

# Creating a File Share

To create a new file share on a Windows Server using Server Manager.

1. First, [Create a Group to Assign Permissions to Access Files](#) following the guide for creating [Security Groups](#) for creating file access.
2. Next Open Windows Server Manager.
3. Navigate to the File and Storage Services > Shares tab
4. Right click and select New Share
5. Select the share profile from the options. Select the SMB Quick option to create the share, then edit the necessary properties at a later time.
6. Select the server the share will live on, as well as the volume. It is best practice to create new shares on something other than the C drive
  1. Change the local path to the shares if needed
7. Name the share and include a description
8. Enable options as needed.
  1. Share based enumeration is recommended for sensitive files and folders
  2. Also recommended to encrypt the data. Data encryption is not the default option.
9. Change NTFS permissions as necessary.
10. Always set the Share Permissions to be Everyone full control. The file level permissions will handle access control, no need to complicate things.

File Shares: Drive Permissions: NTFS

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