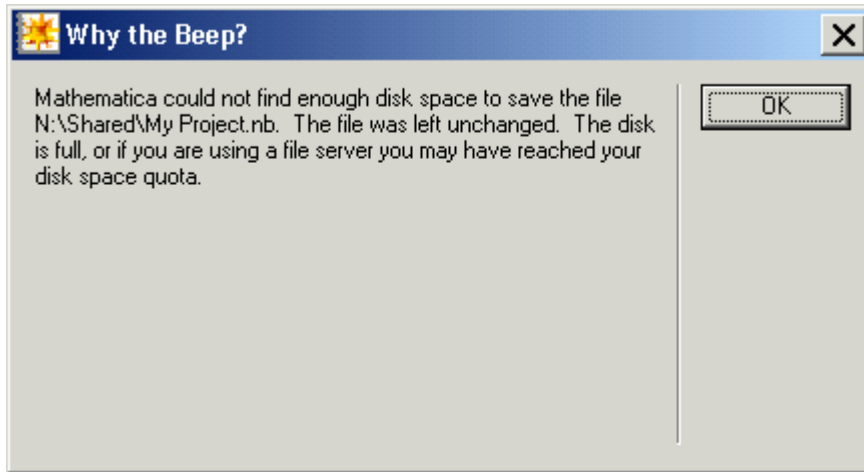


12. Chose the permissions you would like for this person to have, click Apply and then OK. The person should now have the access that you chose to your folder on the shared files directory.



Common File Sharing Error Messages

You can get the error message below two ways. First, you will get it if you try and save directly to the N:\Shared directory and not to your personal folder within that directory. Second, you will get it whenever you try to save to a folder to which you do not have write access.



Below is the error message you will receive if you try and save a file to the incorrect directory. If you receive this error message, the owner of this folder needs to follow the steps above to add you to the list of people who can write there.

