



Disk Partitioning and Sharing S.O.P

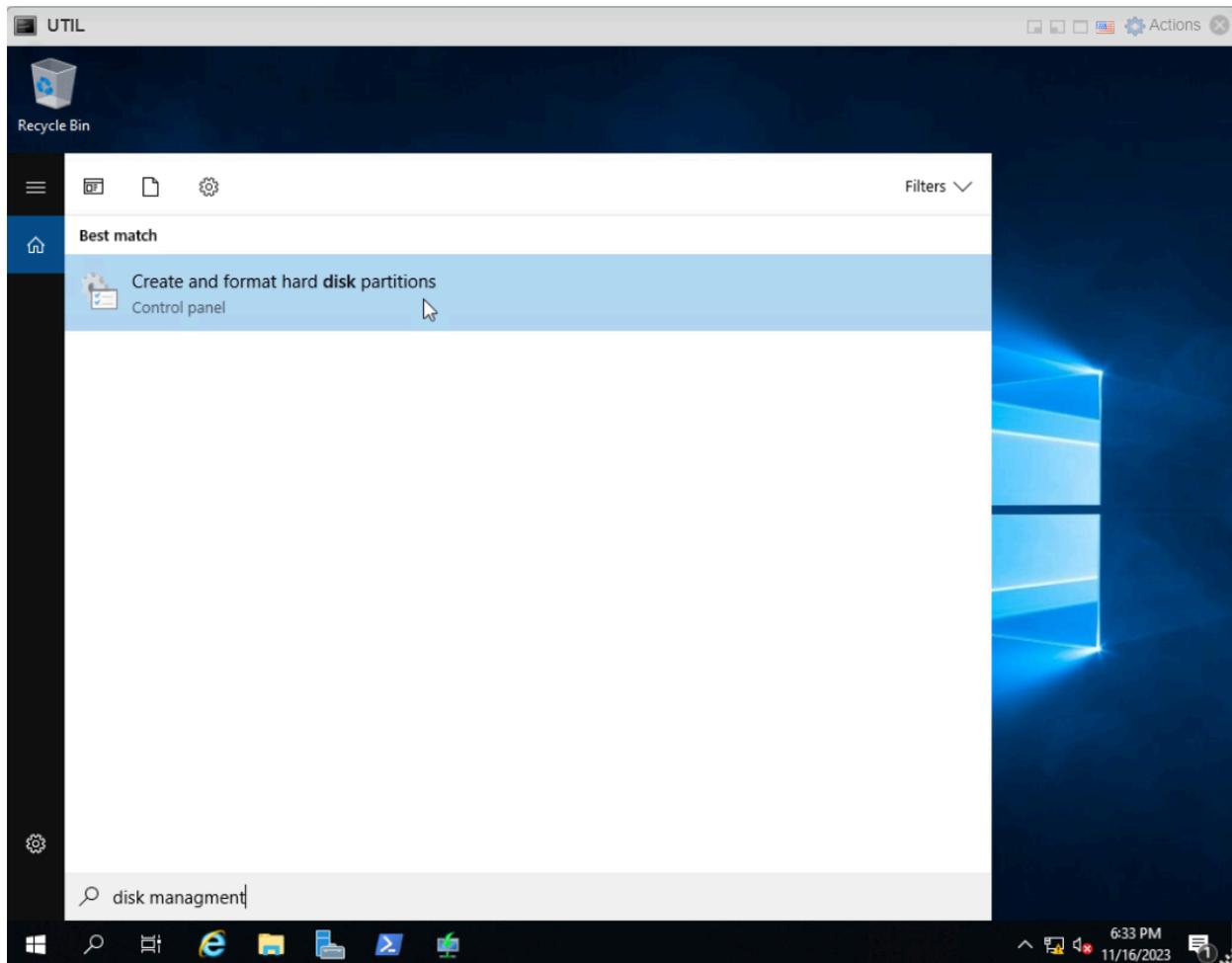
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This S.O.P will cover how to manually partition a drive and share it with your domain on a windows server 2019.

- Open Disk Management on your windows server





- Right click on unallocated disk space in the lower box of disk management and select: New Simple Volume...
- If you have no unallocated disk space available you can shrink the size of your C: drive to make space for a new volume *ensure that you are only using free space in the C: drive and are not overwriting your data*

The screenshot shows the Windows Disk Management utility. The main window displays a table of volumes and a graphical representation of the disk layout below it. A yellow arrow points to the unallocated space in the graphical view, and another yellow arrow points to the 'New Simple Volume...' option in the context menu that appears when right-clicked.

Volume	Layout	Type	File System	Status	Capacity	Free Spa...	% Free
(C:)	Simple	Basic	NTFS	Healthy (B...	255.26 GB	243.48 GB	95 %
(Disk 0 partition 2)	Simple	Basic		Healthy (E...	99 MB	99 MB	100 %
New Volume (Z:)	Simple	Basic	NTFS	Healthy (P...	146.48 GB	146.38 GB	100 %
Recovery	Simple	Basic	NTFS	Healthy (...)	499 MB	77 MB	15 %
SSS_X64FREE_EN-...	Simple	Basic	UDF	Healthy (P...	4.93 GB	0 MB	0 %

Disk	Volume	Layout	Type	File System	Status	Capacity	Free Space	% Free
Disk 0 Basic 499.98 GB Online	Recovery	Simple	Basic	NTFS	Healthy (OE)	499 MB	77 MB	15 %
	(C:)	Simple	Basic	NTFS	Healthy (Boot, Page File, Cra	255.26 GB	243.48 GB	95 %
	New Volume (Z:)	Simple	Basic	NTFS	Healthy (Primary Partition)	146.48 GB	146.38 GB	100 %
	Unallocated					97.66 GB		
CD-ROM 0 DVD 4.93 GB Online	SSS_X64FREE_EN-US_DV9 (D:)	Simple	Basic	UDF	Healthy (Primary Partition)	4.93 GB		



- Click next on the New Simple Volume Wizard and then specify the size of the partition you wish to create, assign the drive your desired letter and press next ensure that the file system is NTFS and then label your volume and press next and finish

The screenshot displays the Windows Disk Management utility. A 'Format Partition' dialog box is open, allowing the user to configure the format for a selected partition. The dialog includes the following options:

- Do not format this volume
- Format this volume with the following settings:
 - File system: NTFS
 - Allocation unit size: Default
 - Volume label: Test Volume
 - Perform a quick format
 - Enable file and folder compression

Buttons for '< Back', 'Next >', and 'Cancel' are visible at the bottom of the dialog. In the background, a table shows disk details:

Volume	Layout	Type	File System	Status	Capacity	Free Spa...	% Free
						243.48 GB	95 %
						99 MB	100 %
						146.38 GB	100 %
						77 MB	15 %
						0 MB	0 %

A legend at the bottom indicates that black represents 'Unallocated' space and blue represents 'Primary partition'. The system tray at the bottom right shows the date and time as 7:05 PM on 11/16/2023.



- Right click on your new volume in the lower box of select properties
- Under the sharing tab select advanced sharing...

The screenshot shows the Windows Disk Management console and the Properties dialog box for the Test Volume (E:). The Disk Management console displays a list of volumes and their properties, including layout, type, file system, status, and capacity. The Test Volume (E:) is highlighted in the list. The Properties dialog box is open to the Sharing tab, showing the Network File and Folder Sharing section with the share name E:\ and the status Not Shared. The Advanced Sharing section is also visible, with a button for Advanced Sharing...

Volume	Layout	Type	File System	Status	Capacity	Free Space	% Free
(C:)	Simple	Basic	NTFS	Healthy (B...	255.26 GB		
(Disk 0 partition 2)	Simple	Basic		Healthy (E...	99 MB		
New Volume (Z:)	Simple	Basic	NTFS	Healthy (P...	146.48 GB		
Recovery	Simple	Basic	NTFS	Healthy (...)	499 MB		
SSS_X64FREE_EN-...	Simple	Basic	UDF	Healthy (P...	4.93 GB		
Test Volume (E:)	Simple	Basic	NTFS	Healthy (P...	97.66 GB		

Disk 0	Recovery	(C:)	New Volume (Z:)
Basic 499.98 GB Online	499 MB NTFS Healthy (OE)	255.26 GB NTFS Healthy (Boot, Page File, Cra	146.48 GB NTFS Healthy (Primary

CD-ROM 0	SSS_X64FREE_EN-US_DV9 (D:)
DVD 4.93 GB Online	4.93 GB UDF Healthy (Primary Partition)



- Select the Share this folder box and name your share then press ok *take note of the network path of the share, this is how you will access it from other machines*

The screenshot shows the Windows Disk Management console with the 'Test Volume (E:)' selected. The 'Advanced Sharing' dialog box is open, showing the 'Share this folder' checkbox checked. The share name is set to 'testShare'. The 'Limit the number of simultaneous users to' is set to 16777. The 'Comments' field is empty. The 'Permissions' and 'Caching' buttons are visible at the bottom of the dialog.

Volume	Layout	Type	File System	Status	Capacity
(C:)	Simple	Basic	NTFS	Healthy (B...	255.26 GB
(Disk 0 partition 2)	Simple	Basic	NTFS	Healthy (E...	99 MB
New Volume (Z:)	Simple	Basic	NTFS	Healthy (P...	146.48 GB
Recovery	Simple	Basic	NTFS	Healthy (...)	499 MB
SSS_X64FREE_EN-...	Simple	Basic	UDF	Healthy (P...	4.93 GB
Test Volume (E:)	Simple	Basic	NTFS	Healthy (P...	97.66 GB

The screenshot shows the Windows Disk Management console with the 'Test Volume (E:)' selected. The 'Test Volume (E:) Properties' dialog box is open, showing the 'Sharing' tab. The 'Network File and Folder Sharing' section shows 'E:\ Shared' with a network path of '\\WIN-DIERKMCV21TA\testShare'. The 'Advanced Sharing' section is also visible, with an 'Advanced Sharing...' button.

Volume	Layout	Type	File System	Status	Capacity
(C:)	Simple	Basic	NTFS	Healthy (B...	255.26 GB
(Disk 0 partition 2)	Simple	Basic	NTFS	Healthy (E...	99 MB
New Volume (Z:)	Simple	Basic	NTFS	Healthy (P...	146.48 GB
Recovery	Simple	Basic	NTFS	Healthy (...)	499 MB
SSS_X64FREE_EN-...	Simple	Basic	UDF	Healthy (P...	4.93 GB
Test Volume (E:)	Simple	Basic	NTFS	Healthy (P...	97.66 GB



- Now you can access this volume on any machine in your domain by using file explorer and entering the network path in the file path of file explorer.

