1. Select **Options...** from the **Tools** menu.

2. Select the **Sharing** category from the list. Select each of the shared directories from the list and click **Remove**.
3. Click the arrow next to the **Uploads** category, and then select **Basic**. Uncheck the box labeled **Allow Partial Sharing**.

![Uploads Basic](image)

4. Select the **Slots** category under **Uploads**. Set **Uploads Per Person** and **Max Upload Slots** to 0. Click **OK**.

![Upload Slots](image)