Home Folders

A *home folder* is a private network location where users can store personal files. It is stored in a shared folder on a network server. When you create the home folder on a network server, users can access it from any computer on the network. Administrators can use this centralized storage area to easily backup important network files. Users from any version of Windows can access their home folders.

Creating a Home Folder for Active Directory Users:

Setup Folder Security:

- 1) Create a folder on the server name it Home (this can be named anything, but you should use a descriptive name). This folder should ideally be on a drive other than drive C: For class purposes do not use drive C:.
- 2) Share the folder and change the default permissions
 - Right-click folder
 - Click "Properties"
 - Select the "Sharing" Tab
 - Check the "Advanced Sharing" button
 - Check the box near "Share this folder"
 - Click "Permissions"
 - Check the "Allow" box near "Full Control"
 - Click "OK" twice
 - Select the "Security" Tab
 - Click the "Advanced" button
 - Click on the "Disable Ineritance" button
 - A dialogue box will appear select "*Remove all inherited permission from this object*". You'll either see nothing remaining on the list OR the Administrators group will be the only item listed. Follow the appropriate steps:

If the Administrators group remains,

• Click "*Ok*" and then click "*Close*" to exit the folder's property pages.

If No entries remain, follow these steps:

- While still at the advanced security settings folder, click on Add
- Click on "select a principal"
- Type into the box: <u>Administrators</u> (make sure you use the group name, not the user's name)
- Click OK
- Check off the box near "full control"
- OK twice
- Close
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The home folder share is now configured..

Configuring a User's Home Folder Property

These steps assume you're adding a home folder to an existing user. (Ideally you will have put this value in a template object and it would automatically be copied when using the template to create a new user.)

- 1) Open Active Directory Users and Computers and select the user(s) that need to have a home directory.
- 2) View the *properties* of the user(s)
- 3) Select the *Profile* tab.
- 4) Select the radio button near connect
- 5) Select a drive letter for the home directories. (When the user logins in, this is the drive letter that will 'point' to his/her home folder. You should choose a letter that you know won't be used by the user's local machine the N drive is becoming a popular choice.)
- 6) Type the UNC path to the home folder in the "to' text box area
 (\servername\sharename\%username%

 For example, if my server name is Server2016 and my share name is home, then I'd type \\Server2016\home\%username%
 If your share name includes spaces, enclose the path in quotes.
- 7) Select 'OK' to exit the user's properties. Check the contents of the shared folder; a folder that matches the user's name should exist in this folder.

If an error occurs when you OK out of this screen, chances are the directory *didn't* get created. Check the shared folder to see if the folder was created and check your UNC path and make sure you've entered it correctly.