IT Essentials 5.0

6.8.4.8 Lab - Share a Folder and Map a Network Drive in Windows Vista

Introduction

Print and complete this lab.

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

Recommended Equipment

- Two computers running Windows Vista 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. Logon as the administrator.

_ 🗆 🗙 🛃 🕨 Control Panel 🕨 System ▼ ⁴→ Search 2 (\bigcirc) 2 Tasks View basic information about your computer 👘 Device Manager Windows edition 📀 Remote settings Windows Vista[™] Business System protection Copyright © 2007 Microsoft Corporation. All rights reserved. 🐐 Advanced system settings Service Pack 2 Upgrade Windows Vista System Rating: 3.8 Windows Experience Index Intel(R) Pentium(R) M processor 1.86GHz 1.87 GHz Processor: 2.00 GB Memory (RAM): 32-bit Operating System System type: Computer name, domain, and workgroup settings Computer name: Braxton-PC Change ettings Windows Update Full computer name: Braxton-PC Computer description: Workgroup: WORKGROUP

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

Click Change settings > Continue.

The "System Properties" window opens.

System Properties		-		X
Computer Name	Hardware	Advanced	System Protection	Remote
	ows uses the e network.	e following inf	ormation to identify y	our computer
Computer descri	ption:			
		or example: " omputer".	Kitchen Computer" o	r "Mary's
Full computer na	ame: B	axton-PC		
Workgroup:	W	ORKGROU	5	
To use a wizard Network ID.	to join a dor	main or work <u>o</u>	group, click	stwork ID
To rename this o workgroup, click		change its do	omain or	Change
		ОК	Cancel	Apply

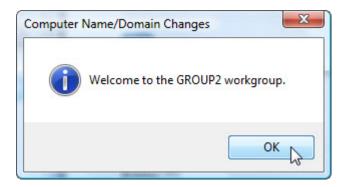
Click the Change button.

The "Computer Name/Domain Change" window opens.

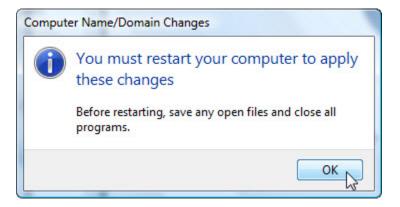
Compu	ter Name/Domain Changes
compu	an change the name and the membership of this uter. Changes might affect access to network resources. nformation
Compu	uter name:
Braxto	on-PC
Full co Braxto	omputer name: n-PC More
Mem	nber of
0	Domain:
۲	Workgroup:
	GROUP2
	OK Cancel

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.

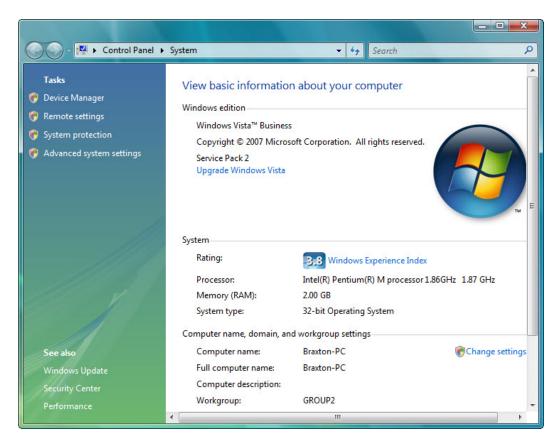
Microsoft Windows
You must restart your computer to apply these changes
Before restarting, save any open files and close all programs.
Restart Now Restart Later

Click Restart Now.

Step 2

Complete the following steps on both computers.

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 >** double-click **Folder Options**.

Click the View tab.

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

Folder 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: Remember each folder's view settings Restore previous folder windows at logon Show drive letters Show encrypted or compressed NTFS files in color	*
 Show encrypted of compressed with 3 mes in color Show pop-up description for folder and desktop items Show preview handlers in preview pane Use check boxes to select items Use Sharing Wizard (Recommended) When typing into list view 	
 Automatically type into the Search Box Select the typed item in the view 	-
Cancel A	pply

Step 4

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

Type **Example**, and then press the **Enter** key.

Open WordPad. Type "This is an example document.".

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

Step 5

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

Select the Share this folder radio button, and then click OK.

Settings Share name: Example Add Remove Limit the number of simultaneous users to: 10	Share name: Example Add Remove	Share name: Example Add Remove Limit the number of simultaneous users to: 10	anced Sharir Share this fo	
Add Remove Limit the number of simultaneous users to: 10	Add Remove Limit the number of simultaneous users to: 10	Add Remove Limit the number of simultaneous users to: 10 🔹 Comments:	Sector Street	
Limit the number of simultaneous users to:	Limit the number of simultaneous users to:	Limit the number of simultaneous users to: 10 📄	Example	
Comments:		Permissions Caching	Limit the nur	

What is the icon of the "Example" folder?

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.

Open the "Brief.doc" file.

Delete the text in the "Brief.doc" file, and then choose **File > Save**.

What happens?

Click OK.

Close WordPad, and then choose **Don't Save** when prompted to save changes to the file.

Step 7

Return to the computer with the shared folder, computer01.

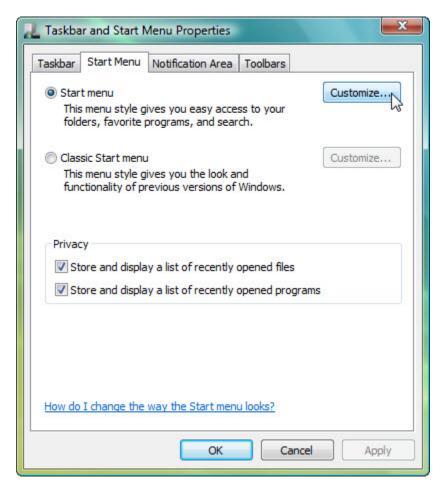
Right-click Example folder > Sharing, and then click Advanced Sharing > Continue > Permissions.

What are the default permissions?

Step 8

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 "Network" icons.

tart menu.	inks, icons, and menus look and behave on t	250
Music Display as a link 		^
 Display as a link Display as a me 		
 Don't display th 		
Network		
Open submenus wh	en I pause on them with the mouse pointer	
Dersonal folder	•	E
Oisplay as a link	c	
Display as a me	nu	
On't display th	is item	
Pictures		
Oisplay as a link	C C C C C C C C C C C C C C C C C C C	-
Start menu size Number of recent prog	grams to display: 9 🚔	
Use Default Settings		
Show on Start menu		
V Internet link:	Internet Explorer	•
▼ E-mail link:	Windows Mail	-

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

Step 9

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

<u>с</u> ч м	lap Network Drive	x
	network folder would you like to map? The drive letter for the connection and the folder that you want to connect to:	
Drive: Folder:	S: Browse Example: \\server\share Reconnect at logon Connect using a <u>different user name</u> . <u>Connect to a Web site that you can use to store your documents and pictures</u> .	
	Finish	cel

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

rowse For Folder		
Select a shared network folder		
	100	
Network	Â	
A 🖳 BRAXTON		
Le Example	=	
4 👱 Users	_	
Diprod		
Public		
Printers		
BRAXTON-PC	-	
Make New Folder OK	Cancel	

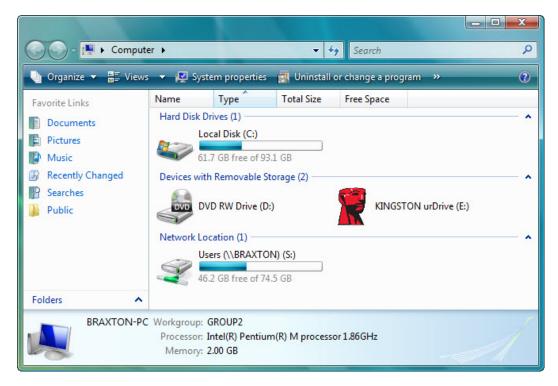
Once the window is populated, expand the other computer and select Users > OK.

🕞 🤧 м	lap Network Drive
	network folder would you like to map? The drive letter for the connection and the folder that you want to connect to:
Drive: Folder:	S: \\BRAXTON\Users Example: \\server\share Reconnect at logon Connect using a <u>different user name</u> . <u>Connect to a Web site that you can use to store your documents and pictures</u> .
	Finish Cancel

Click Finish.

Close all open windows.

Click Start > Computer.



Which Network Location drive do you see?

Step 10

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**.