

IT Essentials 5.0

6.8.4.7 Lab - Share a Folder, Create a Homegroup, and Map a Network Drive in Windows 7

Introduction

Print and complete this lab.

In this lab, you will create and share a folder, set permissions for the shares, create a homegroup to share resources, and map a network drive.

Recommended Equipment

- Two computers running Windows 7 that are directly connected to each other or through a switch or hub.
- To better identify which steps should be done on a computer, the lab will refer to them as computer01, computer02, or both. Only change which computer you are working on when informed within the instructions.

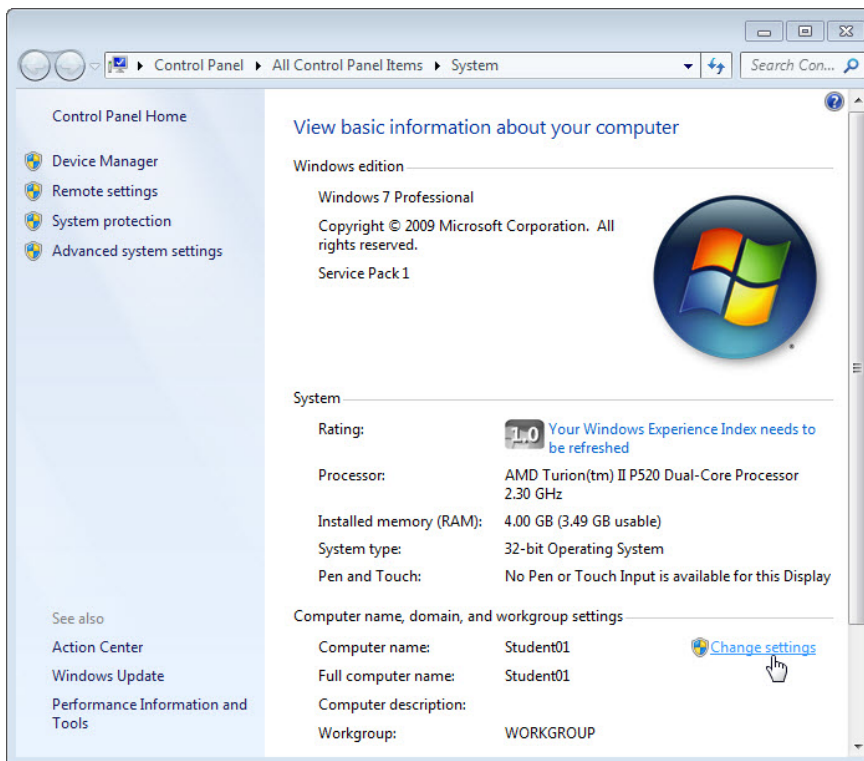
Step 1

Workgroup Information:

Workgroup name _____

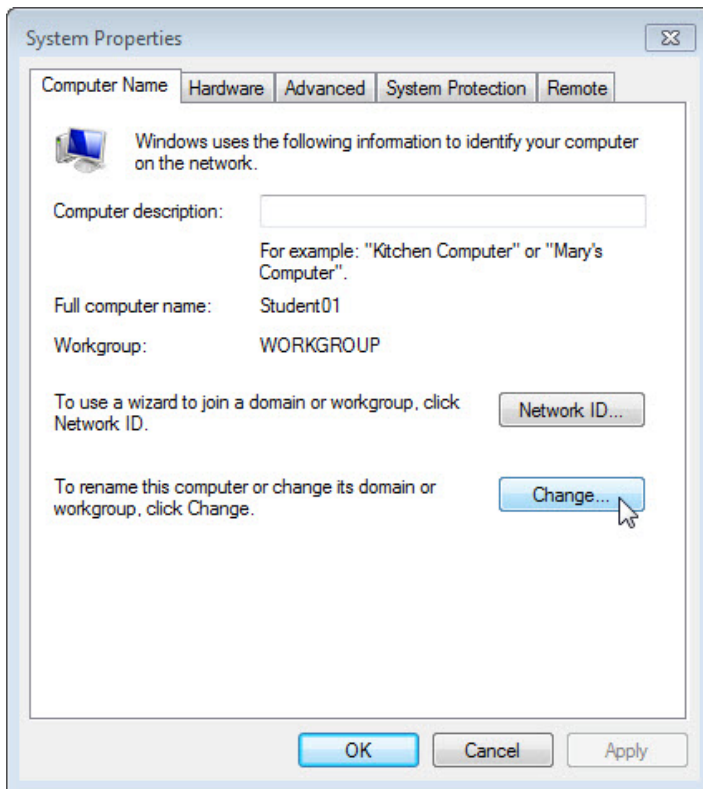
Complete the following steps on both computers.

Click **Start > right-click Computer > Properties**.



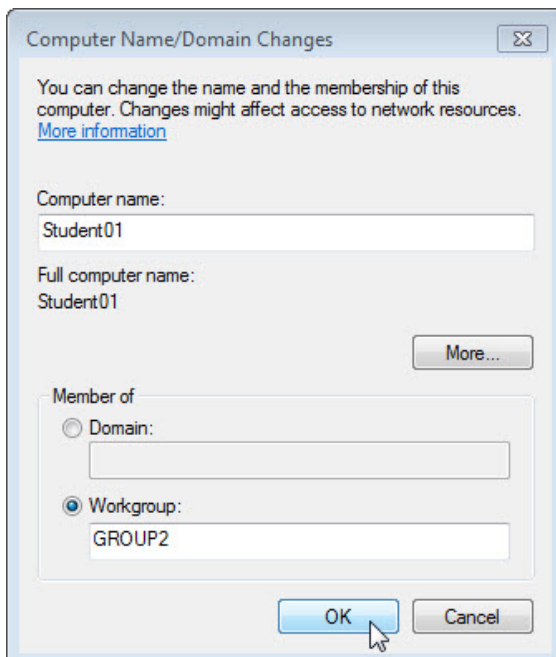
Click **Change settings**.

The “System Properties” window opens.



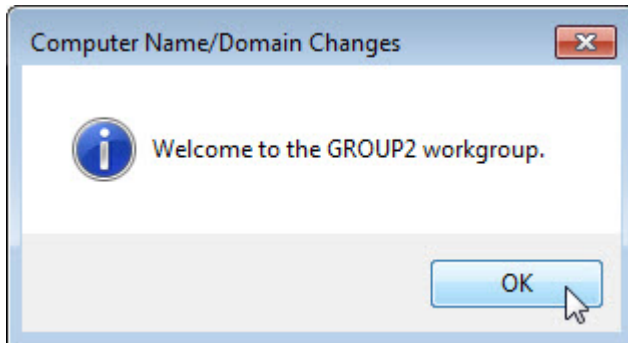
Click the **Change** button.

The “Computer Name/Domain Change” window opens.

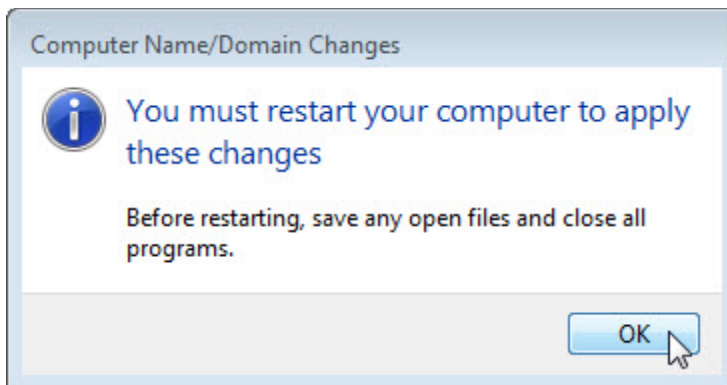


Make sure **Workgroup** is selected and type **GROUP#**, where # is the group number assigned by the instructor.

Click **OK**.

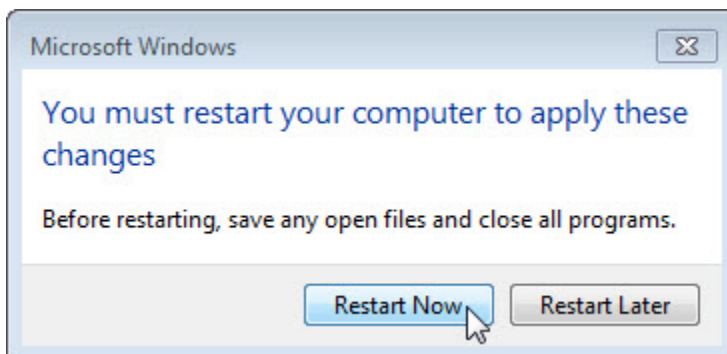


Click **OK** when the “Welcome to the GROUP# workgroup” screen opens.



Click **OK** to restart the computer.

Close all opened windows and programs.

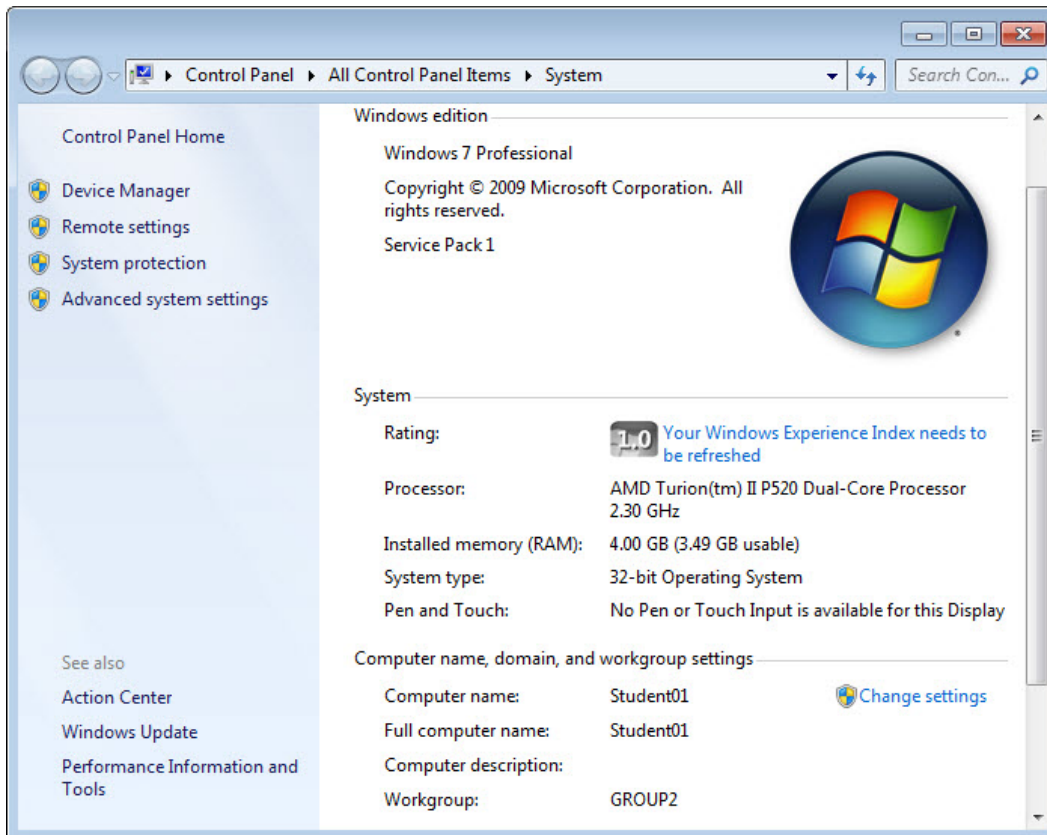


Click **Restart Now**.

Step 2

Complete the following steps on both computers.

Click **Start** > right-click **Computer** > **Properties**.



What is the Workgroup name for the computer?

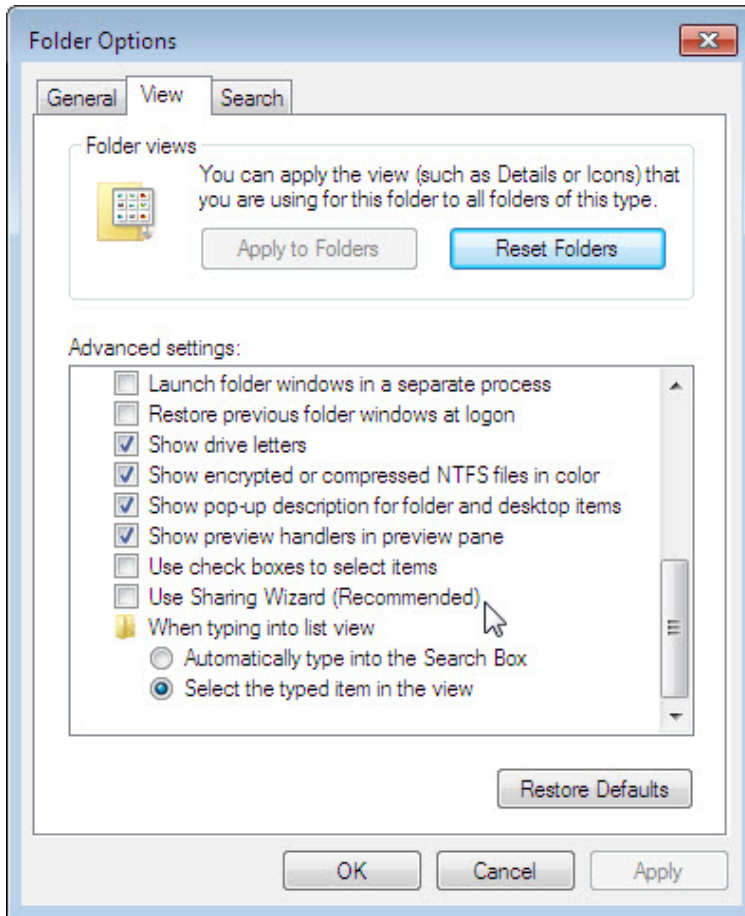
Close the "System" window.

Step 3

On computer01, click **Start** > **Control Panel** > **Folder Options**.

Click the **View** tab.

Uncheck the "**Use Sharing Wizard (Recommended)**" checkbox, and then click **OK**.



Step 4

On computer01, right-click the **desktop**, and then choose **New > Folder**.

Type **Example** to name the folder, and then press the **Enter** key.

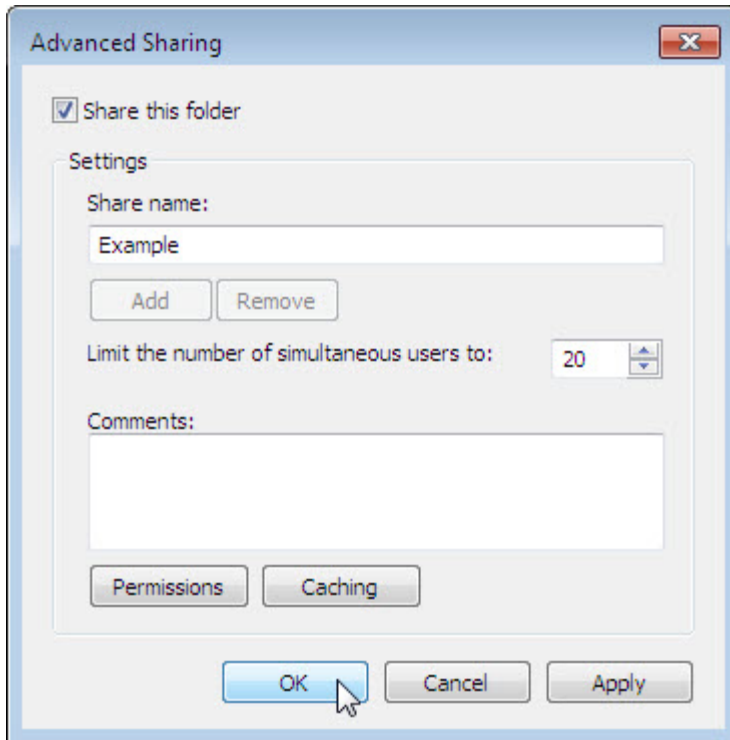
Open Notepad. Type "**This is an example document**".

Save the file in the "Example" folder with the name "Brief", and then close Notepad.

Step 5

On computer01, right-click the **Example** folder, and then choose **Sharing with > Advanced Sharing > Advanced Sharing**.

Select the **Share this folder** checkbox, and then click **OK**.



On the computer with the shared folder, click **Start > right-click Computer > Properties**.

What is the name of the computer?

Step 6

On computer02, choose **Start > Search programs and files**.

Type **\\computername\Example**, where computername is the name of the computer with the "Example" folder, and then press the **Enter** key.

Can you open the "Brief" file?

Can you delete the "Brief" file?

What happens?

Click **Cancel**.

Step 7

Return to the computer with the shared folder, computer01.

Right-click **Example** folder > **Sharing with > Advanced sharing > Advanced Sharing > Permissions**.

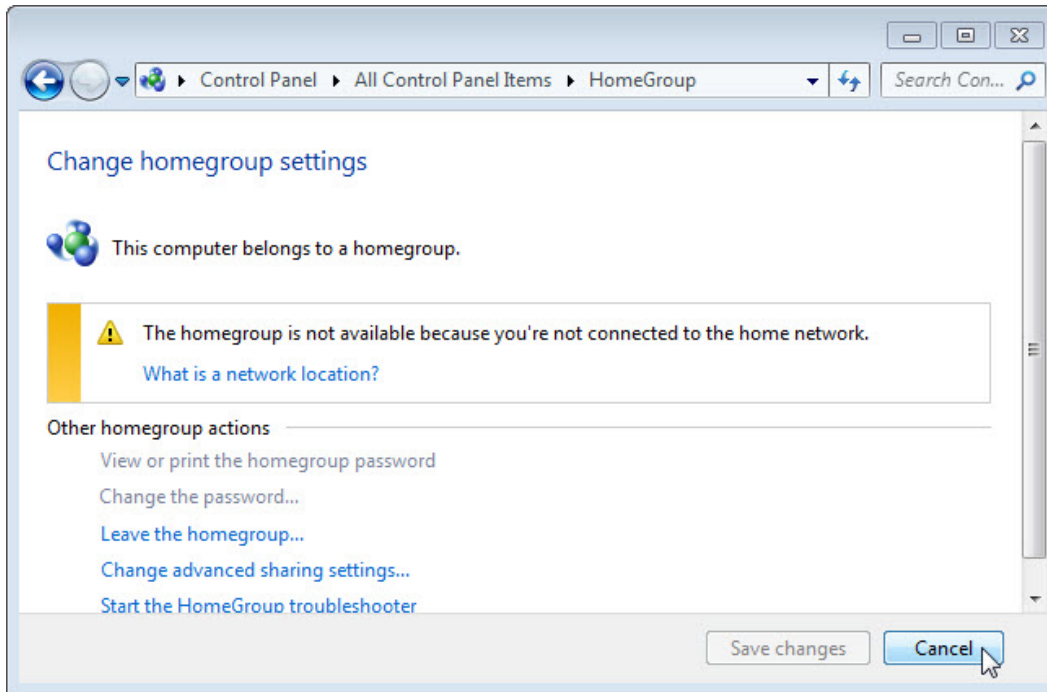
What are the default permissions?

Close all open windows.

Delete the shared folder.

Step 8

On both computers click **Start > Control Panel > HomeGroup**.



Why is homegroup not available?

Click **Cancel**.

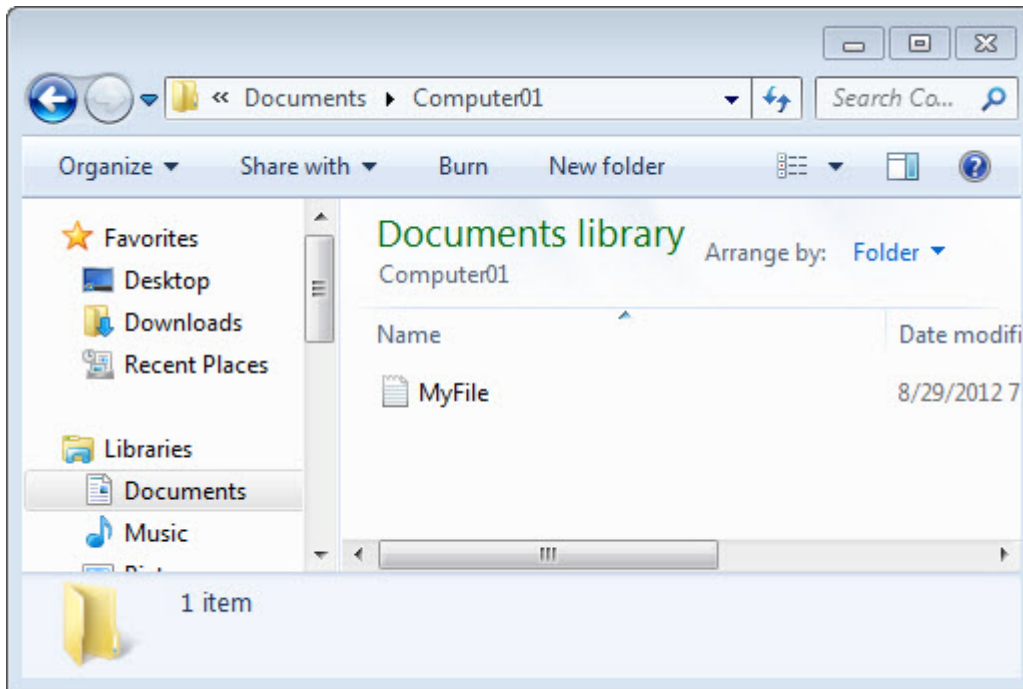
Step 9

On both computers, click **Start > Documents**.

On computer01 create a folder, in Document library, called Computer01.

On computer02 create a folder, in Document library, called Computer02.

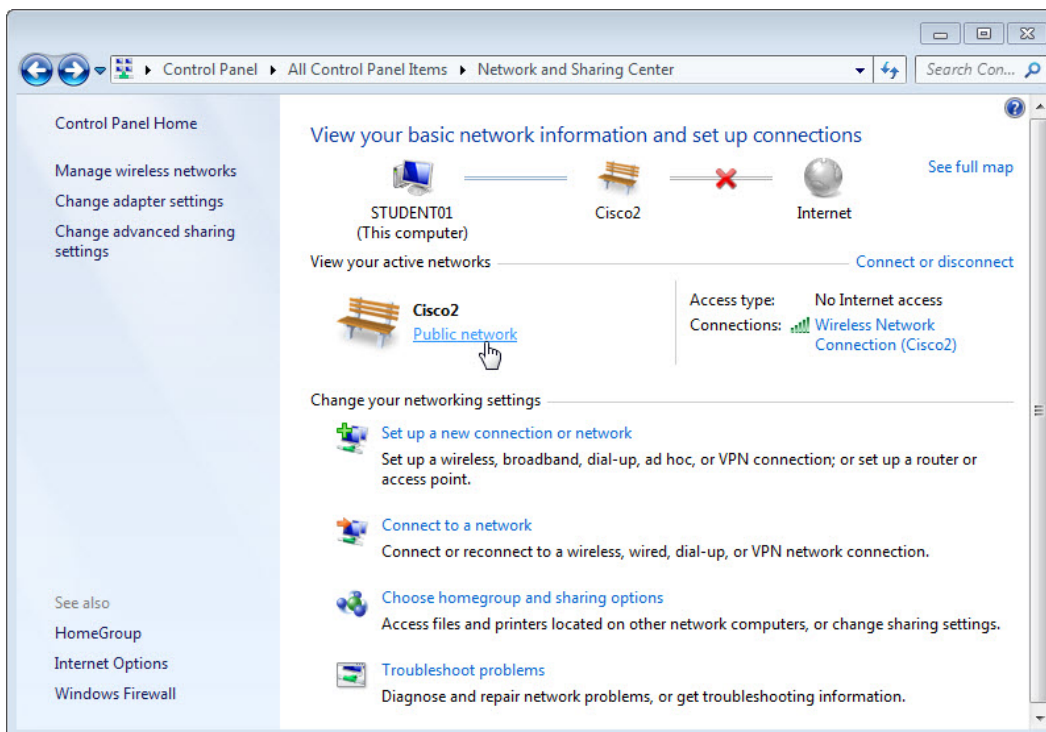
For both computers, open notepad and type the following text: **"This file is shared in a homegroup"**. Next, save the file as "MyFile" inside the folder you just created.



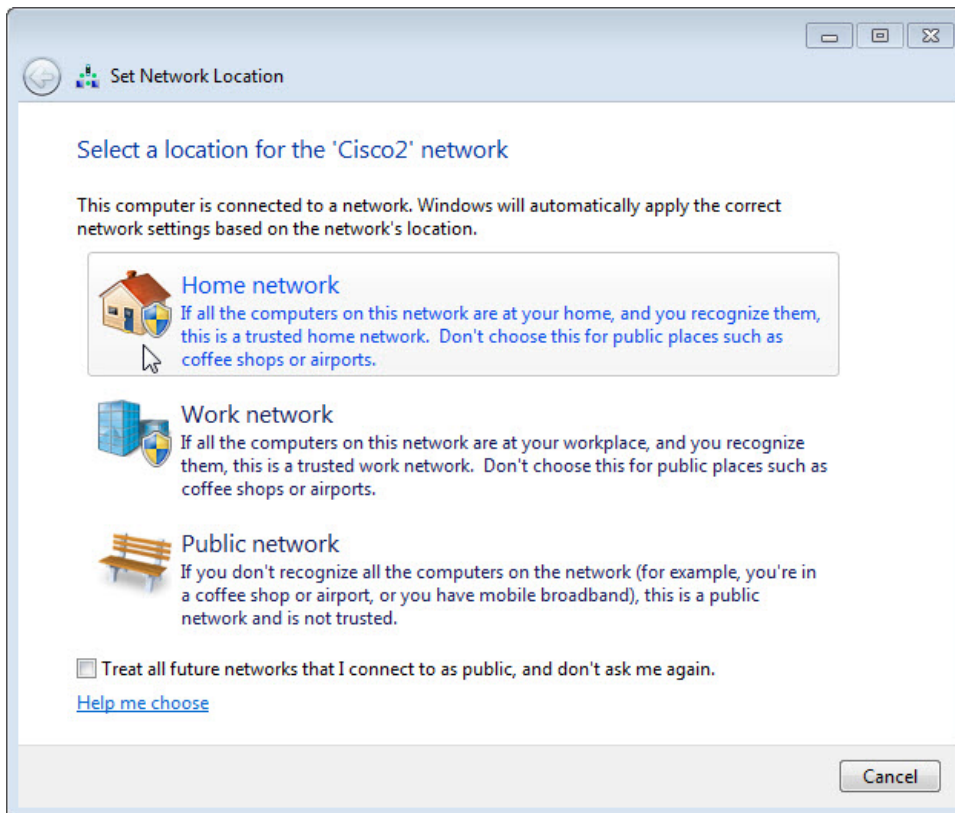
Close all open windows.

Step 10

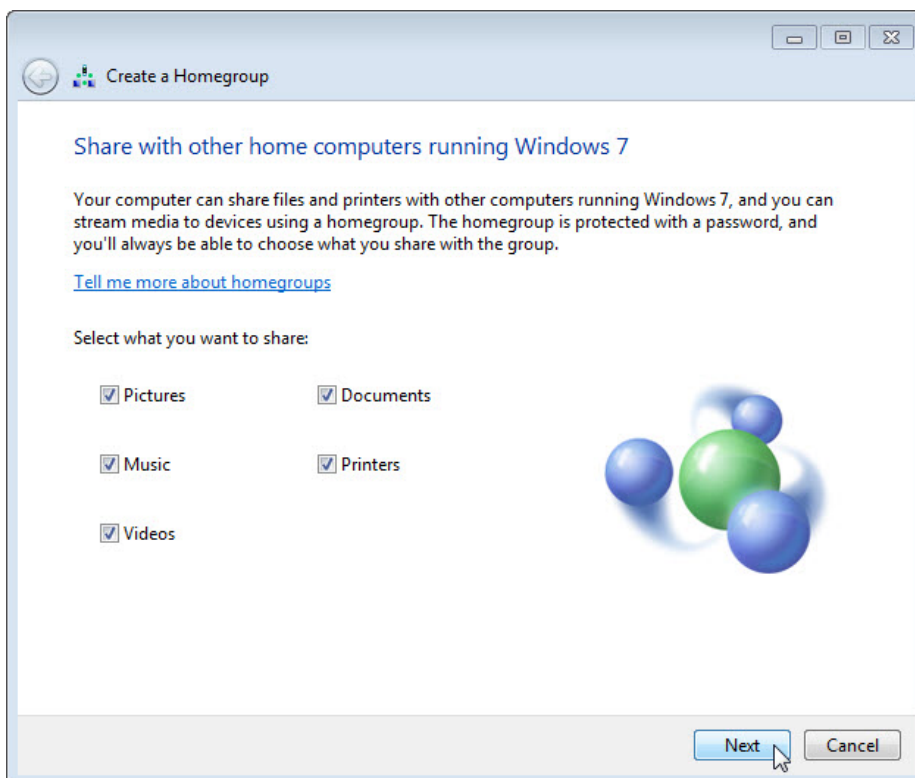
On computer01, click **Start > Control Panel > Network and Sharing Center > Public network**.



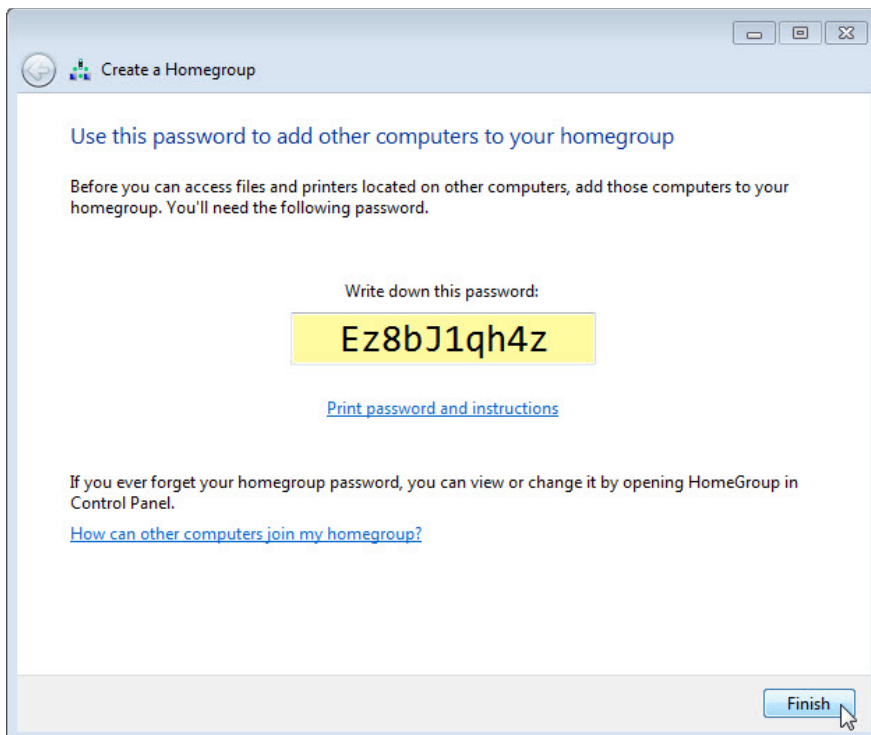
The “Set Network Location” window opens.



Click **Home network**.



Make sure **Documents** is checked, and then click **Next**.

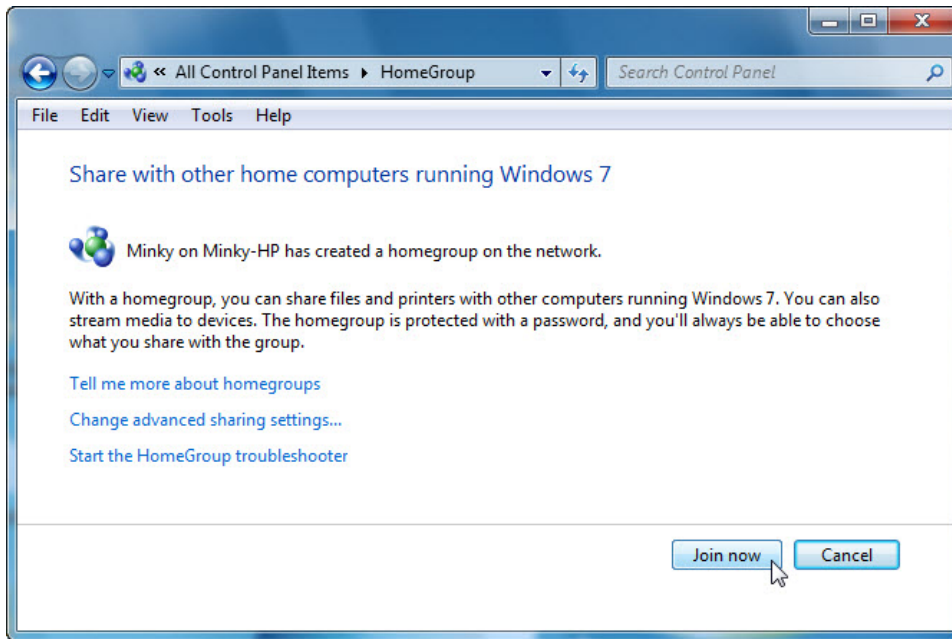


Record the homegroup password. Notice it is case sensitive.

Click **Finish**.

Step 11

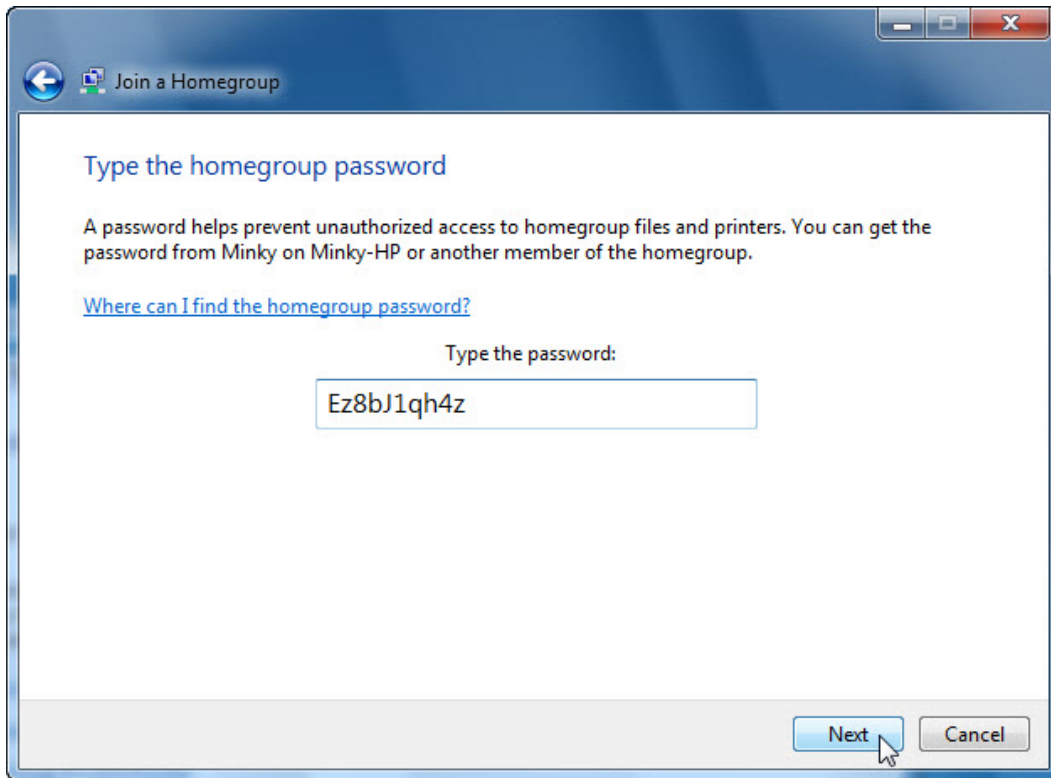
On computer02, click **Start > Control Panel > HomeGroup**.



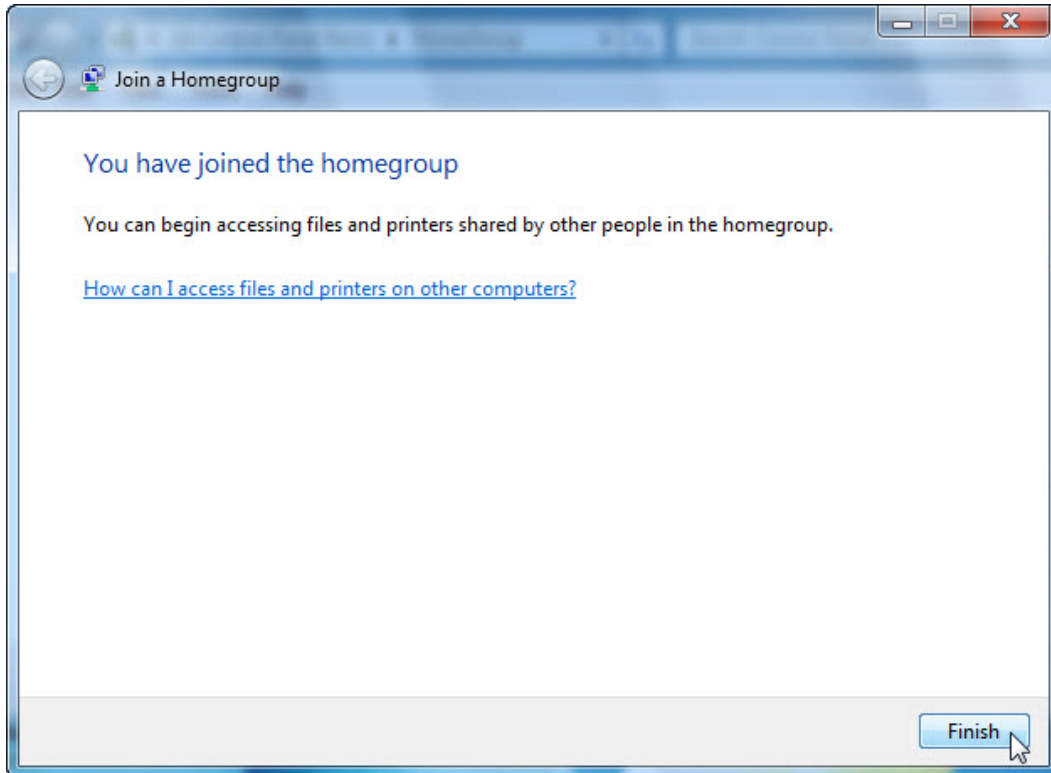
Click **Join now**.



Make sure **Documents** is checked, and then click **Next**.



Enter the password you record when the Homegroup was created then click **Next**.

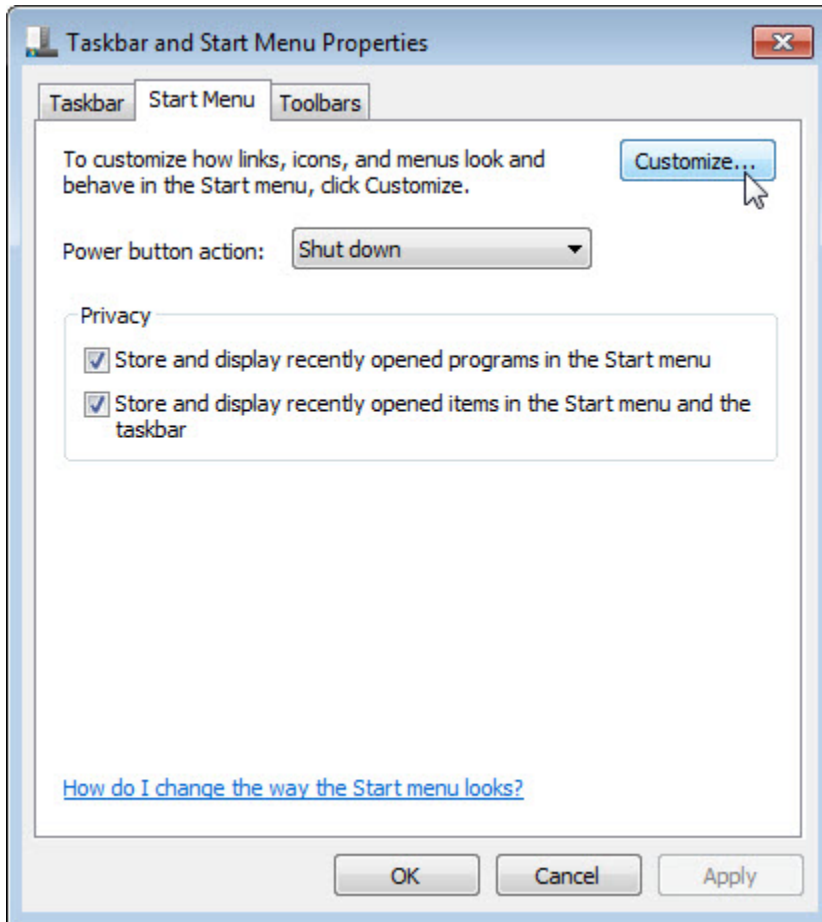


Click **Finish**.

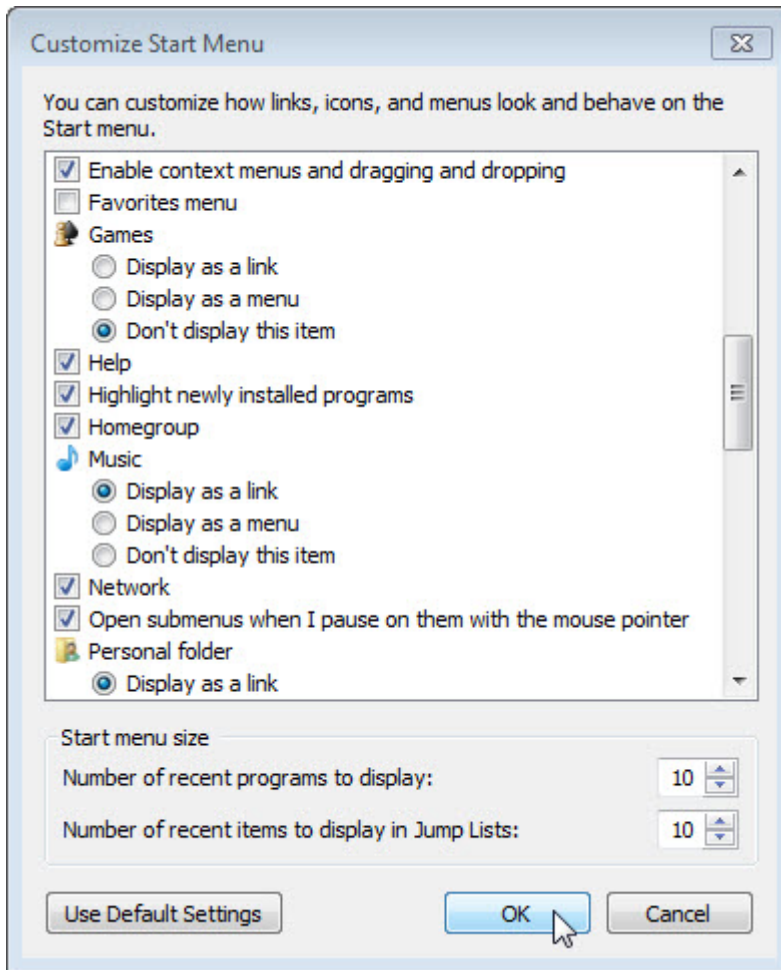
Step 12

On both computers, complete the following if it is not already configured on the computer.

Right-click **Start > Properties > Start Menu** tab > **Customize**.



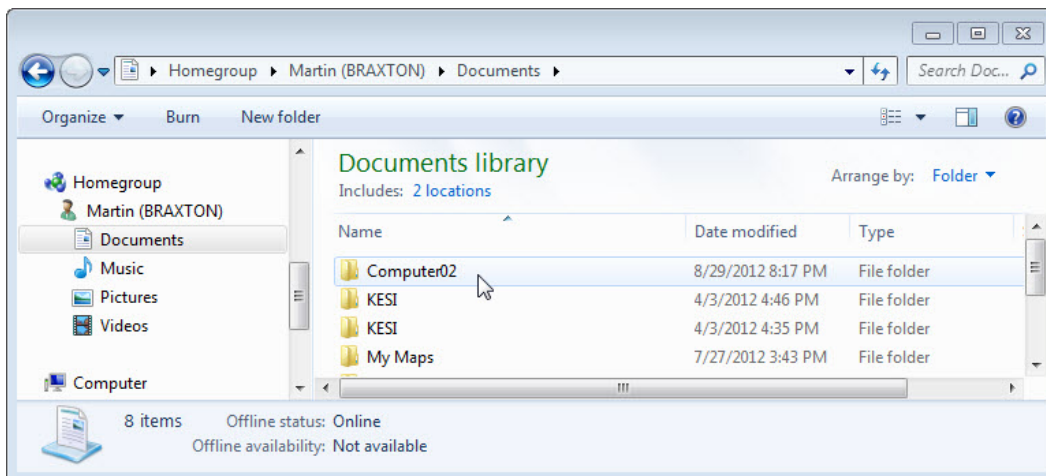
Scroll down until you see both the "Homegroup" and "Network" icons.



Place a check mark in each, if this is not already done, and then click **OK > OK**.

Step 13

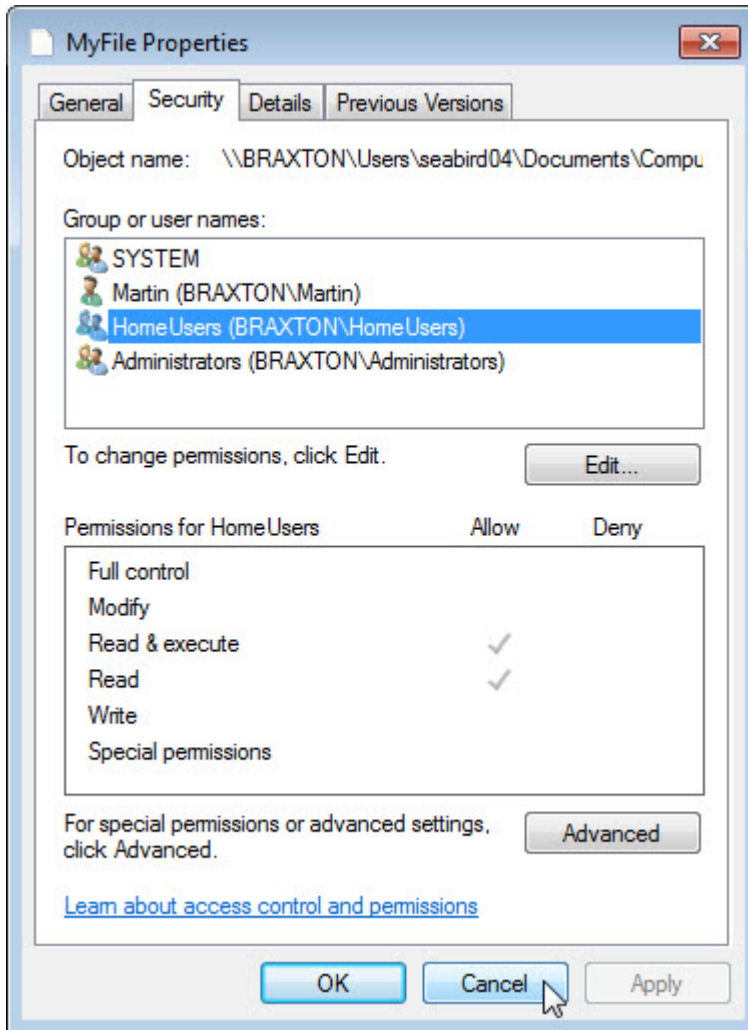
On both computers, click **Start** then the **Homegroup** icon in the start menu.



Locate the Homegroup icon, click the expand arrow next to the other computer name, click **Documents**, and then double-click **Computer#** (where # is the number of the folder located on the other computer).

Can you delete the file located on the other computer?

Right-click on the file > **Properties** > **Security** tab > select **HomeUsers**.



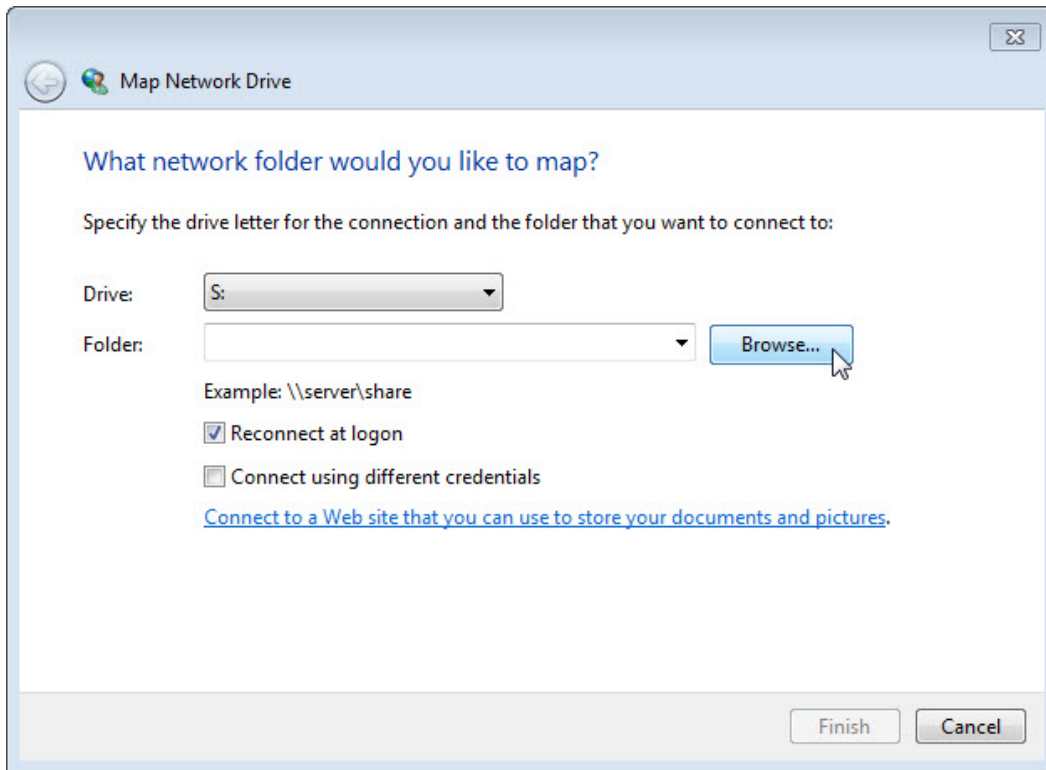
What are the “Permissions for HomeUsers”?

Click **Cancel**.

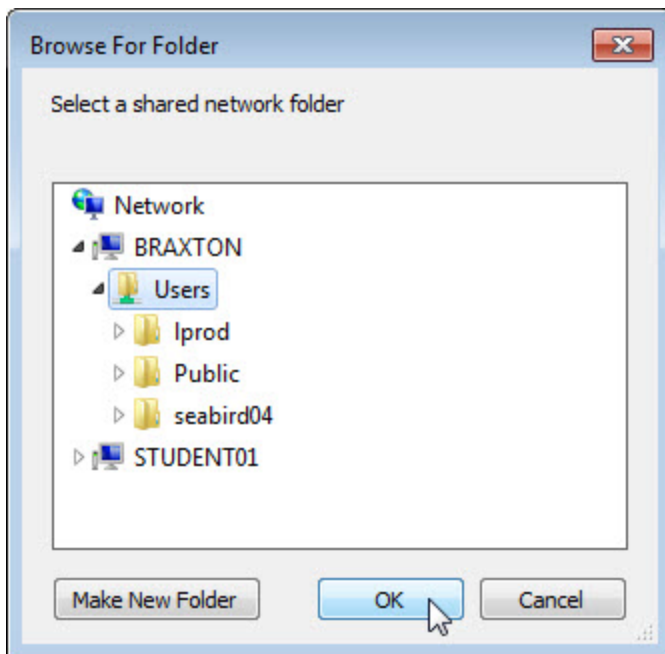
Close all open windows.

Step 14

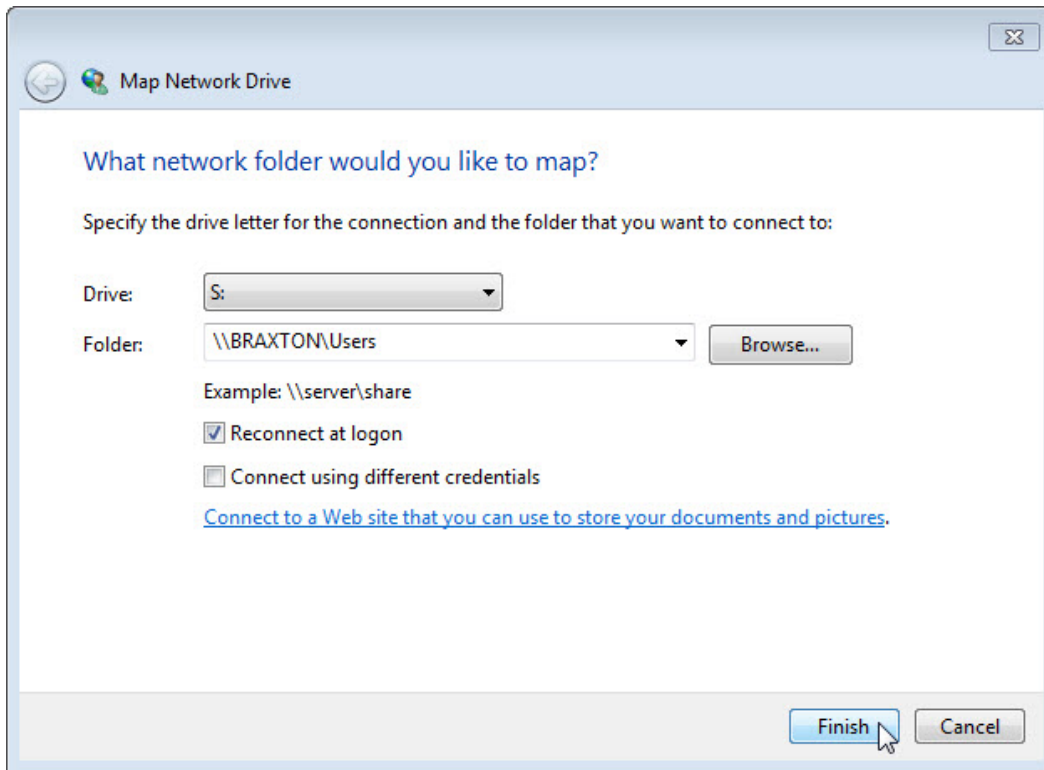
On both computers, click **Start** > right-click **Network** > **Map network drive**.



Set the Drive to “S” and then click **Browse...**



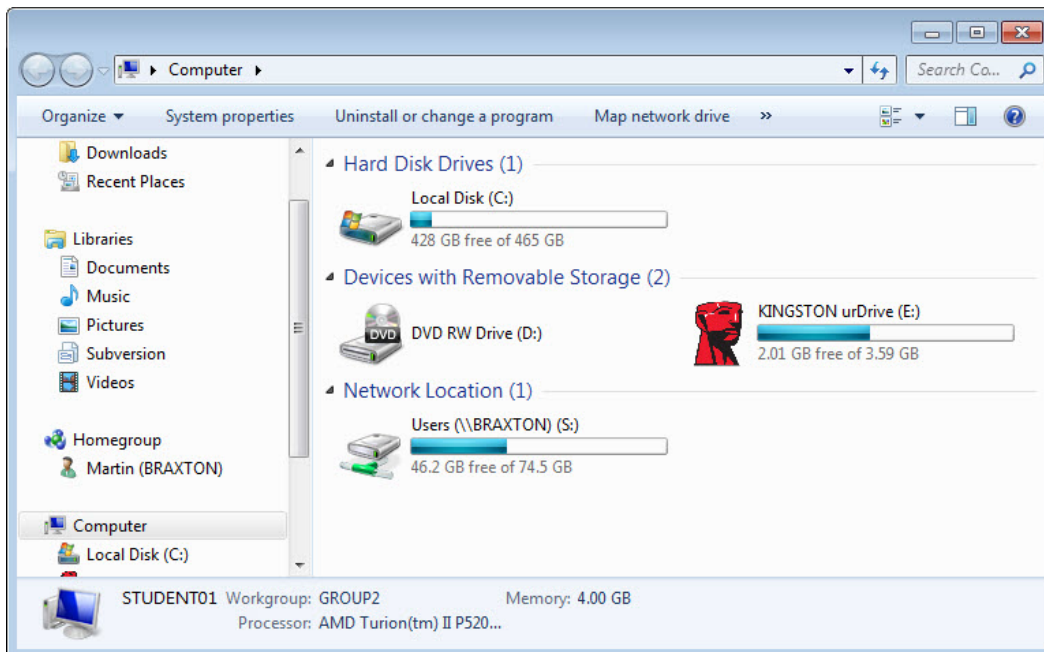
Once the window is populated, expand the other computer and select **Users > OK**.



Click **Finish**.

Close all open windows.

Click **Start > Computer**.



Which Network Location drive do you see?

Step 15

On both computers, return configurations to the following settings, unless stated otherwise by the instructor.

Delete all folders and files created on the computer.

Leave the homegroup. **Start > Control Panel > Homegroup > Leave the homegroup > Leave the homegroup > Finish.**

Set the network location type back to **Public** network.

Change the Workgroup name back to **WORKGROUP**.

Place a check next to **Use sharing Wizard (Recommended)**. **Start > Control Panel > Folder Options > View** tab.

Delete any mapped drives. **Start > right-click Network > Disconnect network drive > select network drive > OK.**