# 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**

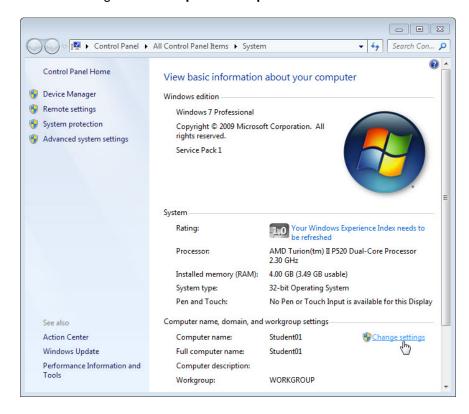
- Two computers running Windows 7 that are directly connected to each other or through a switch or hub.
- To better identify which steps should be done on a computer, the lab will refer to them as computer01, computer02, or both. Only change which computer you are working on when informed within the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

Computer Name	Hardware	Advanced	System Protection	Remote
	ows uses the e network.	e following inf	ormation to identify y	our computer
Computer descr	iption:			
		or example: " omputer".	Kitchen Computer" o	r "Mary's
Full computer na	ame: S	tudent01		
Workgroup:	V	WORKGROUP		
Network ID.				
To rename this workgroup, click		change its do	omain or	Change

Click the Change button.

The "Computer Name/Domain Change" window opens.

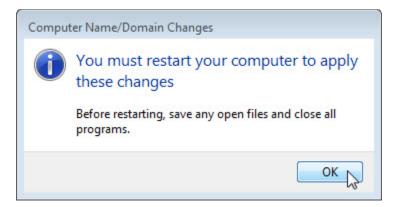
ou can change the na	me and the membership of this
	ht affect access to network resources.
ore mormation	
omputer name:	
tudent01	
Il computer name:	
udent01	
	More
Member of	
Member of Domain:	
Domain:     Orkgroup:	

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

Click OK.

Computer Name/Domain Changes
Welcome to the GROUP2 workgroup.
ОК

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



Click **OK** to restart the computer.

Close all opened windows and programs.

Microsoft Windows					
You must restart your computer to apply these changes					
Before restarting, save any open files and close all programs.					
Restart Now Restart Later					

#### Click Restart Now.

# Step 2

Complete the following steps on both computers.

lows 7 Professional rright © 2009 Microso s reserved. ce Pack 1	oft Corporation. All	
s reserved.	oft Corporation. All	
g:	1.0 Your Windows I be refreshed	Experience Index needs to
essor:	AMD Turion(tm) II P52 2.30 GHz	0 Dual-Core Processor
lled memory (RAM):	4.00 GB (3.49 GB usable	e)
em type:	32-bit Operating Syste	m
and Touch:	No Pen or Touch Inpu	t is available for this Display
er name, domain, and	workgroup settings	
puter name:	Student01	🚱 Change settings
	ng: essor: Illed memory (RAM): em type: and Touch: er name, domain, and puter name:	be refreshed AMD Turion(tm) II P52 2.30 GHz Iled memory (RAM): 4.00 GB (3.49 GB usabl 32-bit Operating Syste and Touch: No Pen or Touch Inpu er name, domain, and workgroup settings

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.

older Options	×
General         View         Search           Folder views         You can apply the view (such as Details or Icons) you are using for this folder to all folders of this type           Apply to Folders         Reset Folders	
Advanced settings: Launch folder windows in a separate process Restore previous folder windows at logon Show drive letters Show encrypted or compressed NTFS files in color Show pop-up description for folder and desktop items Show preview handlers in preview pane	*
<ul> <li>Use check boxes to select items</li> <li>Use Sharing Wizard (Recommended)</li> <li>When typing into list view</li> <li>Automatically type into the Search Box</li> <li>Select the typed item in the view</li> </ul>	4 III
Restore Defau OK Cancel A	ults pply

# 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.

Advanced Sharing
Share this folder
Settings
Share name:
Example
Add Remove
Limit the number of simultaneous users to: 20
Comments:
Permissions Caching
OK Cancel Apply

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**.

	×
😋 🔾 🗢 ൽ 🕨 Control Panel 🕨 All Control Panel Items 🕨 HomeGroup 🔹 😽 Search Con.	. <b>P</b>
Change homegroup settings This computer belongs to a homegroup.	•
The homegroup is not available because you're not connected to the home network. What is a network location?	ш
Other homegroup actions View or print the homegroup password	
Change the password	
Leave the homegroup	
Change advanced sharing settings	
Start the HomeGroup troubleshooter	-
Save changes Cancel	ļ

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.

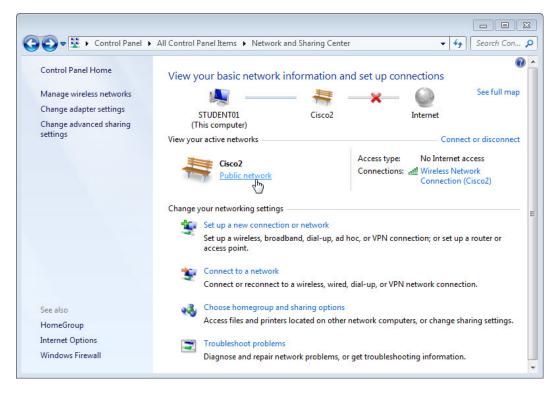
For both computers, open notepade and type the following text: "**This file is shared in a homegroup**". Next, save the file as "MyFile" inside the folder you just created.

🔾 🗢 📗 « Doci	uments	Computer	01	▼ 4 Sea	rch Co 🔎
Organize 💌 Shar	e with	Burn	New folder	122 💌	
☆ Favorites Image: Contract of the second secon		Docume Computer01	nts library	Arrange by: F	older 🔻
🚺 Downloads		Name	<u>^</u>		Date modif
Recent Places		MyFile			8/29/2012
🥽 Libraries					
Documents					
J Music			m		•
1 item					

Close all open windows.

# Step 10

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



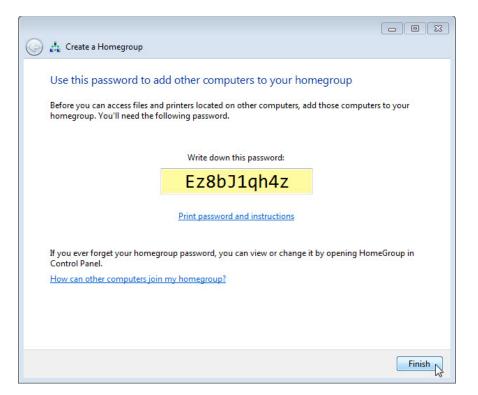
The "Set Network Location" window opens.

🕞 📩 Set Network Location
Select a location for the 'Cisco2' network
This computer is connected to a network. Windows will automatically apply the correct network settings based on the network's location.
Home network If all the computers on this network are at your home, and you recognize them, this is a trusted home network. Don't choose this for public places such as coffee shops or airports.
Work network If all the computers on this network are at your workplace, and you recognize them, this is a trusted work network. Don't choose this for public places such as coffee shops or airports.
Public network If you don't recognize all the computers on the network (for example, you're in a coffee shop or airport, or you have mobile broadband), this is a public network and is not trusted.
Treat all future networks that I connect to as public, and don't ask me again. Help me choose
Cancel

#### Click Home network.

🕞 🛔 Create a Homegro	up					
Your computer can sh	Share with other home computers running Windows 7 Your computer can share files and printers with other computers running Windows 7, and you can					
stream media to devices using a homegroup. The homegroup is protected with a password, and you'll always be able to choose what you share with the group. <u>Tell me more about homegroups</u>						
Select what you want t	o share:					
V Pictures	Documents					
<b>V</b> Music	V Printers					
✓ Videos						
		Next Cancel				

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

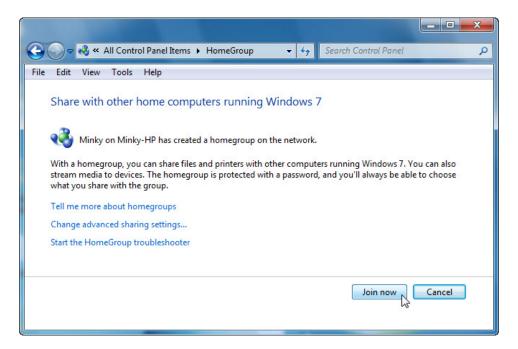


Record the homegroup password. Notice it is case sensitive.

Click Finish.

# Step 11

On computer02, click Start > Control Panel > HomeGroup.



#### Click Join now.

•	👰 Join a Homegroup		
	Windows detected a homegr	e computers running Windows oup on your network. With a homegrou s running Windows 7. You can also strea	p, you can share files and
	Tell me more about homegre	oups	
	Select what you want to shar	e:	
	V Pictures	Documents	
	V Music	Printers	
	✓ Videos		
			Next Cancel

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

🚱 🖻 Join a Homegroup		
	nt unauthorized access to homegroup files and printer n Minky-HP or another member of the homegroup. megroup password?	rs. You can get the
	Type the password: Ez8bJ1qh4z	
		Next Cancel

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

A REPORT OF A REPO	×
🕞 🔮 Join a Homegroup	
You have joined the homegroup You can begin accessing files and printers shared by other people in the homegroup. <u>How can I access files and printers on other computers?</u>	
	Finish

Click Finish.

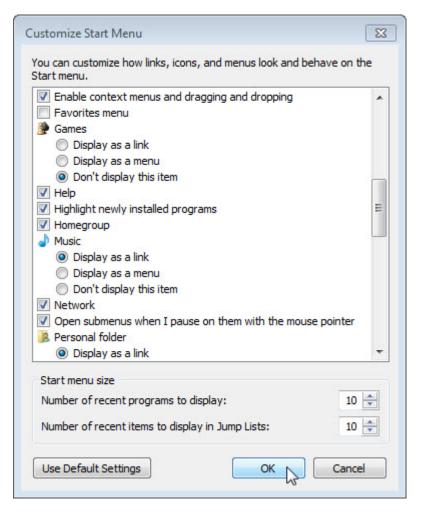
# Step 12

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

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

L Taskbar a	and Start M	enu Properties 🛛 💌
Taskbar S	tart Menu	Toolbars
		, icons, and menus look and customize
Power but	ton action:	Shut down 🔻
Privacy		
Store	e and display	recently opened programs in the Start menu
Store task		recently opened items in the Start menu and the
How do I o	thange the w	vay the Start menu looks?
		OK Cancel Apply

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.

Organize 🔻 🛛 Burn 🛛 N	ew folder			= -
🍓 Homegroup 🧎 Martin (BRAXTON)	*	Documents library Includes: 2 locations	A	rrange by: Folder 🔻
Documents		Name	Date modified	Туре
J Music		Computer02	8/29/2012 8:17 PM	File folder
Pictures	=	📕 KESI	4/3/2012 4:46 PM	File folder
Videos		📙 KESI	4/3/2012 4:35 PM	File folder
		퉬 My Maps	7/27/2012 3:43 PM	File folder
🜉 Computer	-	<	11	

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**.

MyFile Properties	<b>—</b> ×
General Security Details Previou	s Versions
Object name: \\BRAXTON\Users	\seabird04\Documents\Compu
Group or user names:	
SYSTEM	
🔏 Martin (BRAXTON\Martin)	
KomeUsers (BRAXTON\Home	Users)
& Administrators (BRAXTON\Adm	inistrators)
To change permissions, click Edit.	
To change permissions, click Edit.	Edit
Permissions for HomeUsers	Allow Deny
Full control	
Modify	
Read & execute	~
Read	~
Write	
Special permissions	
For special permissions or advanced click Advanced.	settings, Advanced
Learn about access control and perm	nissions
ОК	Cancel Apply

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**.

🍚 🍕 Map 1	Network Drive
	etwork folder would you like to map? e drive letter for the connection and the folder that you want to connect to:
Drive: Folder:	S:
	Example: \\server\share
	Connect using different credentials <u>Connect to a Web site that you can use to store your documents and pictures</u> .
	Finish Cancel

Set the Drive to "S" and then click Browse...

Browse For Folder	×
Select a shared network folder	
<ul> <li>Network</li> <li>Network</li> <li>RAXTON</li> <li>Users</li> <li>Iprod</li> <li>Public</li> <li>seabird04</li> <li>STUDENT01</li> </ul>	
Make New Folder OK Cance	<b>1</b>

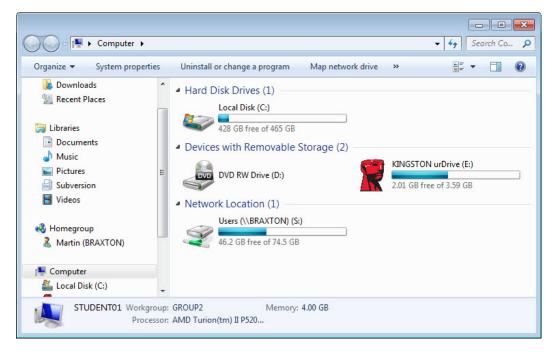
Once the window is populated, expand the other computer and select Users > OK.

질 😪 Map 1	Network Drive	8
	etwork folder would you like to map? e drive letter for the connection and the folder that you want to connect to:	
Drive: Folder:	S:       ▼         \\BRAXTON\Users       ▼         Example: \\server\share         Image: Reconnect at logon         Connect using different credentials         Connect to a Web site that you can use to store your documents and pictures.	
	Finish R	Cancel

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**.