SHARED FOLDERS

Important info on Windows Default Shares: For optimal server performance, the system partition should not be used to store data. Therefore, the pre-configured RAID includes a Data (D:) partition with greater storage capacity than the System volume. However, the Windows operating system places its default shared volumes (*Shares*) on the System (C:) volume. For ease of use and superior operation, LaCie highly recommends that you move the default Shares to the Data partition before using the server to store data.

Create Shared Folders ("shares") on your LaCie professional server so that users on the network may access data. Naming shares can help administrators organize data by department, subject, or user. Once created, the administrator decides who can have access to the data within the share. Access is divided into three categories: no access, read only, and read/write. A Shared Folder will appear as network storage to the user.

Your LaCie professional server Dashboard will help you create shares compatible with Windows workstations via an intuitive setup wizard. For a more in-depth explanation of Shared Folders, please read the <u>Technical Brief</u>: <u>Shared Folders</u>. The <u>Technical Brief</u>: <u>Shared Folders</u> is especially helpful to administrators who must create Shared Folders compatible with NFS for Linux workstations.

PARTITIONS

Your LaCie professional server has a large storage capacity to hold your company's data. For your convenience, the storage is preconfigured for use out of the box. The three default partitions on the 4big Office are: *Windows* (*C: drive*), *Data1 (D: drive*), and *Data2 (E: drive*).

Dynamic	Data2 (E:)		Data1 (D-)		
1863.02 GB	60.10 GB NTFS		1802-92 GB NTFS		
Online	Healthy		Healthy		
Dynamic	Data2 (E:)		Data1 (D:)		
1863.02 GR	60.10 GB NTFS		1802.92 GB NTFS		
Online	Healthy		Healthy		
Dynamic	System	Windows (C:)		Data1 (D2)	
1863.02 GB	100 MB NTFS	60.00 GB NTFS		1802.92 GB NTFS	
Online	Healthy (System)	Healthy (Boot, Page File, Crash Dump)		Healthy	
Dynamic	System	Windows (C:)		Deta1 (D-)	
1863.02 GB	100 MB NTFS	60.00 GB NTFS		1802.92 GB NTFS	
Online	Healthy (System)	Healthy (Boot, Page File, Crash Dump)		Healthy	

4big Office Storage - Disk Management

Name	Capacity	Used space	Free space	Status
Hard drives				
📖 Data1 (D:)	5408.8 GB	2.5 GB	5406.2 GB	
📖 Data2 (E:)	60.1 GB	0.4 GB	59.7 GB	
🚢 Windows (C:)	60 GB	33.2 GB	26.8 GB	

4big Office Storage - Dashboard

Note on Partitions/RAID: For more detailed information on the partition and RAID configurations of your LaCie professional server, please read the <u>Technical Brief: 4big Rack Office RAID</u>. You will find an explanation of the RAID levels as well as instructions on how to format, configure, and repair the disks. The <u>Technical Brief: 4big Rack Office RAID</u> is especially helpful to administrators who wish to resize the partitions for use with the Windows backup wizard (see <u>Backup</u>).

Shared Folders and Partitions

The **Windows (C: drive)** partition is reserved for the Windows operating system. **Therefore, it is** recommended that you do not store any Shared Folders on the C: drive since it may affect the server's performance.



Refer to the table below for details on how the RAID is configured on the 4big Rack Office. Please note:

- The Data1 (D: drive) has the greatest capacity which makes it ideal for your Shared Folders.
- The **Data2 (E: drive)** may be used for a page file to enhance server performance as well as a limited amount of Shared Folders.

Volume	Disks and RAID Level	Usage	Notes
Windows (C: drive)	2 Disks Mirror (RAID 1)	Server performance is optimized when the operating system is run from a dedicated volume. Storing data on the system volume will impact server performance. Page file* (optional)	A Mirror offers redundancy, duplicating each file on the two disks that make up the volume. If one disk should fail, the system data will be available on its mirrored drive.
Data1 (D: drive)	4 Disks RAID 5	The Data1 volume should be used to create Shared Folders for data.	RAID 5 requires three or more disks. RAID 5 offers improved storage capacity. While mirroring has an overhead of 50% storage capacity due to file duplication, RAID 5 parity on a server with four disks has approximately 25% overhead. This means that close to 75% of the total capacity is available for storing data. (NOTE: Overhead refers to the parity control data that will require storage capacity. In this case, 25% of the total RAID 5 storage capacity will be used for parity
Data2 (E: drive)	2 Disks Mirror (RAID 1)	The Data2 volume can be used for the page file* (optional) and to host a limited amount of Shared Folders. Write the page* file to this volume to extend the server's physical memory.	data.) If one disk should fail, the data will be available on its mirrored drive.

*A page file is used by the Windows operating system to temporarily increase the available memory. It can be created on the Windows volume or the Data2 volume.

DEFAULT SHARED FOLDERS

A LaCie professional server includes the following Shared Folders by default:

- Client Computer Backups
- Documents
- Music
- Pictures
- Recorded TV
- Videos

🔀 Windows Home Server 201	1 Dashboard			
0	8	6	LACE	R
Home	Users Computer	s Server Folders Add-Ins	LaCie	4big Rock Office
Server Folders Ha	rd Drives			🔇 No alerts 🔌 Server settings 🔞 Help 🔹
Name	Description	Location	Free space Status	Server Folders Tasks
Clent Computer Backups Documents Documents Music Music Recorded TV Videos	Client Computer Backups Documents Music Pictures Recorded TV Videos	C:ServerFolders/Music C:ServerFolders/Music C:ServerFolders/Music C:ServerFolders/Music C:ServerFolders/Recorded TV C:ServerFolders/Recorded TV C:ServerFolders/Videos	263.058 263.058 263.058 263.058 263.058 263.058 263.058 263.058	 Add a folder Understanding Server Folders
×		III	,	
No item is selected. There are no additional detai	is for this item.			
6 Items				

Moving the Default Shared Folders

Note: The steps below may be used to move any Shared Folder.

The default Shared Folders will first appear on the Windows (C: drive) partition.

Server Folders Har	d Drives			
Name	Description	Location	Free space	Status
Client Computer Backups Documents Music Pictures Recorded TV Videos	Client Computer Backups Documents Music Pictures Recorded TV Videos	C\ServerFolders\Client Computer Backups C\ServerFolders\Documents C\ServerFolders\Music C\ServerFolders\Pictures C\ServerFolders\Recorded TV C\ServerFolders\Videos	26.8 GB 26.8 GB 26.8 GB 26.8 GB 26.8 GB 26.8 GB	

Due to the potential constraints this may cause on the server's performance, LaCie highly recommends that you move all default Shared Folders from the Windows (C: drive) partition to the Data1 (D: drive) partition.

1. Launch the Dashboard (Access the Server) and choose the Server Folders and Hard Drives tab.



2. Right click on the Shared Folder to select **Move the folder**. In this example, we will move the Shared Folder *Client Computer Backups*.

Windows Home Server 2011 Dashboard				
6 8		3 6		N
Home Liters	Computers Server Folders	Add.ins Infin		windows Home server 2011
The open	and Backup and Hard Drives	Augurt Decre		4big Rock Office
Server Folders Hard Drives				🔇 No alerts 🔌 Server settings 🔞 Help 👻
Name Description	Location	Free space	Status	Client Computer Backups Tasks
Clent Computer Backup: Clent Computer Subject Technology Cleant Computer Backup Cleant Computer Subject Cleant Clean	CliSenerfolders)Uclean CliSenerfolders)Uccuae CliSenerfolders)Marie CliSenerfolders)Marie CliSenerfolders)Marcaded CliSenerfolders)Marcaded CliSenerfolders)Marcaded	Mediat Backups 245 06 tr 255 06 256 06 17V 266 06 TV 266 06		Vew the folder properties More the folder Server Folders Tasks Add a folder Understanding Server Folders
<[]			•	
Client Computer Backups There are no additional details for this item.				
6 Items				

Server Folders Ha	rd Drives				🔇 No alerts 🛛 🇠 Server settings 🔞 Help 👻
Name	Description	Location	Free space	Status	Client Computer Backups Tasks
Client Computer Backups Documents Music Pictures Recorded TV	Client Computer Backups Documents Music Pictures Recorded TV	C\ServerFolders\Client Computer Backups C\ServerFolders\Documents C\ServerFolders\Music C\ServerFolders\Pictures C\ServerFolders\Recorded TV	26.8 GB 26.8 GB 26.8 GB 26.8 GB 26.8 GB	View the Move the	folder properties e folder
Videos	Videos	C/ServerFolders/Videos	26.8 GB		Server Folders Tasks

3. Read the *Getting Started* page and click **Next** to continue.



4. Choose the Data1 (D: drive) partition then click **Next**.



New locat	tion:		
Drive		Free space	Capacity
💼 D:\Se	erverFolders\Client Computer Bac	5.28 TB	5.28 TB
🖙 E:\Se	rverFolders\Client Computer Bac	59.69 GB	60.1 GB
lelp me cl	hoose a server folder location		

5. The move may take time depending upon the amount of data on the Shared Folder.



6. Click **Close** to exit.

🕘 📙 Move a Folder		
The folder was m	noved successfully	
Name:	Client Computer Backups	
Description:	Client Computer Backups	
Location:	C:\ServerFolders\Client Computer Backups	
New location	D:\ServerFolders\Client Computer Backups	
😻 Open the Server	Backup configuration to verify that the folde	er is selected for back up.
		Open
		Close

Repeat the steps for each Shared Folder on the Windows (C: drive) until they are all on the Data1 (D: drive).



CREATE, DELETE, OR MODIFY SHARED FOLDERS

Create a Shared Folder

1. Launch the Dashboard (Access the Server) and choose the Server Folders and Hard Drives tab.



2. Click on Add a folder.



3. Enter the Name and Location for the new Shared Folder. LaCie recommends that you choose the Data1 (D: drive) as the Location. A description is optional.

Add a Calder	
y 💁 Add a Folder	
Type a name and description for the folder	
Name	
•	
location	
	Browse
Description (optional)	
	Next Cancel
Add a Folder	
Type a name and description for the folder	
Name	
Marketing	
Location:	
D:\ServerFolders\Marketing	Browse
Description (optional)	
Product road maps and publicity	

- 4. Click Next.
- 5. Choose the type of access users will have to the Shared Folder. Please note that this may be modified at any time.

Next Cancel



6. The Shared Folder has been created. Click **Close** to exit.



7. The new Shared Folder will appear on the list within the **Server Folders and Hard Drives** tab.

Server Folders	Hard Drives			
Name	Description	Location	Free space	Status
퉬 Client Computer Back	ups Client Computer Backups	D:\ServerFolders\Client Computer Backups	5398.8 GB	
Documents	Documents	D:\ServerFolders\Documents	5398.8 GB	
퉬 Marketing	Product road maps and	D:\ServerFolders\Marketing	5398.8 GB	
🚺 Music	Music	D:\ServerFolders\Music	5398.8 GB	
🖹 Pictures	Pictures	D:\ServerFolders\Pictures	5398.8 GB	
🝺 Recorded TV	Recorded TV	D:\ServerFolders\Recorded TV	5398.8 GB	
🔰 Videos	Videos	D:\ServerFolders\Videos	5398.8 GB	

Delete a Shared Folder

Important info: Deleting a Shared Folder will remove the folder and all of its contents. **All data will be deleted**. Please back up all data that you wish to keep before performing the steps below.

Note: Default Shared Folders cannot be deleted.

1. Launch the Dashboard (Access the Server) and choose the Server Folders and Hard Drives tab.



2. Right click on the Shared Folder you wish to delete.

Windows Home	e Server 2011 Dash	board					
Home	Users	Comput and Back	ers Ser and	ver Folders Hard Drives	Add-ins	LaCie	Windows Home Server 201 4 big Rock Office
Server Folder	s Hard Drive	es .					🧭 No alerts 🛛 🧠 Server settings 🔞 Help 🔹
Name	Description	Location	Free space	Status			Marketing Tasks
Client Com Documents Marketing Music Pictures Recorded TV Videos	Client Compute Documents Documents and Music Pictures Recorded TV Videos	C\ServerFolder C\ServerFolder D\ServerFolder C\ServerFolder D\ServerFolder C\ServerFolder	26.9 GB 26.9 GB 5315.5 GB 26.9 GB 5315.5 GB 26.9 GB 26.9 GB	Delete t Delete t View th Stop sh	te folder he folder e folder proper ne folder aring the folde	rties a	Open the folder View the folder Stop sharing the folder Server Folders Tasks Add a folder
Marketing There are no addit	ional details for th	is item.					Understanding Server Folders

3. Check the box next to I understand the folder and its contents will be permanently deleted.

🕤 🛃 Delete a Folder	
Are you sure you want to delete the folder?	
, no you bure you nun to usida ine folderi	
Folder name: Marketing	
Location: D:\ServerFolders\Marketing	
Description: Documents and ad campaigns	
I understand the folder and its contents will be permanently deleted	
	Yes No
	163
-	
🍚 📩 Delete a Folder	
<u> </u>	
Are you sure you want to delete the folder?	
Folder name: Marketing	
Location: D:\ServerFolders\Marketing	
Description: Documents and ad campaigns	
Description. Documents and ad campaigns	
I understand the folder and its contents will be permanently deleted	
 Funderstand the folder and its contents will be permanently deleted 	

4. Click **Yes** to confirm that you wish to delete the folder and all of its data.

Yes No

5. The Shared Folder has been deleted. Click **Close** to exit.



Modify Access Rights to a Shared Folder

Administrators can revise access rights to Shared Folders:

1. Launch the Dashboard (Access the Server) and choose the Server Folders and Hard Drives tab.



2. Right click on the Shared Folder you wish to modify. Select **View the folder properties**.

Server Folders Har	rd Drives				🕑 No alerts 🛛 🤬 Server setting
me	Description	Location	Free space	Status	Marketing Tasks
Client Computer Backups Documents	Client Computer Backups Documents	D:\ServerFolders\Client Computer Backups D:\ServerFolders\Documents	5398.8 GB 5398.8 GB		🥽 Open the folder
Marketing	Product Roadmaps & P	D:\ServerFolders\Marketing	5398.8 GB	🍃 Open t	the folder
Pictures	Pictures	D:\ServerFolders\Pictures	5398.8 GB	X Delete	the folder
Recorded TV	Recorded TV	D:\ServerFolders\Recorded TV	5398.8 GB	View th	e folder properties
Videos Videos	Videos	D:\ServerFolders\Videos	5398.8 GB	📙 Move t	he folder
				🔥 Stop sh	naring the folder
					io stop manny the folder
					Server Folders Tasks
					💠 Add a folder
					😧 Understanding Server Folders

3. The Folder Properties window will appear. Click on the **Sharing** tab.

📙 Marketing Properties		×
General Sharing		
Folder information		_
Name:		
Marketing		
Description:		
Product Roadmaps & Publicity	·	
Folder size: 0 GB		
Open this folder: (\\4BIGOFFICE\M	Marketing)	
	OK Cancel Apply	r

4. Use the pulldown menus to adjust the access rights to one or more users.

Marketing Properties		×
General Sharing		
Share this folder with:		
User accounts	Access level	
Guest	Read/Write	•
🔏 George Jones	Read/Write	-
🐍 Logan Ash	Read/Write	
🚴 Jacob Nathan	Read/Write	-
👗 Susan Smith	Read/Write	-
👗 Helen Doe	Read/Write	-
How do I manage access to share	ed folders?	
	OK Cancel	Apply

User accounts	Access level
Guest	Read/Write 👻
🔏 George Jones	Read 🗸
👗 Logan Ash	Read/Write Read
2	No access
Jacob Nathan	Kead/Whte
🥈 Susan Smith	Read/Write 👻
👗 Helen Doe	Read/Write 🗸

5. Once the modifications are finished, click **OK** to exit.

Share this folder with:	Access level	
Guest	Read/Write	•
🕈 George Jones	Read	•
👗 Logan Ash	Read/Write	•
acob Nathan	Read/Write	•
🥈 Susan Smith	Read/Write	•
👗 Helen Doe	Read/Write	•