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Windows > Shared Folder

Shared Folder

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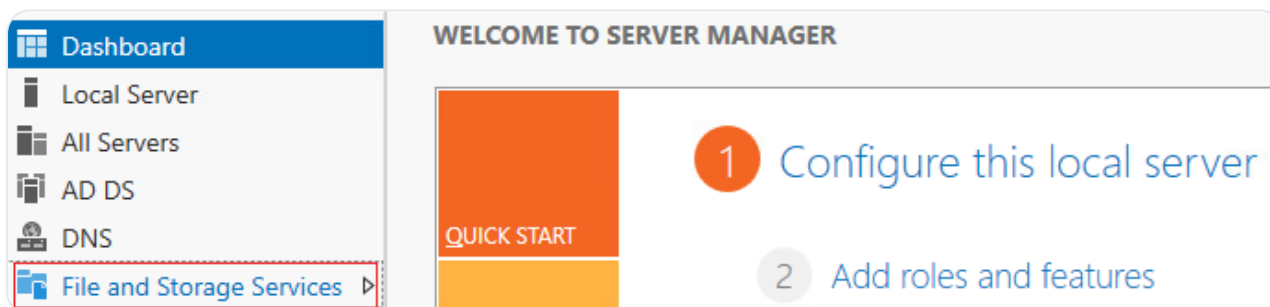
Shared Folder

Pembuatan shared folder dapat dilakukan melalui File and Storage Services yang dapat diakses melalui Server Manager. Secara umum, terdapat protocol sering digunakan dalam proses Sharing Folder adalah SMB.

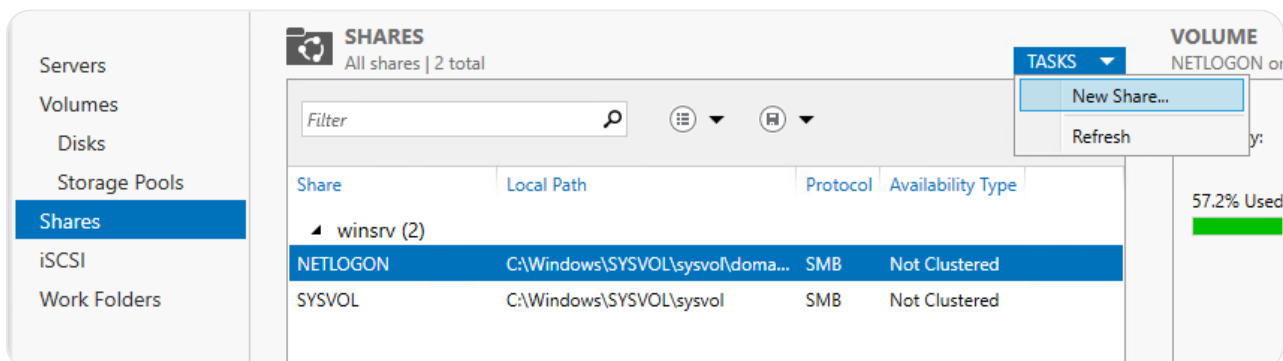
Creating Shared Folder

Berikut adalah langkah - langkah untuk membuat shared folder pada Windows Server:

1. Buka **Server Manager** > **File and Storage Services**



2. Pilih **Shares** > **TASKS** > **New Share...**



3. Pilih **SMB Share - Quick**

Select the profile for this share

Select Profile

Share Location

Share Name

Other Settings

Permissions

Confirmation

Results

File share profile:

SMB Share - Quick

SMB Share - Advanced

SMB Share - Applications

NFS Share - Quick

NFS Share - Advanced

4. Pada Share Location, pilih **Type a custom path** lalu masukan direktori yang akan dishare, contohnya C:\Sharing

Select the server and path for this share

Select Profile

Share Location

Share Name

Other Settings

Permissions

Confirmation

Results

Server:

Server Name	Status	Cluster Role	Owner Node
winsrv	Online	Not Clustered	

Share location:

☐ Select by volume:

Volume	Free Space	Capacity	File System
C:	8.25 GB	19.3 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:\Sharing

Browse...

5. Pada bagian Specify share name, pilih **Next**

Specify share name

Select Profile

Share Location

Share Name

Other Settings

Permissions

Confirmation

Results

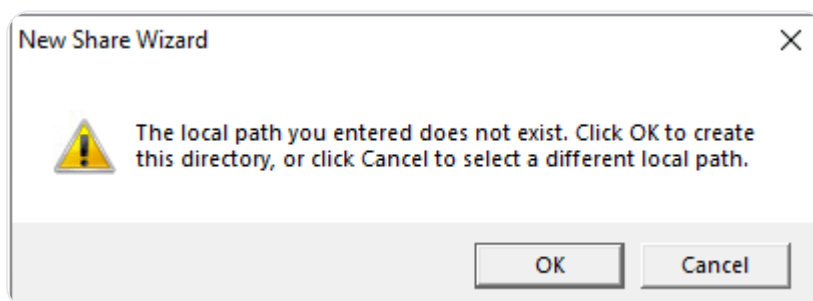
Share name:

Share description:

Local path to share:

Remote path to share:

6. Jika terdapat notifikasi seperti berikut, pilih **OK**



7. Pada bagian Configure share settings, pilih **Next**

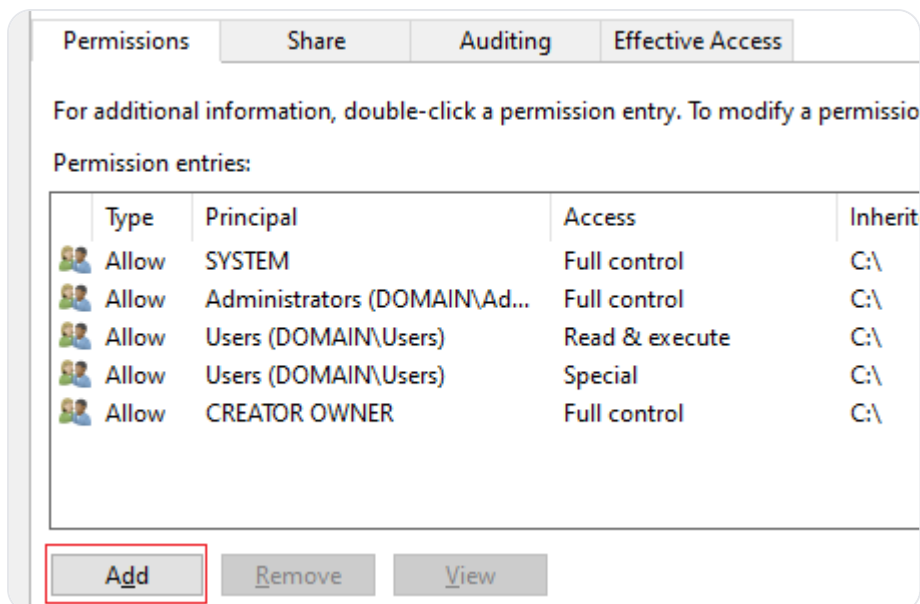
8. Pada bagian Specify permissions, pilih **Customize permissions...**

Folder permissions:

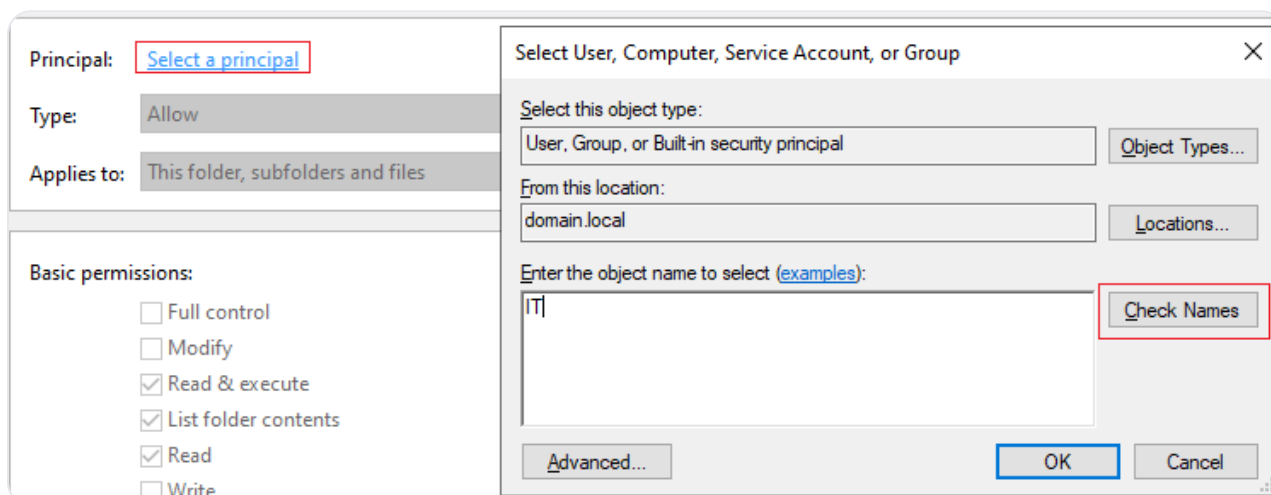
Type	Principal	Access	Applies To
Allow	CREATOR OWNER	Full Control	Subfolders and files only
Allow	BUILTIN\Users	Special	This folder and subfolders
Allow	BUILTIN\Users	Read & execu...	This folder, subfolders, and files
Allow	BUILTIN\Administrators	Full Control	This folder, subfolders, and files
Allow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

Customize permissions...

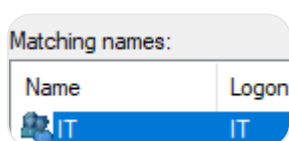
9. Pada bagian **Permissions**, pilih **Add**



10.. Pilih **Select a principal** lalu masukan group **IT** > **Check Names**



Lalu, pilih group **IT**



Pilih **Full Control**, jika sudah **OK**

Basic permissions: [Show advanced](#)

- ☒ Full control
- ☒ Modify
- ☒ Read & execute
- ☒ List folder contents
- ☒ Read
- ☒ Write
- ☐ Special permissions

☐ Only apply these permissions to objects and/or containers within this container

Add a condition to limit access. The principal will be granted the specified permissions only if conditions are met.

[Add a condition](#)

OK

Pastikan group **IT** memiliki permission seperti berikut:

Type	Principal	Access
Allow	IT (DOMAIN\IT)	Full control

11. Menggunakan cara yang sama seperti diatas, tambahkan permissions untuk group **Finance** dengan permission **Read & Execute** seperti contoh berikut:

Type	Principal	Access	Inherited from
Allow	IT (DOMAIN\IT)	Full control	None
Allow	Finance (DOMAIN\Finance)	Read & execute	None

12. Pilih bagian **Share**, lalu pilih **Everyone** > **Remove**

Type	Principal
Allow	Everyone

Add Remove Edit

Setelah **Everyone** dihapus, pilih **Add**. Lalu, pilih **Select a principal** dan masukan group **IT**

Pilih **Full Control** permission untuk group **IT**

Jika sudah pastikan group **IT** memiliki **Full Control** share permission seperti berikut:

Permission entries:			
	Type	Principal	Access
	Allow	IT (DOMAIN\IT)	Full Control

13. Dengan menggunakan cara yang sama seperti diatas, tambahkan share permission untuk group **Finance** dengan permission **Read**. Pastikan shared folder memiliki share permission seperti berikut:

Permission entries:			
	Type	Principal	Access
	Allow	IT (DOMAIN\IT)	Full Control
	Allow	Finance (DOMAIN\Finance)	Read

Jika sudah dibuat, pilih **Apply** dan **OK**

14. Pada bagian Confirmation, pilih **Create**

Testing Shared Folder

Untuk test shared folder, login sebagai user **it01** pada **workstation.domain.local**. Lalu, buka **powershell (TIDAK sebagai user administrator)** untuk mengakses shared folder yang dibuat. Kemudian, buat file dan folder di dalamnya shared folder dan pastikan tidak terjadi error apapun. Perintahnya adalah:

```
cd \\winsrv\Sharing
New-Item -Type Directory IT_Dir
Set-Content IT.txt "IT File"
Get-Content IT.txt
```

Contohnya seperti berikut:

```
Windows PowerShell
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Install the latest PowerShell for new features and improvements! https://aka.ms/PSWindows

PS C:\Users\it01> cd \\winsrv\Sharing
PS Microsoft.PowerShell.Core\FileSystem: \\winsrv\Sharing> New-Item -Type Directory IT_Dir

Directory: \\winsrv\Sharing

Mode                LastWriteTime         Length Name
----                -
d-----          4/11/2025   1:47 AM             IT_Dir

PS Microsoft.PowerShell.Core\FileSystem: \\winsrv\Sharing>
PS Microsoft.PowerShell.Core\FileSystem: \\winsrv\Sharing> Set-Content IT.txt "IT File"
PS Microsoft.PowerShell.Core\FileSystem: \\winsrv\Sharing>
PS Microsoft.PowerShell.Core\FileSystem: \\winsrv\Sharing> Get-Content IT.txt
IT File
PS Microsoft.PowerShell.Core\FileSystem: \\winsrv\Sharing>
```

Untuk proses testing sebagai user **finance01** dapat dilakukan dengan cara membuka powershell terlebih dahulu sebagai user **finance01** menggunakan cara berikut:

```
runas /user:DOMAIN\finance01 powershell
```

```
PS Microsoft.PowerShell.Core\FileSystem: \\winsrv\Sharing> runas /user:DOMAIN\finance01 powershell
Enter the password for DOMAIN\finance01: P@ssw0rd
Attempting to start powershell as user "DOMAIN\finance01" ...

powershell (running as DOMAIN\finance01)

Windows PowerShell
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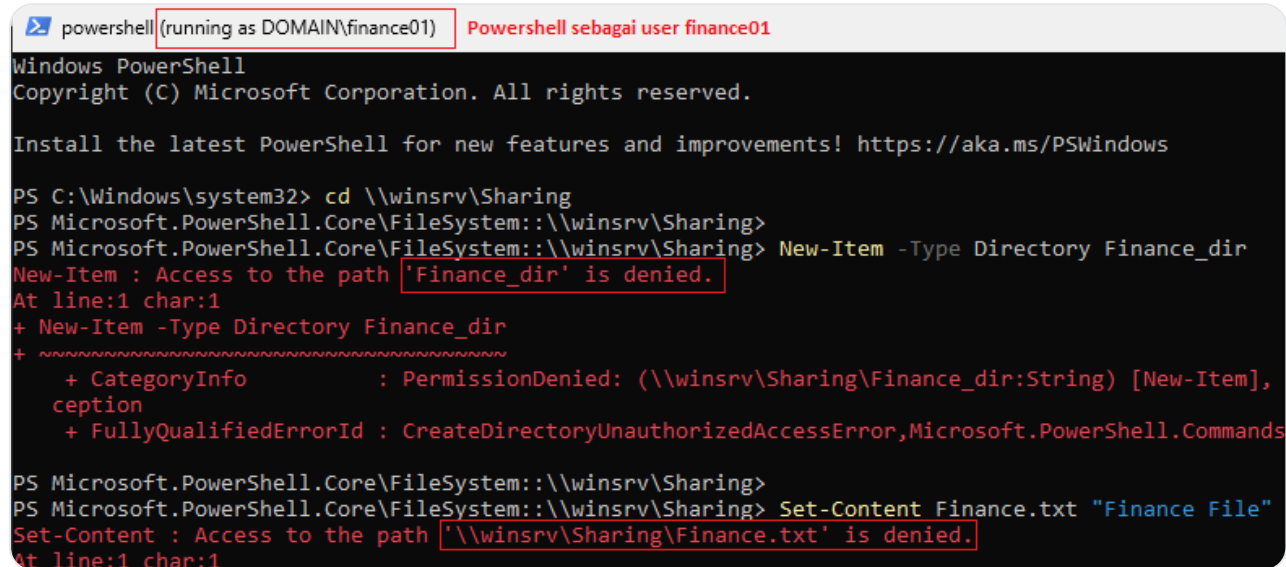
Install the latest PowerShell for new features and improvements! https://aka.ms/PSWindows

PS C:\Windows\system32>
```

Setelah powershell terbuka sebagai user **DOMAIN\finance01**, eksekusi perintah berikut:

```
cd \\winsrv\Sharing
New-Item -Type Directory Finance_dir
Set-Content Finance.txt "Finance File"
```

Pastikan user **finance01** tidak dapat membuat file dan direktori apapun pada shared folder seperti contoh berikut:



The screenshot shows a PowerShell terminal window titled "powershell (running as DOMAIN\finance01) Powershell sebagai user finance01". The terminal output is as follows:

```
Windows PowerShell
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Install the latest PowerShell for new features and improvements! https://aka.ms/PSWindows

PS C:\Windows\system32> cd \\winsrv\Sharing
PS Microsoft.PowerShell.Core\FileSystem:~\winsrv\Sharing>
PS Microsoft.PowerShell.Core\FileSystem:~\winsrv\Sharing> New-Item -Type Directory Finance_dir
New-Item : Access to the path 'Finance_dir' is denied.
At line:1 char:1
+ New-Item -Type Directory Finance_dir
+ ~~~~~
+ CategoryInfo          : PermissionDenied: (\\winsrv\Sharing\Finance_dir:String) [New-Item],
   ception
+ FullyQualifiedErrorId : CreateDirectoryUnauthorizedAccessError,Microsoft.PowerShell.Commands

PS Microsoft.PowerShell.Core\FileSystem:~\winsrv\Sharing>
PS Microsoft.PowerShell.Core\FileSystem:~\winsrv\Sharing> Set-Content Finance.txt "Finance File"
Set-Content : Access to the path '\\winsrv\Sharing\Finance.txt' is denied.
At line:1 char:1
```

Mark Complete & Next