

Procedure to Share a folder on your network for Network Share Option in the HEOS App (Windows 7 & 10)

Use File Explorer (found on the taskbar) to navigate to the folder you want to share (in our example we want to share a folder called **“Music”**).

1. Right click on the folder you wish to share and click **“Properties”**.
2. Click the **“Sharing tab”** on the Properties window.
3. Click on the **“Advanced Sharing...”** button.
4. Check the **“Share this folder”** box.
5. By default, sharing a file or folder from Windows 10 allows any user read-only access, which means they can open it, but nothing else. Click **“OK”** and the folder is shared. Read only access is all that need to setup the Network Share in the HEOS App.

Note: [Click here if you are having an issue setting up the Network Share for Windows 10](#)

The image displays four sequential screenshots of the Windows File Explorer and Properties dialog boxes, illustrating the steps to share a folder:

- 1**: Right-clicking on the **Music** folder in File Explorer, with the **Properties** option highlighted.
- 2**: The **Music Properties** dialog box, with the **Sharing** tab selected.
- 3**: The **Sharing** tab of the **Music Properties** dialog box, with the **Advanced Sharing...** button highlighted.
- 4**: The **Advanced Sharing** dialog box, with the **Share this folder** checkbox checked and the **OK** button highlighted.

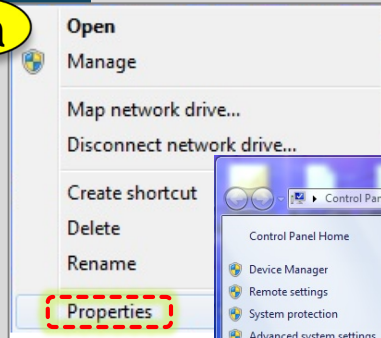
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To find out your computer name:

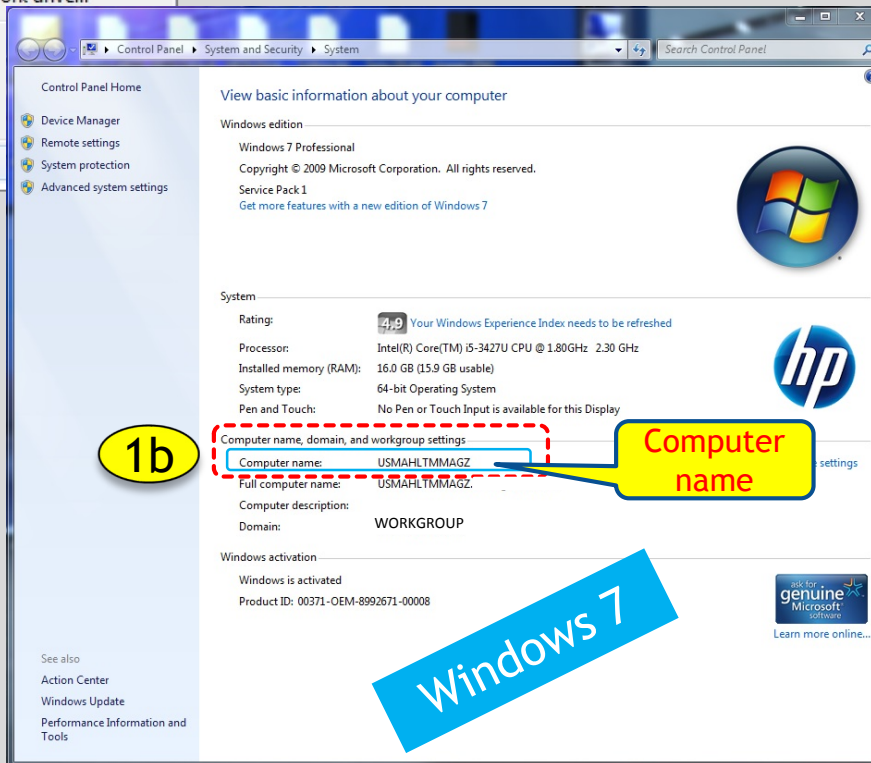
1. Click on the “**Start**” menu (Windows icon) at the bottom left hand corner of the screen.
 - a) **Windows 7** - Right click on “**Computer**” and select “**Properties**”.
 - b) The computer name is listed under Computer name, domain and workgroup settings
 - c) **Windows 10**. Right click on “**This PC**” and select “**Properties**”.
 - d) The computer name is listed under Computer name, domain and workgroup settings

Computer

1a



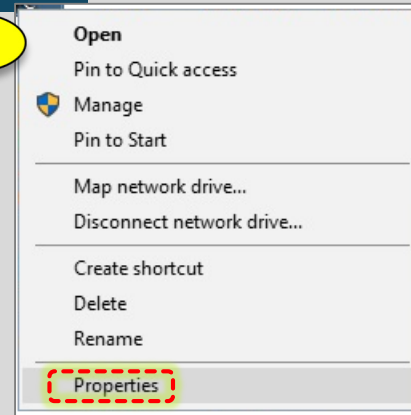
1b



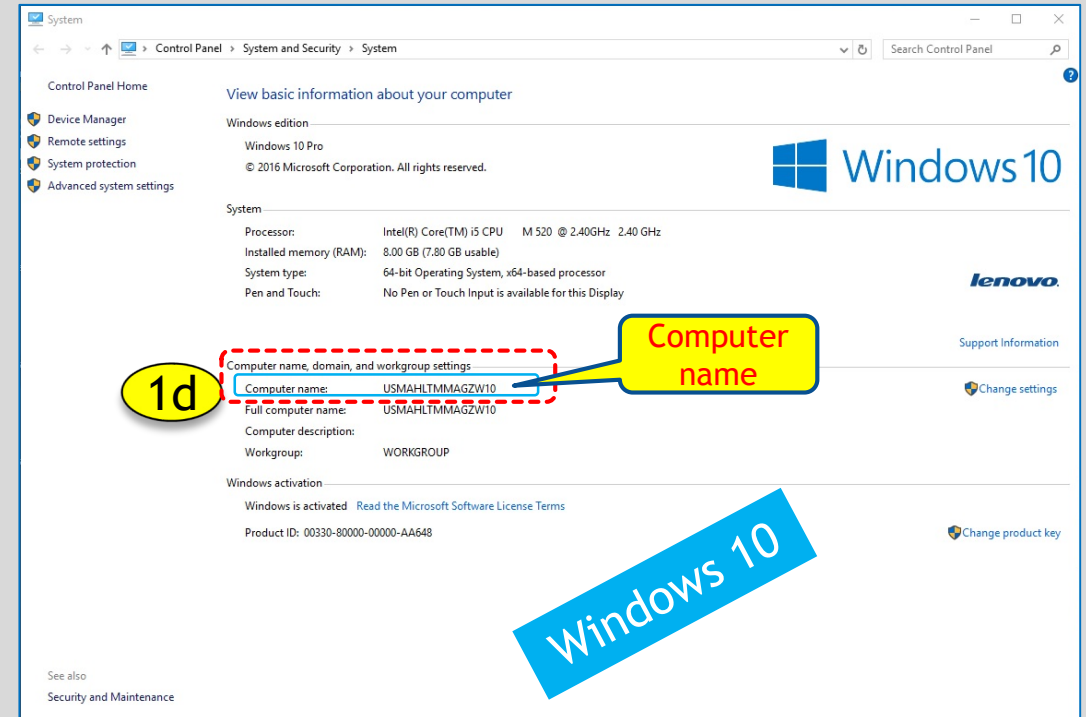
Windows 7

This PC

1c



1d



Windows 10

1

