



Labiteers

I used Labiteers as
the Virtual
Machine Platform.



This task directly follows, after completing the Level 5 – Cyber Security Engineer Workplace Task – Certify the Webserver. Both tasks had to be completed in one attempt one after the other.



For this task we
will be using
Member Server
and Windows 10
Desktop VM's.



Credentials we
will be using
during the task.

ACME\Administrator@acme.local

Administrator@acme.local

rduck@acme.local

Passwords for all of the above were
the same for this exercise: Passw0rd!

Configure Work Folders



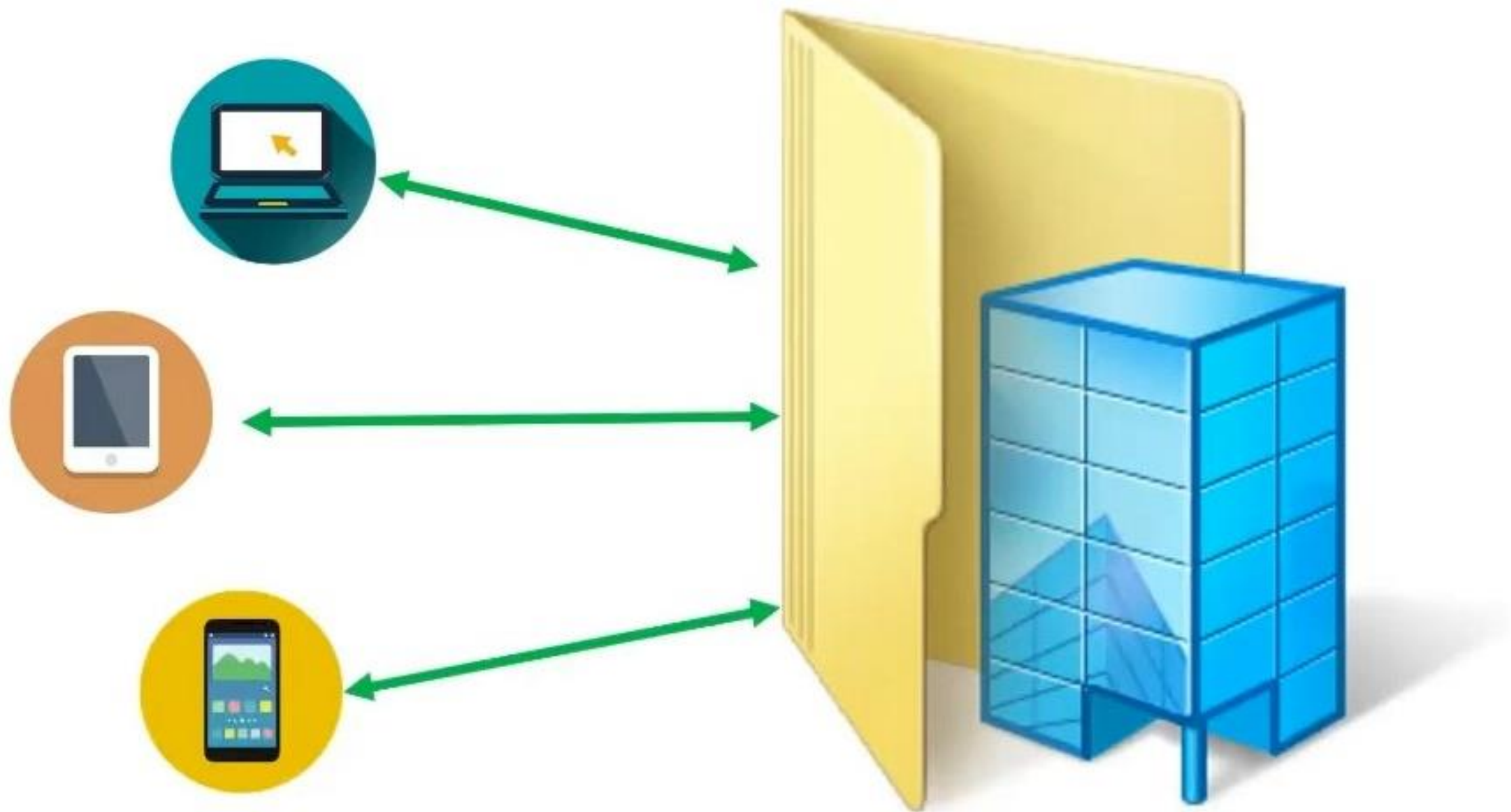
Head of Cyber Security Job Notes

By Jonathan Watts



Scenario

Mobile access- With an increasing number of employees needing mobile access to the network, it has been decided that 'Work Folders' should be implemented and made available to Domain and Non-Domain clients.

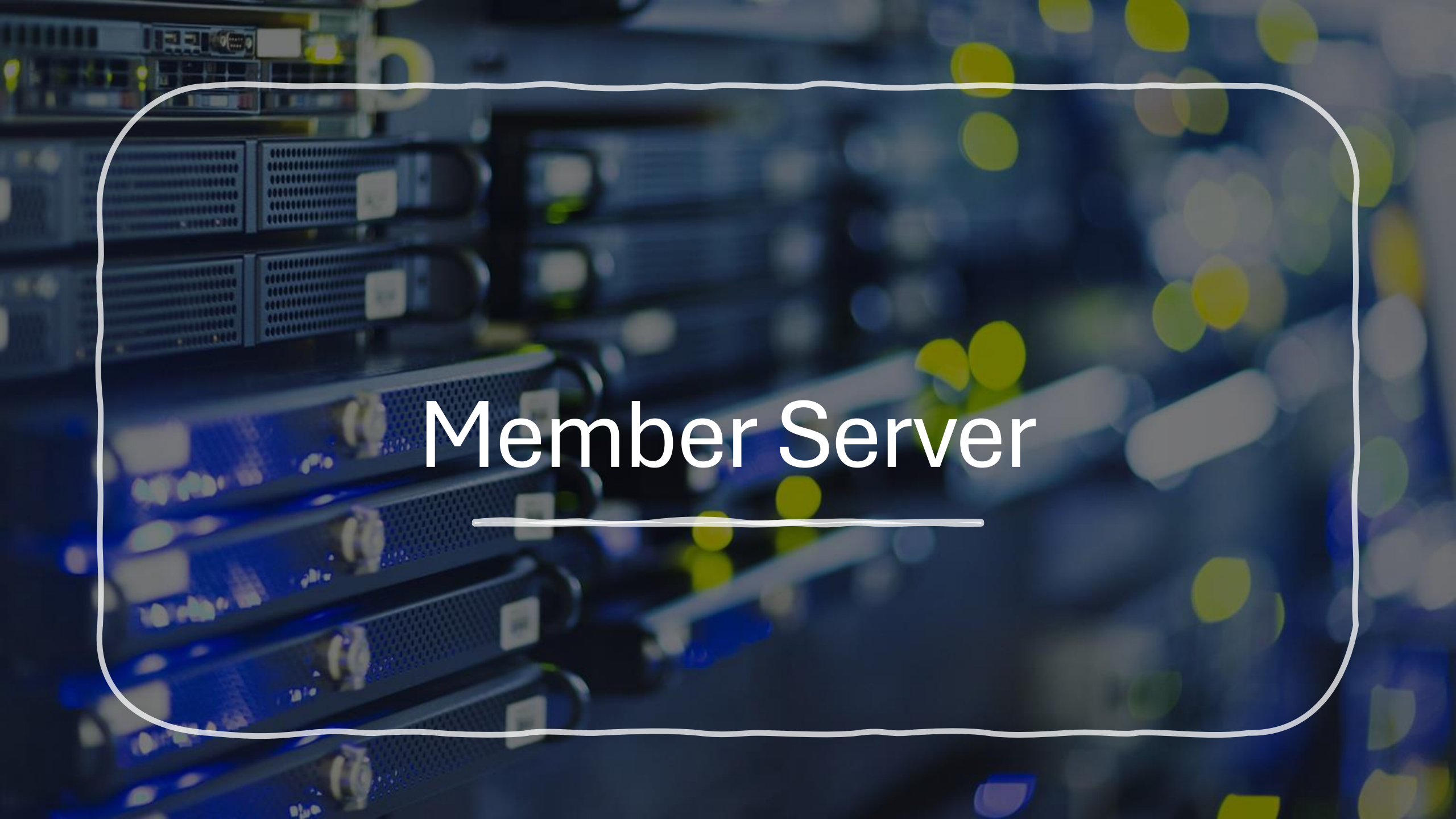




This will allow users to access the Work Folders when working away from the office on any device that has been given access by installing a certificate for authentication on the device.

Add the Work Folder role to the Member Server.

Step 01:

The background of the image shows a server rack with multiple units. The units have blue perforated front panels and some have yellow labels. The background is blurred with bokeh lights in blue and yellow. A white, hand-drawn style rounded rectangle frame is centered on the image, containing the text.

Member Server

WELCOME TO SERVER MANAGER

QUICK START

WHAT'S NEW

LEARN MORE

1 Configure this local server

2 Add roles and features

3 Add other servers to manage

4 Create a server group

5 Connect this server to cloud services

ROLES AND SERVER GROUPS

Roles: 1 | Server groups: 1 | Servers total: 1

File and Storage
Services

1



Manageability

Events

Performance

BPA results



Local Server

1



Manageability

Events

Services

Performance

BPA results



All Servers



Manageability

Events

Services

Performance

BPA results

Add Roles and Features

- After logging into our Members Server with our log in credentials, we need to select 'Add roles and features' from the main server dashboard.

Before you begin

DESTINATION SERVER
Member:ACME.LOCAL

Before You Begin

Installation Type

Server Selection

Server Roles

Features

Confirmation

Results

This wizard helps you install roles, role services, or features. You determine which roles, role services, or features to install based on the computing needs of your organization, such as sharing documents, or hosting a website.

To remove roles, role services, or features:
[Start the Remove Roles and Features Wizard](#)

Before you continue, verify that the following tasks have been completed:

- The Administrator account has a strong password
- Network settings, such as static IP addresses, are configured
- The most current security updates from Windows Update are installed

If you must verify that any of the preceding prerequisites have been completed, close the wizard, complete the steps, and then run the wizard again.

To continue, click Next.

☐ Skip this page by default

< Previous

Next >

Install

Cancel

Add Roles and Features Wizard.

- This now loads up the 'Add Roles and Features Wizard'.
- At the 'Before you Begin' section we just need to select 'Next'.



Add Roles and Features Wizard

DESTINATION SERVER
Member.ACME.LOCAL

Select installation type

Before You Begin
Installation Type
Server Selection
Server Roles
Features
Confirmation
Results

Select the installation type. You can install roles and features on a running physical computer or virtual machine, or on an offline virtual hard disk (VHD).

☒ **Role-based or feature-based installation**
Configure a single server by adding roles, role services, and features.

☐ **Remote Desktop Services installation**
Install required role services for Virtual Desktop Infrastructure (VDI) to create a virtual machine-based or session-based desktop deployment.

< Previous **Next >** Install Cancel

Add Roles and Features

- At the 'Installation Type' section, we again just want the default configuration. To do this we just press 'Next' to confirm this option.

WELCOME TO SERVER MANAGER

Add Roles and Features Wizard

Select destination server

DESTINATION SERVER
Member.ACME.LOCAL

Before You Begin
Installation Type
Server Selection
Server Roles
Features
Confirmation
Results

Select a server or a virtual hard disk on which to install roles and features.

☒ Select a server from the server pool
☐ Select a virtual hard disk

Server Pool

Filter:

Name	IP Address	Operating System
Member.ACME.LOCAL	192.168.0.2	Microsoft Windows Server 2019 Standard

1 Computer(s) found

This page shows servers that are running Windows Server 2012 or a newer release of Windows Server, and that have been added by using the Add Servers command in Server Manager. Offline servers and newly-added servers from which data collection is still incomplete are not shown.

< Previous **Next >** Install Cancel

Add Roles and Features

This now takes us to the 'Server Selection' part of the wizard. Again, we just select 'Next'.



Select server roles

DESTINATION SERVER
Member:ACME\LOCAL

Before You Begin

Installation Type

Server Selection

Server Roles

Features

Confirmation

Results

Select one or more roles to install on the selected server.

Roles

- ☐ DHCP Server
- ☐ DNS Server
- ☐ Fax Server
- ☒ File and Storage Services (1 of 12 installed)
 - ☒ File and iSCSI Services
 - ☐ File Server
 - ☐ BranchCache for Network Files
 - ☐ Data Deduplication
 - ☐ DFS Namespaces
 - ☐ DFS Replication
 - ☐ File Server Resource Manager
 - ☐ File Server VSS Agent Service
 - ☐ iSCSI Target Server
 - ☐ iSCSI Target Storage Provider (VDS and VSS)
 - ☐ Server for NFS
 - ☒ Work Folders
 - ☒ Storage Services (installed)
- ☐ Host Guardian Service
- ☐ Hyper-V

Description

File and iSCSI Services provides technologies that help you manage file servers and storage; reduce disk space utilization, replicate and cache files to branch offices, move or fail over a file share to another cluster node, and share files by using the NFS protocol.

< Previous

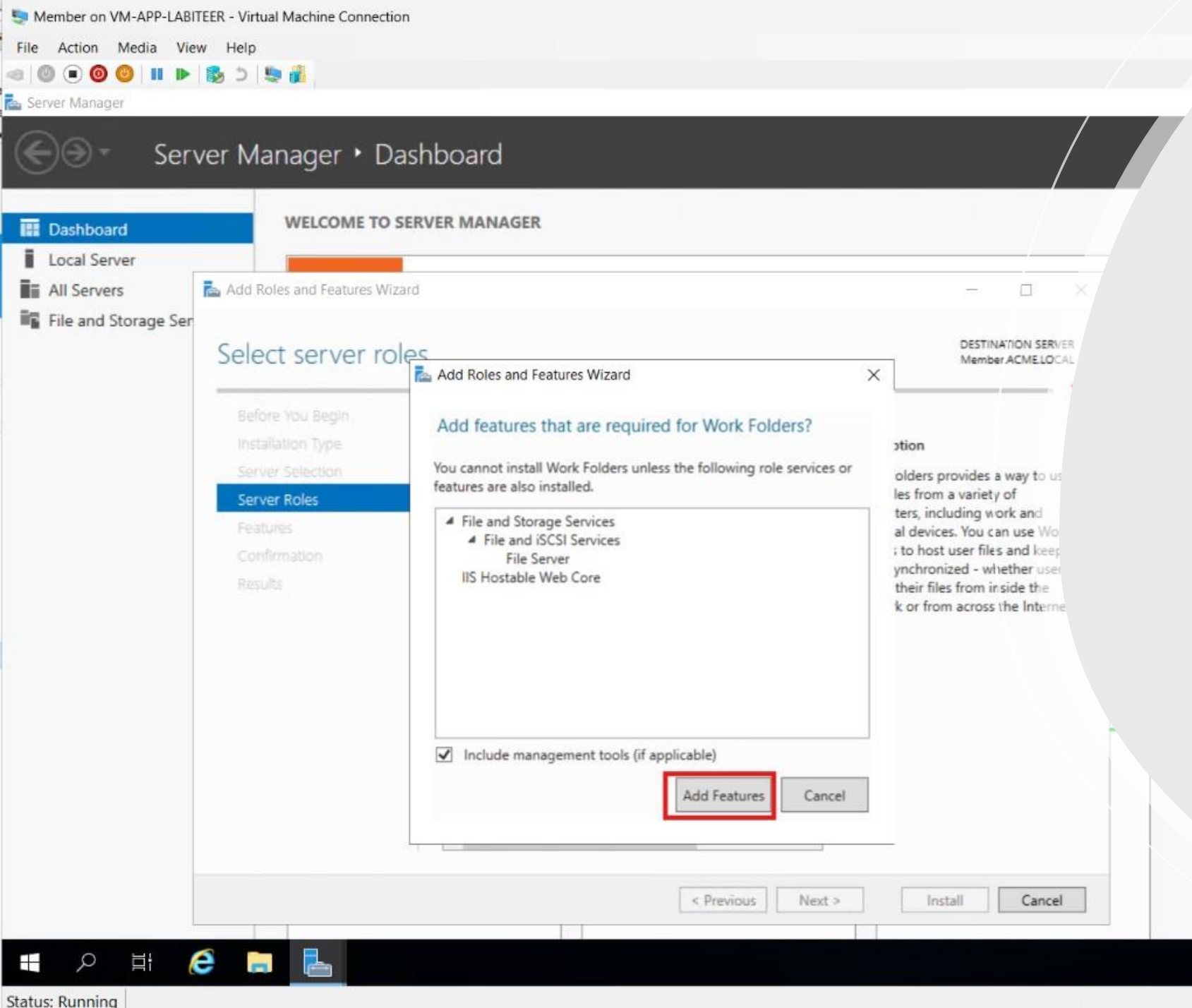
Next >

Install

Cancel

Add Roles and Features

- Now in the 'Server Roles' section we need to select the drop-down menu option next to 'File and Storage Services'. We now need to select the drop-down menu by 'File and iSCSI Services'.
- Here we need to scroll down and look for 'Work Folders' and then click onto the box next to this.



Add Roles and Features

- This then takes us to the 'Work Folders' add feature. Here you can see it will also install the 'IIS Hostable Web Core'. We need this to be installed to make Work Folders available to Domain and Non-Domain clients.
- We just click on the 'Add Features' tab to progress through the wizard.

Select server roles

Before You Begin

Installation Type

Server Selection

Server Roles

Features

Confirmation

Results

Select one or more roles to install on the selected server.

Roles

- ☐ DHCP Server
- ☐ DNS Server
- ☐ Fax Server
- ☒ File and Storage Services (1 of 12 installed)
 - ☒ File and iSCSI Services
 - ☒ File Server
 - ☐ BranchCache for Network Files
 - ☐ Data Deduplication
 - ☐ DFS Namespaces
 - ☐ DFS Replication
 - ☐ File Server Resource Manager
 - ☐ File Server VSS Agent Service
 - ☐ iSCSI Target Server
 - ☐ iSCSI Target Storage Provider (VDS and VSS)
 - ☐ Server for NFS
 - ☒ Work Folders
 - ☒ Storage Services (Installed)
- ☐ Host Guardian Service
- ☐ Hyper-V

Description

Work Folders provides a way to use work files from a variety of computers, including work and personal devices. You can use Work Folders to host user files and keep them synchronized - whether users access their files from inside the network or from across the Internet.

DESTINATION SERVER
Member.ACME.LOCAL

< Previous

Next >

Install

Cancel

Add Roles and Features

- Back at the 'Server Roles' we now see 'Work Folders' has a tick in the box.
- Now we need to press 'Next' to go to the 'Features' section of the Wizard.



Select features

Before You Begin

Installation Type

Server Selection

Server Roles

Features

Confirmation

Results

Select one or more features to install on the selected server.

Features

- ☐ .NET Framework 3.5 Features
- ☒ .NET Framework 4.7 Features (2 of 7 installed)
- ☐ Background Intelligent Transfer Service (BITS)
- ☐ BitLocker Drive Encryption
- ☐ BitLocker Network Unlock
- ☐ BranchCache
- ☐ Client for NFS
- ☐ Containers
- ☐ Data Center Bridging
- ☐ Direct Play
- ☐ Enhanced Storage
- ☐ Failover Clustering
- ☐ Group Policy Management
- ☐ Host Guardian Hyper-V Support
- ☐ I/O Quality of Service
- ☒ IIS Hostable Web Core
- ☐ Internet Printing Client
- ☐ IP Address Management (IPAM) Server
- ☐ iSNS Server service

Description

.NET Framework 3.5 combines the power of the .NET Framework 2.0 APIs with new technologies for building applications that offer appealing user interfaces, protect your customers' personal identity information, enable seamless and secure communication, and provide the ability to model a range of business processes.

DESTINATION SERVER
Member.ACME.LOCAL

< Previous

Next >

Install

Cancel

Add Roles and Features

At the 'Features' section we are only needing to press 'Next'.



WELCOME TO SERVER MANAGER

Add Roles and Features Wizard

DESTINATION SERVER
Member:ACMELOCAL

Confirm installation selections

Before You Begin
Installation Type
Server Selection
Server Roles
Features
Confirmation
Results

To install the following roles, role services, or features on selected server, click Install.

☐ Restart the destination server automatically if required

Optional features (such as administration tools) might be displayed on this page because they have been selected automatically. If you do not want to install these optional features, click Previous to clear their check boxes.

File and Storage Services

- File and iSCSI Services
 - File Server
 - Work Folders

IIS Hostable Web Core

Export configuration settings
Specify an alternate source path

< Previous Next > **Install** Cancel

Add Roles and Features

- This now takes us to the 'Confirmation' section.
- Here we can look over and make sure we are happy with our selection.
- Once we are happy, we press 'Install'.

Installation progress

Before You Begin

Installation Type

Server Selection

Server Roles

Features

Confirmation

Results

View installation progress

 Starting installation

File and Storage Services
File and iSCSI Services
File Server
Work Folders
IIS Hostable Web Core

DESTINATION SERVER
Member.ACME.LOCAL

 You can close this wizard without interrupting running tasks. View task progress or open this page again by clicking Notifications in the command bar, and then Task Details.

[Export configuration settings](#)

< Previous

Next >

Install

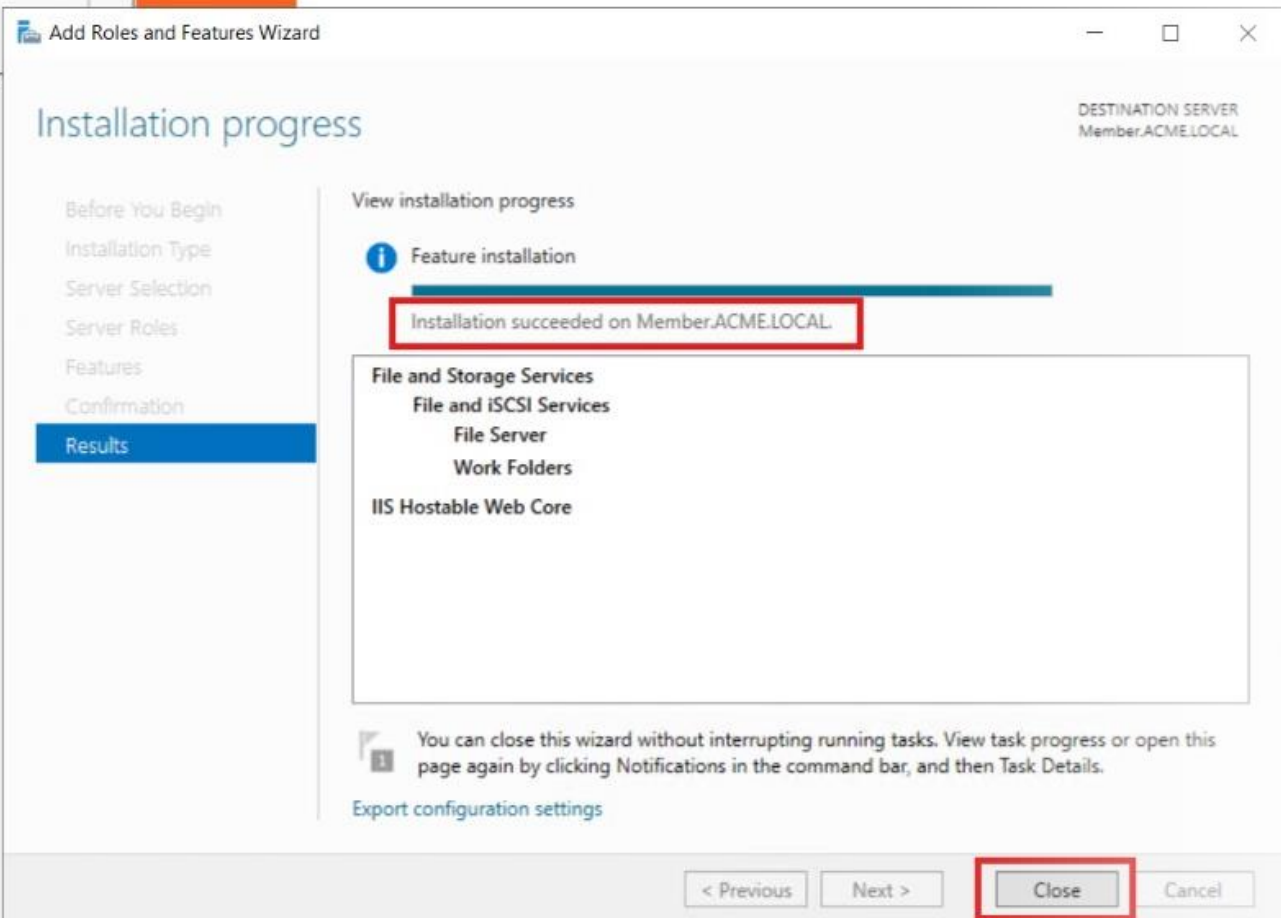
Cancel

Add Roles and Features

This now starts the installation process.



WELCOME TO SERVER MANAGER



Add Roles and Features

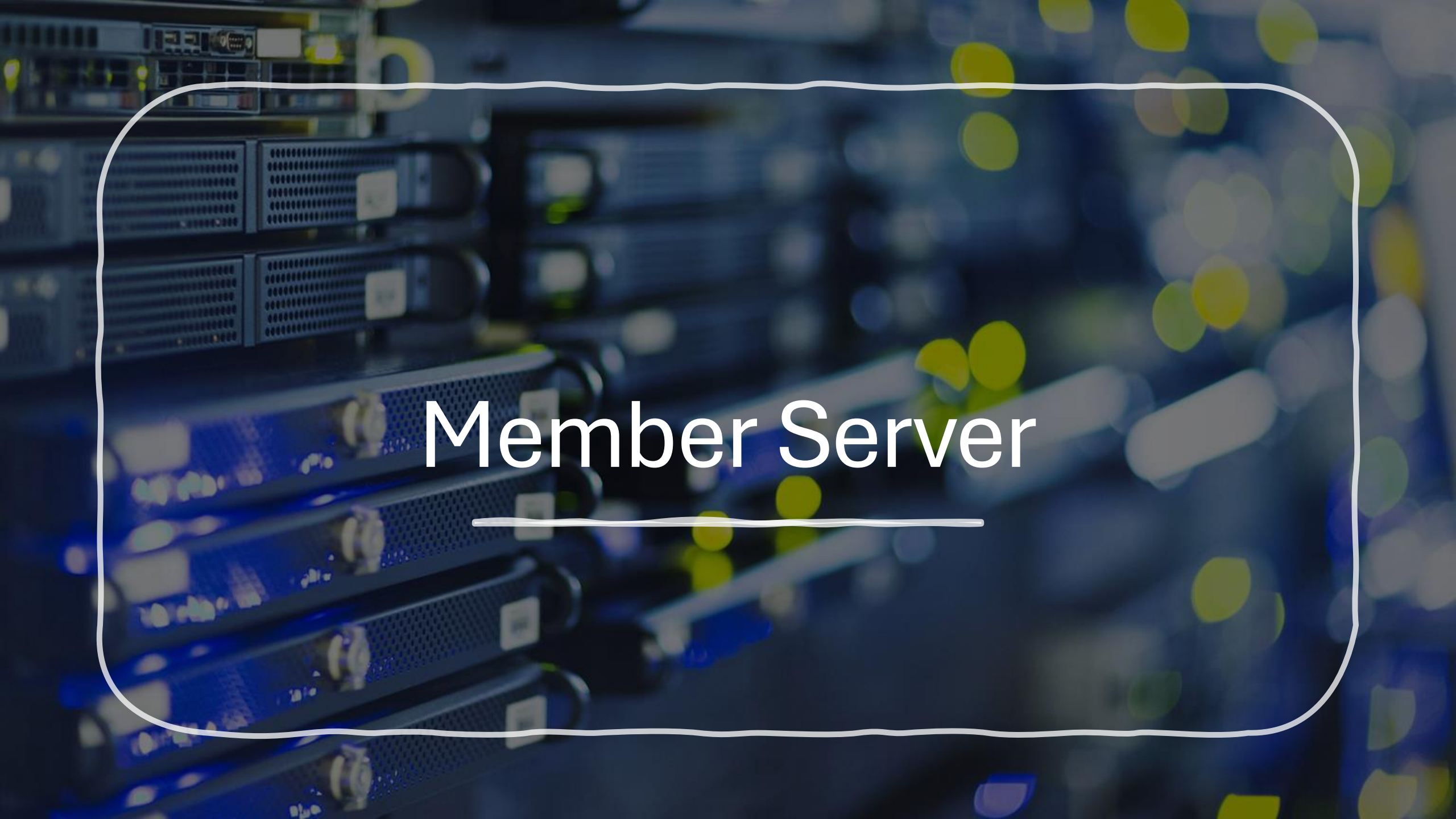
Once installed click on the 'Close' button.





Setup the Work Folders share.

Step 02:



Member Server



WELCOME TO SERVER MANAGER

QUICK START

- 1 Configure this local server
- 2 Add roles and features
- 3 Add other servers to manage
- 4 Create a server group
- 5 Connect this server to cloud services

WHAT'S NEW

LEARN MORE

ROLES AND SERVER GROUPS

Roles: 1 | Server groups: 1 | Servers total: 1

File and Storage Services 1

Manageability

Events

1 Services

Performance

BPA results

Local Server 1

Manageability

Events

1 Services

Performance

BPA results

All Servers

Manageability

Events

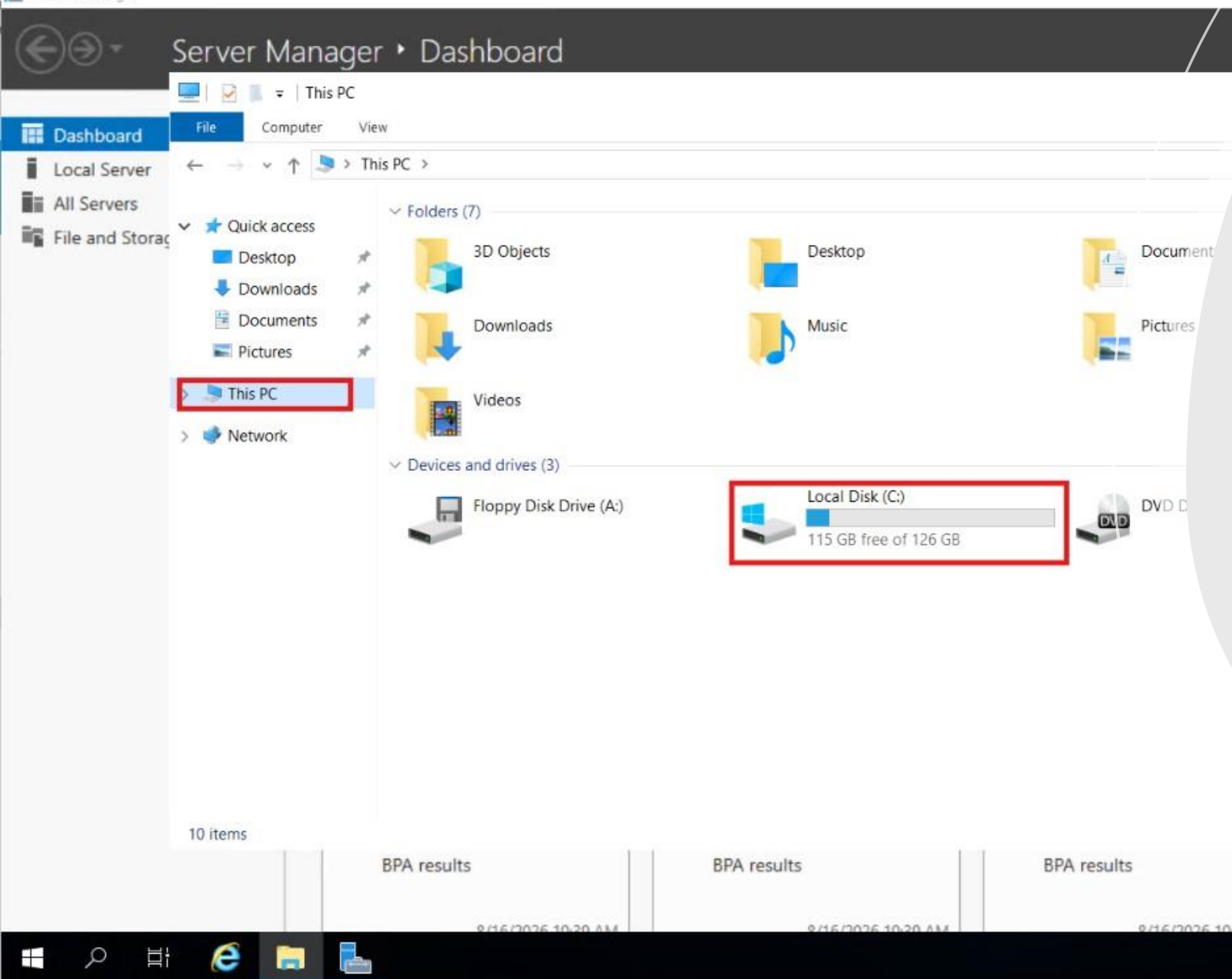
1 Services

Performance

BPA results

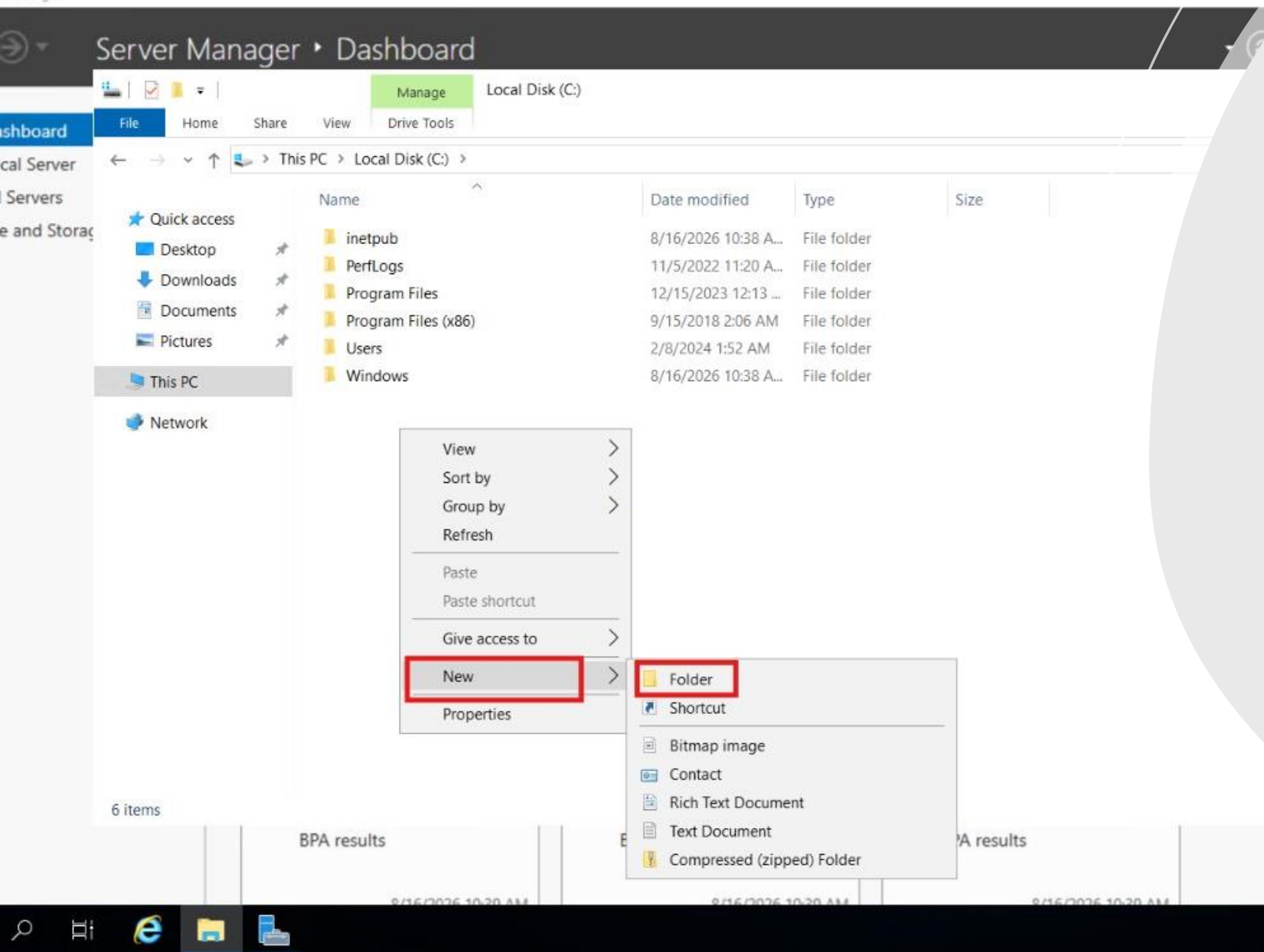
Setting up Work Folders.

- Now that the Work Folder role has been installed onto the Member Server, we now need to create and setup a Work Folder on the 'C' Drive.
- To do this we first need to select the 'File Explorer' icon at the bottom of the screen.



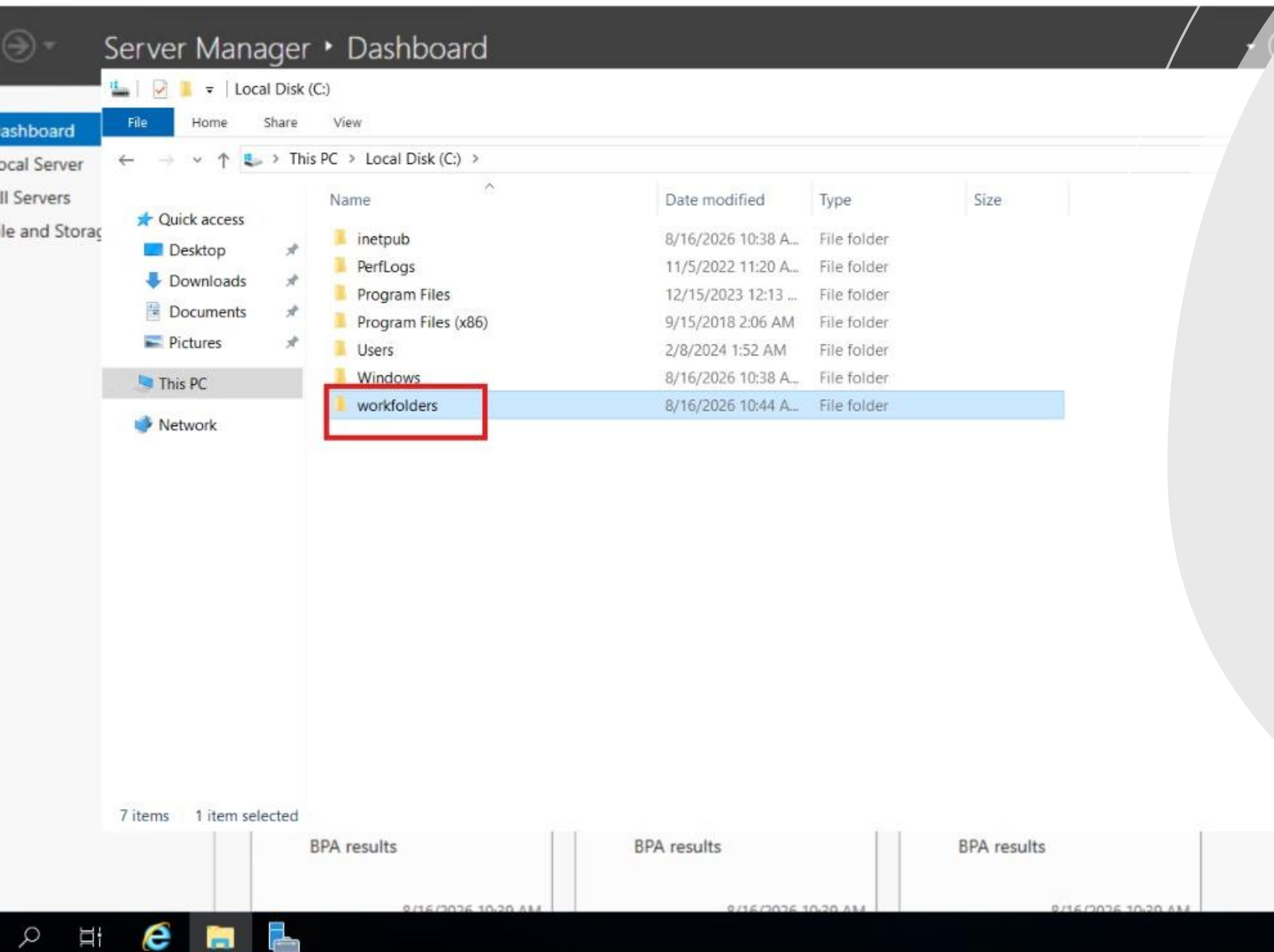
Setting up Work Folders.

- In 'File Explorer' we need to look for 'This PC' and click on this. Now we need to double click on the 'Local Disk (C:)' drive.



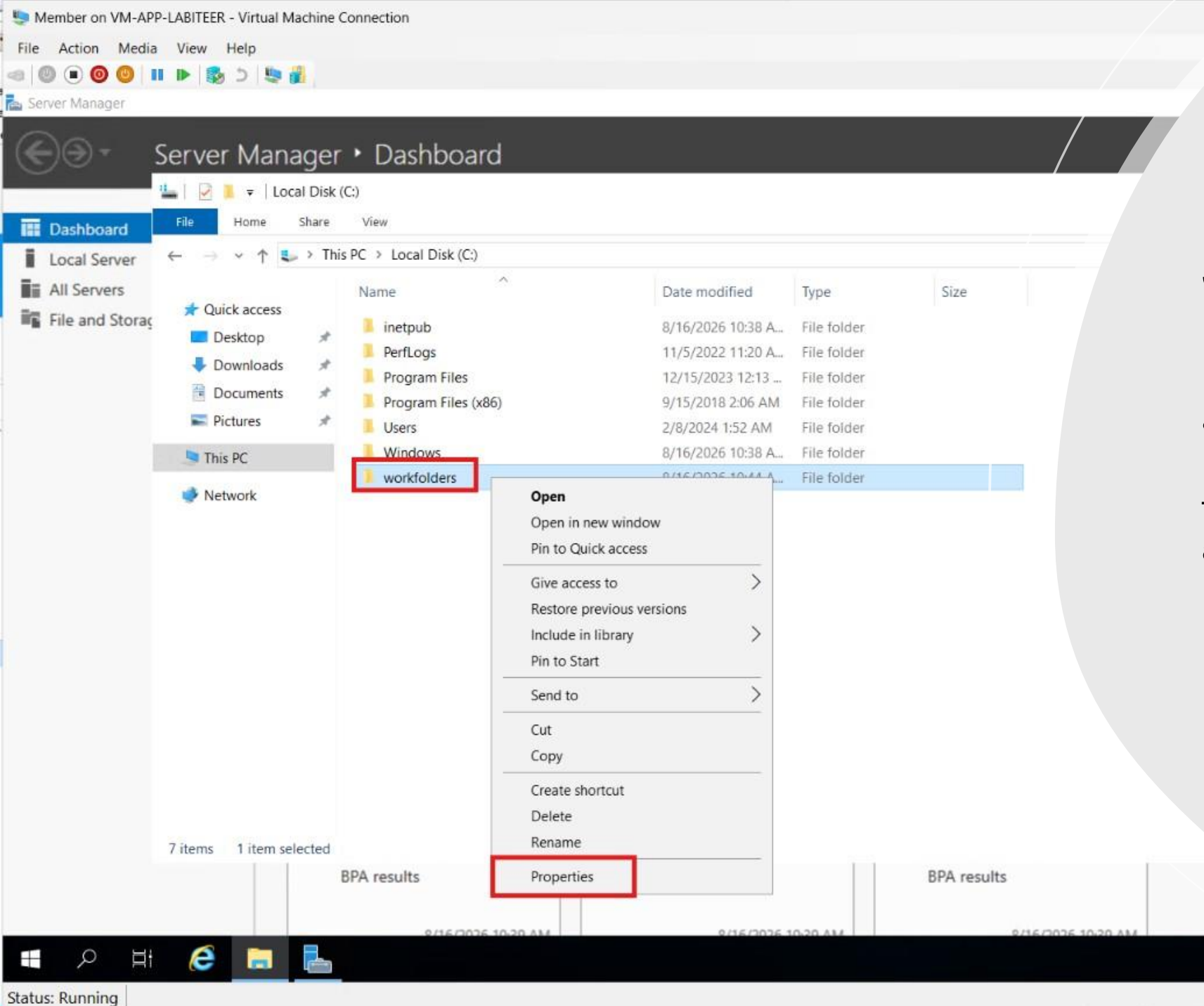
Setting up Work Folders.

- Here we need to use the right mouse button then select 'New' followed by 'Folder'.



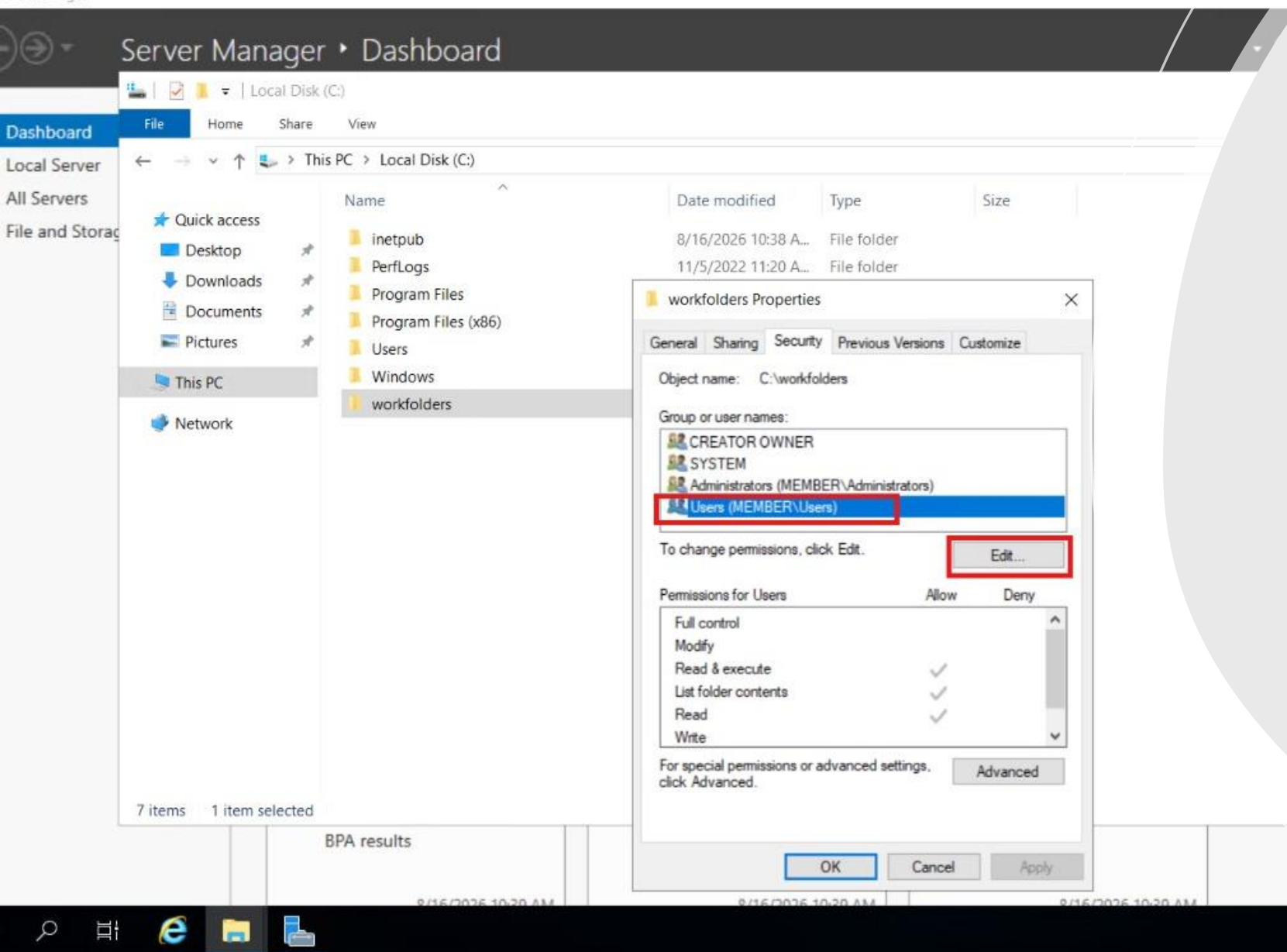
Setting up Work Folders.

- We now name the new folder 'workfolders'.



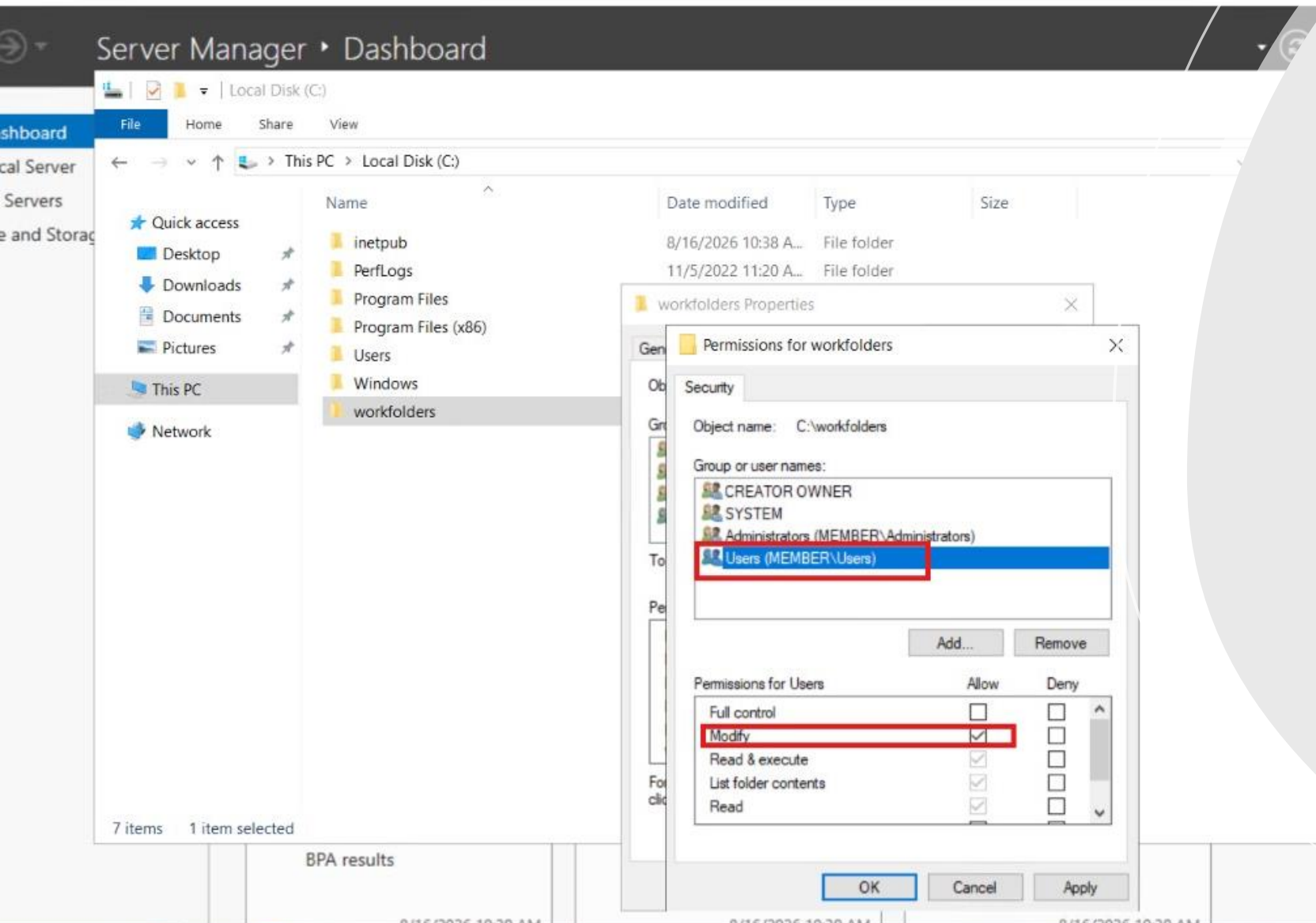
Setting up Work Folders.

- Once we have created our new 'workfolders' we now need to click the right mouse button and select 'Properties'.



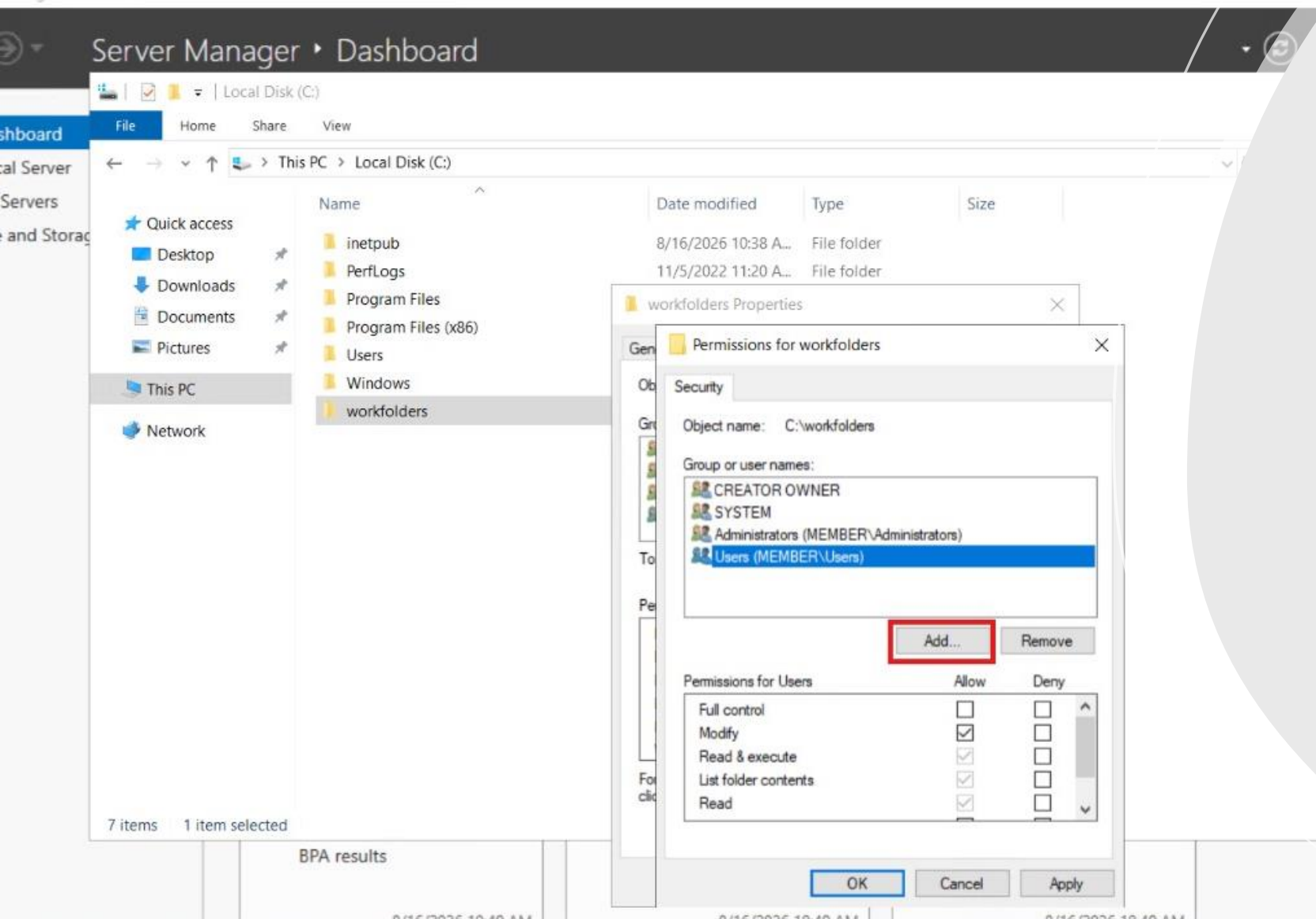
Setting up Work Folders.

- In the 'Security' tab we need to look for and select 'Users (MEMBER\Users)' and then select 'Edit'.



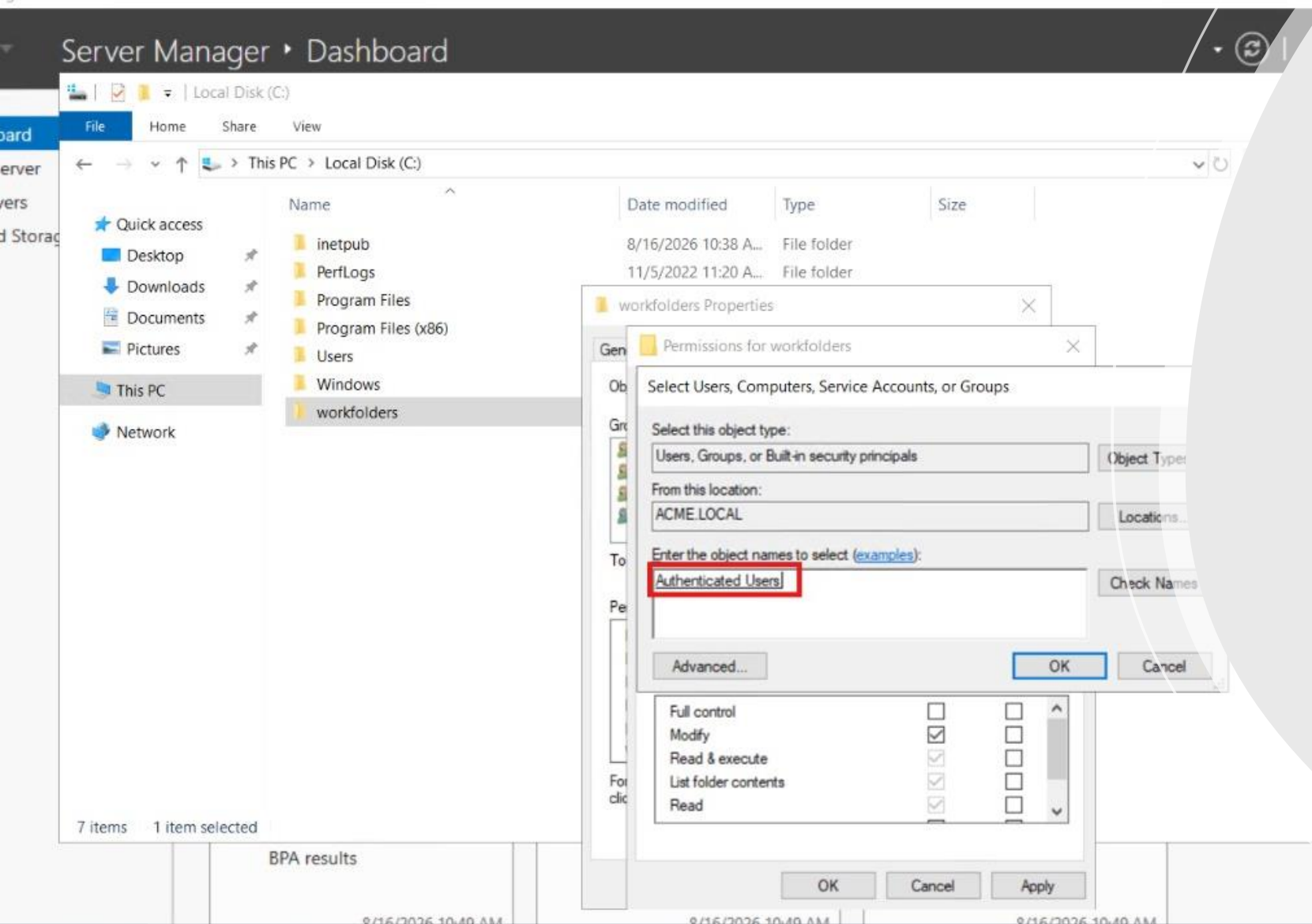
Setting up Work Folders.

- In the 'Permissions for workfolders' screen we need to select 'Users (MEMBER\Users)' and make sure that 'Modify' is allowed in the 'Permissions for Users' section below.



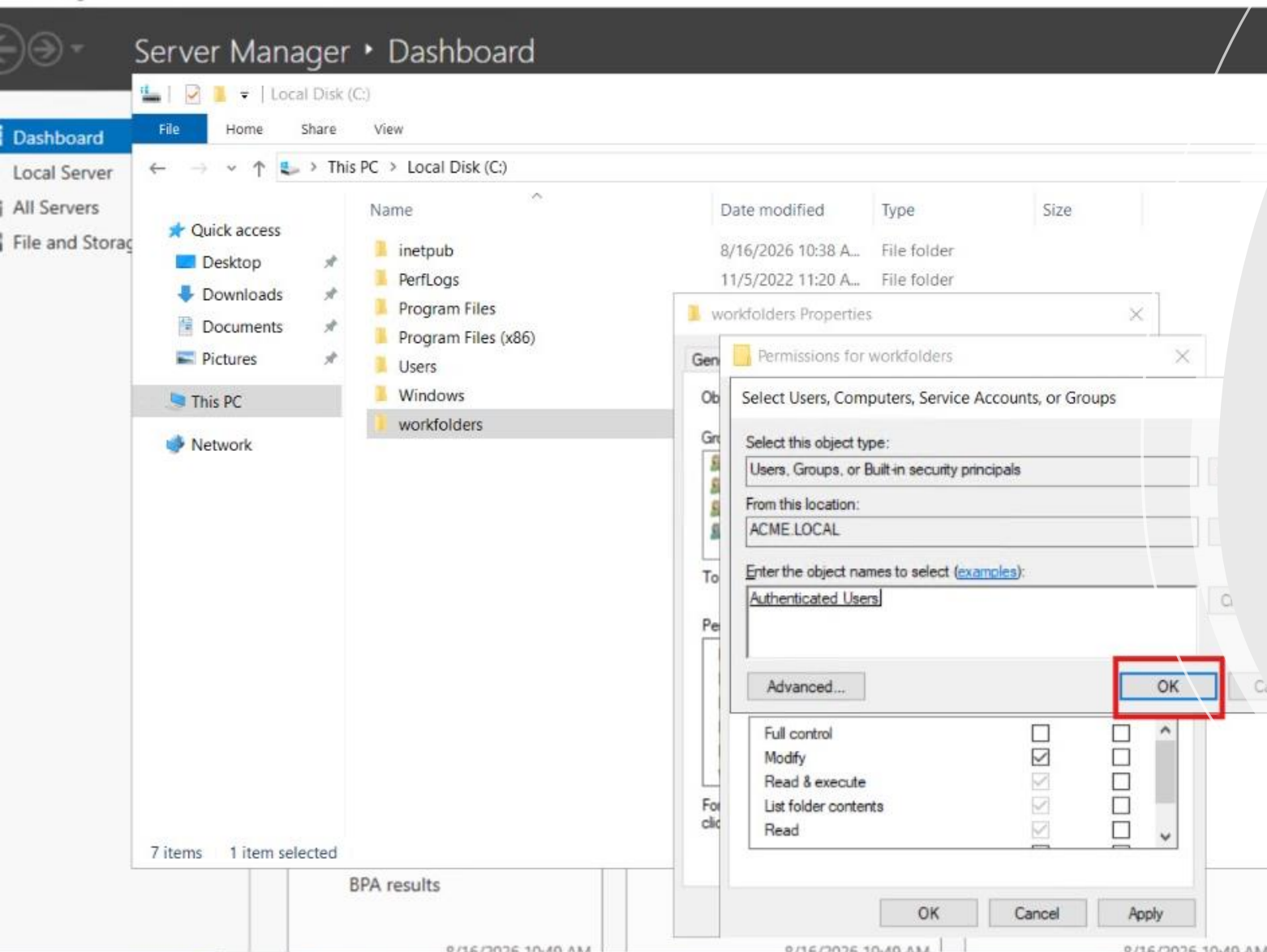
Setting up Work Folders.

- Once this has been selected, we now need to click on 'Add'.



Setting up Work Folders.

- We now need to start typing in 'Authenticated'. If we press the 'Check Names' button, we are looking for 'Authenticated Users'.
- Select this.

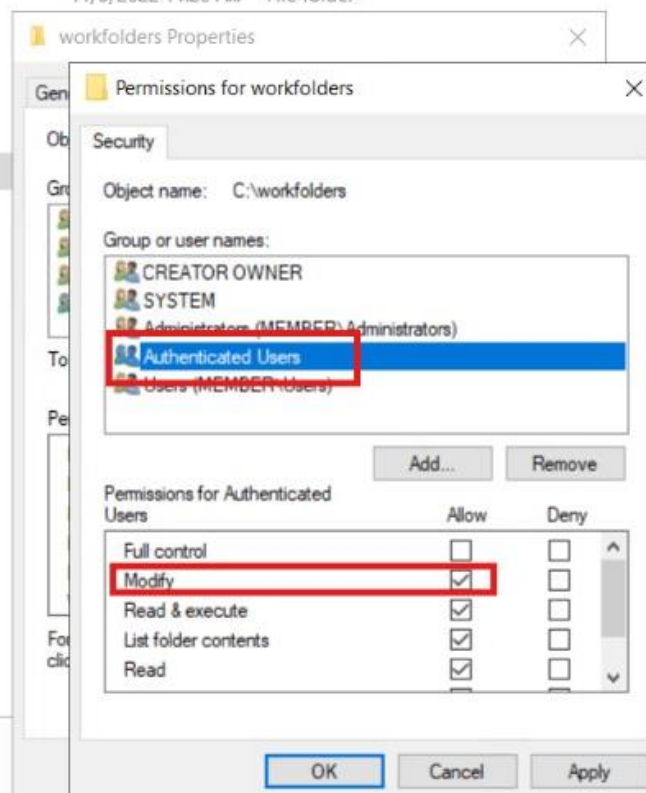
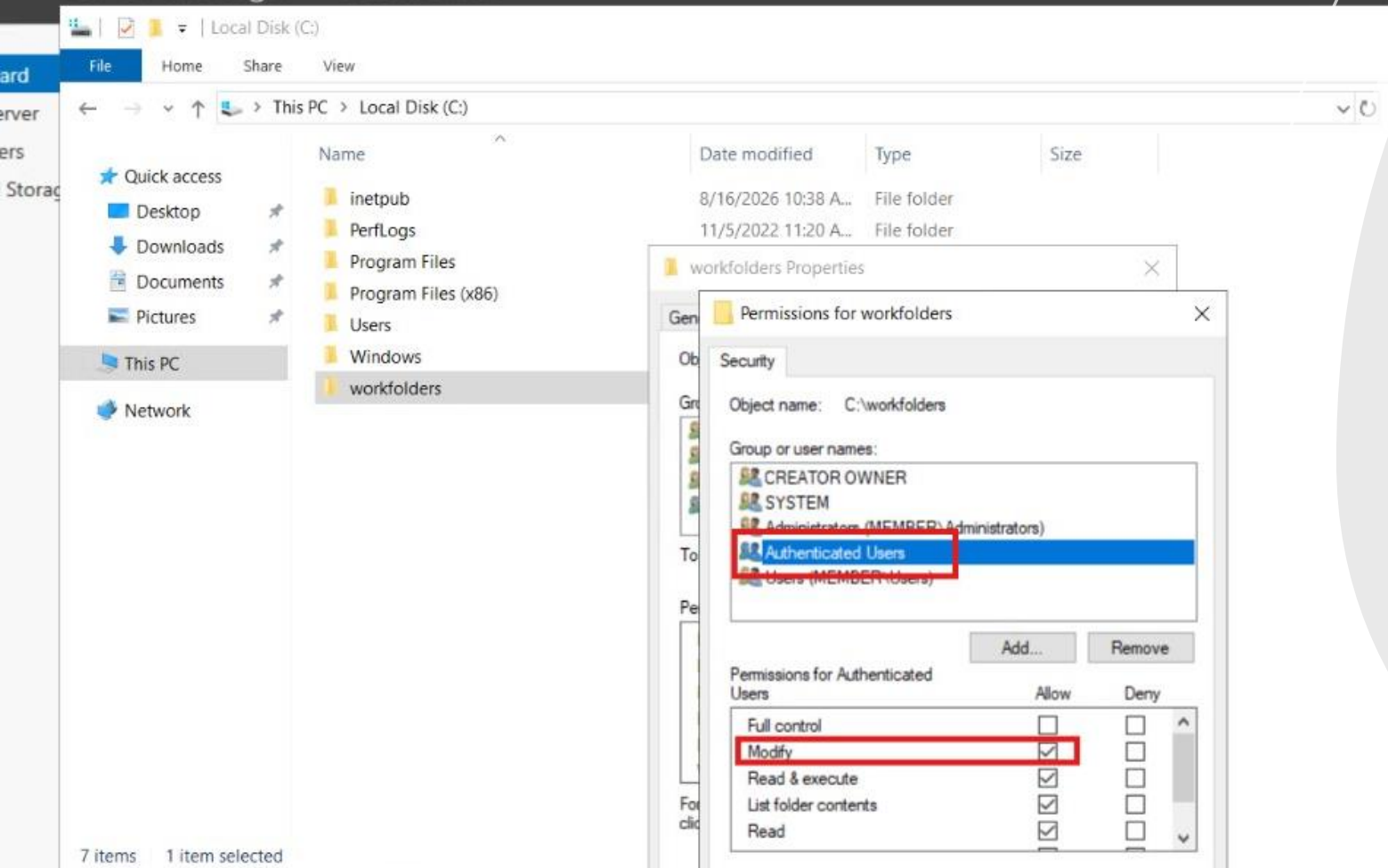


Setting up Work Folders.

- We now need to press 'OK'.



Server Manager ▸ Dashboard



Setting up Work Folders.

- Back at 'Permissions for workfolders' we need to select 'Authenticated Users'.
- We again need to make sure 'Modify' is selected in the allow section.

Server Manager ▶ Dashboard

Dashboard

Local Server

All Servers

File and Storage

7 items 1 item selected

BPA results

8/16/2026 10:40 AM

8/16/2026 10:40 AM

8/16/2026 10:40 AM

Running

Local Disk (C:)

File Home Share View

This PC > Local Disk (C:)

Quick access

Desktop

Downloads

Documents

Pictures

This PC

Network

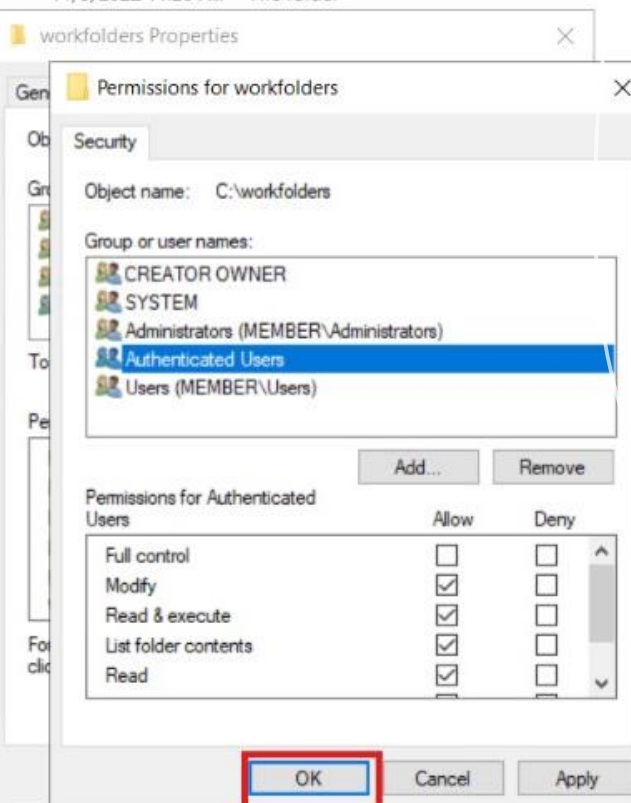
Name

Date modified

Type

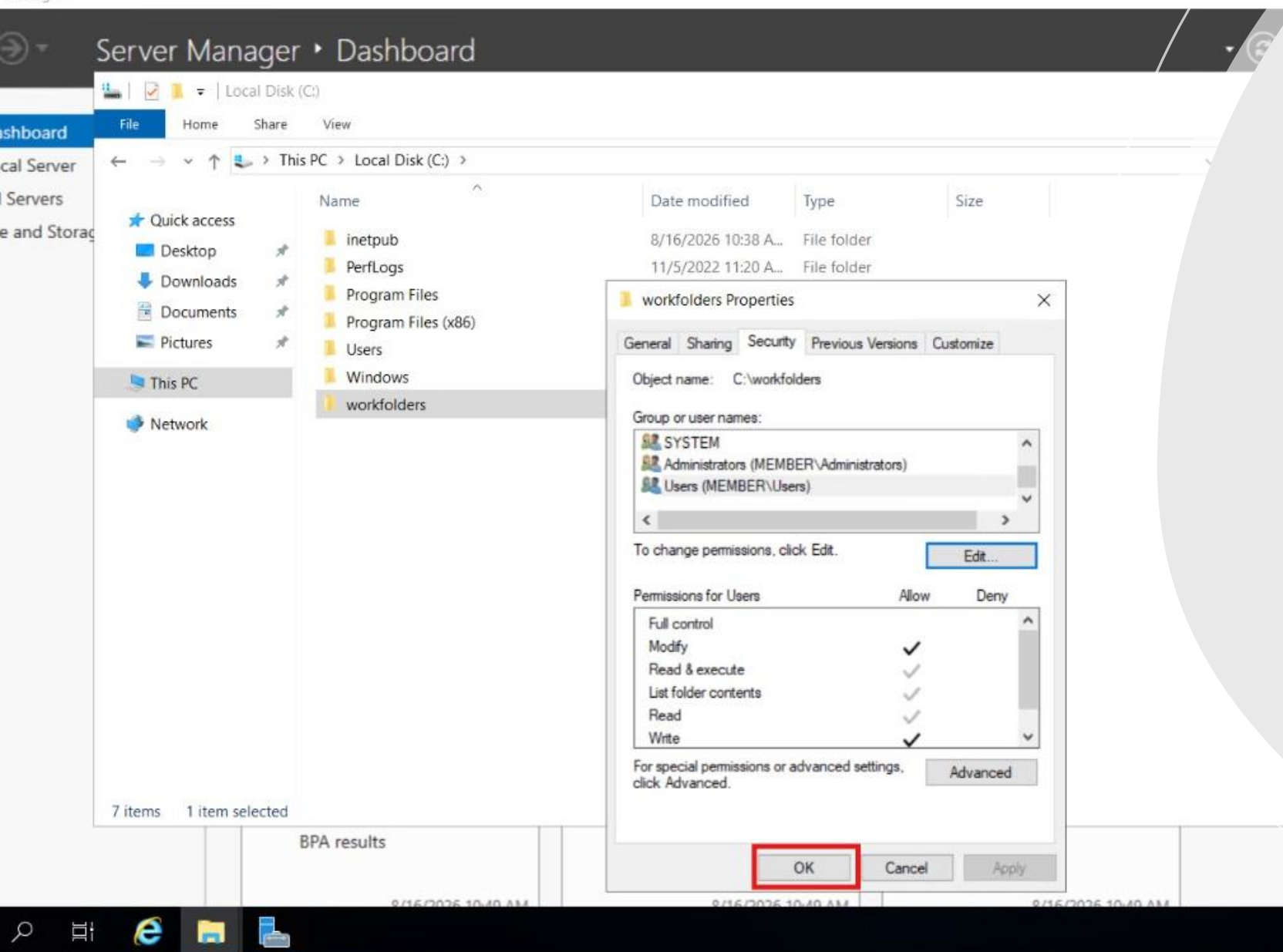
Size

inetpub
PerfLogs
Program Files
Program Files (x86)
Users
Windows
workfolders

8/16/2026 10:38 A... File folder
11/5/2022 11:20 A... File folder


Setting up Work Folders.

- Once 'Modify' has been selected, we now press 'OK'.



Setting up Work Folders.

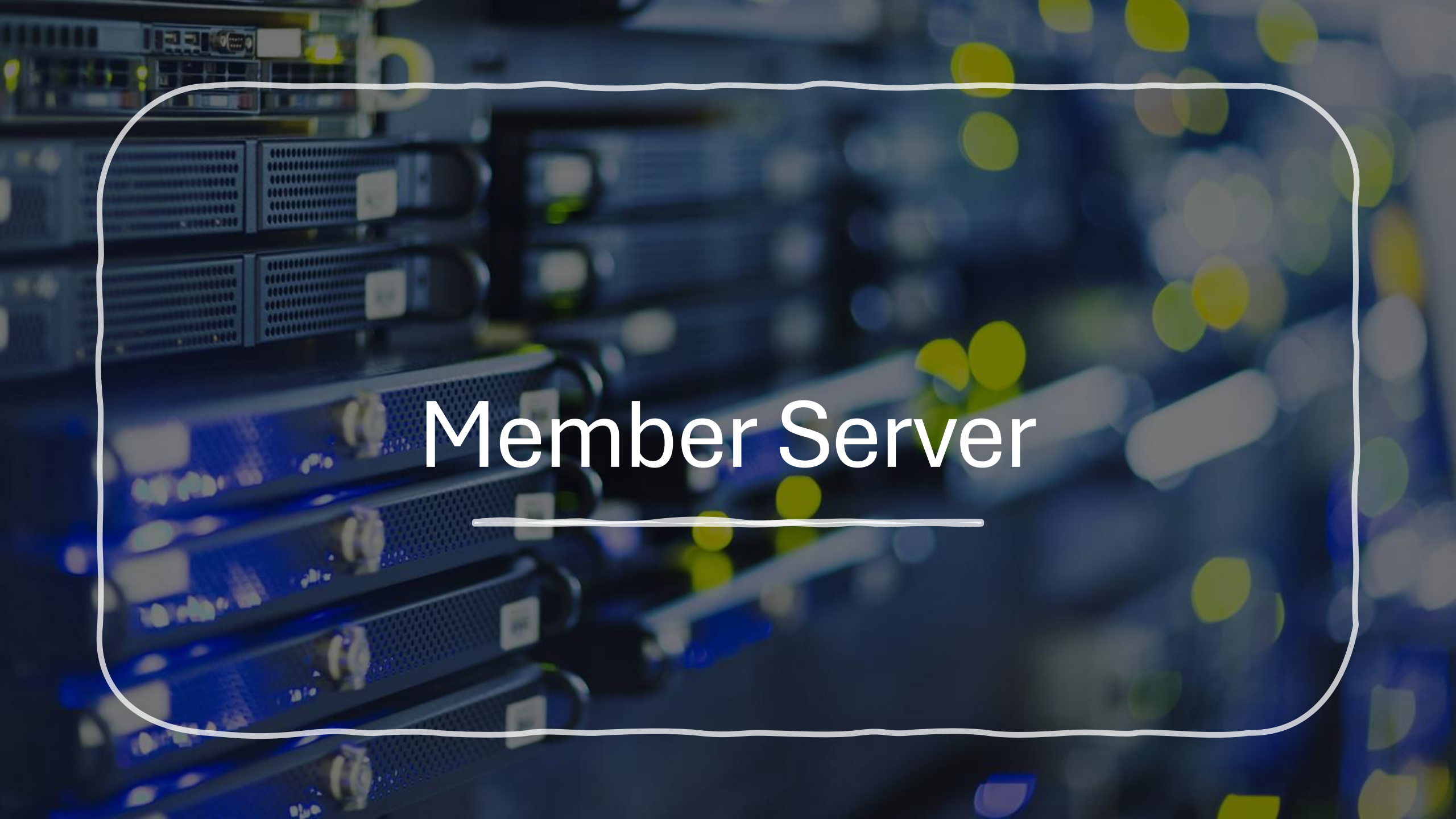
- Again, we need to press 'OK' to complete this section of the task.

We now need to either restart the Member Server, so our changes take effect, or we can force start 'Windows Sync Share'. The next part of the step we will be choosing to force start 'Windows Sync Share'.

A stack of several manila-colored folders is positioned in the upper left corner of the frame. The folders are slightly offset, showing their edges and the layered structure. The background is a solid, deep blue color.

Configure the Work Folder share.

Step 03:



Member Server



WELCOME TO SERVER MANAGER



- 1 Configure this local server
- 2 Add roles and features
- 3 Add other servers to manage
- 4 Create a server group
- 5 Connect this server to cloud services

ROLES AND SERVER GROUPS

Roles: 1 | Server groups: 1 | Servers total: 1

File and Storage Services 1	Local Server 1	All Servers
Manageability	Manageability	Manageability
Events	Events	Events
Services	Services	Services
Performance	Performance	Performance
BPA results	BPA results	BPA results

Configure Work Folder share.

- Back at the Server Manager Dashboard we now need to select 'File and Storage Services'.

anager ▸ File and Storage Services ▸ Servers

Manage 1

SERVERS

All servers | 1 total

Filter



Server Name	IPv4 Address	Manageability	Last Update	Windows Activation
MEMBER	192.168.0.2	Online - Performance counters not started	8/16/2026 10:49:11 AM	Not activated

EVENTS

All events | 1 total

Filter



Server Name	ID	Severity	Source	Log	Date and Time
MEMBER	257	Error	Microsoft-Windows-Defrag	Application	8/16/2026 9:37:23 AM

Configure Work Folder share.

- We now need to select our Member Server and right click our mouse button.

Manager ▸ File and Storage Services ▸ Servers

SERVICES
All servers | 1 total

Filter

Server Name	IPv4 Address	Manageability	Last Update	Windows Activation
MEMBER	192.168.0.2	Online - Performance counters not started	8/16/2026 10:49:11 AM	Not activated

EVENTS
events | 1 total

Filter

Server Name	ID	Severity	Source	Log	Date and Time
MEMBER	257	Error	Microsoft-Windows-Defrag	Application	8/16/2026 9:37:23 AM

Tools

- Component Services
- Computer Management
- Defragment and Optimize Drives
- Disk Cleanup
- Event Viewer
- iSCSI Initiator
- Local Security Policy
- Microsoft Azure Services
- ODBC Data Sources (32-bit)
- ODBC Data Sources (64-bit)
- Performance Monitor
- Print Management
- Recovery Drive
- Registry Editor
- Resource Monitor
- Services**
- System Configuration
- System Information
- Task Scheduler
- Windows Defender Firewall with Adv
- Windows Memory Diagnostic
- Windows PowerShell
- Windows PowerShell (x86)
- Windows PowerShell ISE
- Windows PowerShell ISE (x86)
- Windows Server Backup

Configure Work Folder share.

- We now need to look down the list and find 'Services'. Once located click on this to load services up.

Services (Local)

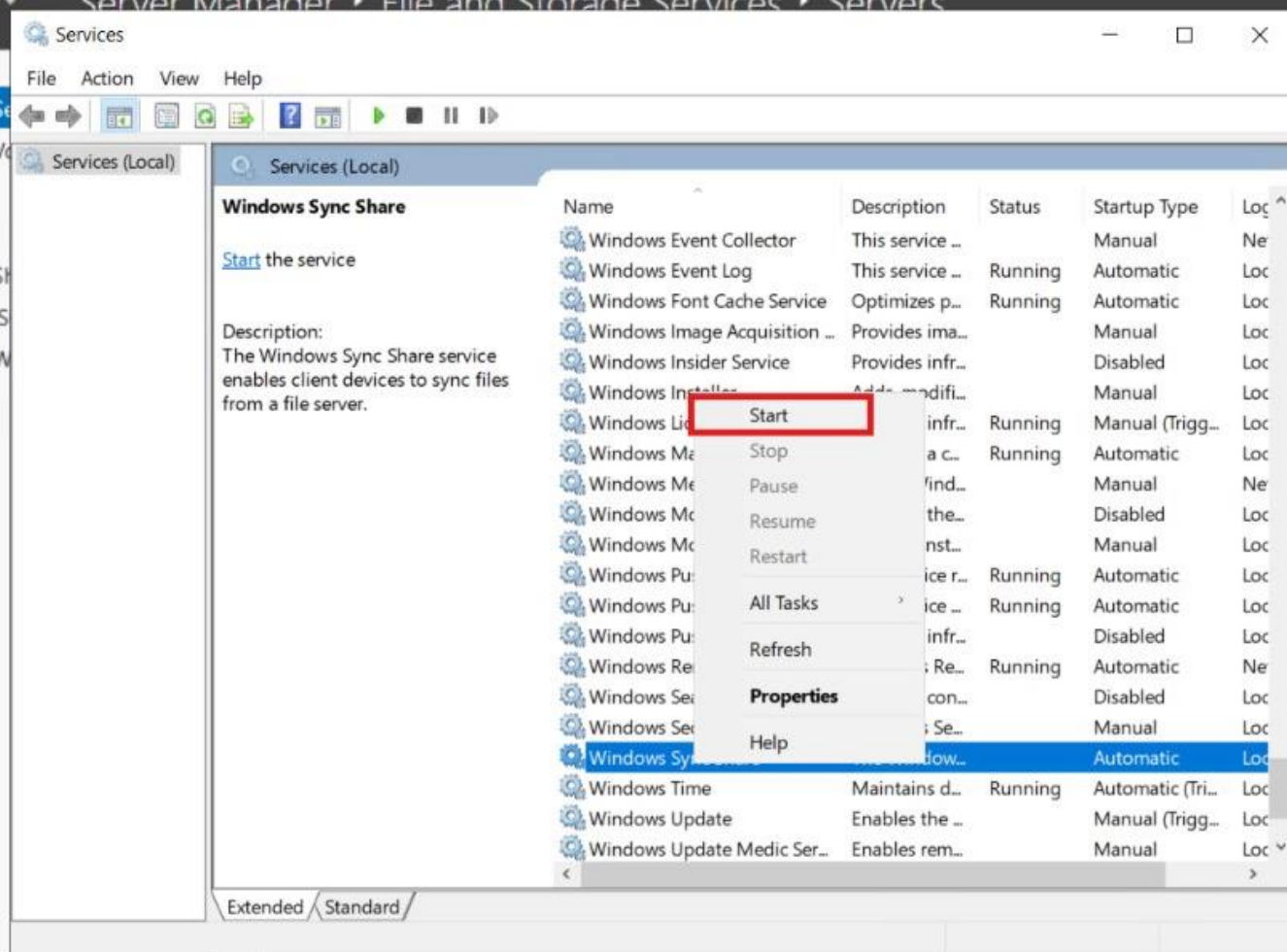
Select an item to view its description.

Name	Description	Status	Startup Type	Log
Windows Event Collector	This service ...		Manual	Ne
Windows Event Log	This service ...	Running	Automatic	Loc
Windows Font Cache Service	Optimizes p...	Running	Automatic	Loc
Windows Image Acquisition ...	Provides ima...		Manual	Loc
Windows Insider Service	Provides infr...		Disabled	Loc
Windows Installer	Adds, modifi...		Manual	Loc
Windows License Manager S...	Provides infr...	Running	Manual (Trigg...	Loc
Windows Management Instr...	Provides a c...	Running	Automatic	Loc
Windows Media Player Netw...	Shares Wind...		Manual	Ne
Windows Mobile Hotspot Se...	Provides the...		Disabled	Loc
Windows Modules Installer	Enables inst...		Manual	Loc
Windows Push Notifications...	This service r...	Running	Automatic	Loc
Windows Push Notifications...	This service ...	Running	Automatic	Loc
Windows PushToInstall Servi...	Provides infr...		Disabled	Loc
Windows Remote Managem...	Windows Re...	Running	Automatic	Ne
Windows Search	Provides con...		Disabled	Loc
Windows Security Service	Windows Se...		Manual	Loc
Windows Sync Share	The Window...		Automatic	Loc
Windows Time	Maintains d...	Running	Automatic (Tri...	Loc
Windows Update	Enables the ...		Manual (Trigg...	Loc
Windows Update Medic Ser...	Enables rem...		Manual	Loc

Extended Standard

Configure Work Folder share.

- In 'Services' we now need to scroll down until we find 'Windows Sync Share'.
- Once we find it, we can see that it is setup to run as 'Automatic'. This means that this would normally startup after we have restarted the Member Server.



Configure Work Folder share.

- After finding 'Windows Sync Share' we need to right click the mouse button and then select 'Start'.

Services

File Action View Help

Services (Local)

Windows Sync Share

Stop the service

Restart the service

Description:

The Windows Sync Share service enables client devices to sync files from a file server.

Name	Description	Status	Startup Type	Log
Windows Event Collector	This service ...		Manual	Ne
Windows Event Log	This service ...	Running	Automatic	Loc
Windows Font Cache Service	Optimizes p...	Running	Automatic	Loc
Windows Image Acquisition ...	Provides ima...		Manual	Loc
Windows Insider Service	Provides infr...		Disabled	Loc
Windows Installer	Adds, modifi...		Manual	Loc
Windows License Manager S...	Provides infr...	Running	Manual (Trigg...	Loc
Windows Management Instr...	Provides a c...	Running	Automatic	Loc
Windows Media Player Netw...	Shares Wind...		Manual	Ne
Windows Mobile Hotspot Se...	Provides the...		Disabled	Loc
Windows Modules Installer	Enables inst...		Manual	Loc
Windows Push Notifications...	This service r...	Running	Automatic	Loc
Windows Push Notifications...	This service ...	Running	Automatic	Loc
Windows PushToInstall Servi...	Provides infr...		Disabled	Loc
Windows Remote Managem...	Windows Re...	Running	Automatic	Ne
Windows Search	Provides con...		Disabled	Loc
Windows Security Service	Windows Sec...		Manual	Loc
Windows Sync Share	The Window...	Running	Automatic	Loc
Windows Time	Maintains da...	Running	Automatic (Tri...	Loc
Windows Update	Enables the ...		Manual (Trigg...	Loc
Windows Update Medic Ser...	Enables rem...		Manual	Loc

Configure Work Folder share.

- We can now see 'Windows Sync Share' is now running.
- We now need to click onto the 'x' to close the 'Services' tab.

Running

Servers
All servers | 1 total

Filter

Server Name	IPv4 Address	Manageability	Last Update	Windows Activation
MEMBER	192.168.0.2	Online - Performance counters not started	8/16/2026 10:59:12 AM	Not activated

EVENTS
All events | 1 total

Filter

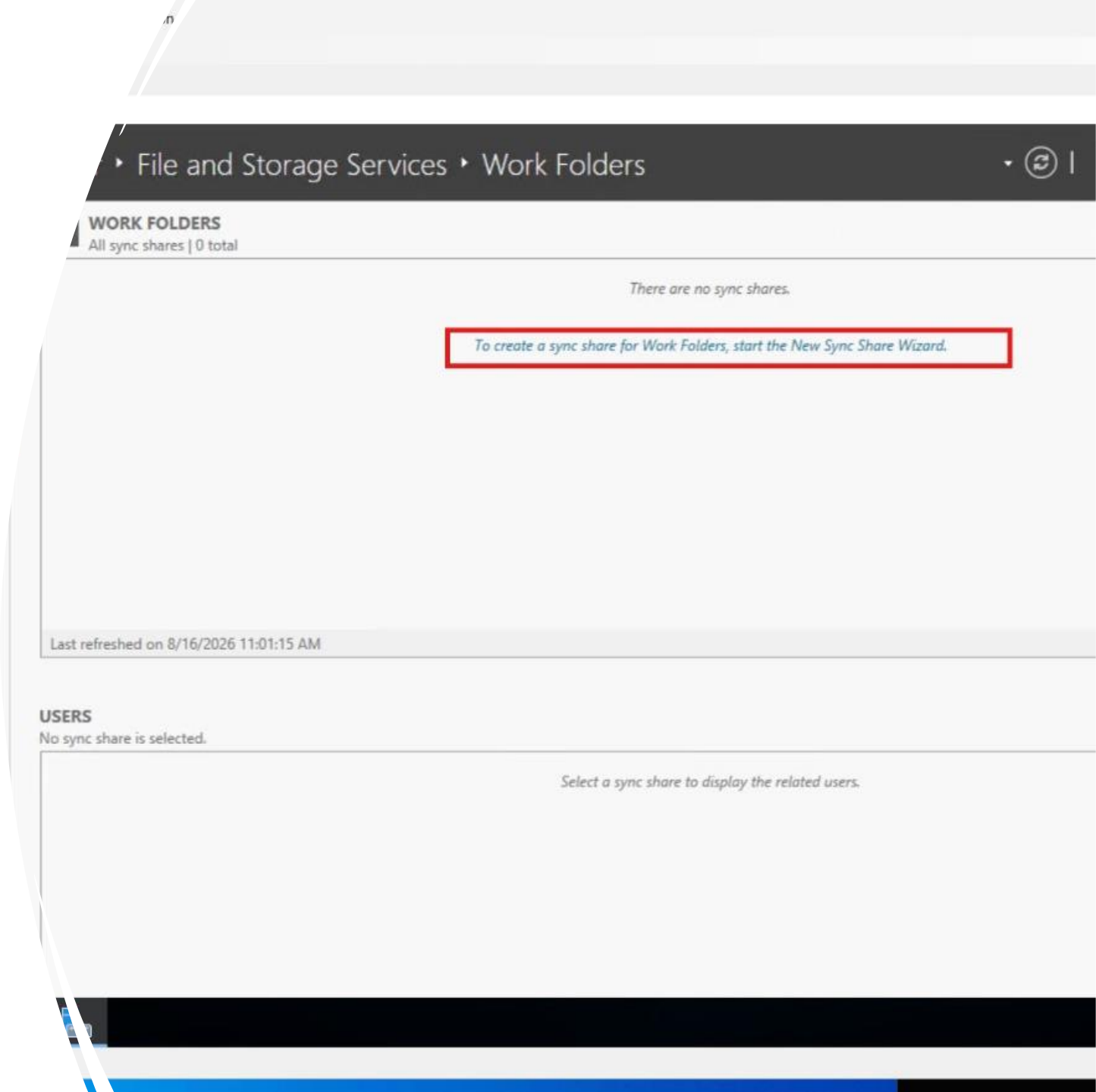
Server Name	ID	Severity	Source	Log	Date and Time
MEMBER	257	Error	Microsoft-Windows-Defrag	Application	8/16/2026 9:37:23 AM

Configure Work Folder share.

- We now need to go and select 'Work Folders'.

Configure Work Folder share.

- Next, we need to select 'To create a sync share for Work Folders, start the New Sync Share Wizard'.



WORK FOLDERS
All sync shares | 0 total

New Sync Share Wizard

Before you begin

- Before You Begin**
- Server and Path
- User Folder Structure
- Sync Share Name
- Sync Access
- PC Security Policies
- Confirmation
- Results

Before you can create a sync share, you must allocate storage for user files on a volume formatted with NTFS. You can also optionally create security groups to control who can access Work Folders.

For additional details or to enable users to connect across the Internet, see the Work Folders deployment content on the Windows Server Technical Library site.

To continue, click Next.

☐ Don't show this page again

< Previous **Next >** Create Cancel

Configure Work Folder share.

- Here we need to just press 'Next'.



WORK FOLDERS
All sync shares | 0 total

There are no sync shares.

New Sync Share Wizard

Select the server and path

Before You Begin

- Server and Path
- User Folder Structure
- Sync Share Name
- Sync Access
- PC Security Policies
- Confirmation
- Results

Server:

Server Name	Status	Cluster Role	Owner Node
Member	Online	Not Clustered	

Only servers and clustered file server instances that have Work Folders installed are shown.

Location:

☐ Select by file share:

Name Path

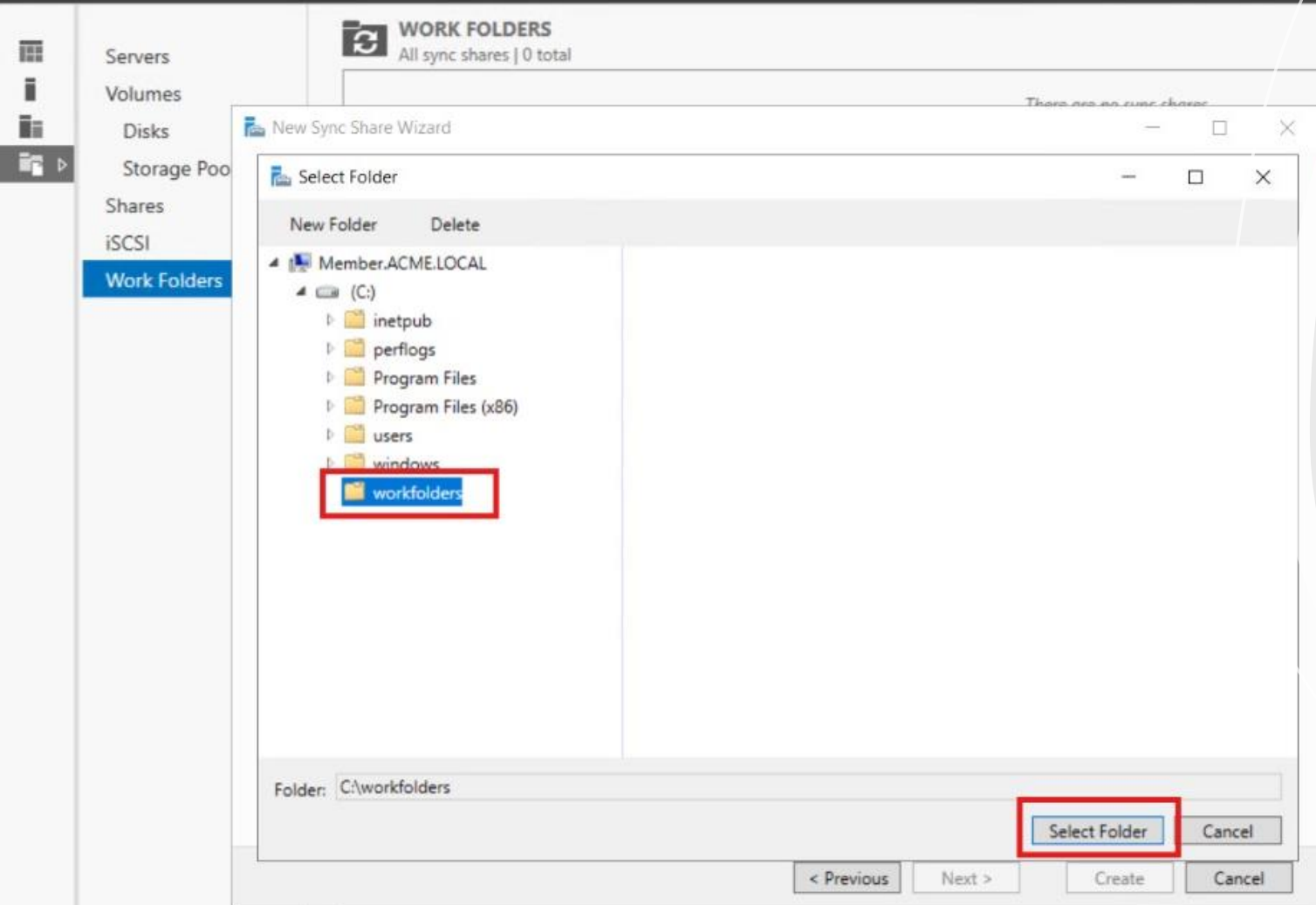
☐ Enter a local path:

Browse...

< Previous Next > Create Cancel

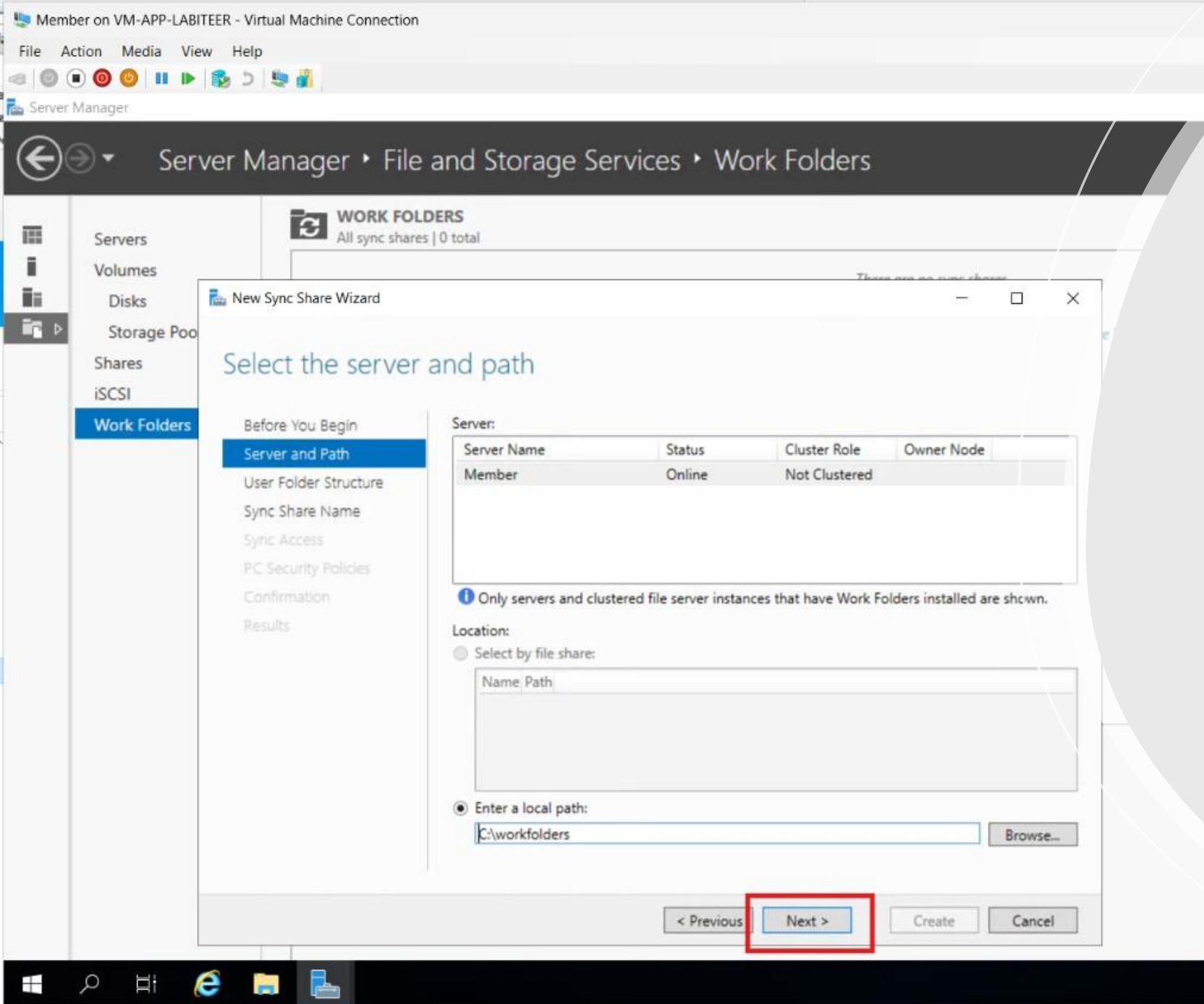
Configure Work Folder share.

- At the 'Server Path' section we need to select 'Browse'.



Configure Work Folder share.

- We now need to open up the drop-down sections until we find 'workfolders' and then press 'Select Folder'.



Configure Work Folder share.

- Here you can see the local path now is showing our workfolders location. 'C:\\workfolders'.
- We now press 'Next'.



WORK FOLDERS

All sync shares | 0 total

New Sync Share Wizard

Specify the structure for user folders

Before You Begin
Server and Path
User Folder Structure
Sync Share Name
Sync Access
PC Security Policies
Confirmation
Results

Choose a folder-naming format based on whether you have to maintain user folder compatibility or want to support identical aliases across domains.

☐ User alias
Maintains compatibility with existing user folders that use aliases for their names

☒ User alias@domain
Eliminates conflicts between identical user aliases in different domains

Syncing a subfolder can be useful if you currently redirect multiple folders for users and want to use this sync share with only one of these, such as the Documents folder.

☐ Sync only the following subfolder:

If the subfolder doesn't exist, it will be created for every user assigned to this Work Folders instance.

< Previous **Next >** Create Cancel

Configure Work Folder share.

- At the 'User Folder Structure' section, we need to make sure we have selected 'User alias@domain'.
- If we remember back at the 'Cyber Security Engineer task' we had to make sure that users including the acme\administrator was setup with this. It allows access to users in this Domain.
- We now select 'Next'.

WORK FOLDERS

All sync shares | 0 total

New Sync Share Wizard

Enter the sync share name

Before You Begin
Server and Path
User Folder Structure
Sync Share Name
Sync Access
PC Security Policies
Confirmation
Results

Name:

Description:

< Previous **Next >** Create Cancel

Configure Work Folder share.

- At the 'Sync Share Name' we need to make sure workfolders is showing in the 'Name' section.
- Once we can confirm this, we need to press 'Next'.



WORK FOLDERS
All sync shares | 0 total

There are no sync shares.

New Sync Share Wizard

Grant sync access to groups

Before You Begin
Server and Path
User Folder Structure
Sync Share Name
Sync Access
PC Security Policies
Confirmation
Results

Domain	Principal	Description
--------	-----------	-------------

Add... Remove

☒ Disable inherited permissions and grant users exclusive access to their files

< Previous Next > Create Cancel

Configure Work Folder share.

- This now takes us to the 'Sync Access' section. Here we need to press 'Add'.

WORK FOLDERS
All sync shares | 0 total

There are no sync shares.

New Sync Share Wizard

Select User or Group

Select this object type:
User or Group Object Types...

From this location:
Entire Directory Locations...

Enter the object name to select (examples):
domain

Check Names

Advanced... OK Cancel

Results

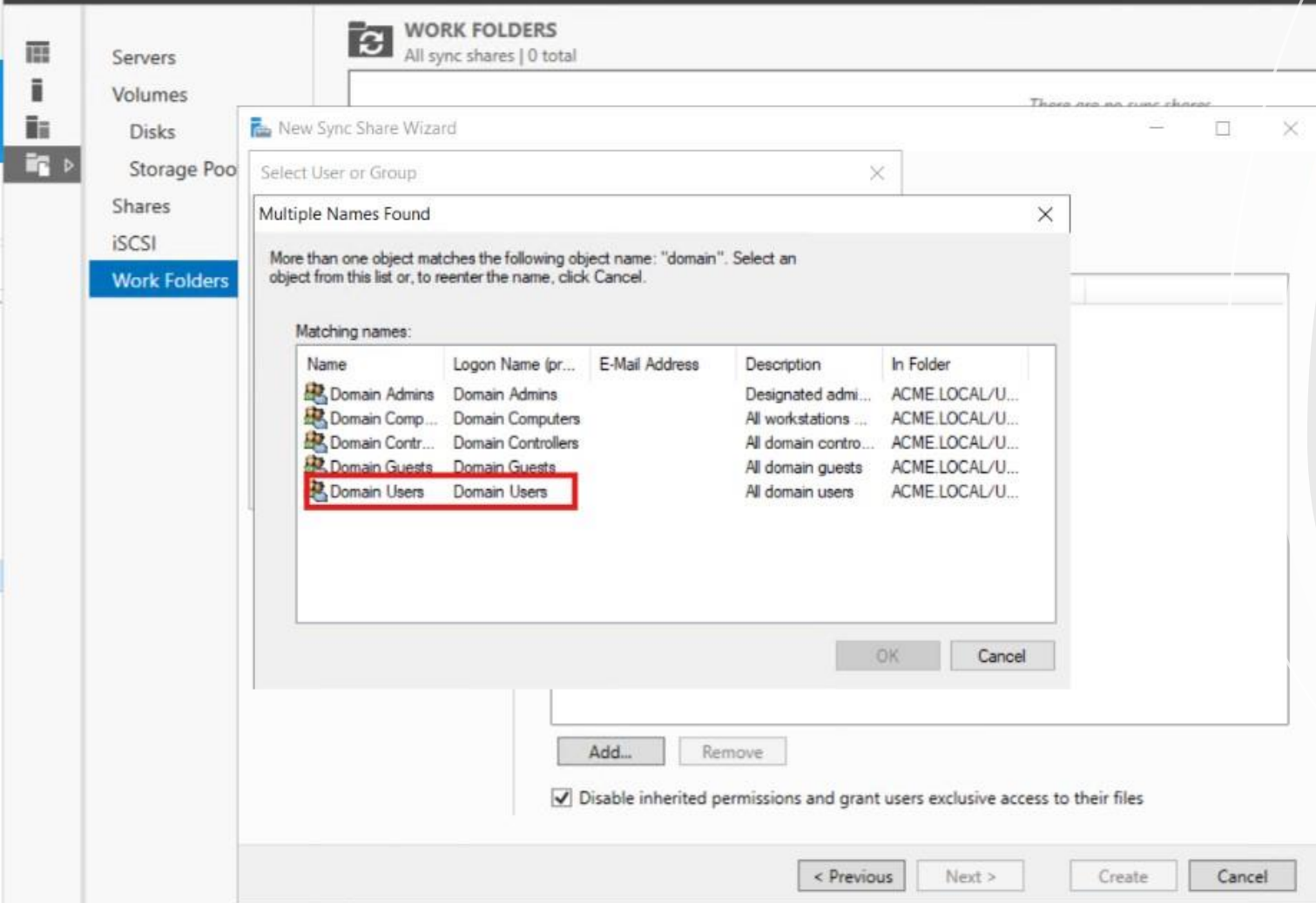
Add... Remove

☒ Disable inherited permissions and grant users exclusive access to their files

< Previous Next > Create Cancel

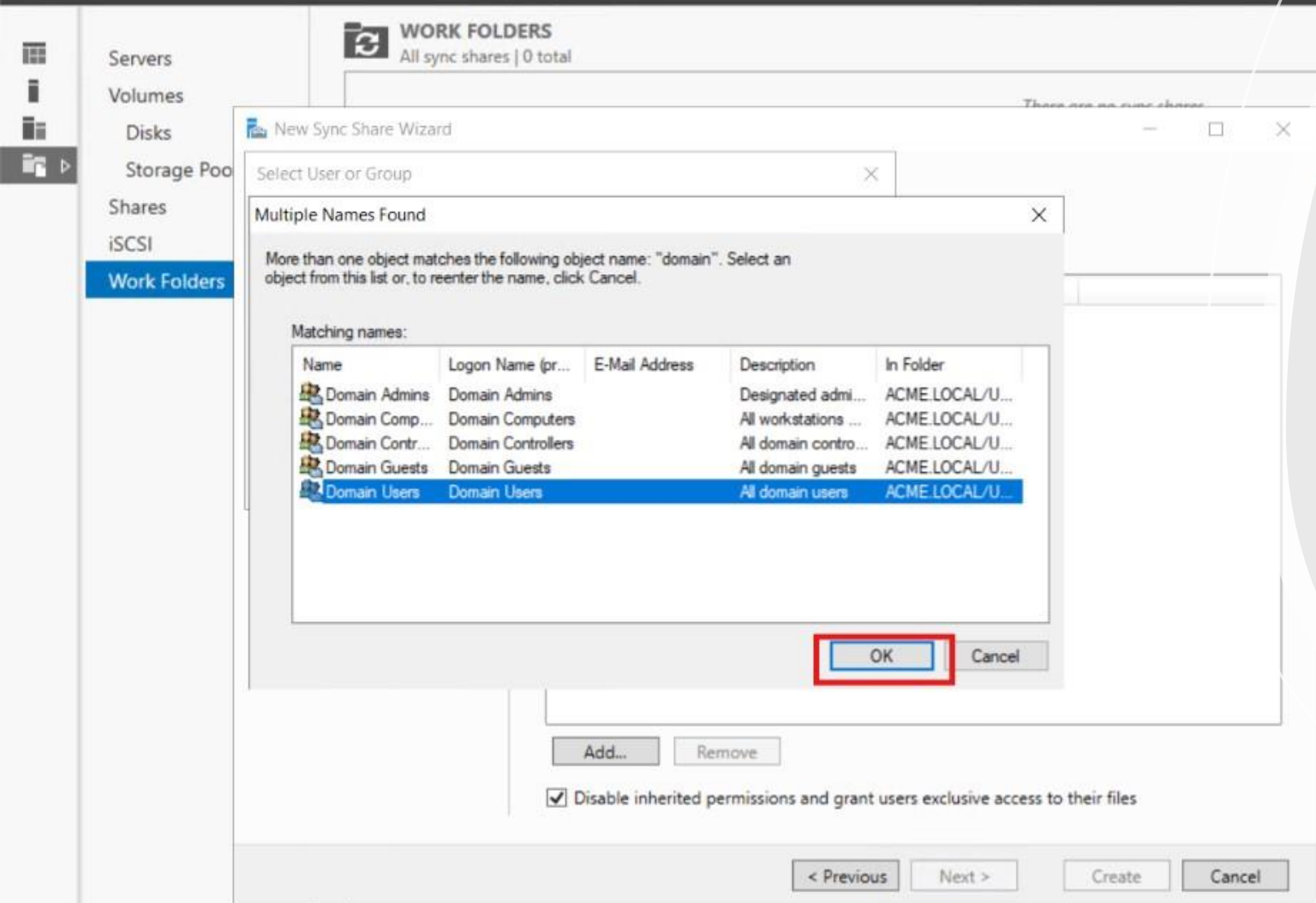
Configure Work Folder share.

- We need to start typing in 'domain' and then press 'Check Names'.



Configure Work Folder share.

- We need to select 'Domain Users'.



Configure Work Folder share.

- Once we have selected Domain Users, we need to then press 'OK'.

WORK FOLDERS
All sync shares | 0 total

There are no sync shares.

New Sync Share Wizard

Select User or Group

Select this object type:
User or Group

From this location:
Entire Directory

Enter the object name to select (examples):
Domain Users

Object Types...
Locations...
Check Names

Advanced... OK Cancel

Results

Add... Remove

☒ Disable inherited permissions and grant users exclusive access to their files

< Previous Next > Create Cancel

Configure Work Folder share.

- Now we press 'OK'.



WORK FOLDERS

All sync shares | 0 total

New Sync Share Wizard

Grant sync access to groups

Before You Begin
Server and Path
User Folder Structure
Sync Share Name
Sync Access
PC Security Policies
Confirmation
Results

Domain	Principal	Description
ACME	Domain Users	All domain users

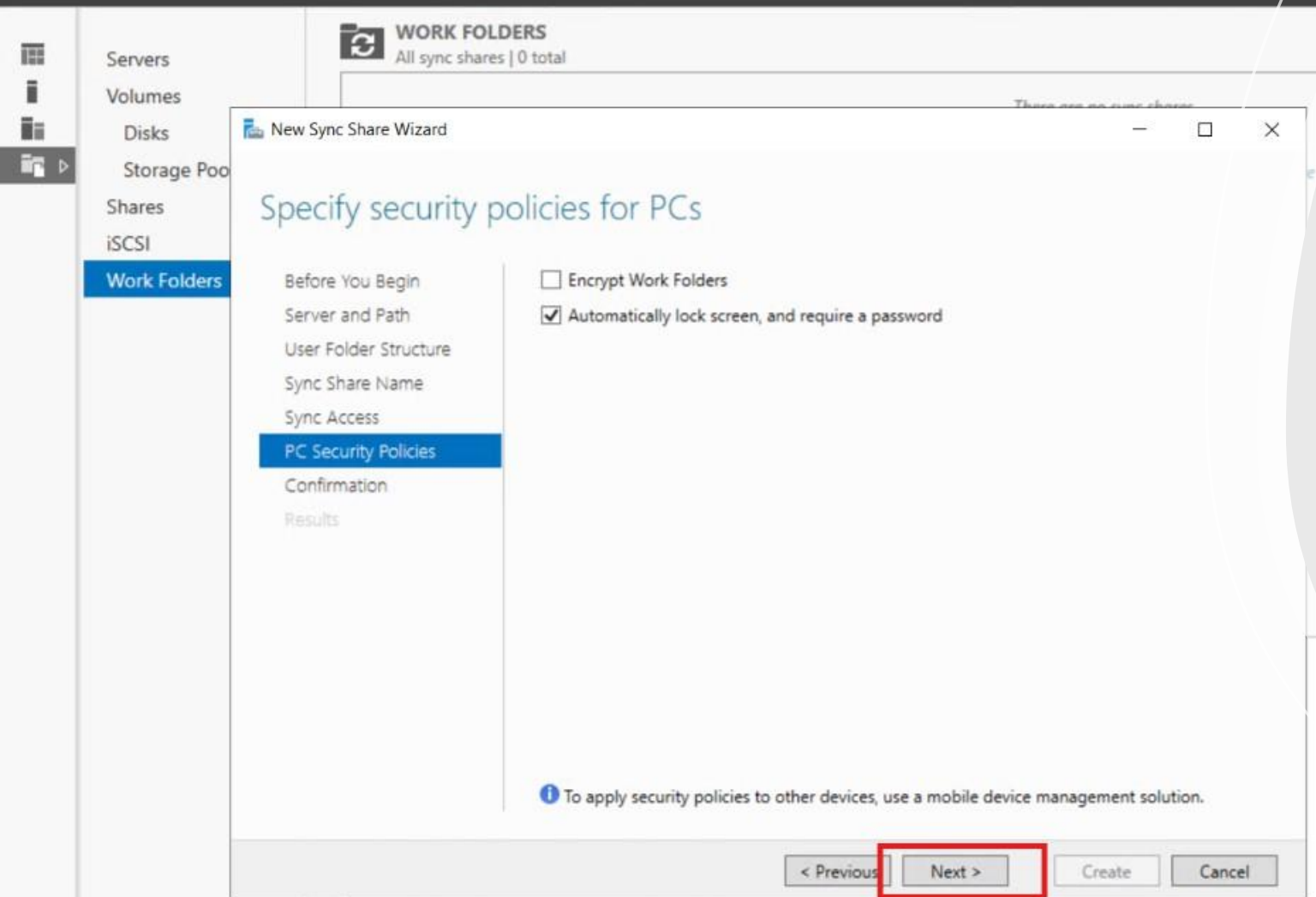
Add... Remove

☒ Disable inherited permissions and grant users exclusive access to their files

< Previous **Next >** Create Cancel

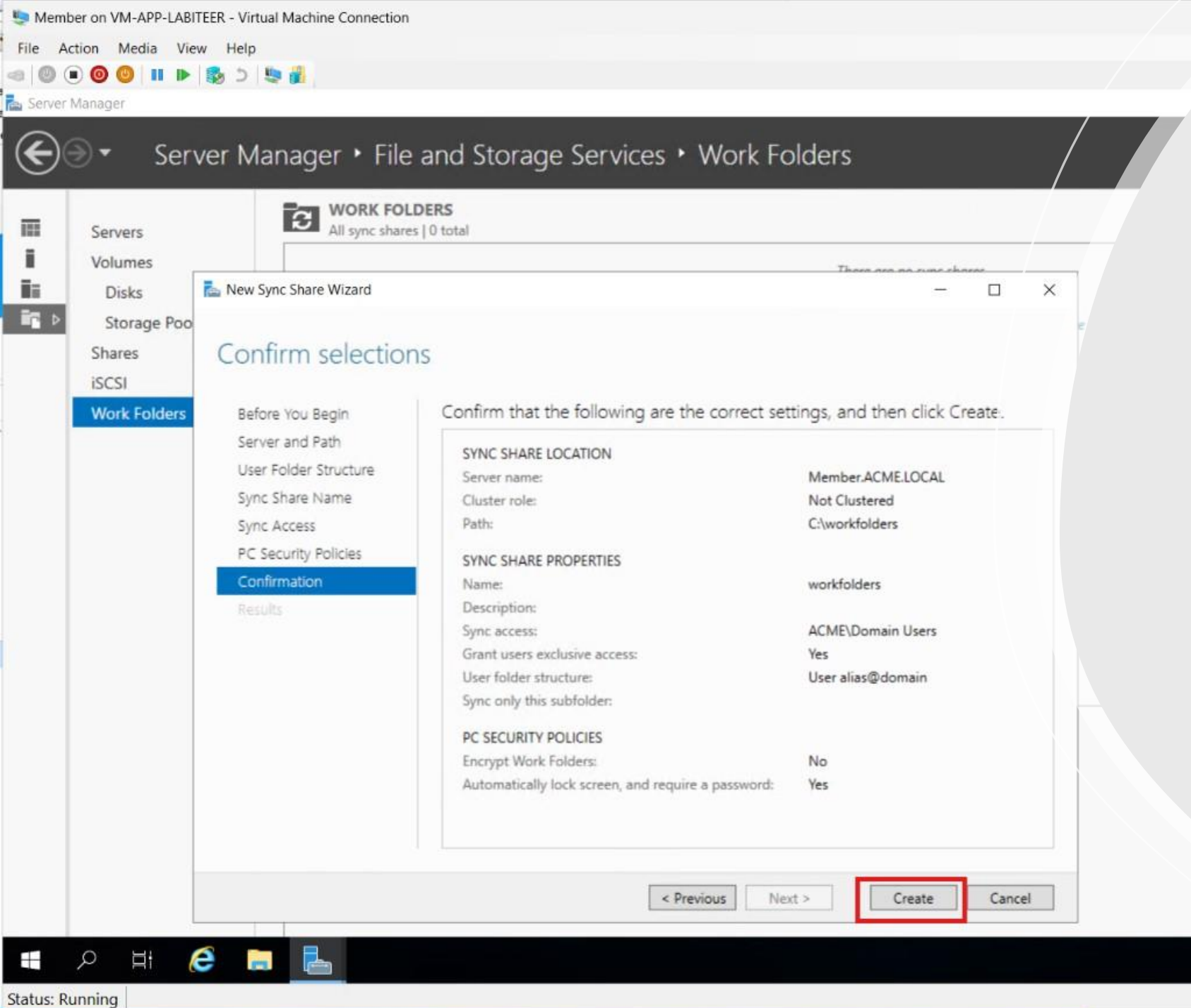
Configure Work Folder share.

- Back at 'Sync Access' we can see Domain Users being shown. We now just press 'Next'.



Configure Work Folder share.

- At the 'PC Security Policies' we just need to confirm the default settings by pressing 'Next'.
- * If we are wanting to encrypt the Work Folders, we need to make sure this is ticked on this page. For this task however it is not required.

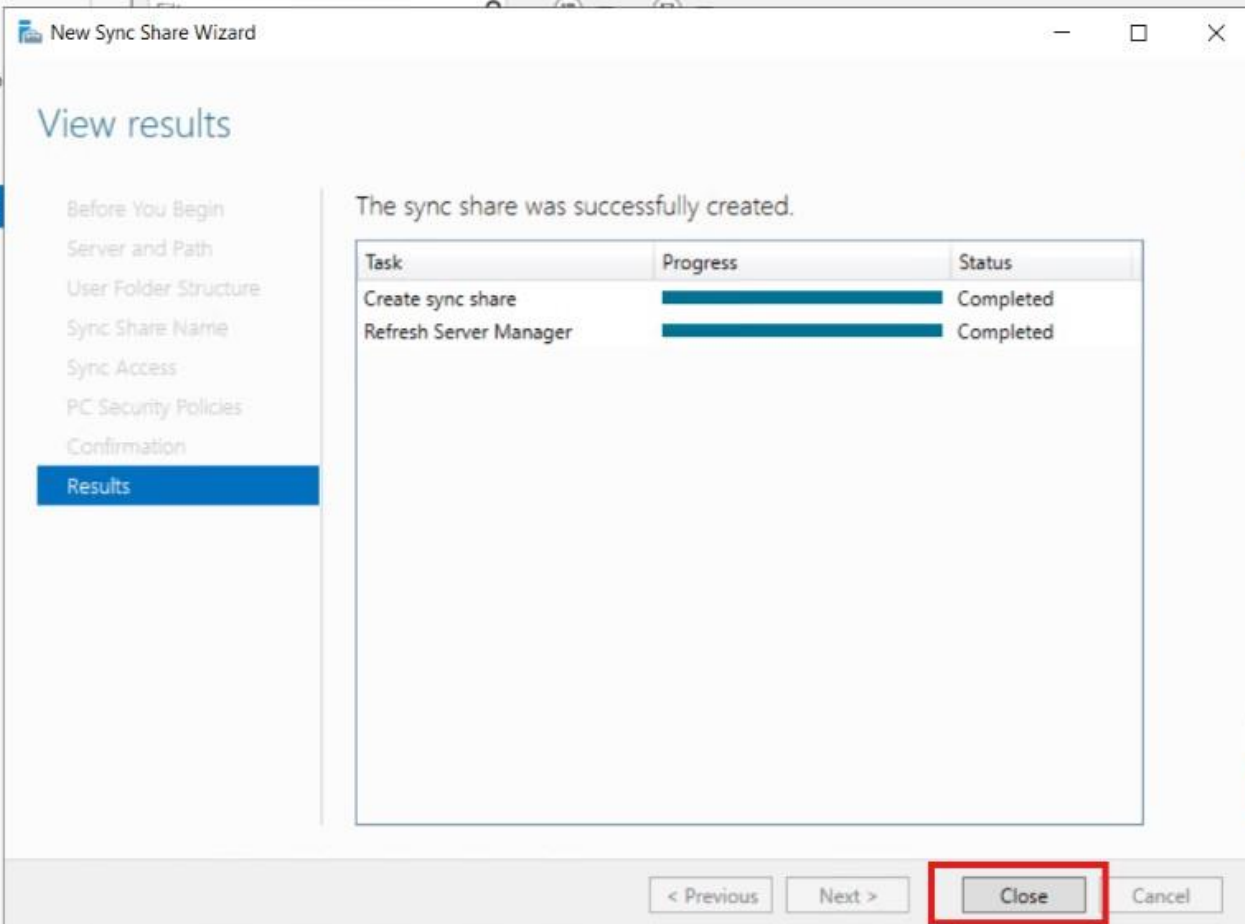


Configure Work Folder share.

- At the 'Confirmation' screen we press 'Next'.



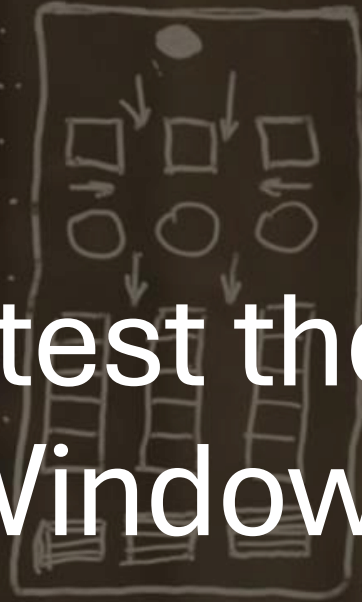
Server Manager ▸ File and Storage Services ▸ Work Folders

WORK FOLDERS
All sync shares | 1 total

Configure Work Folder share.

- We press 'Close' once we can see sync share was successfully created.

Next, we need to test the Work Folders
within Windows 10.



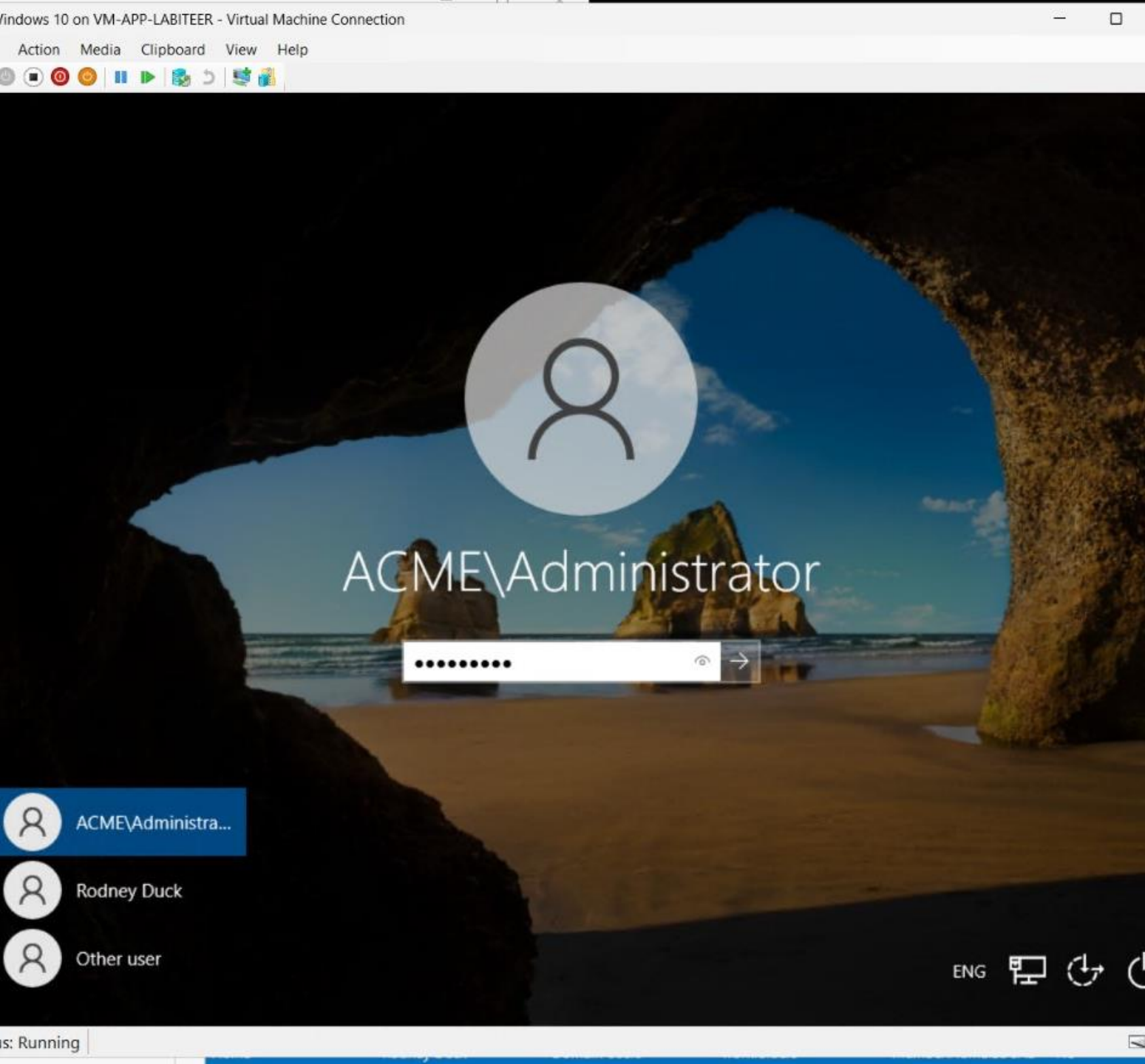
A stack of several manila-colored file folders is shown in the upper left corner of the image. The folders are slightly offset from each other, revealing the edges of the pages inside. The background is a solid, deep blue color.

Test Work Folders within the Domain.

Step 04:

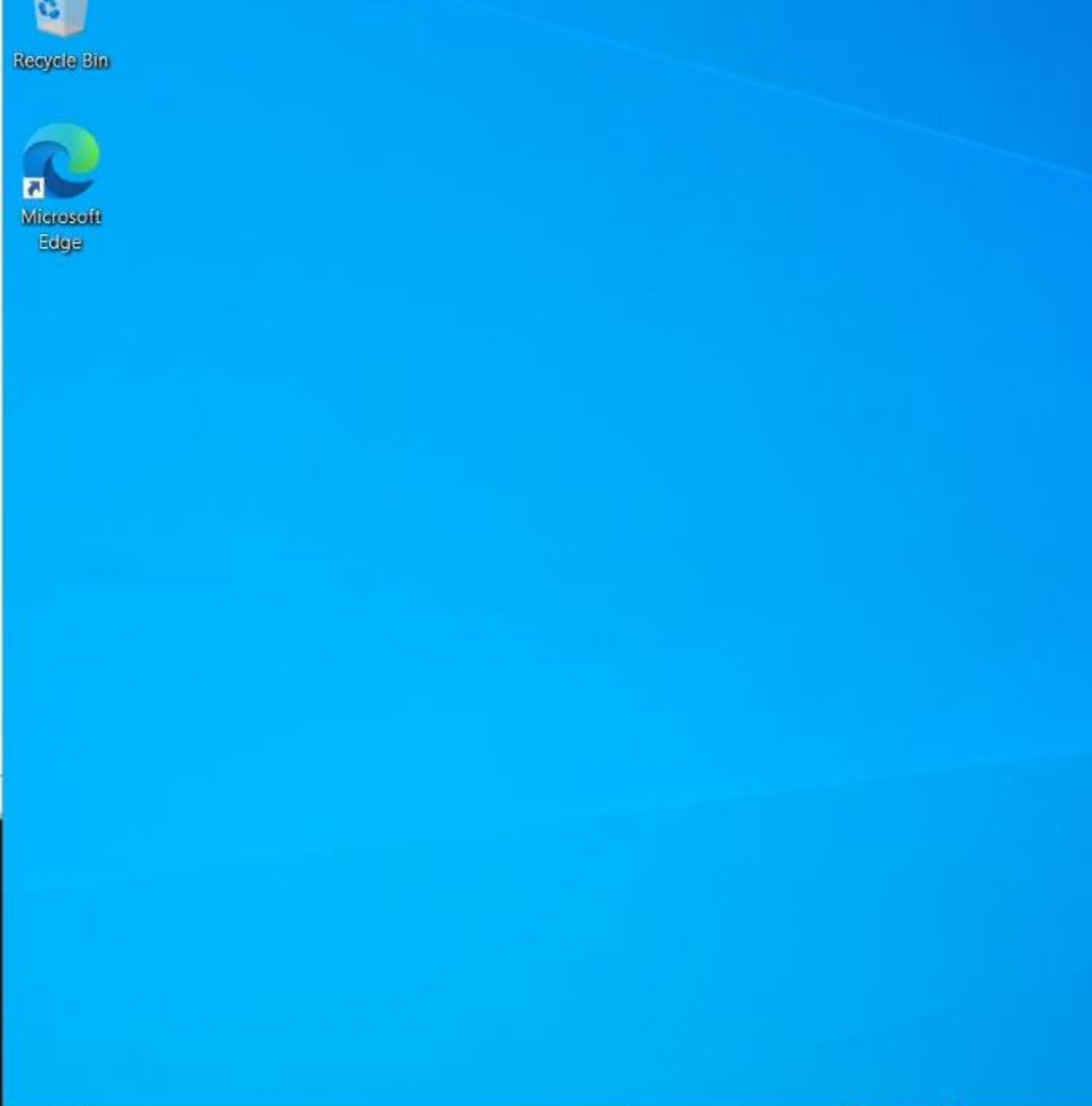
A photograph of a window with dark brown wooden shutters on either side. The window is covered with a light-colored lace curtain. Below the window is a flower box overflowing with red and purple flowers. The entire scene is framed by a white, hand-drawn style border.

Windows 10



Logging into Windows 10

First, we need to log into Windows 10 using the 'ACME\Administrator' credentials.



Test Work Folders within the Domain.

- To test the work folders within the Domain, we will firstly need to load up 'File Explorer'.
- To do this click on the 'File Explorer' icon at the bottom of the screen, in the task bar section.

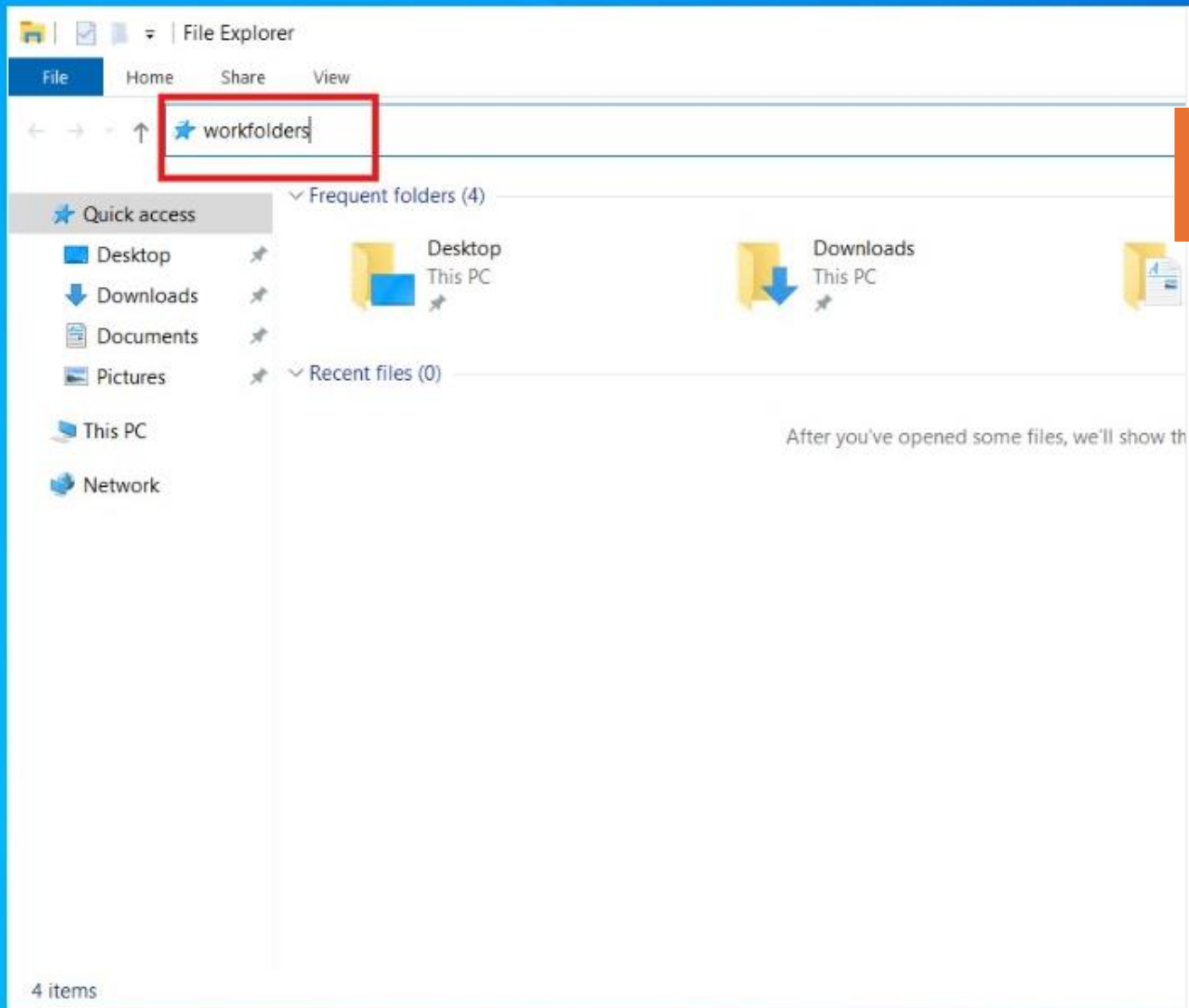




Recycle Bin



Microsoft
Edge



Test Work Folders within the Domain.

- When 'File Explorer' loads up we now need to type in 'workfolders' in the top search bar.



Type here to search



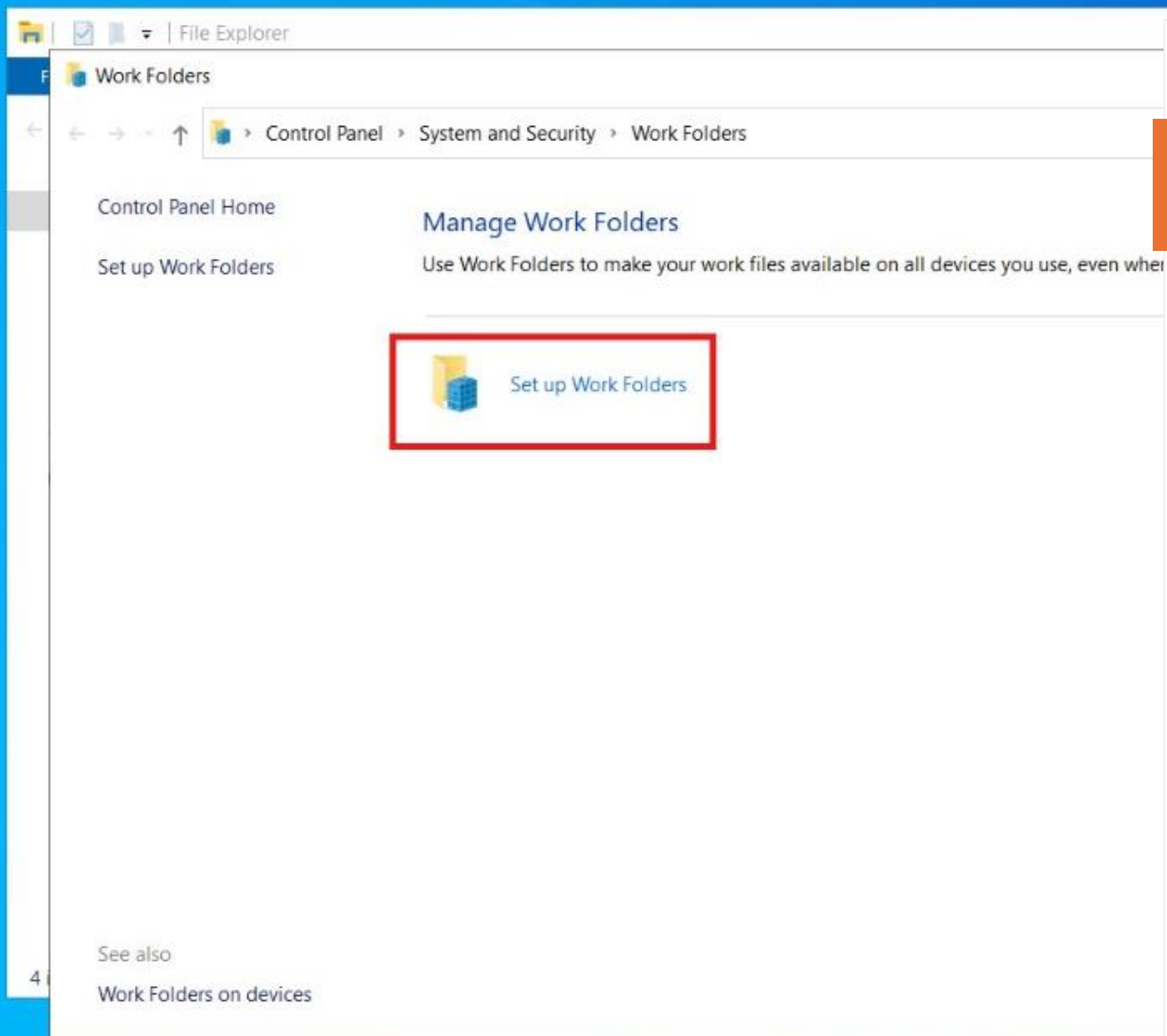
Breaking news



ENG

11:13
16/08/2026





Test Work Folders within the Domain.

- We now need to select 'Set up Work Folders'.



Type here to search



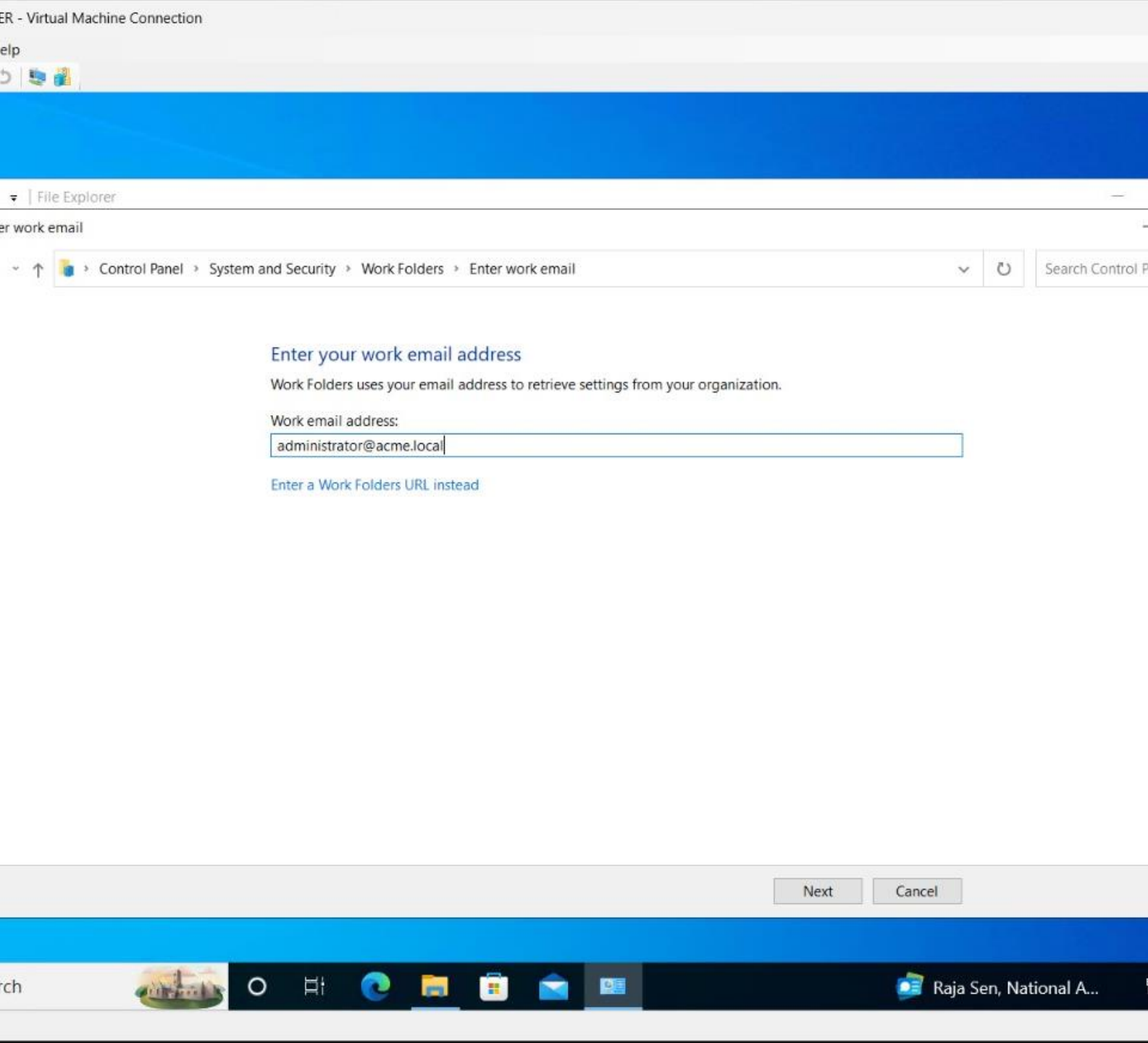
Breaking news



ENG

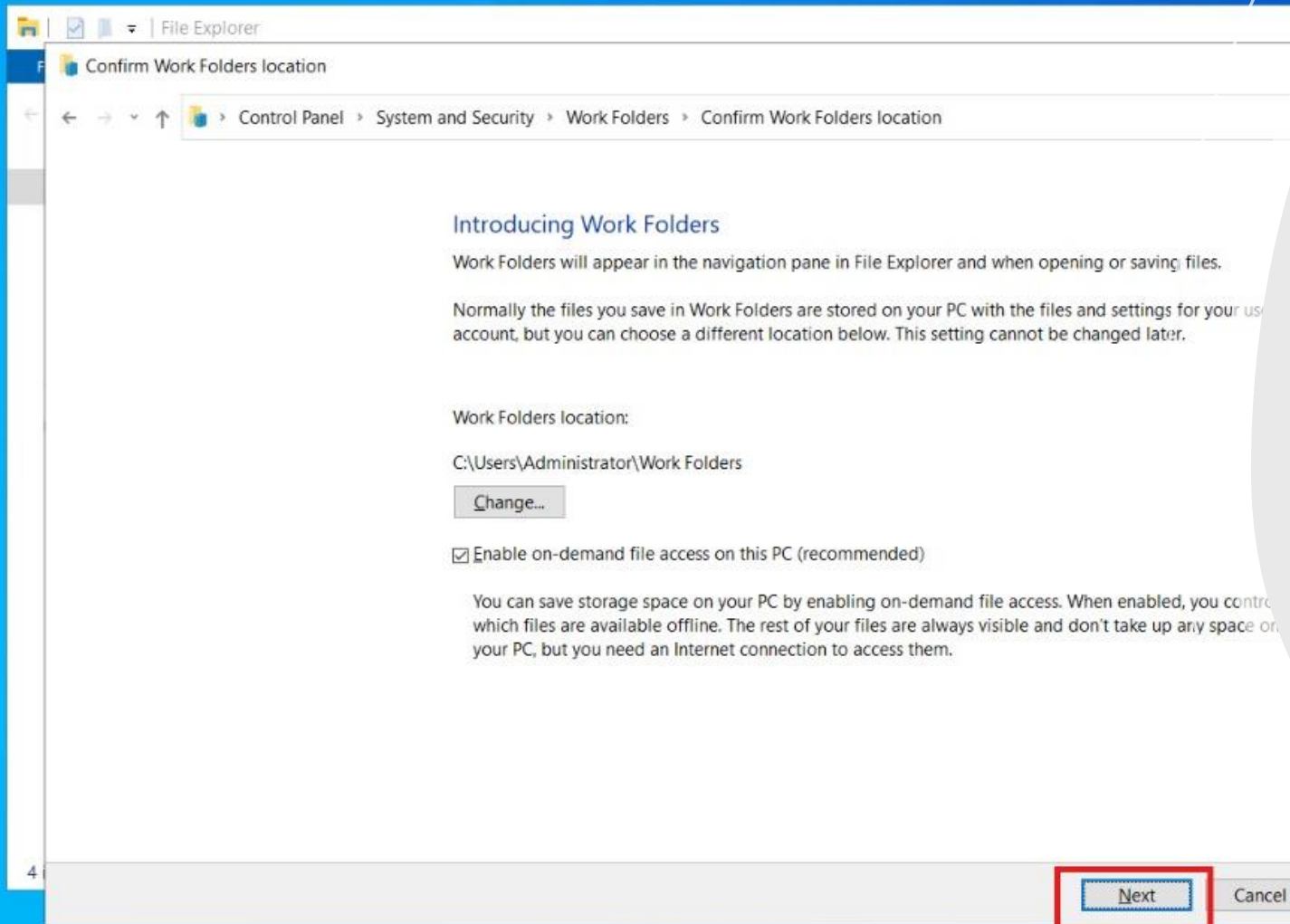
11:13
16/08/2026





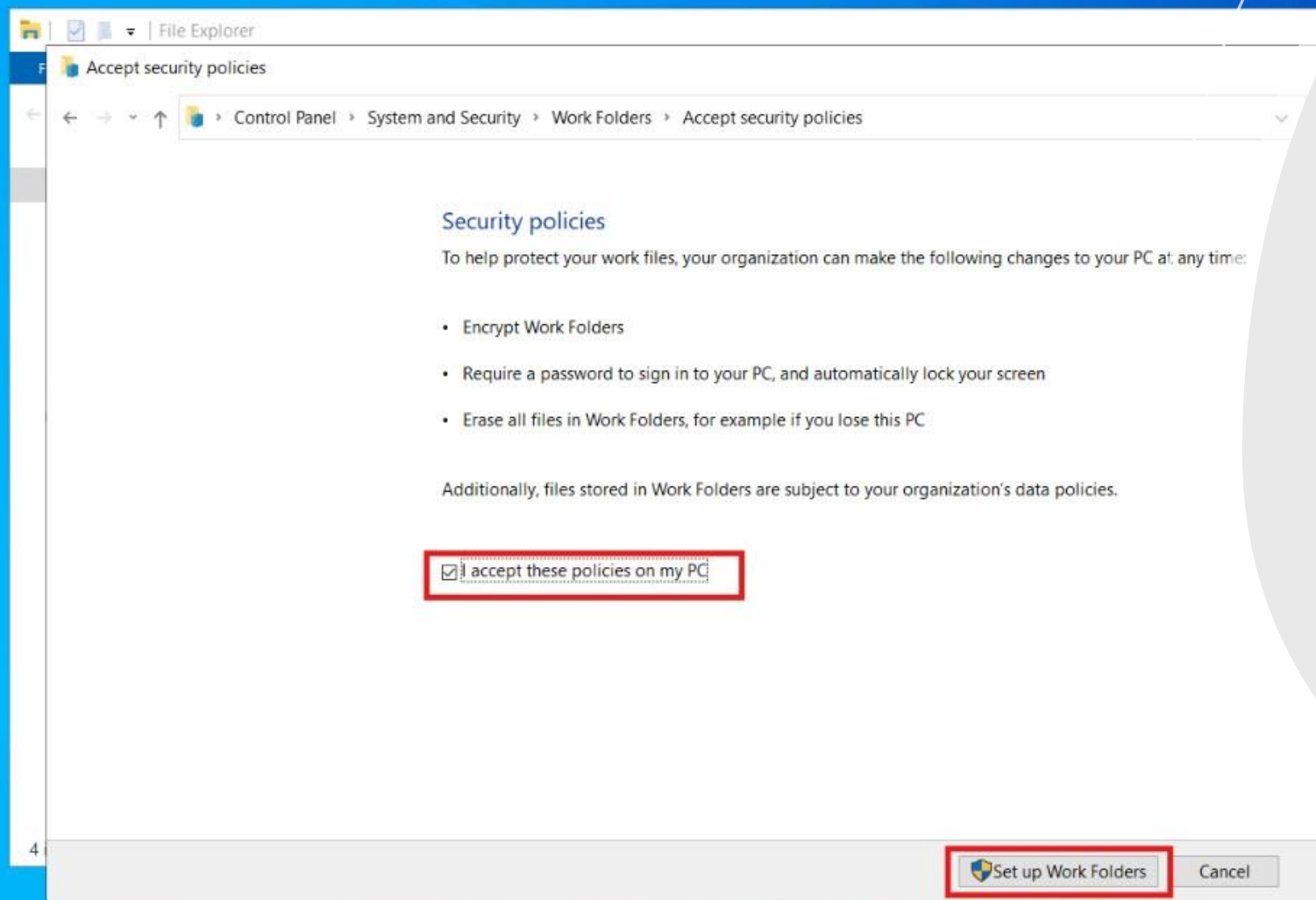
Test Work Folders within the Domain.

- For our first test we will add 'administrator@acme.local' account as the work email address.
- Once this is done, we can press 'OK' or just press the 'Enter' key on our keyboard.



Test Work Folders within the Domain.

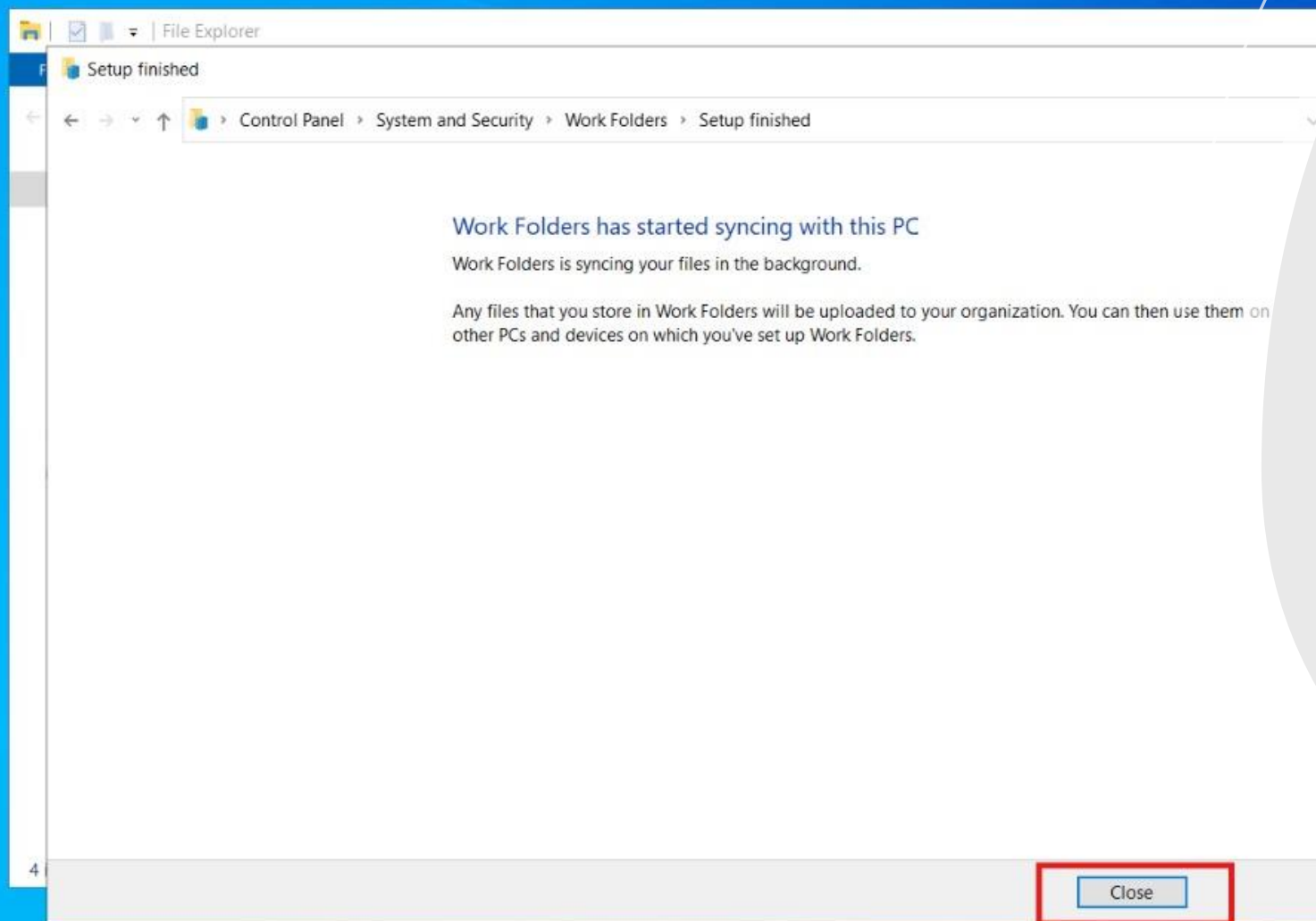
- Here we need to just accept the default settings. We do this by clicking on the 'Next' button.



Test Work Folders within the Domain.

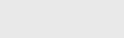
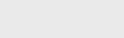
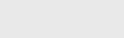
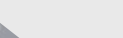
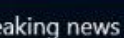
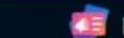
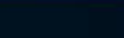
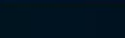
- Here we now need to tick the box relating to 'I accept these policies on my PC'.
- Once selected, we now need to click 'Set up Work Folders' button.





Test Work Folders within the Domain.

- Here we need to just accept the default settings. We do this by clicking on the 'Close' button.

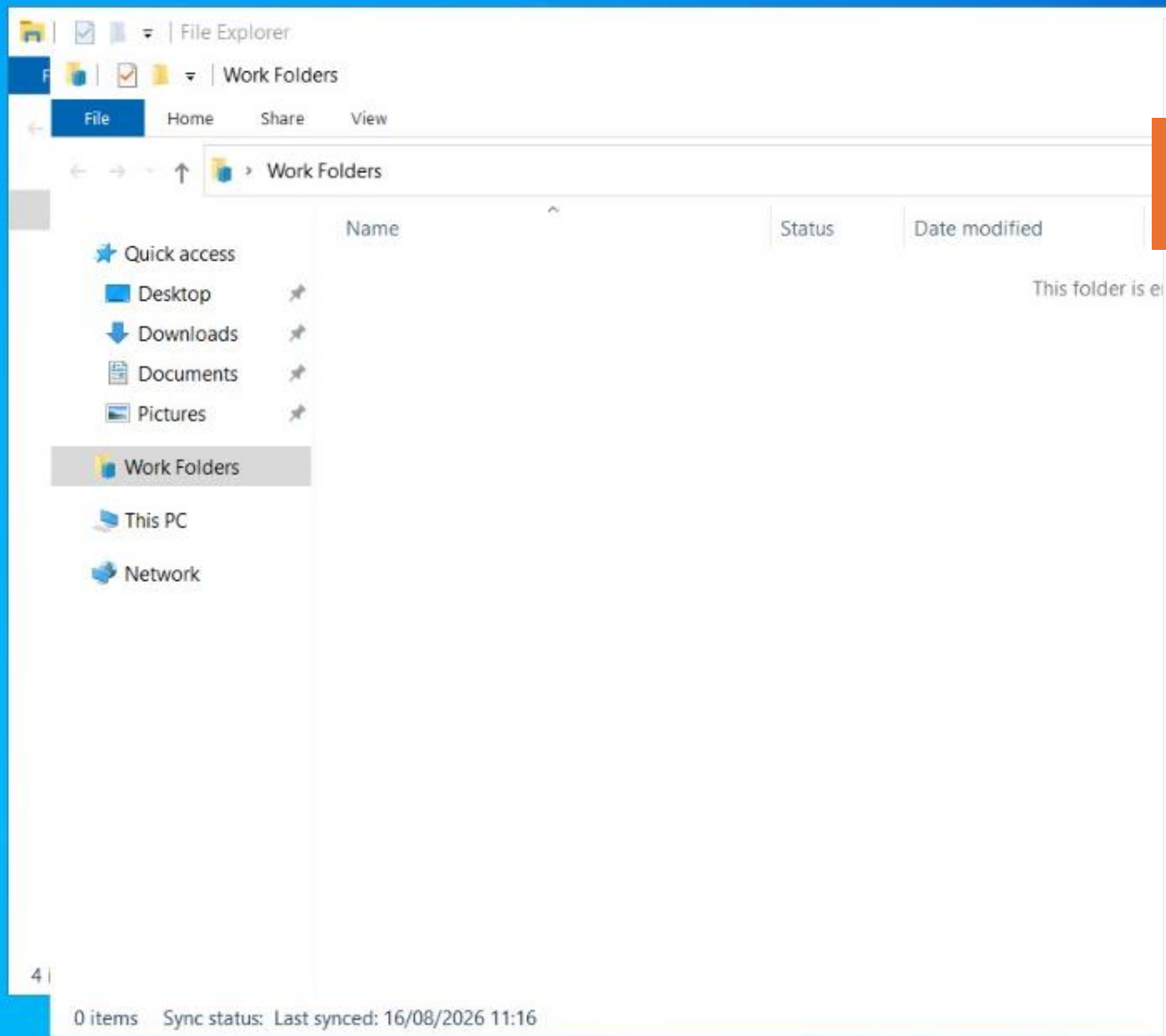




Recycle Bin



Microsoft
Edge



Test Work Folders within the Domain.

- We now need to select our 'Work Folders' by right clicking the mouse button.



Type here to search



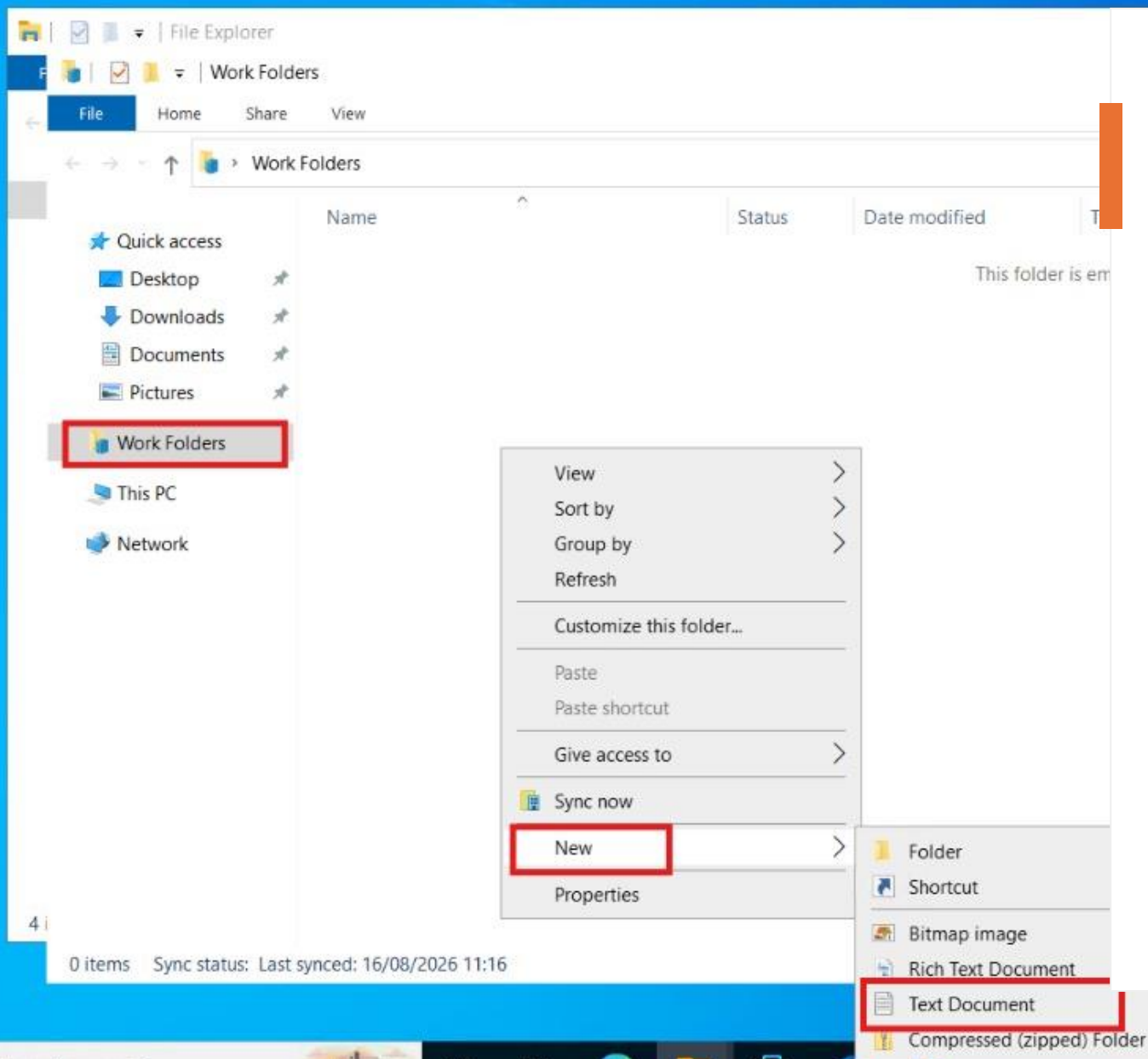
Breaking news



ENG

11:17
16/08/2026





Test Work Folders within the Domain.

- Once we have clicked the right mouse button we need to select 'New' then select 'Text Document'.
- We are using this document to prove the Work Folders is working correctly in the Domain, and that our document can be found on the Member Server.

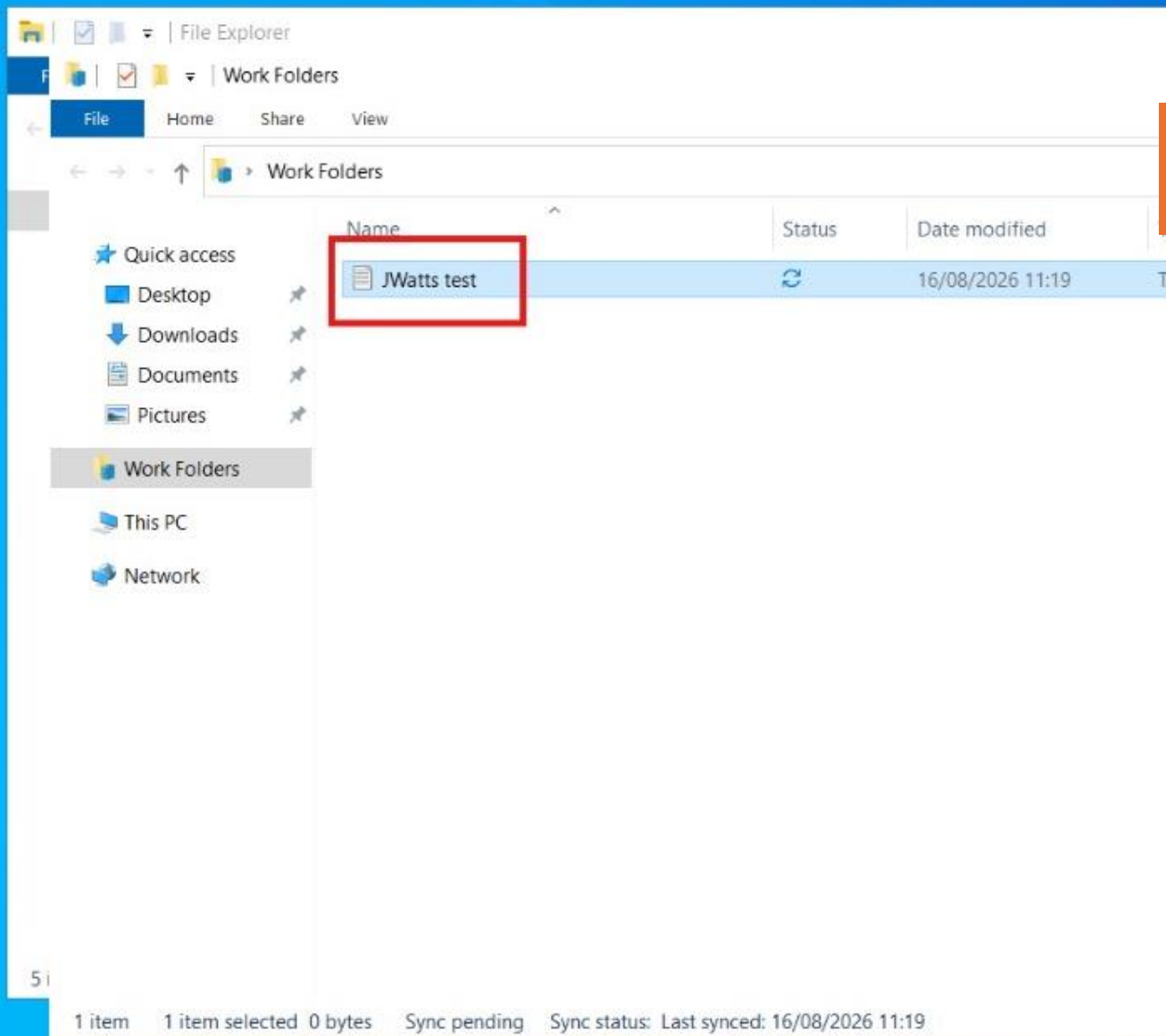




Recycle Bin



Microsoft
Edge



Test Work Folders within the Domain.

- For the test document I named it 'JWatts test'.
- Next, we will be going back to the Member Server to confirm we can view this document.



Type here to search



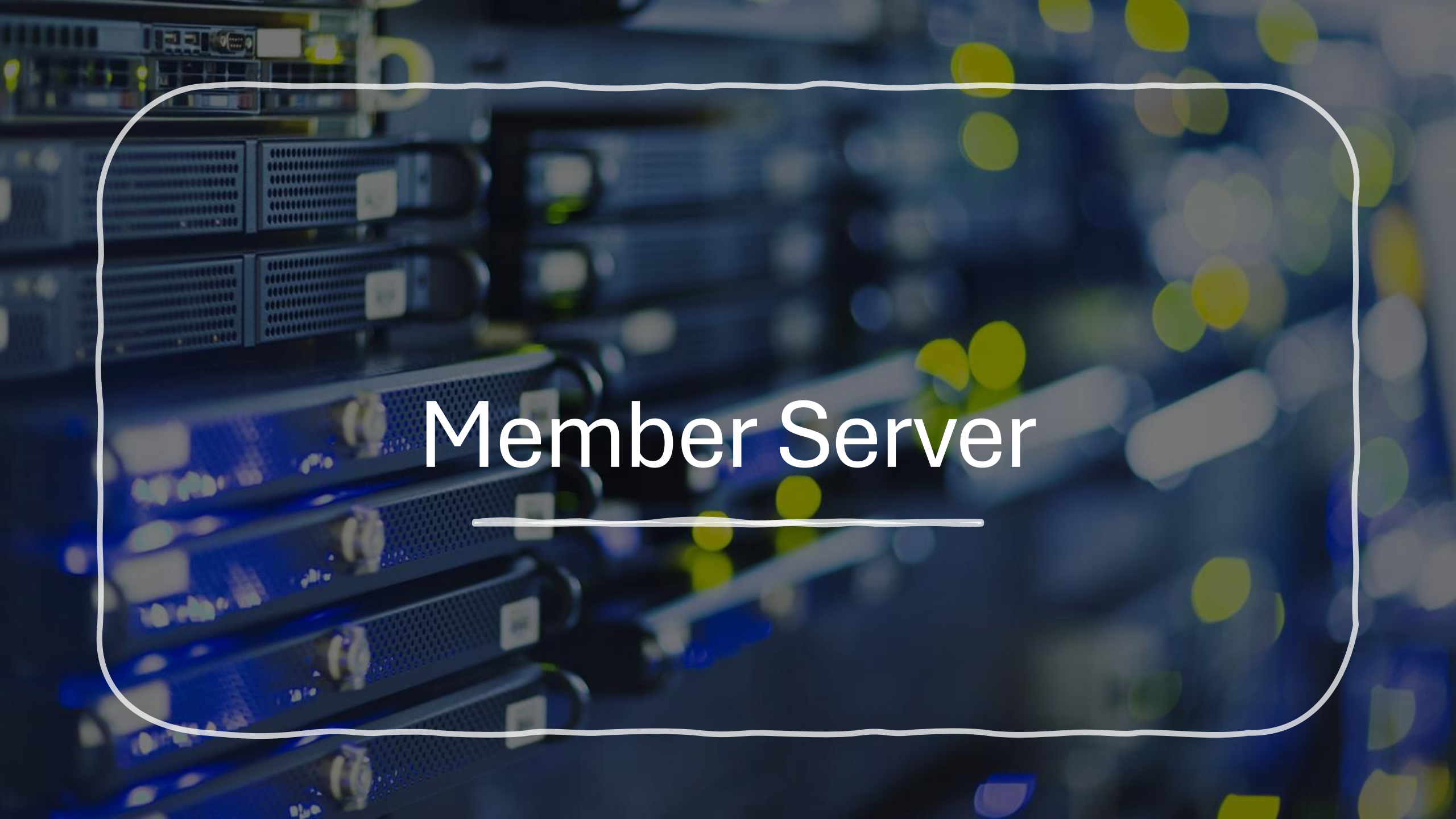
Raja Sen, National A...



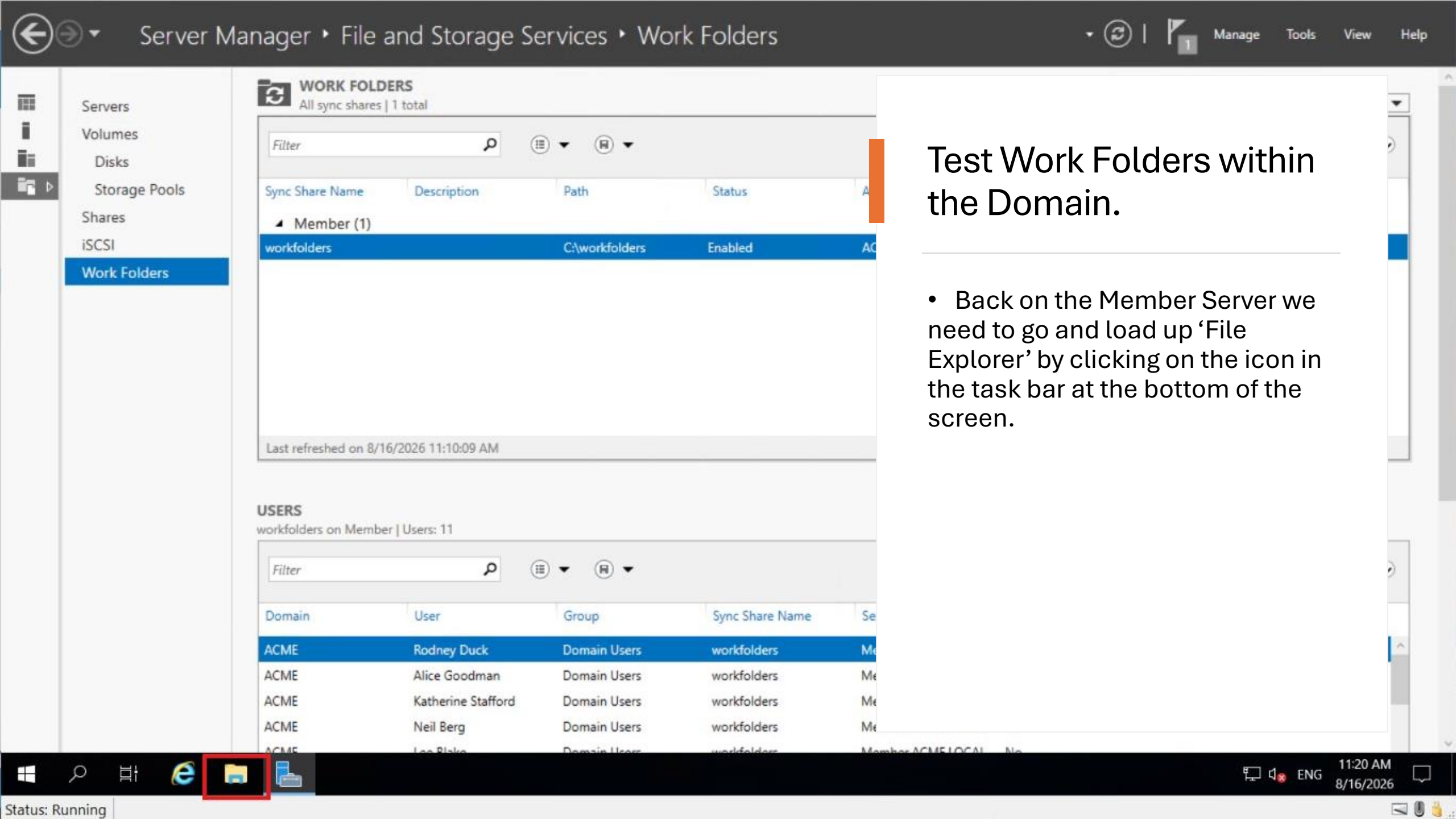
ENG

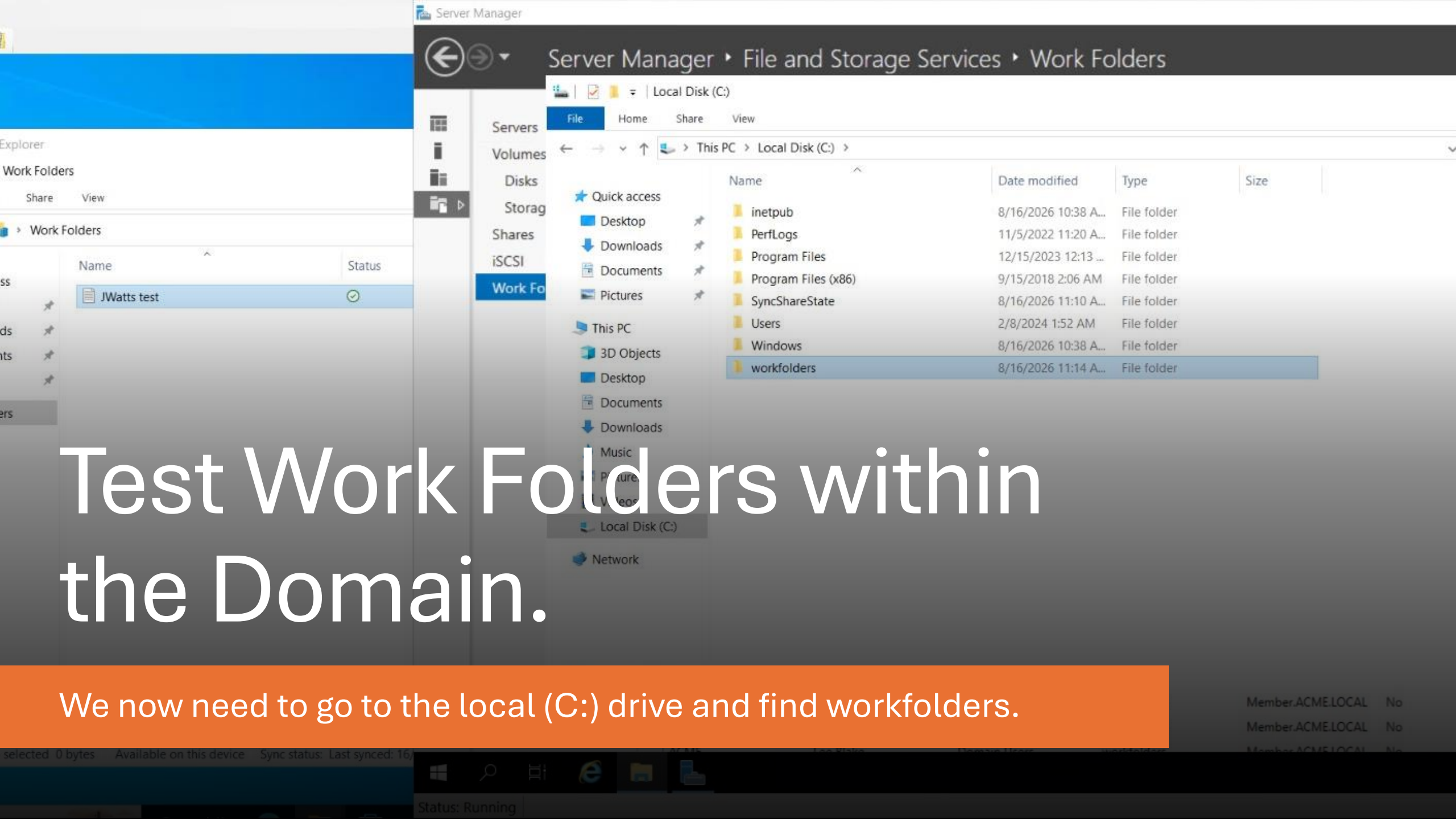
11:19
16/08/2026



The background of the image shows a server rack with multiple units. The units have blue perforated front panels and some have yellow labels. The background is blurred with bokeh lights in blue and yellow. A white, hand-drawn style rounded rectangle frame is centered on the image, containing the text.

Member Server

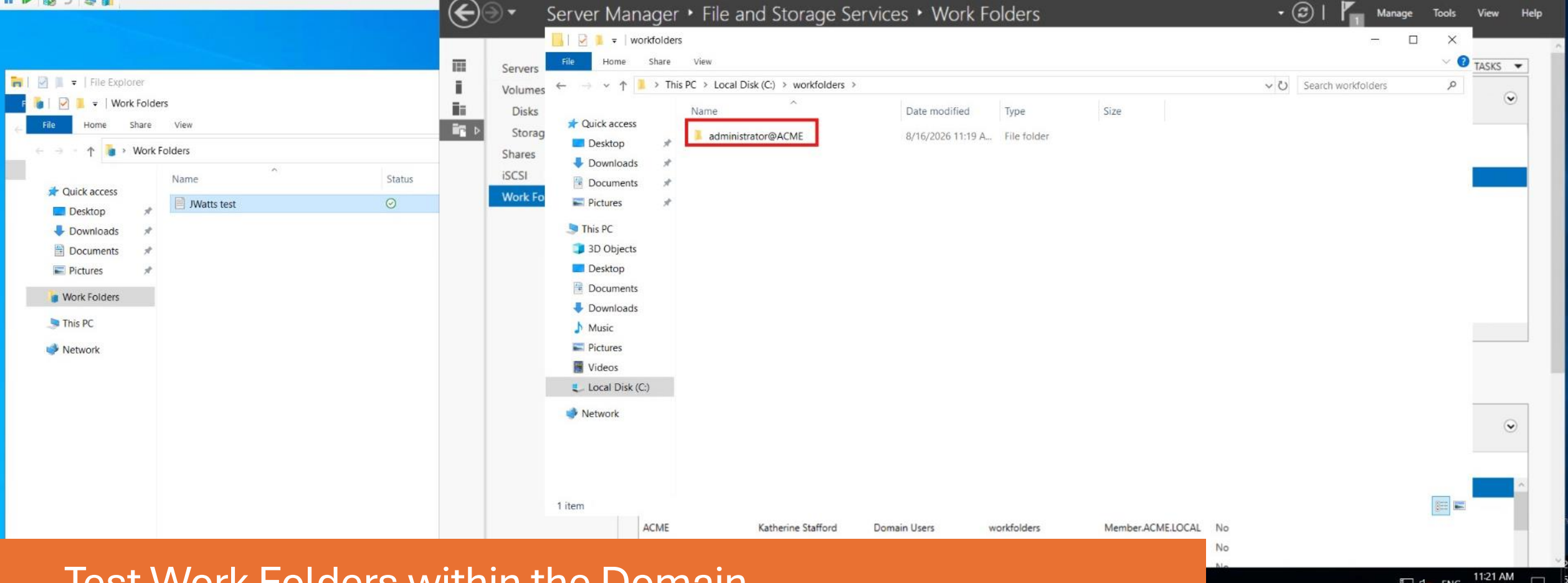




Test Work Folders within the Domain.

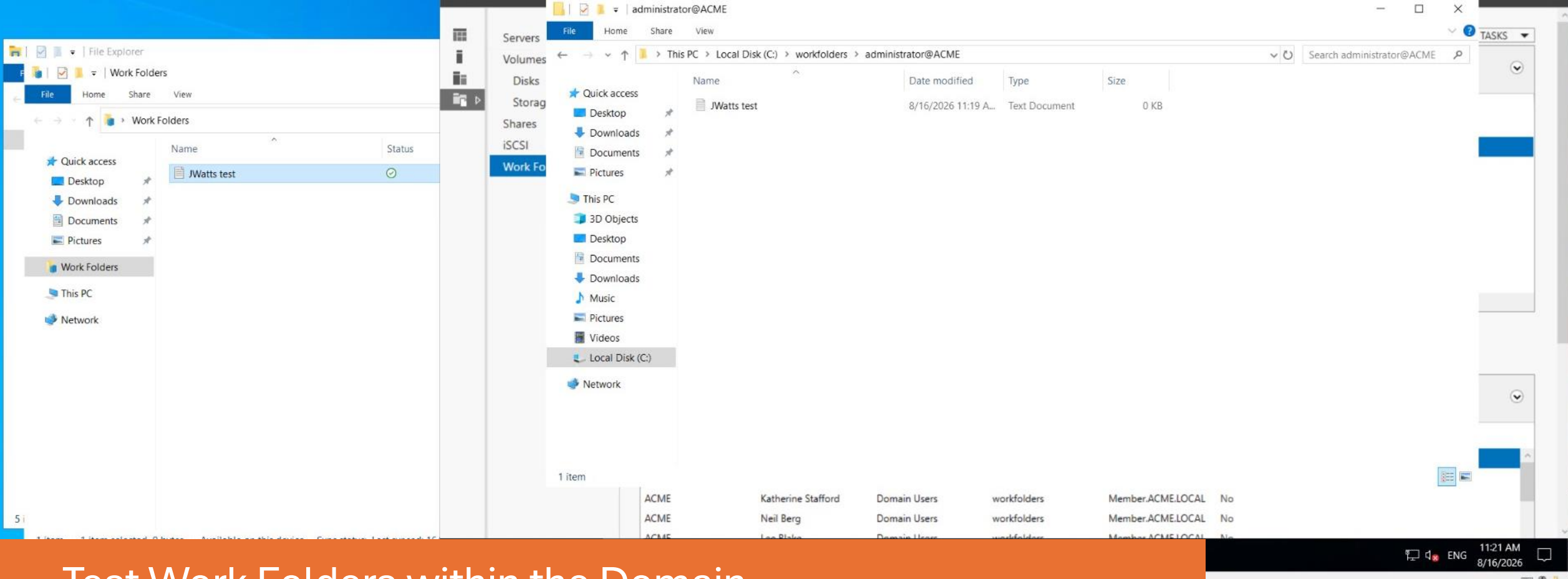
We now need to go to the local (C:) drive and find workfolders.

Member.ACME.LOCAL	No
Member.ACME.LOCAL	No
Member.ACME.LOCAL	No



Test Work Folders within the Domain.

- Once we have opened 'workfolders' we can see the folder for 'administrator@Acme'.
- We can open this folder now to see if our test document is working correctly in the Domain.

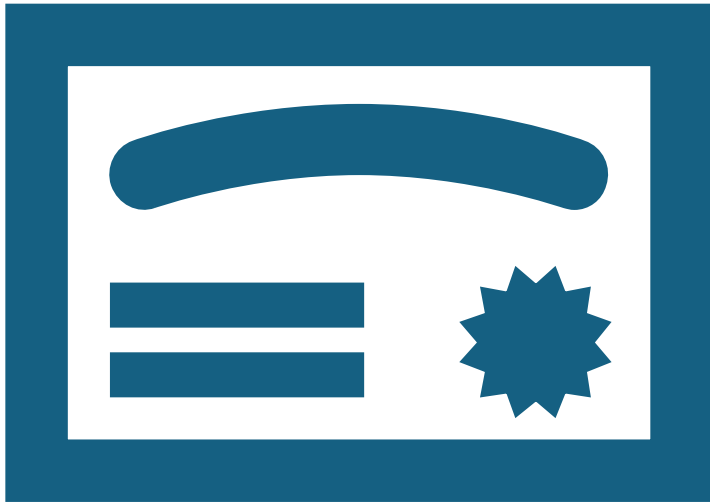


Test Work Folders within the Domain.

- If we open up the folder, we can see that our test document is showing both on the Member Server and in Windows 10 Desktop.

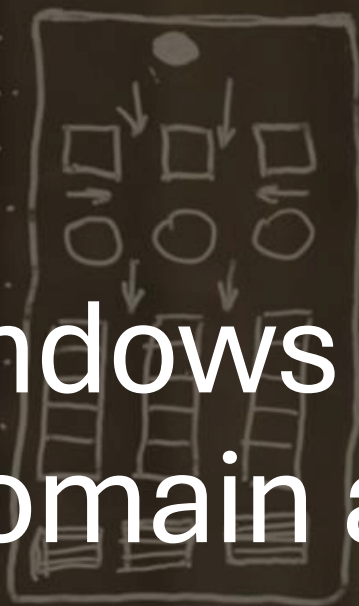


For our next test we will remove the Windows 10 computer from the Domain and see if we can create a test folder that can be seen on the Member Server.



However, once we have removed Windows 10 Desktop from the Domain will need to install the certificate of authentication back onto Windows 10 Desktop after we have restarted Windows.

Without doing this setup our test email account rduck@acme.local will be unable to create a test document or have a folder showing on the Member Server.

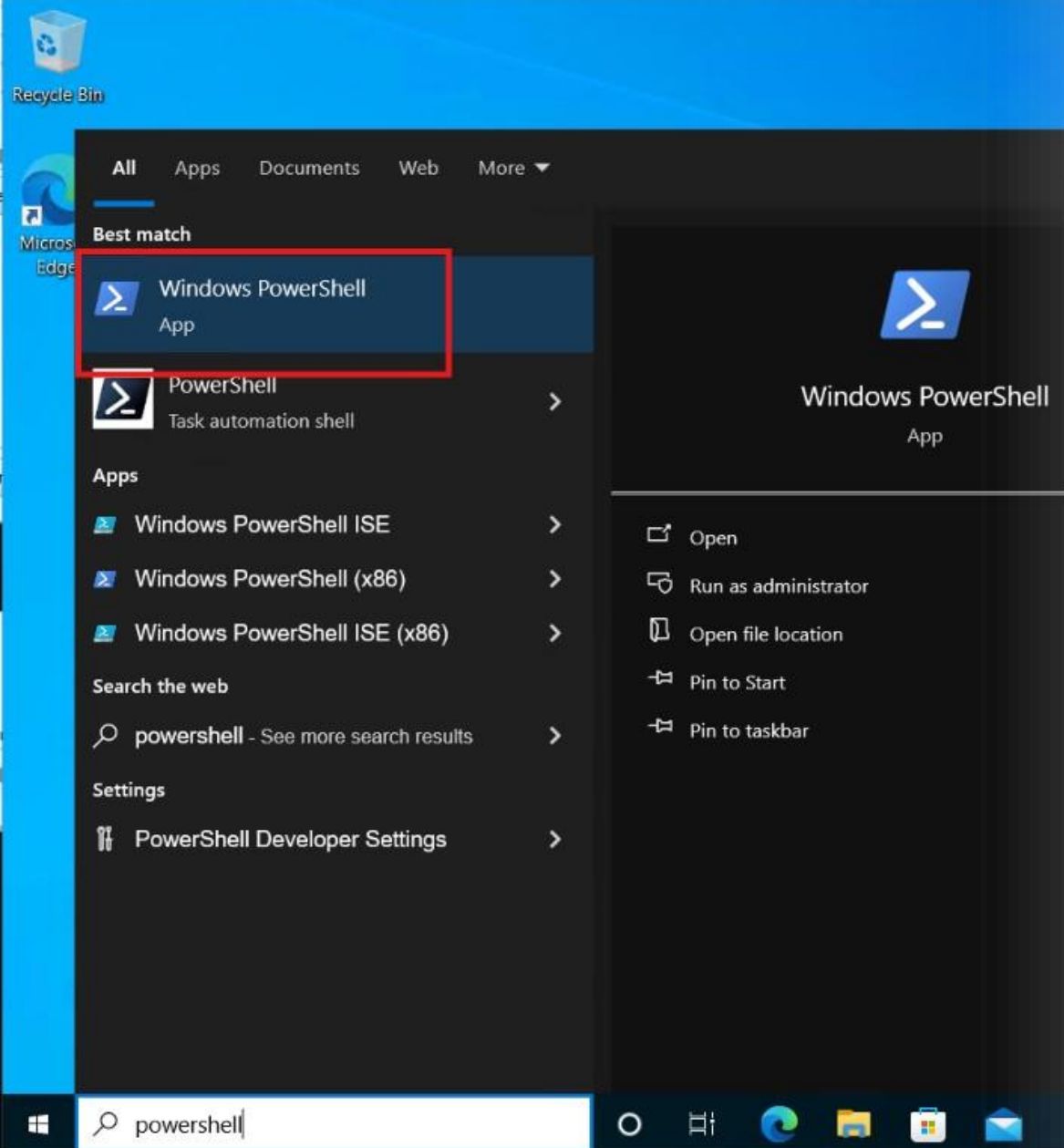


Remove the Windows 10 computer
from the Domain and test.

Step 05:

A photograph of a window with dark brown wooden shutters on either side. The window is covered with a light-colored lace curtain. Below the window is a large, overflowing flower box filled with red and purple flowers. The entire scene is set against a light-colored, textured wall. A white, hand-drawn style border frames the image.

Windows 10



Removing Windows 10 computer from the Domain.

- After logging into Windows 10 we need to load up 'PowerShell' as an Administrator.
- To do this we can search for PowerShell in the search box next to the Windows logo icon and select 'run as administrator'.

Removing Windows 10 computer from the Domain.

- Once PowerShell has loaded in administrator mode, we now need to enter the command to remove Windows 10 from the Domain.
- To do this at the prompt we enter 'Remove-Computer' and then press enter on the keyboard.

Administrator: Windows PowerShell

Windows PowerShell

Copyright (C) Microsoft Corporation. All rights reserved.

Try the new cross-platform PowerShell <https://aka.ms/pscore6>

PS C:\Users\Administrator> Remove-Computer

Removing Windows 10 computer from the Domain.

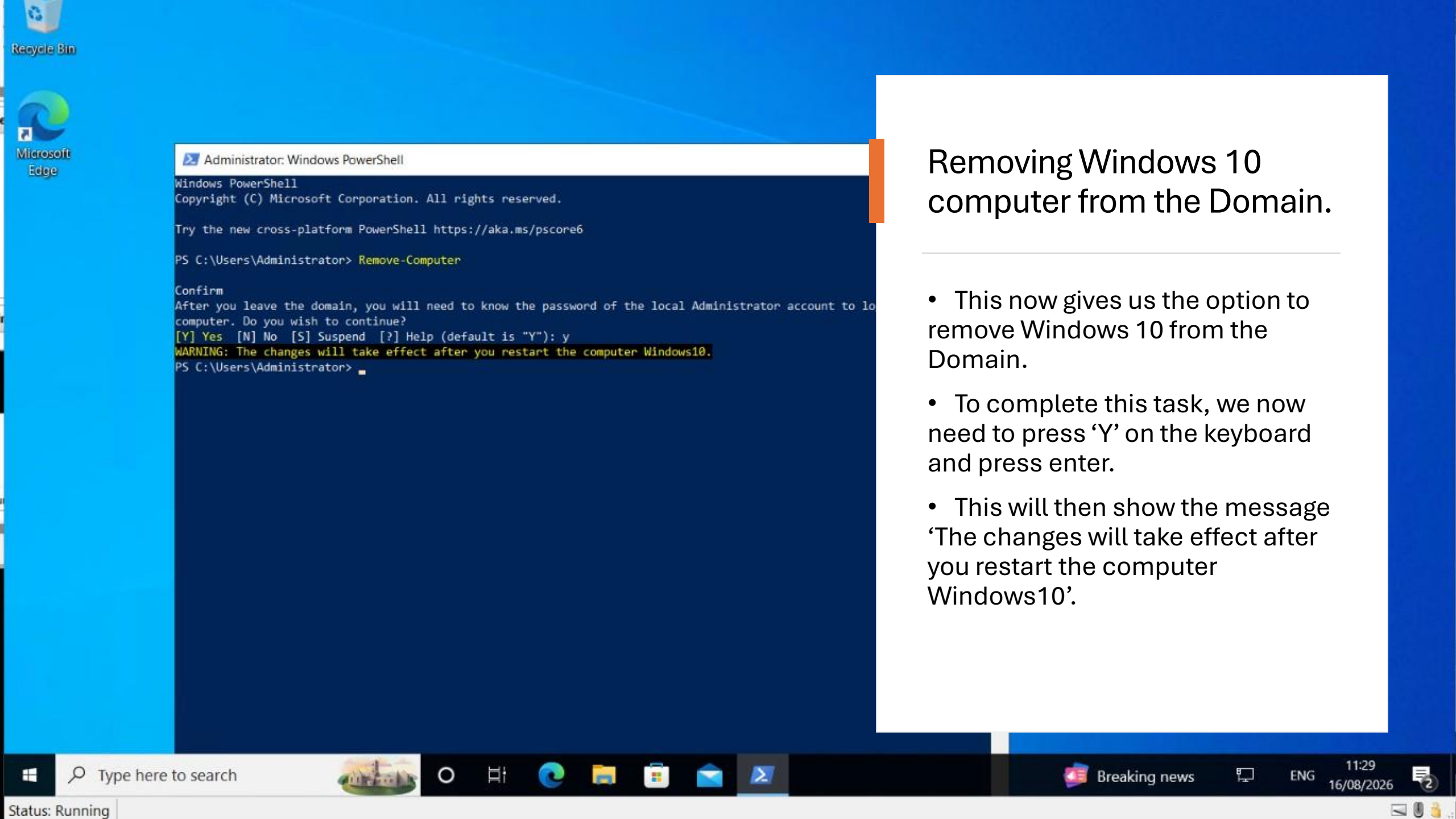
```
Administrator: Windows PowerShell
Windows PowerShell
Copyright (C) Microsoft Corporation. All rights reserved.

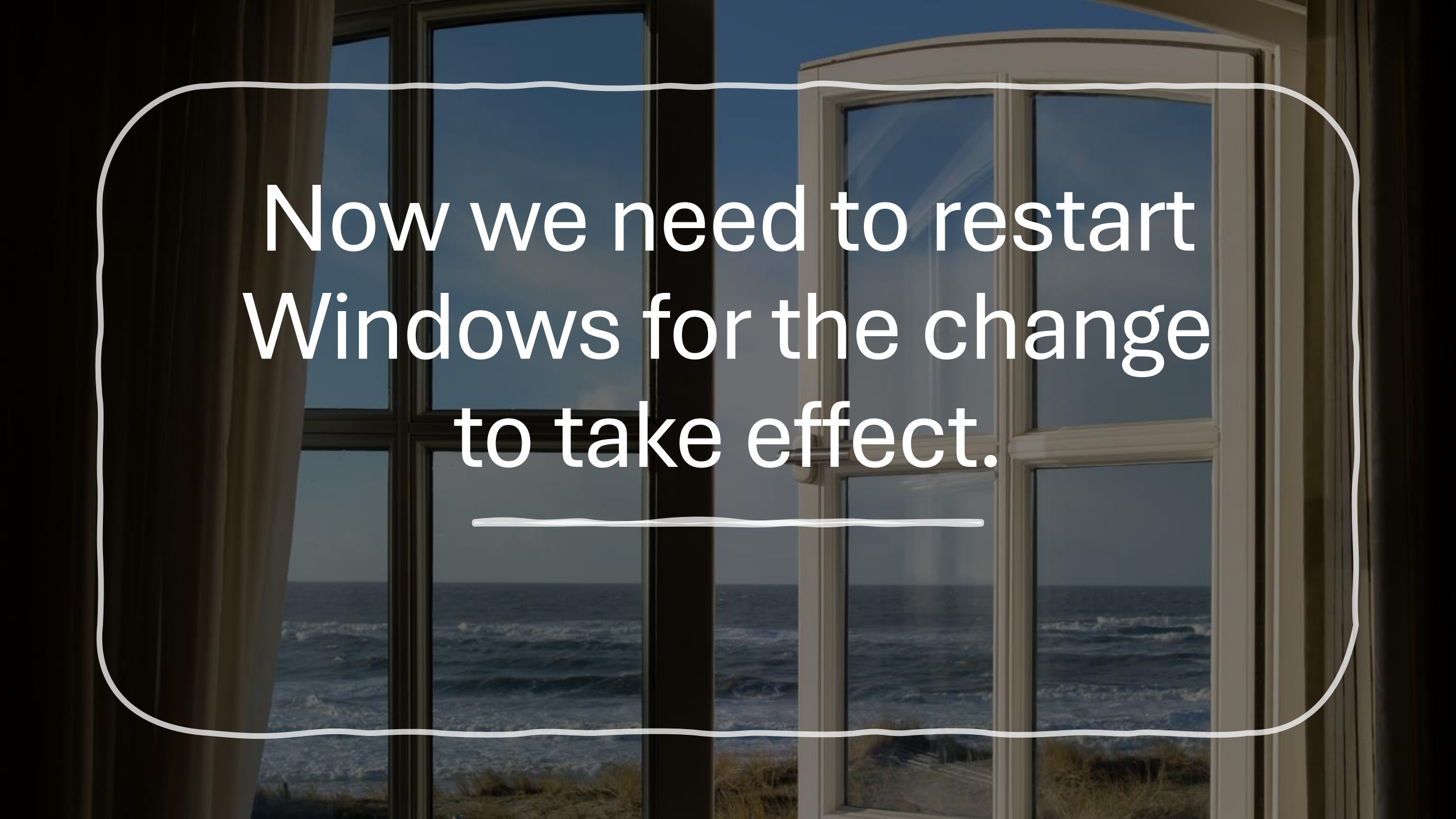
Try the new cross-platform PowerShell https://aka.ms/pscore6

PS C:\Users\Administrator> Remove-Computer

Confirm
After you leave the domain, you will need to know the password of the local Administrator account to log on to the computer. Do you wish to continue?
[Y] Yes [N] No [S] Suspend [?] Help (default is "Y"): y
WARNING: The changes will take effect after you restart the computer Windows10.
PS C:\Users\Administrator>
```

- This now gives us the option to remove Windows 10 from the Domain.
- To complete this task, we now need to press 'Y' on the keyboard and press enter.
- This will then show the message 'The changes will take effect after you restart the computer Windows10'.



The background of the slide is a photograph of a large window with multiple panes. The window is looking out onto a vast ocean with white-capped waves under a clear blue sky. The window frame is dark, and the panes are separated by thin white lines. The overall tone of the image is serene and natural.

Now we need to restart
Windows for the change
to take effect.

Apps and Features

Power Options

Event Viewer

System

Device Manager

Network Connections

Disk Management

Computer Management

Windows PowerShell

Windows PowerShell (Admin)

Task Manager

Settings

File Explorer

Search

Run

Shut down or sign out

Desktop

e-Computer

will need to know the password of the local Administrator account to log onto this
e?

] Help (default is "Y"): y

ffect after you restart the computer Windows10.

Disconnect

Sign out

Update and shut down

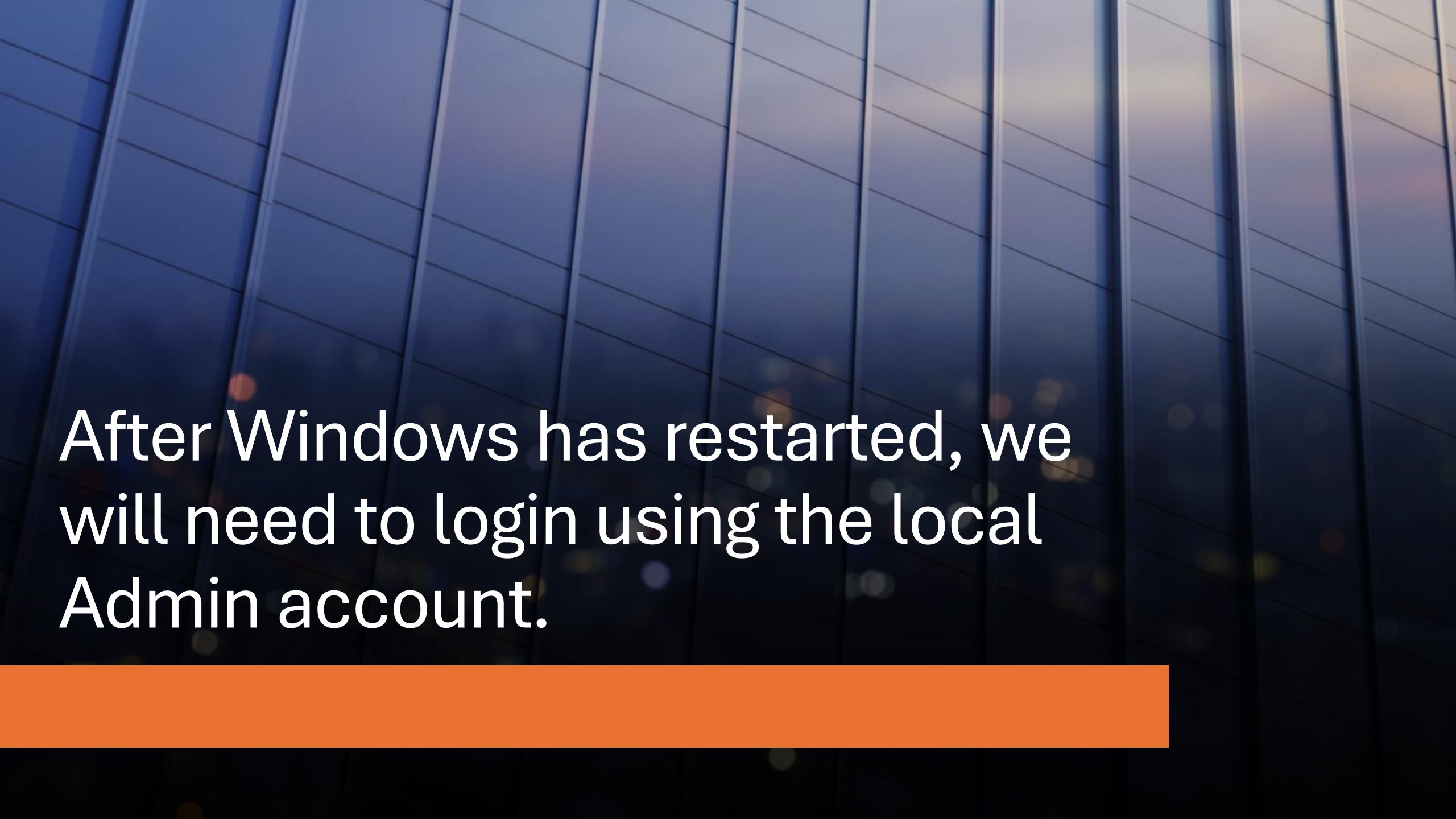
Shut down

Update and restart

Restart

Restating Windows 10

- We now need to restart our Windows 10.
- To do this we right click the mouse button then highlight 'Shut down or sign out'.
- We now then need to select 'Restart'.

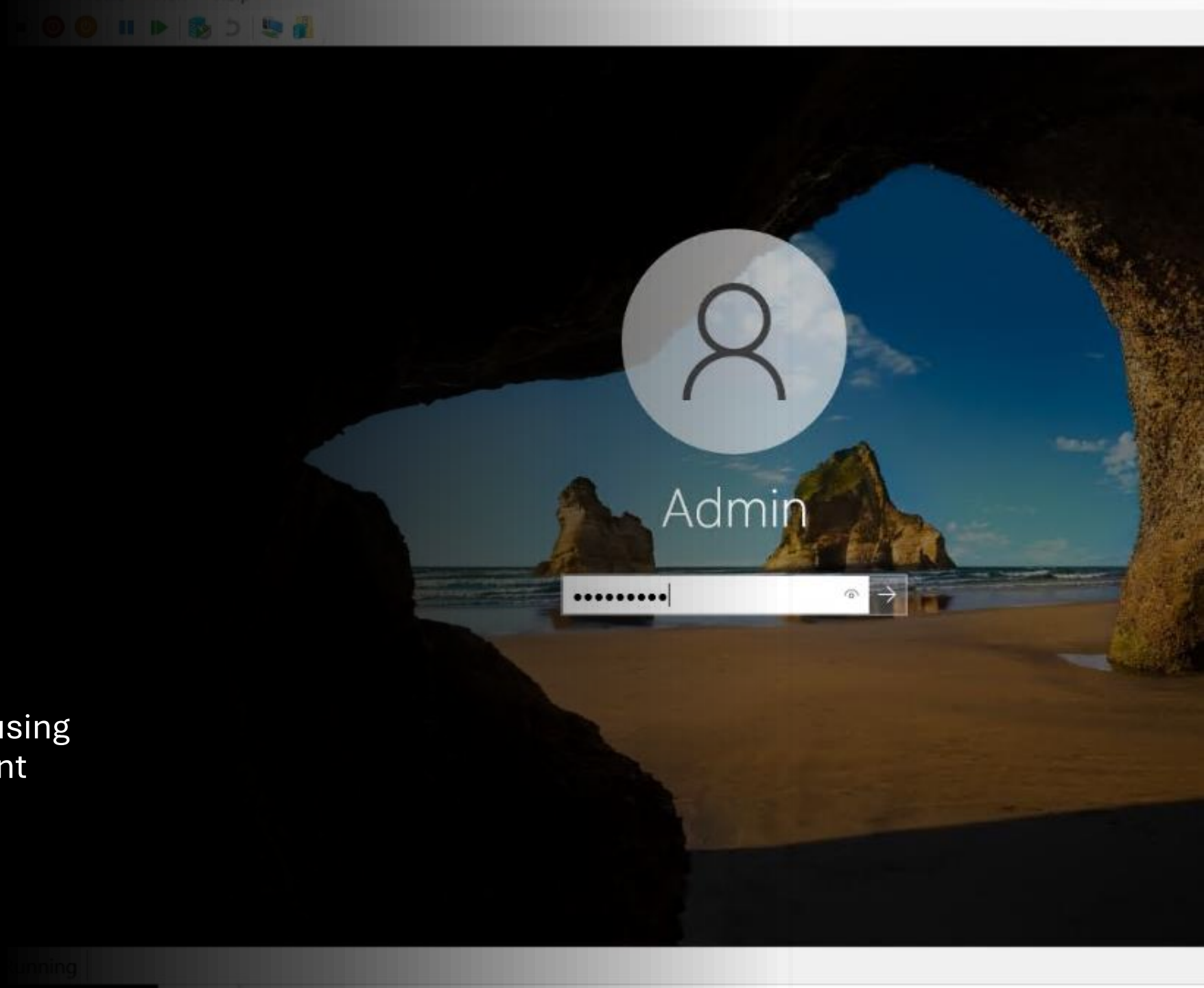


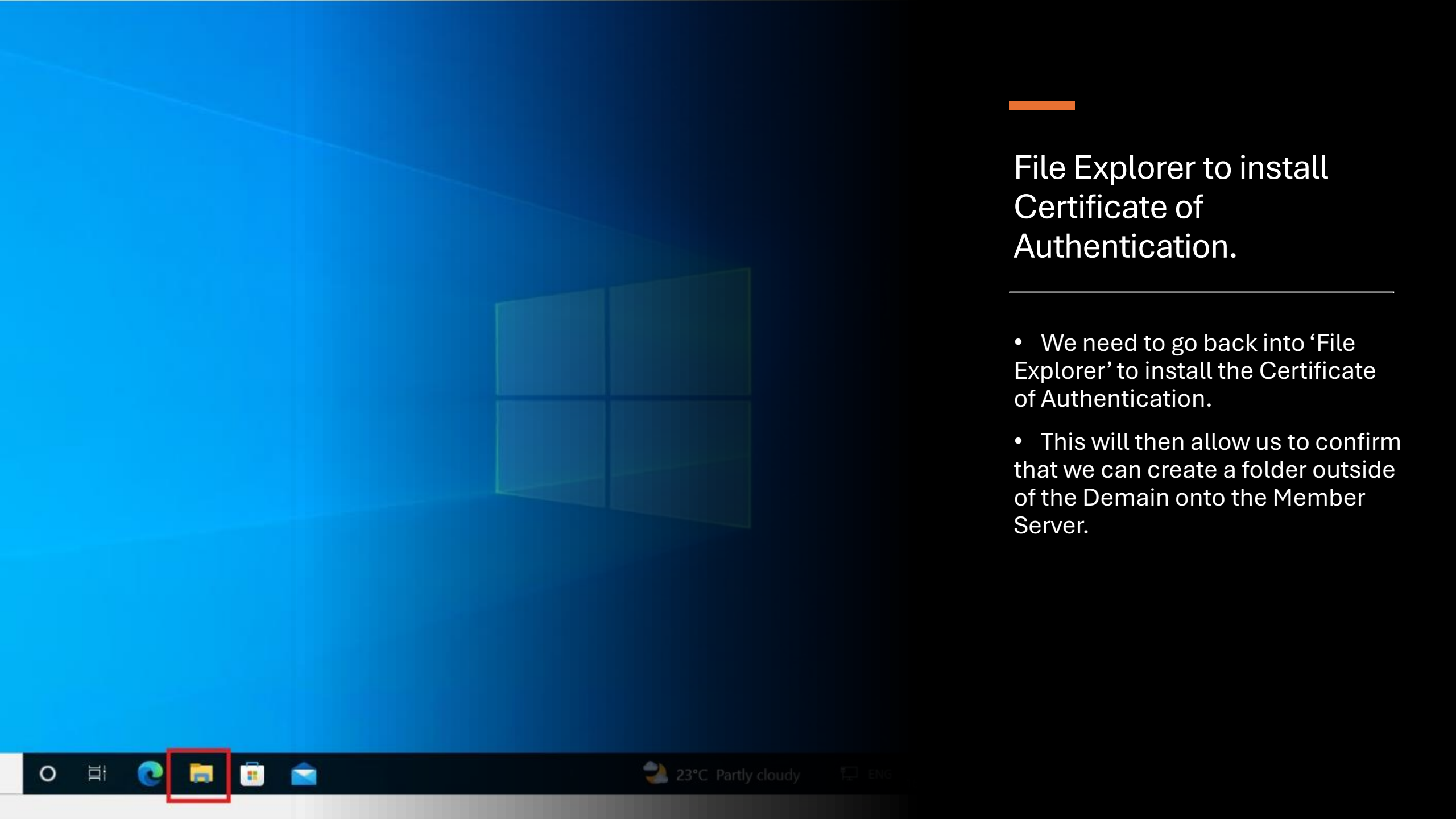
After Windows has restarted, we
will need to login using the local
Admin account.



Logging into Windows 10 after restart.

We now log into Windows 10 using the local Administrator account and password.

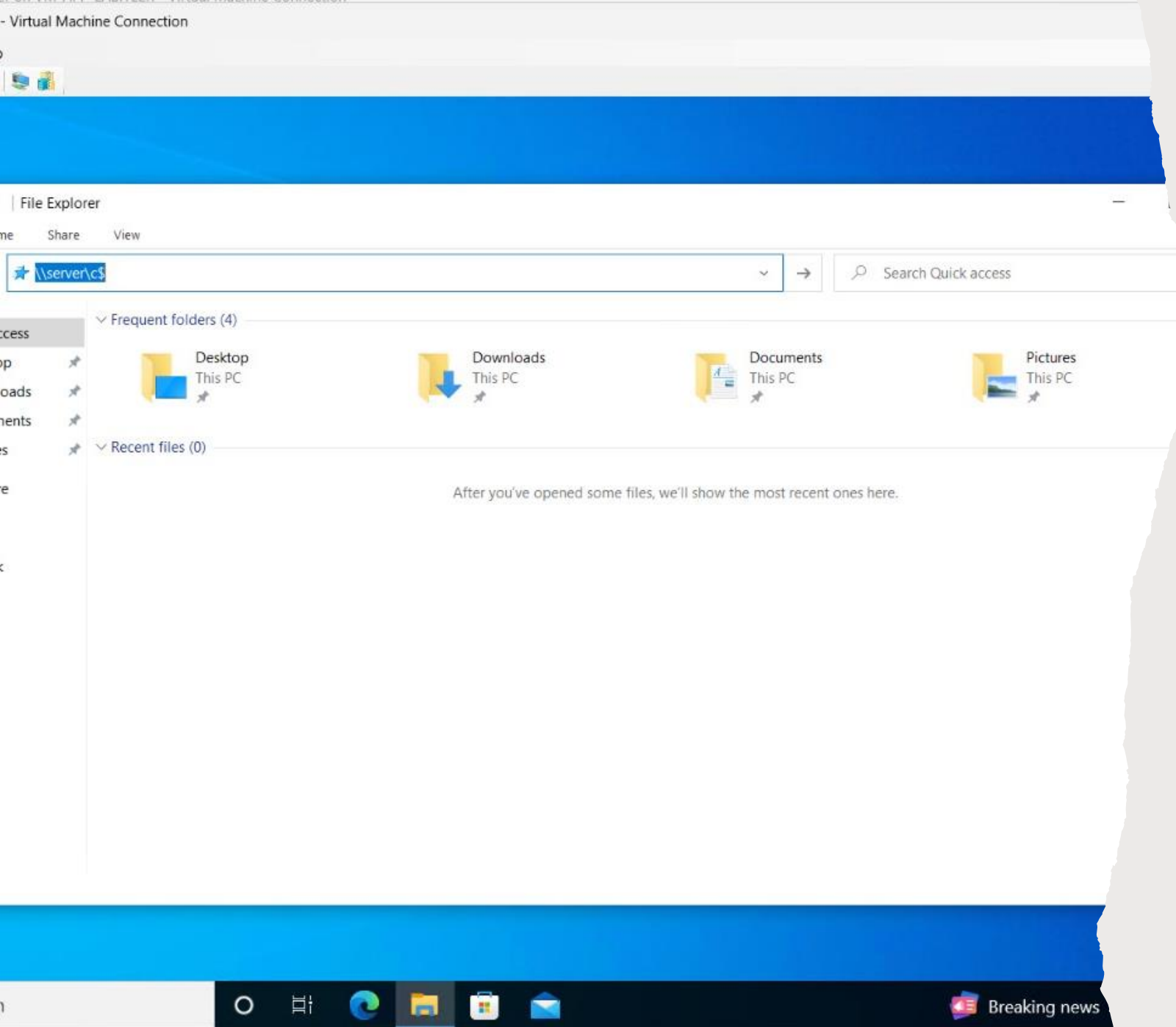




File Explorer to install Certificate of Authentication.

- We need to go back into 'File Explorer' to install the Certificate of Authentication.
- This will then allow us to confirm that we can create a folder outside of the Domain onto the Member Server.

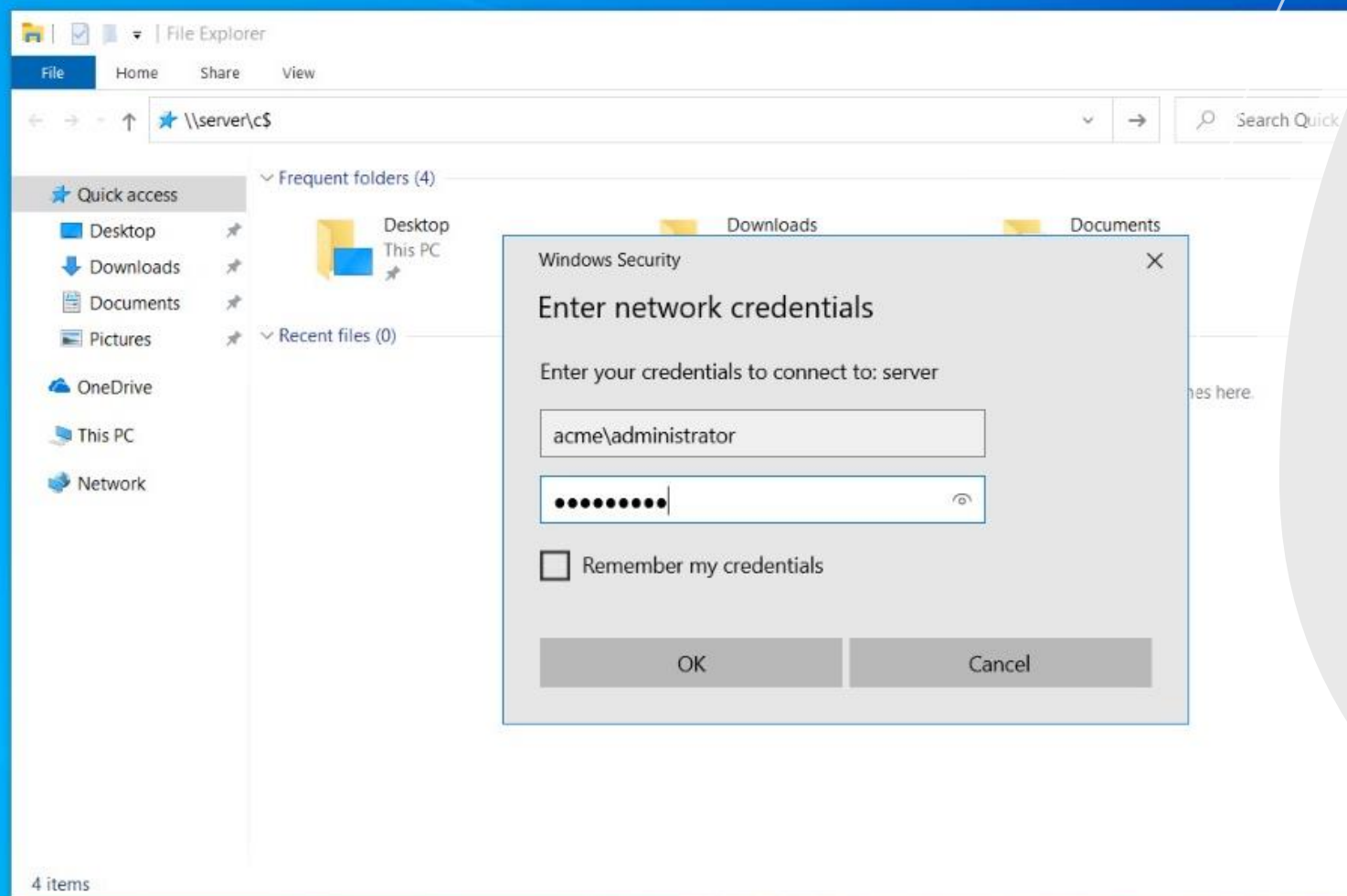




File Explorer to install Certificate of Authentication.

We now need to go to the hidden
server location by entering
'\\server\c\$'.

'C' is the c: drive for the server
and \$ is meaning the hidden
location.

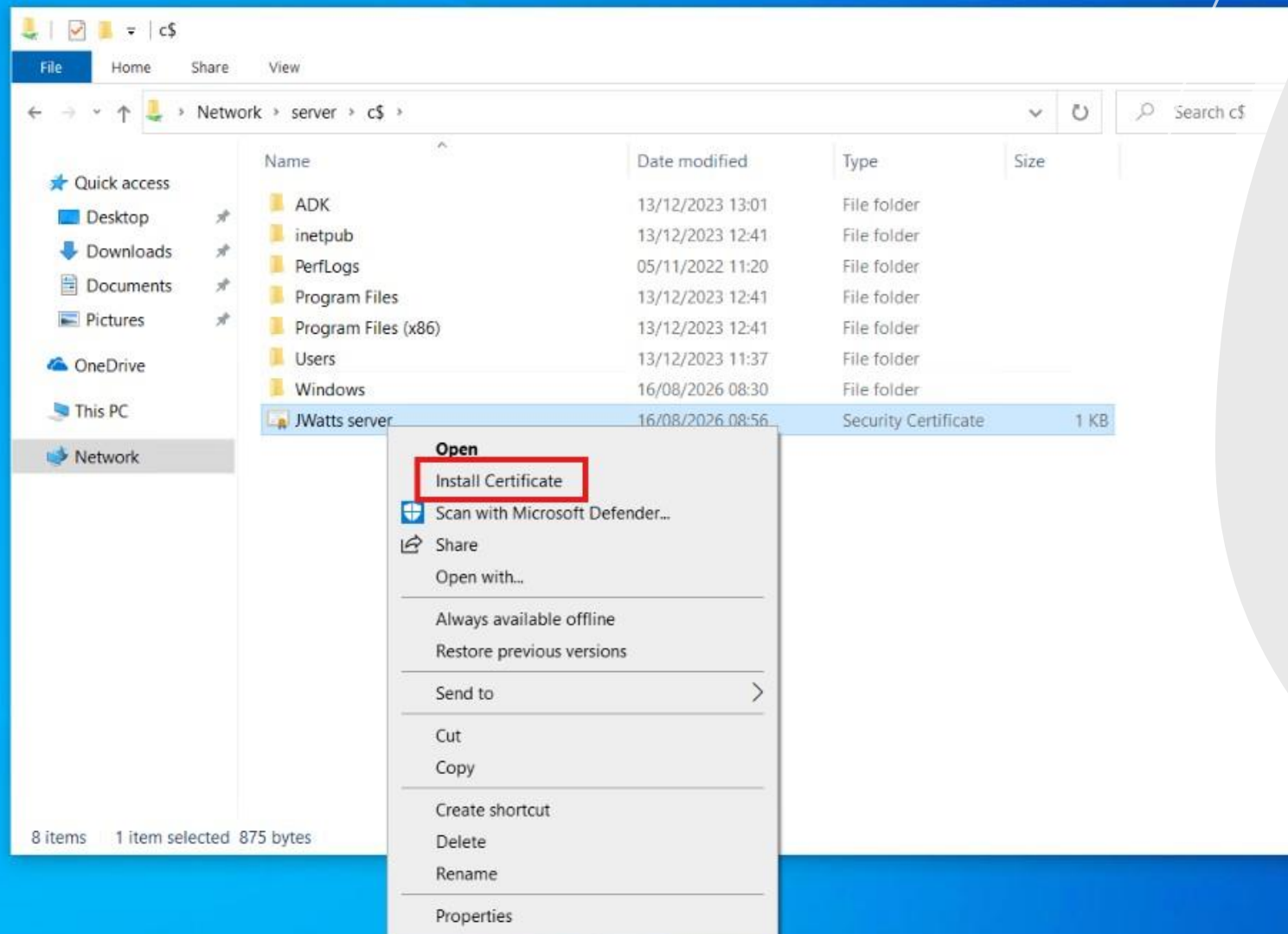


File Explorer to install Certificate of Authentication.

- Because our computer is now not connected to the Domain, we will need to add the credentials for the Domain Administrator.
- 'acme\administrator'.

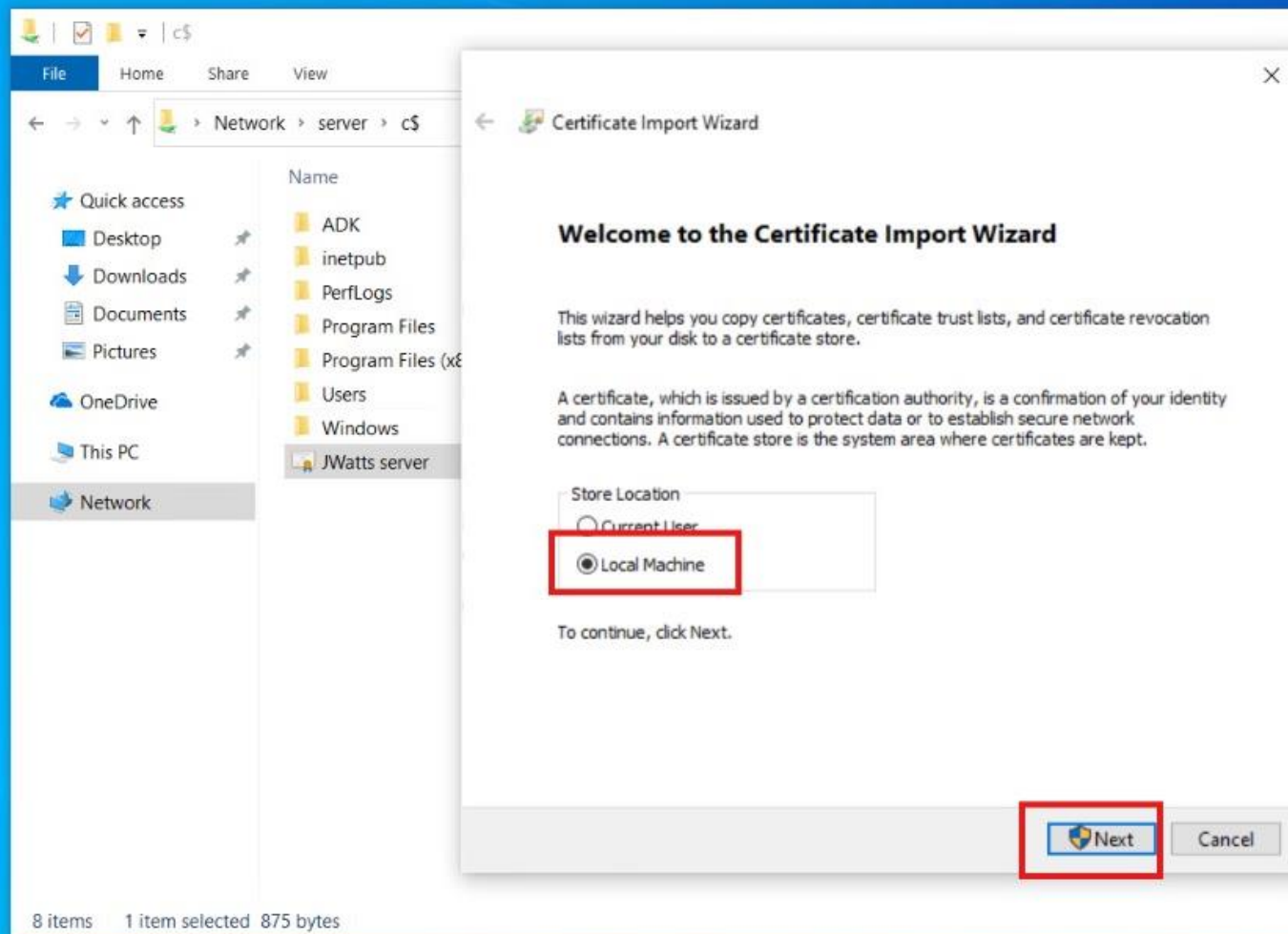


Installing the Certificate of Authentication.



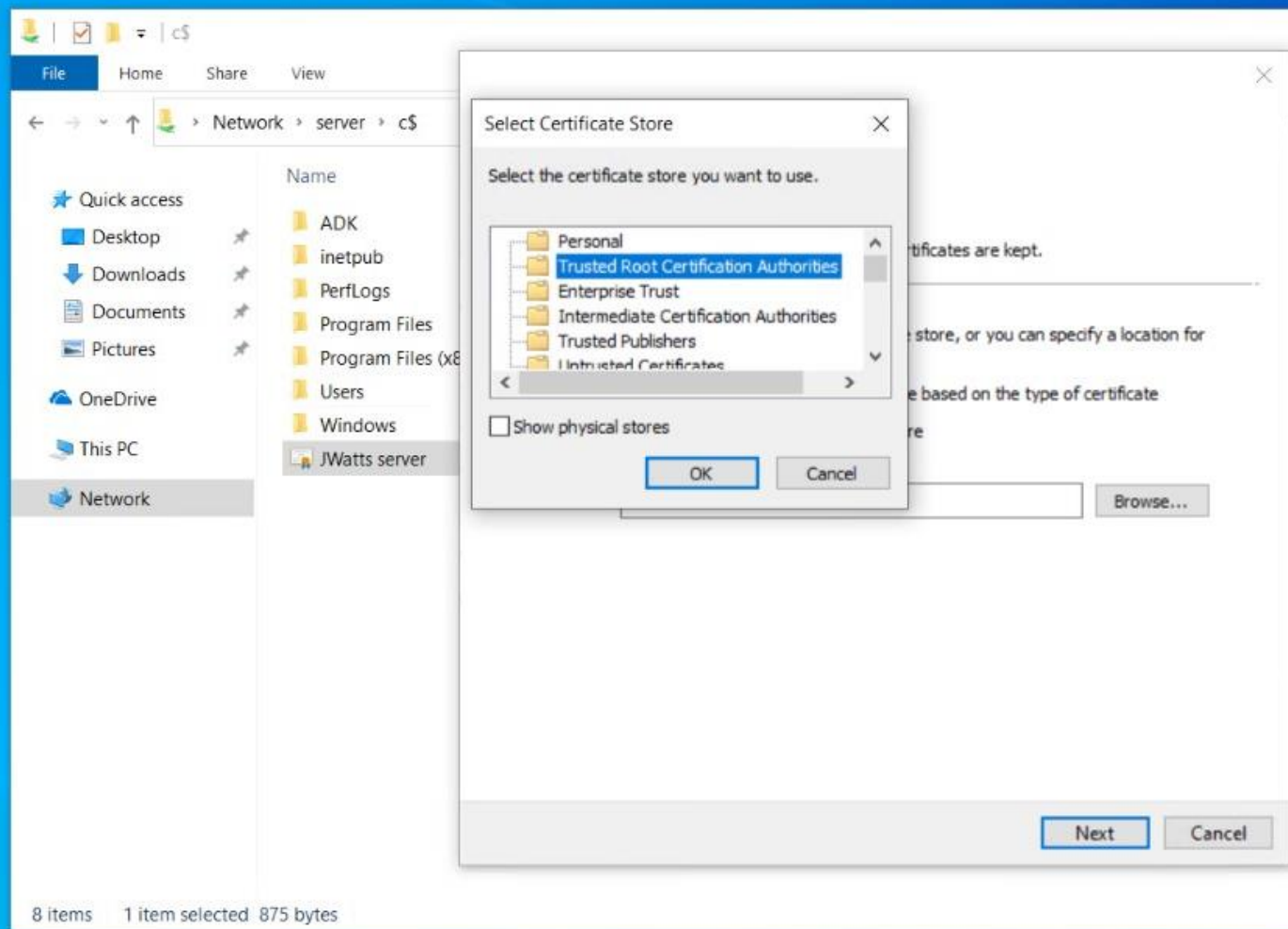
Installing the Certificate of Authentication.

- On the hidden sever location we can see our created certificate.
- We need to right click onto this and select 'Install Certificate'.



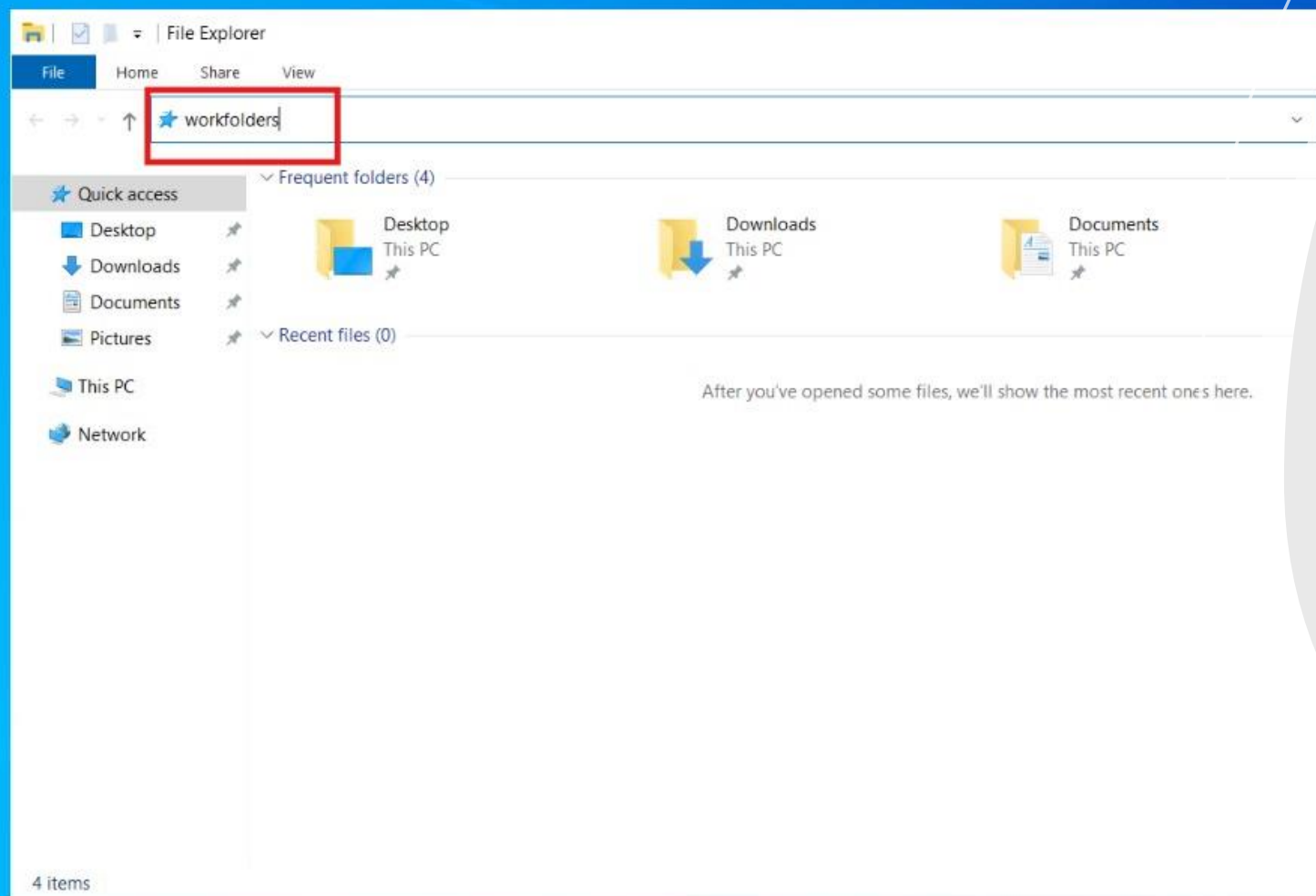
Installing the Certificate of Authentication.

- At the 'Certificate Import Wizard' welcome screen, we need to be installing the certificate onto the local computer.
- To do this we need to select 'Local Machine' then press 'Next'.



Installing the Certificate of Authentication.

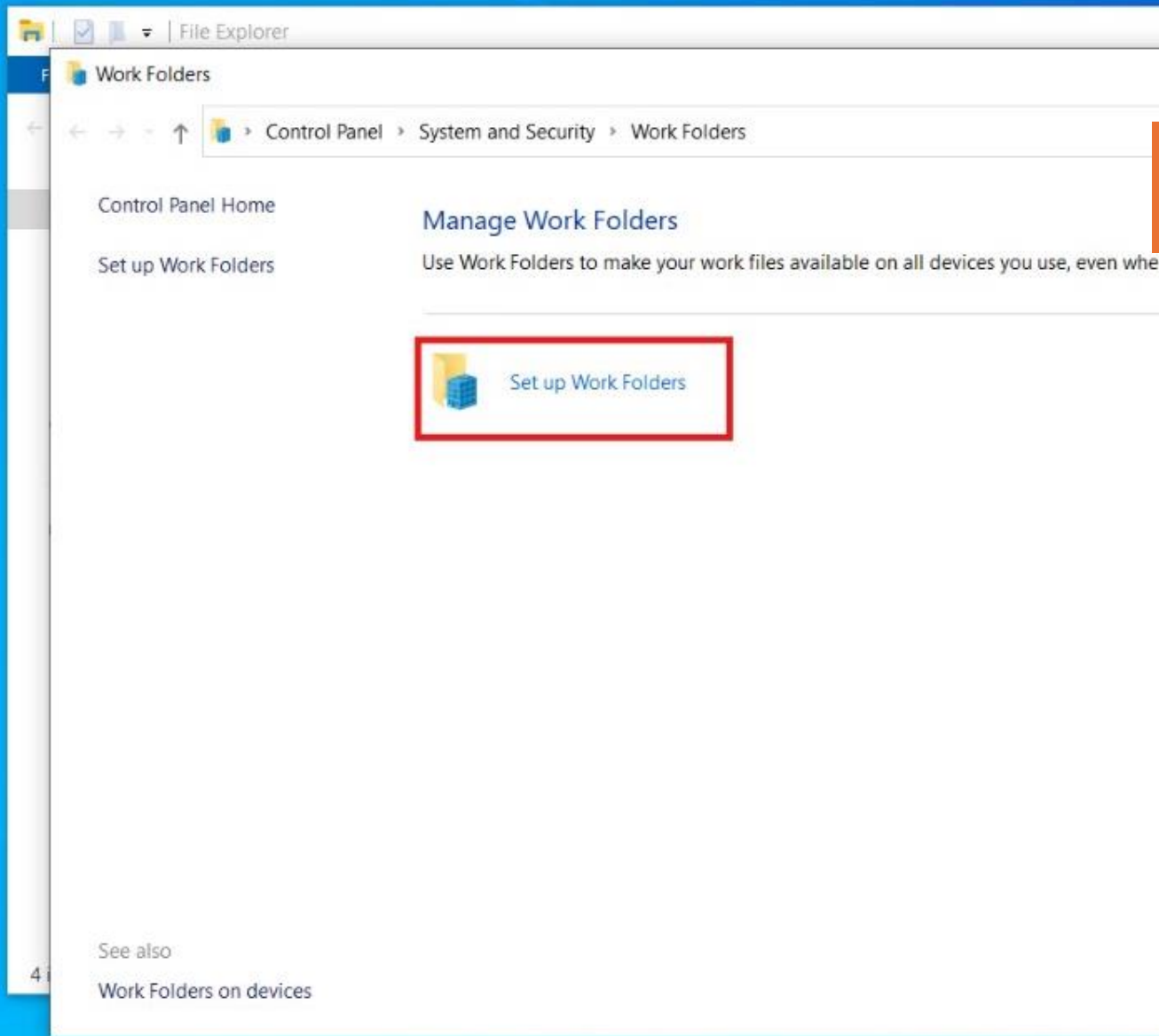
- We now need to select 'Trusted Root Certification Authorities' and then press 'OK'.



Testing Work Folders outside of the Domain.

- In File Explorer we now need to type into the search box 'workfolders' just like before.





Testing Work Folders outside of the Domain.

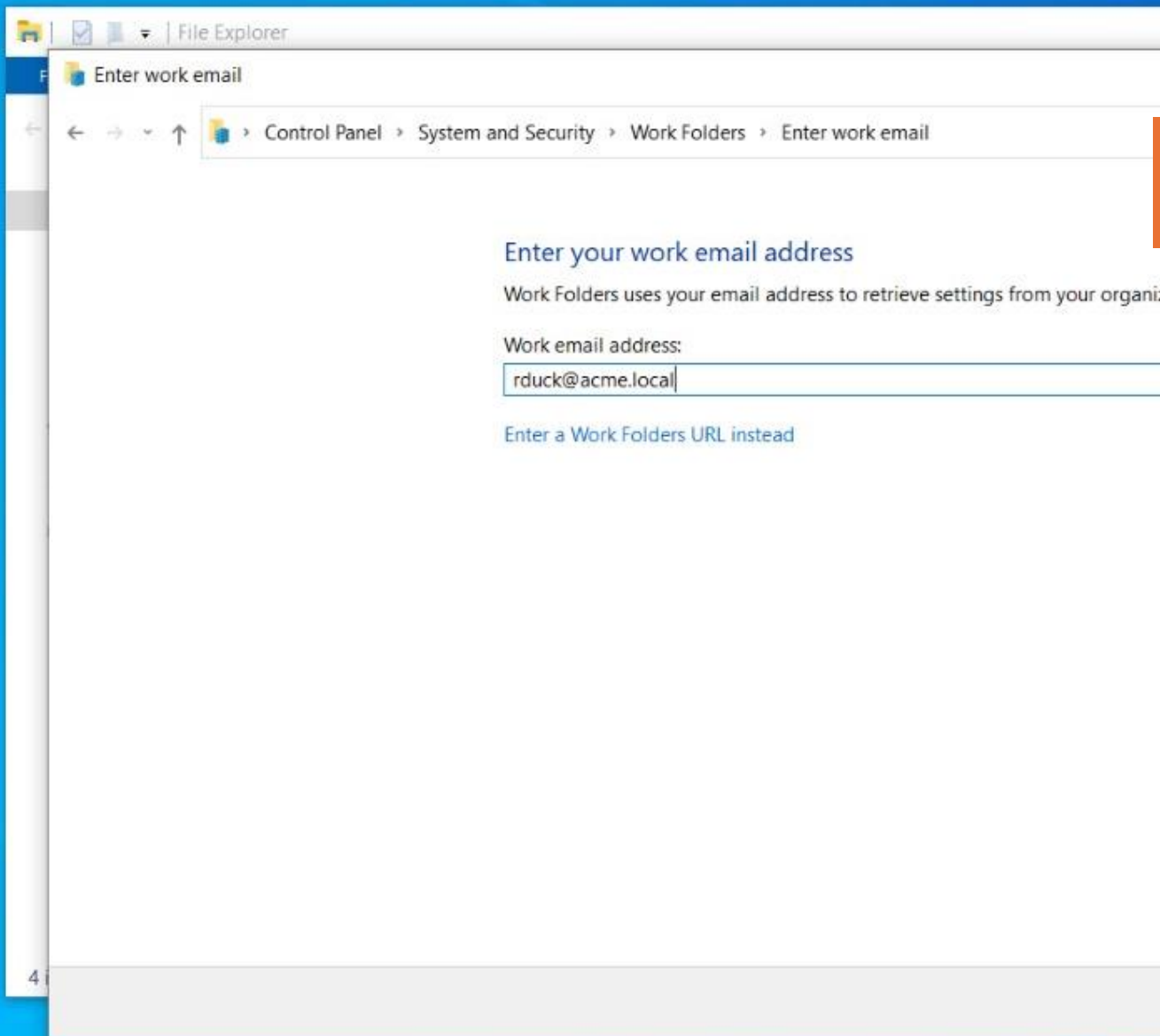
- We now need to press 'Set up Work Folders'.



Recycle Bin



Microsoft
Edge



Testing Work Folders outside of the Domain.

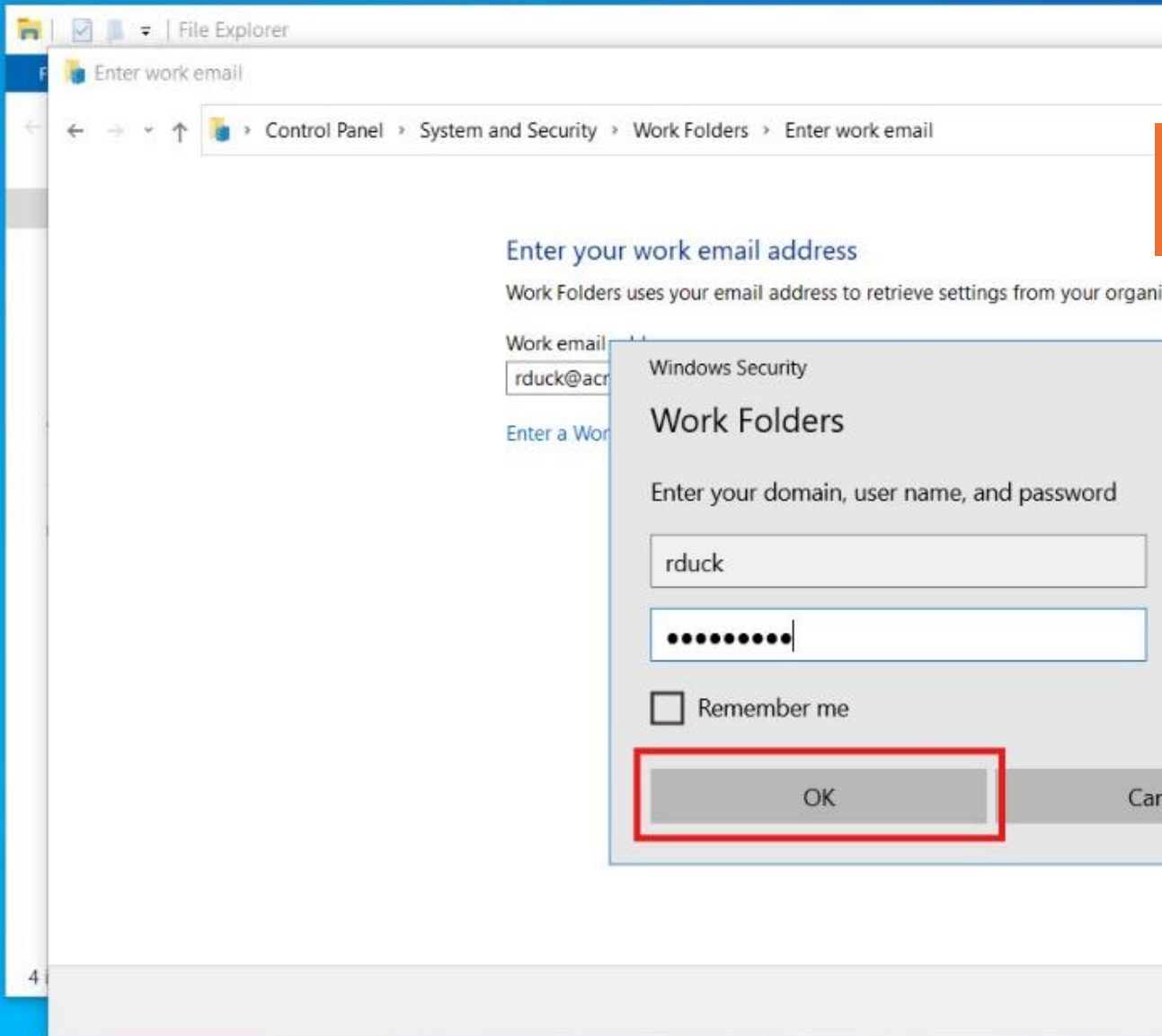
We now will be entering Rodney Duck's work's email address.

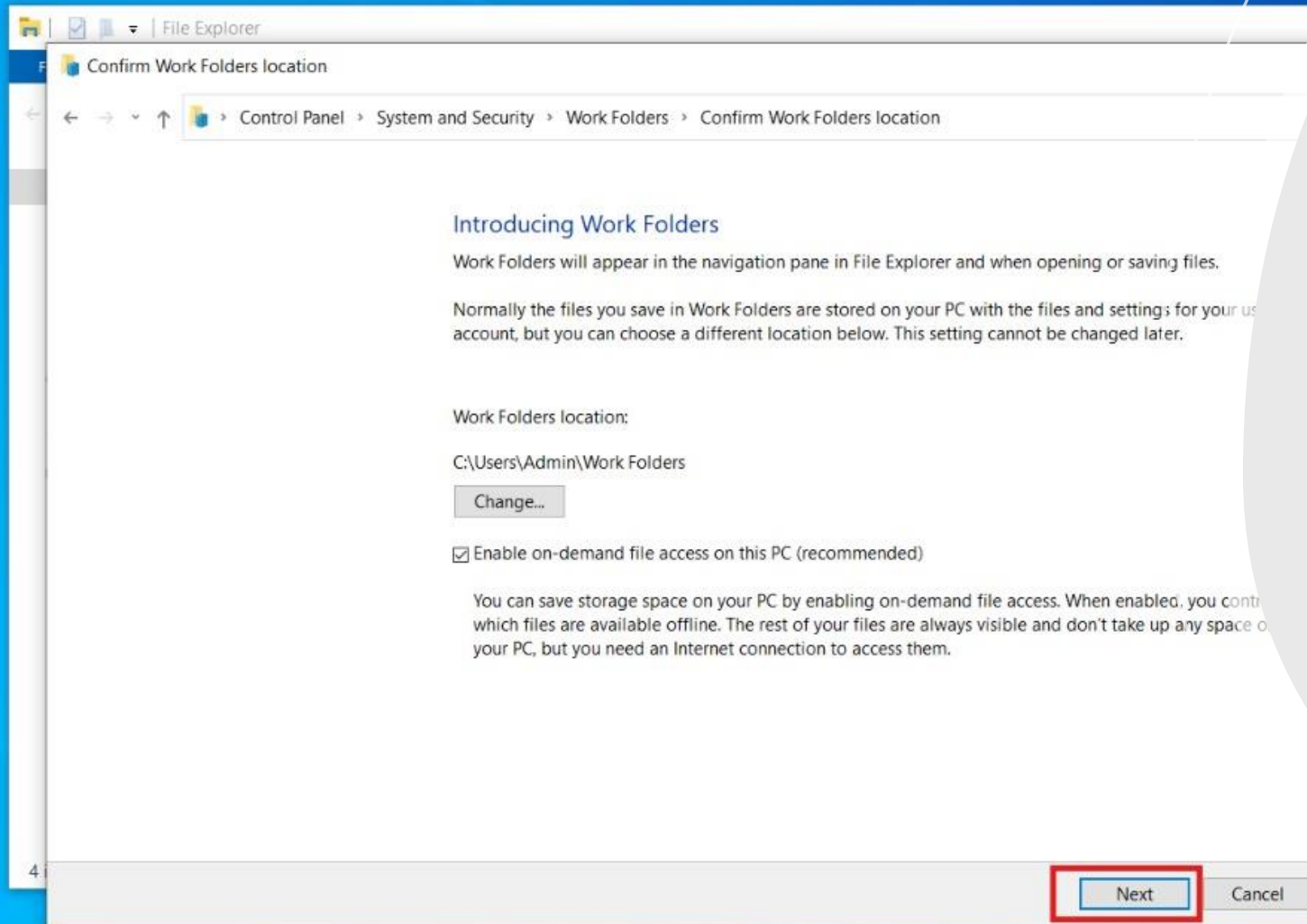
In the 'Work email address:' we enter 'rduck@acme.local'.

If we had not installed the Certificate of Authentication prior to this stage, we would receive an error informing us we need to enter a valid email address from the Domain.

Testing Work Folders outside of the Domain.

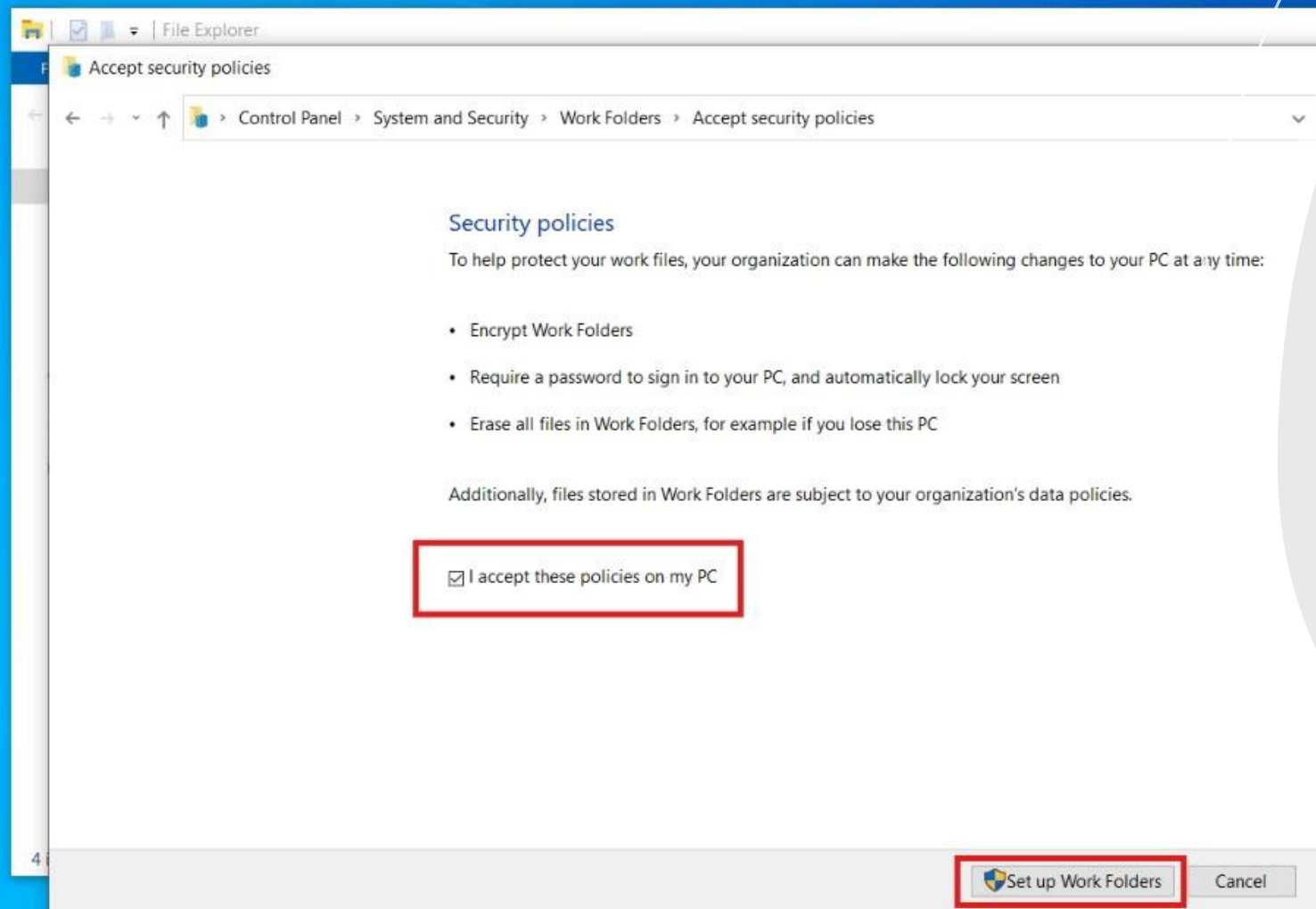
- After entering the email address for Rodney, we are then asked to enter his login credentials for Work Folders.





Testing Work Folders outside of the Domain.

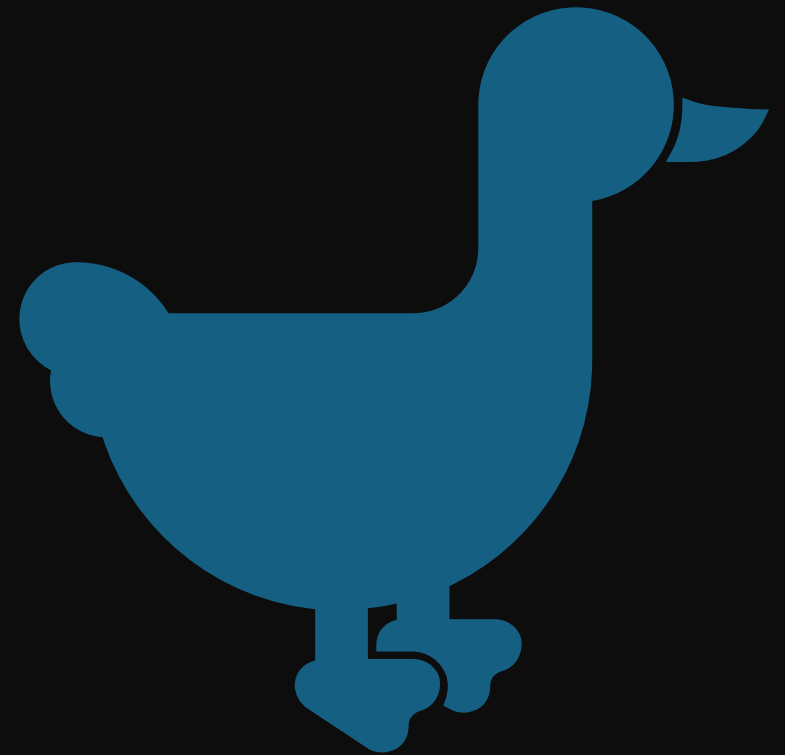
- We now need to press 'Next'

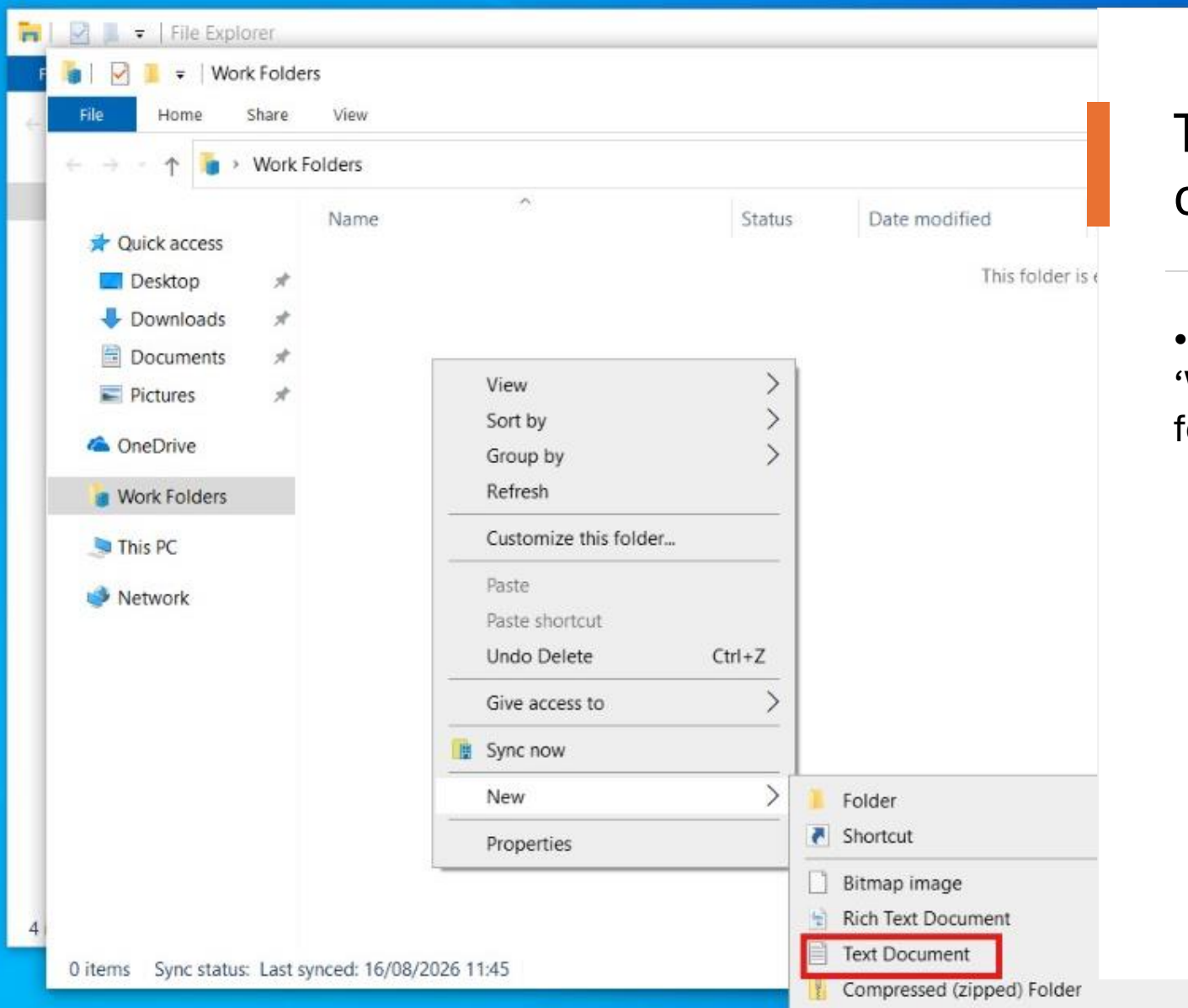


Testing Work Folders outside of the Domain.

- Here we now need to tick the box relating to 'I accept these policies on my PC'.
- Once selected, we now need to click 'Set up Work Folders' button.

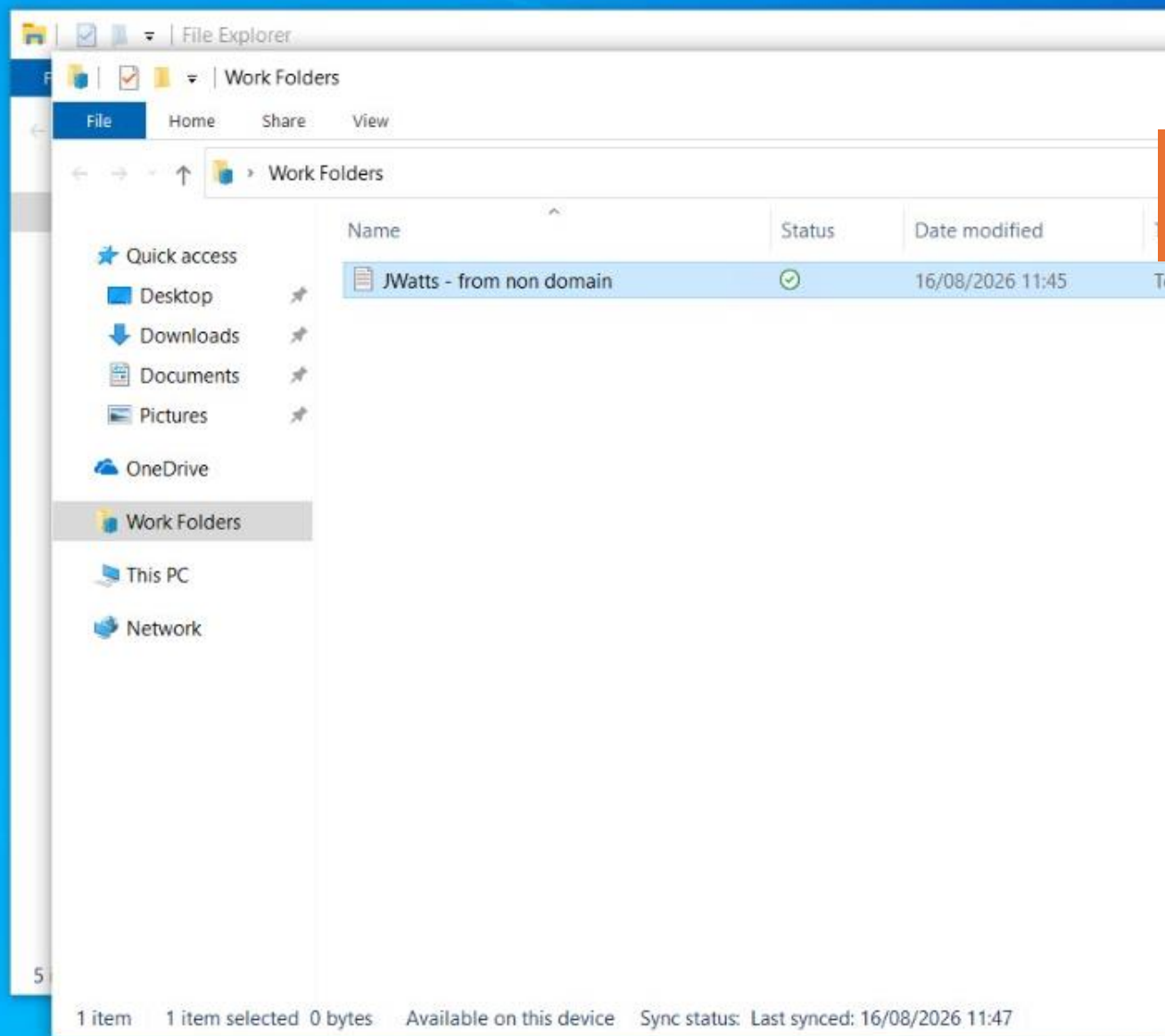
For this last test we will be creating a test document for Rodney Duck. Once we have this done, we will be looking for Rodney's folder on the Member Server to complete the final Head of Cyber Security work task.





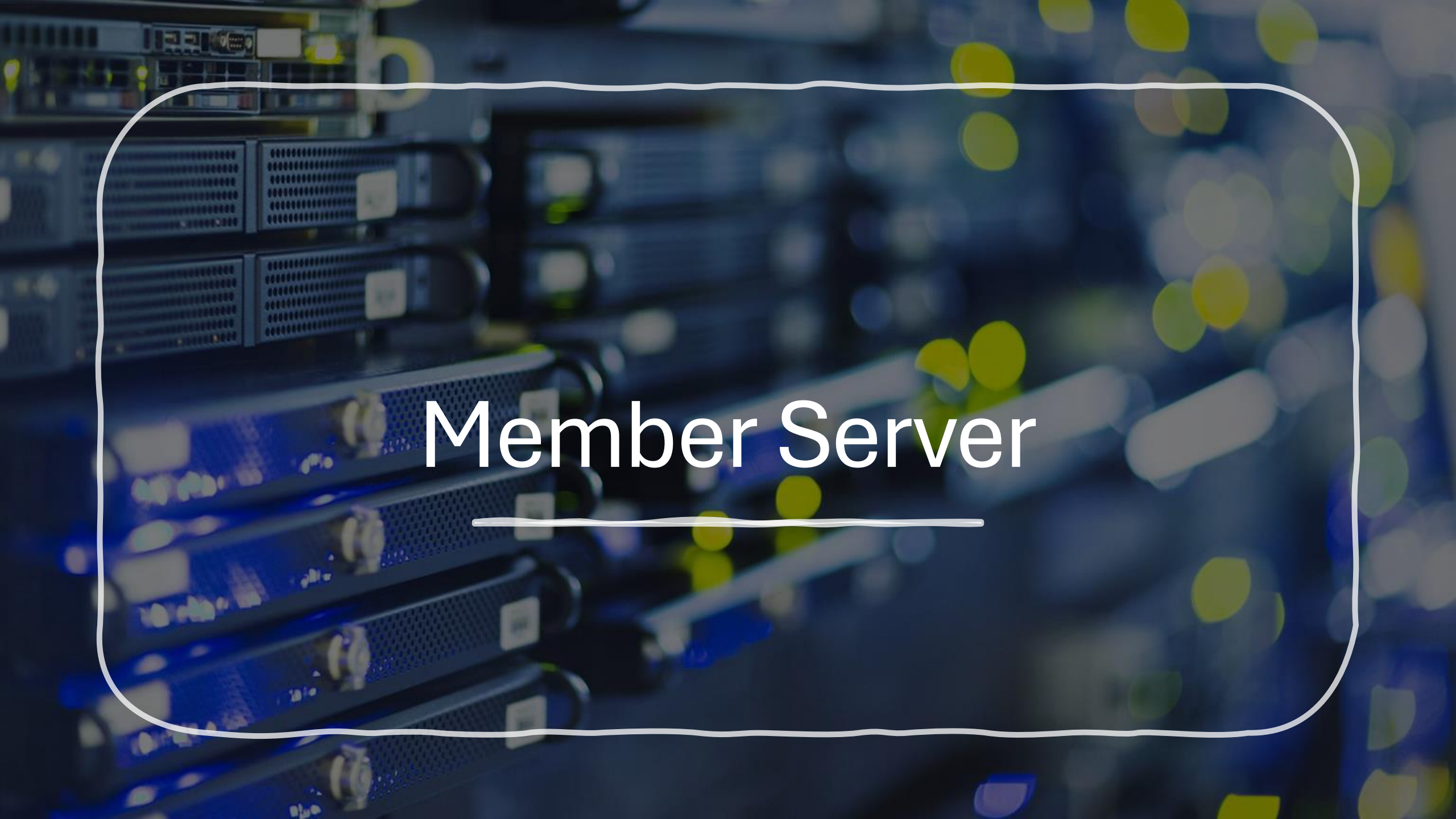
Testing Work Folders outside of the Domain.

- We now need to right click on 'Work Folders' then select 'New' followed by 'Text Document'.

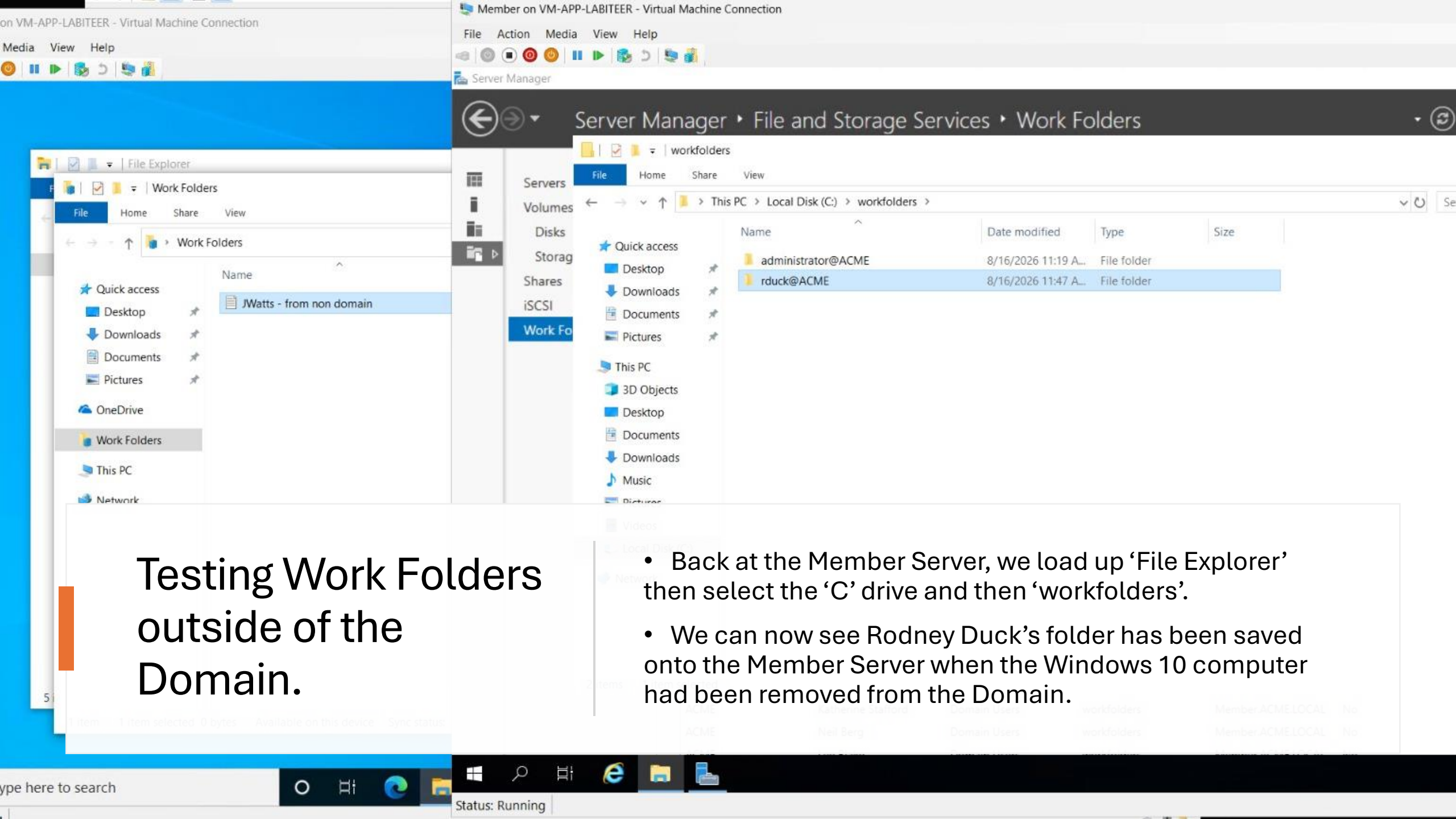


Testing Work Folders outside of the Domain.

- For the Document I called it 'Jwatts – from non domain'.
- This was just to have proof that I had completed this stage of the task.

The background of the image is a blurred server rack with blue and yellow bokeh lights. The text "Member Server" is centered in the middle of the image, enclosed in a white rounded rectangle with a thin white border. Below the text is a horizontal white line.

Member Server



Testing Work Folders outside of the Domain.

- Back at the Member Server, we load up 'File Explorer' then select the 'C' drive and then 'workfolders'.
- We can now see Rodney Duck's folder has been saved onto the Member Server when the Windows 10 computer had been removed from the Domain.



End of final Work Task for
Head of Cyber Security.