3. From the File menu, choose Properties.
4. In the Properties dialog box, select the Sharing tab.
5. On the Sharing page, select the Shared As option button.
6. If desired, in the Comment text box, type a comment to tell users what the folder contains.
7. If desired, in the User Limit area, set a limit on the number of users allowed at one time.
8. Choose Permissions.
9. In the Access Through Share Permissions dialog box, under Type of Access, select the type of access other users will have to your data.
10. Choose OK.
11. In the Properties dialog box, choose OK.

To stop sharing folders:

1. In Windows NT Explorer, in the All Folders window, select the shared folder.
2. From the File menu, choose Properties.
3. In the Properties dialog box, select the Sharing tab.
4. On the Sharing page, select the Not Shared option button.
5. Choose OK.

To find another person's computer on the network:

1. On the desktop, right-click the Network Neighborhood icon.
2. Choose Find Computer.
3. In the Find: Computer dialog box, in the Named text box, type the desired computer name.
4. Choose Find Now.
5. When finished, close the dialog box.

To examine shared resources on another person's computer:

1. On the desktop, double-click the Network Neighborhood icon.
2. Double-click the icon for the desired computer.
3. In the window that appears, double-click the desired folder.
4. Close the folder window when finished.

To add a printer:

1. Open the My Computer window.
2. Open the Printers folder.
3. Double-click the Add Printer icon.