

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.

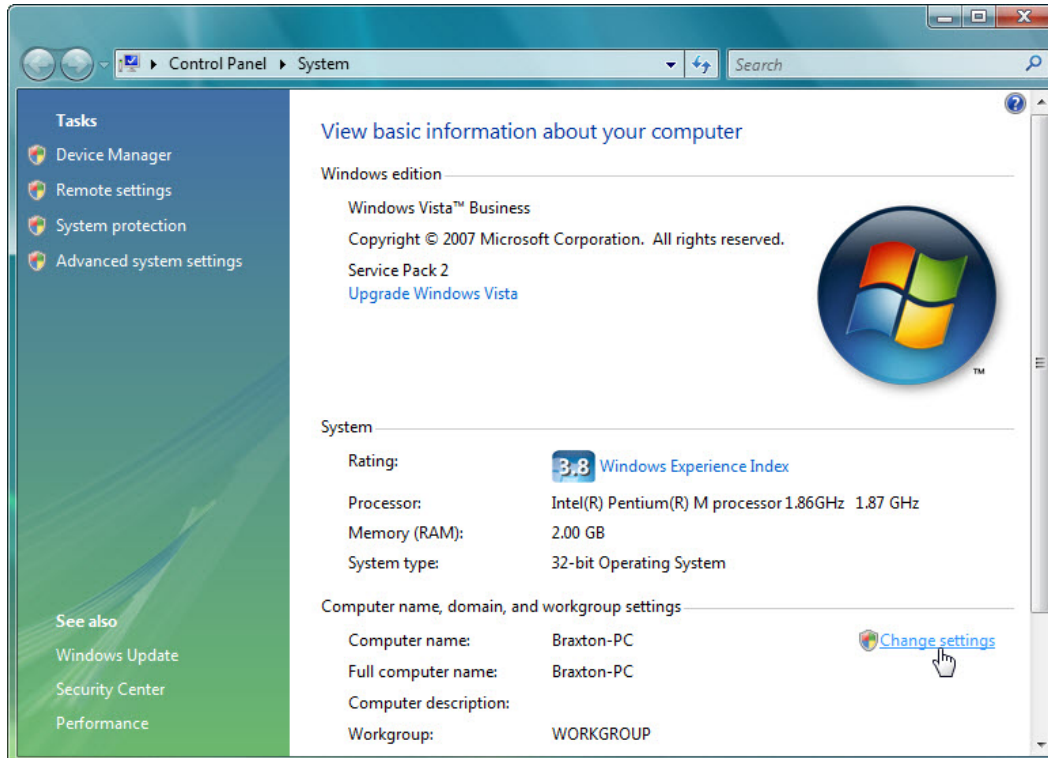
Step 1

Workgroup Information:

Workgroup name _____

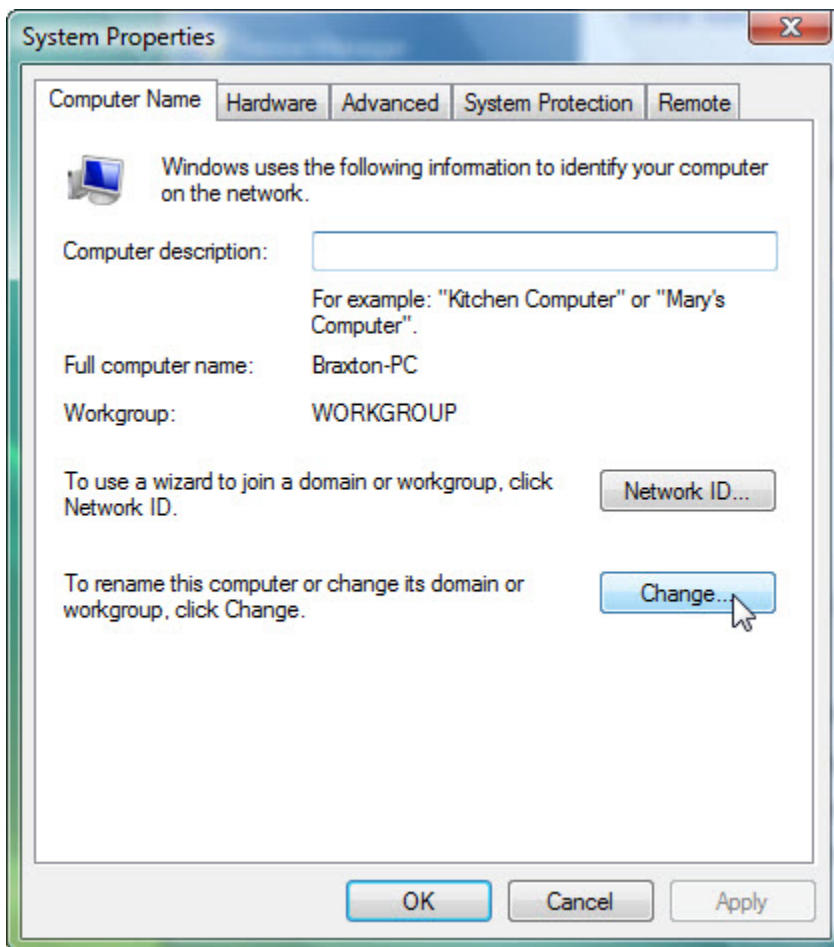
Complete the following steps on both computers. Logon as the administrator.

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



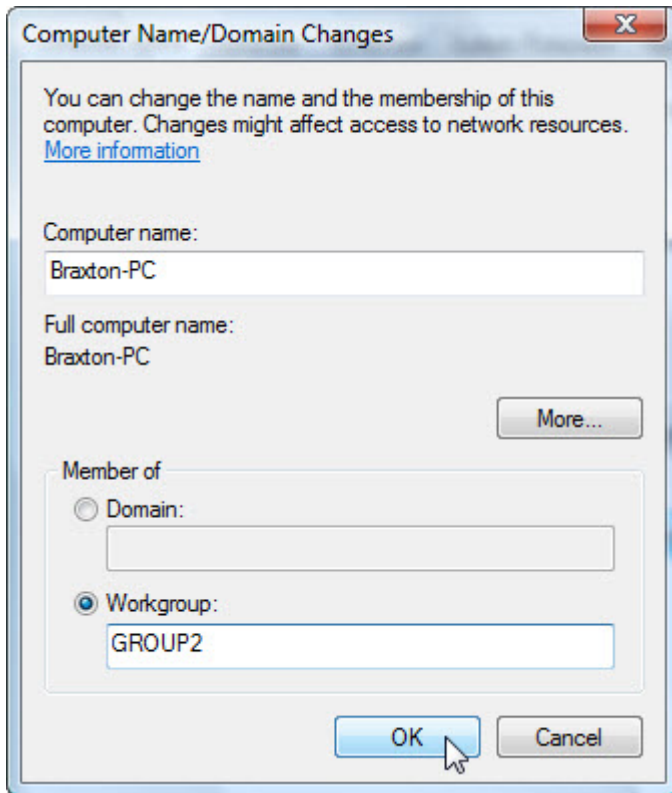
Click **Change settings > Continue**.

The “System Properties” window opens.



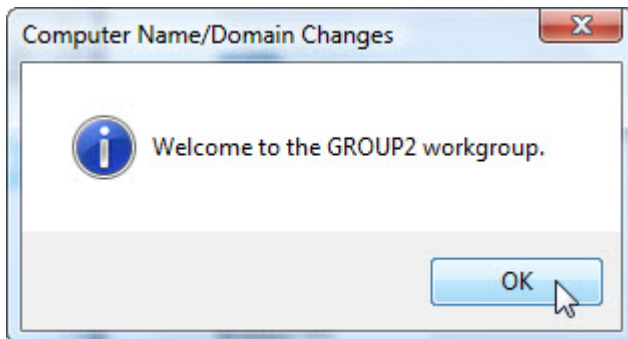
Click the **Change** button.

The “Computer Name/Domain Change” window opens.

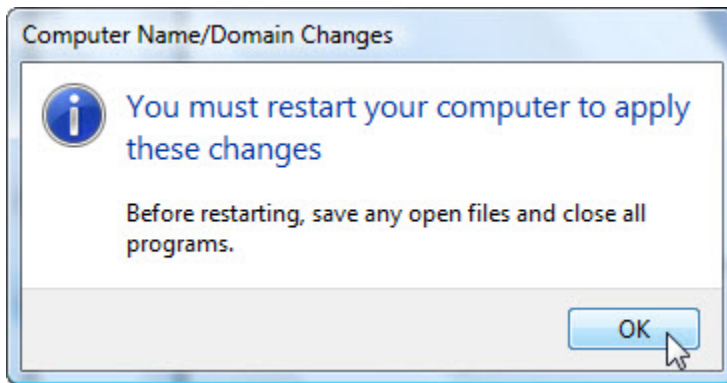


Make sure **Workgroup** is selected and type **GROUP#**, where # is the group number assigned by the instructor.

Click **OK**.

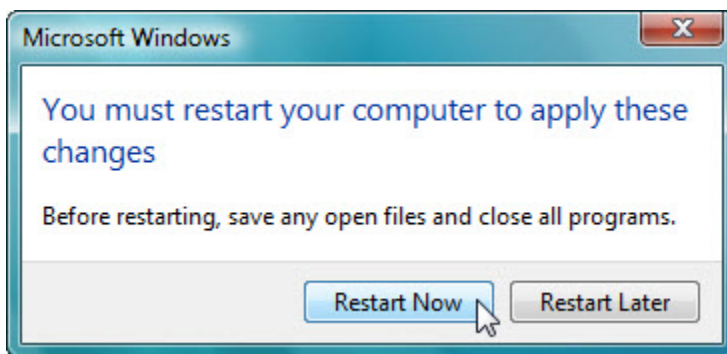


Click **OK** when the “Welcome to the GROUP# workgroup” screen opens.



Click **OK** to restart the computer.

Close all opened windows and programs.

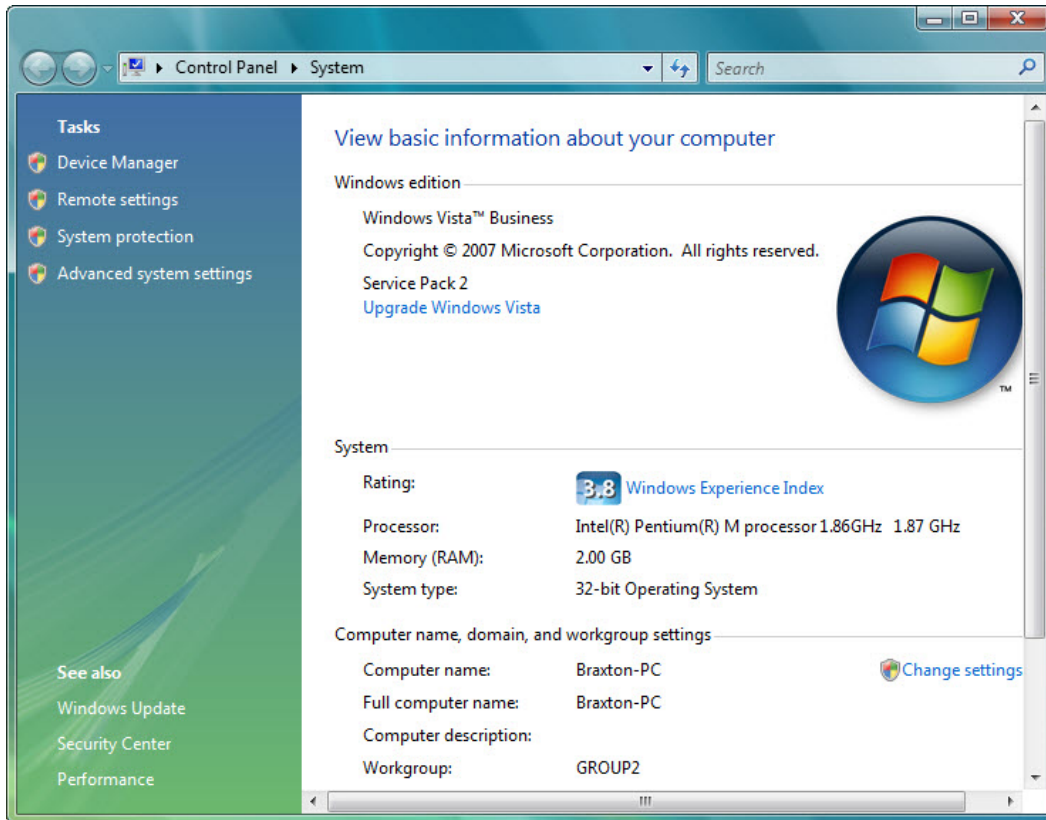


Click **Restart Now**.

Step 2

Complete the following steps on both computers.

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



What is the Workgroup name for the computer?

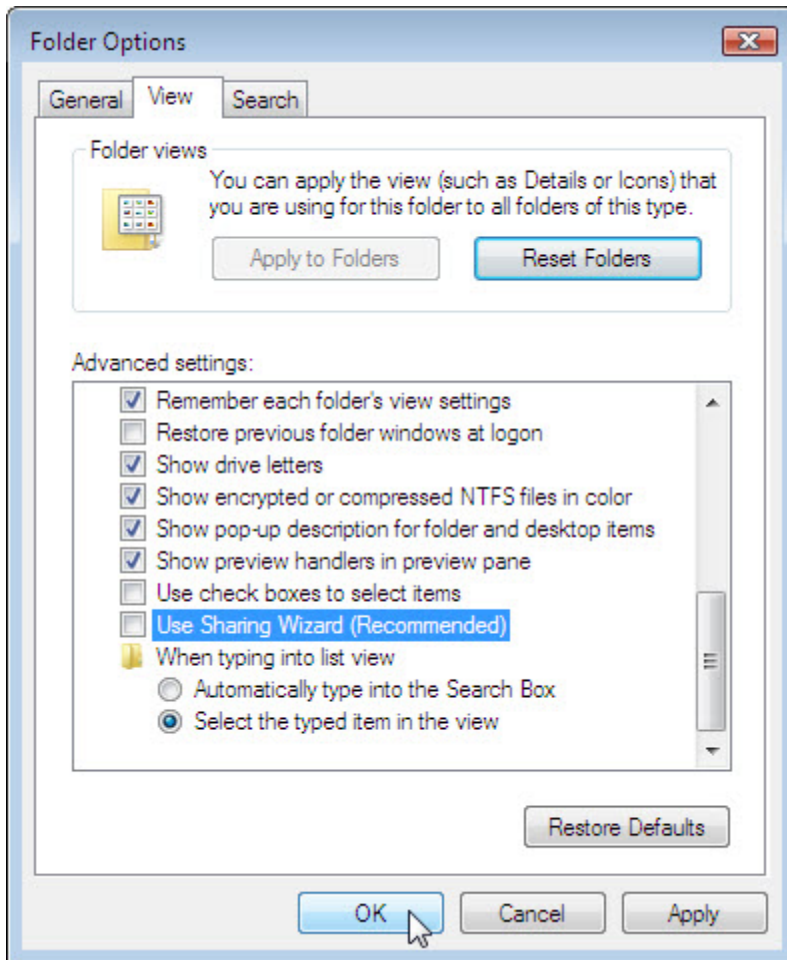
Close the “System” window.

Step 3

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

Click the **View** tab.

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



Step 4

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

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

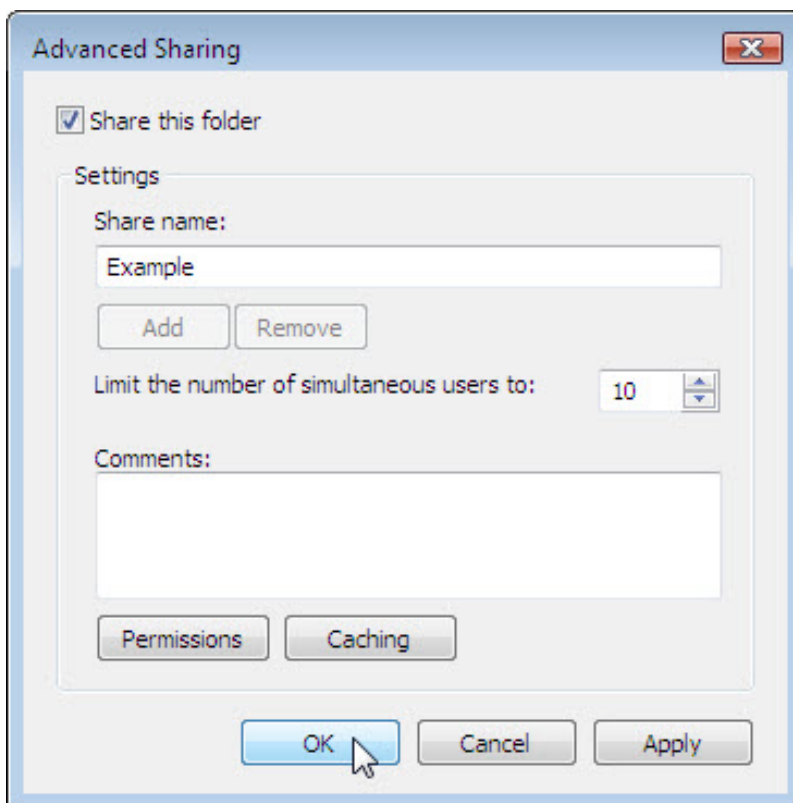
Open WordPad. Type “**This is an example document.**”.

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**.



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.

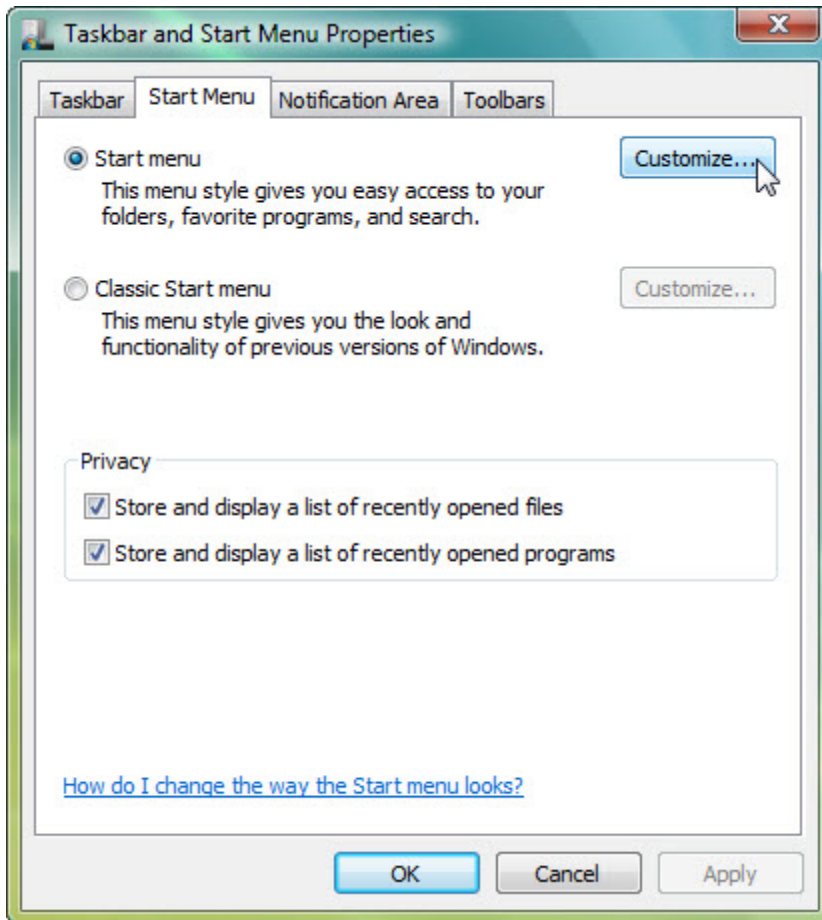
Right-click **Example** folder > **Sharing**, and then click **Advanced Sharing > Continue > Permissions**.

What are the default permissions?

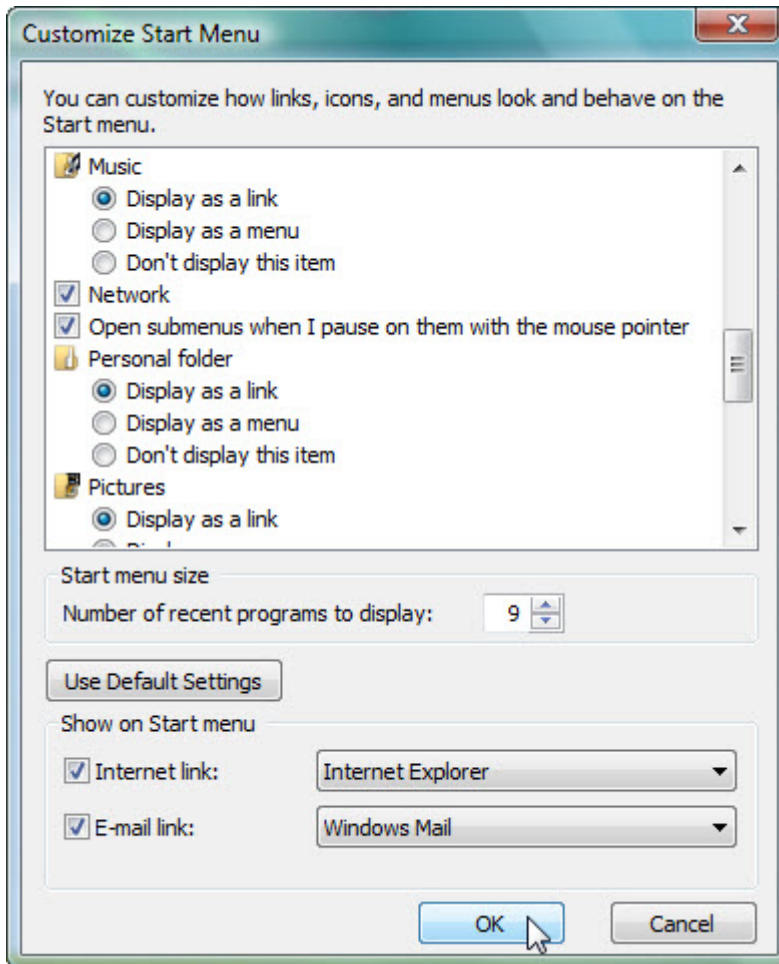
Step 8

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

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



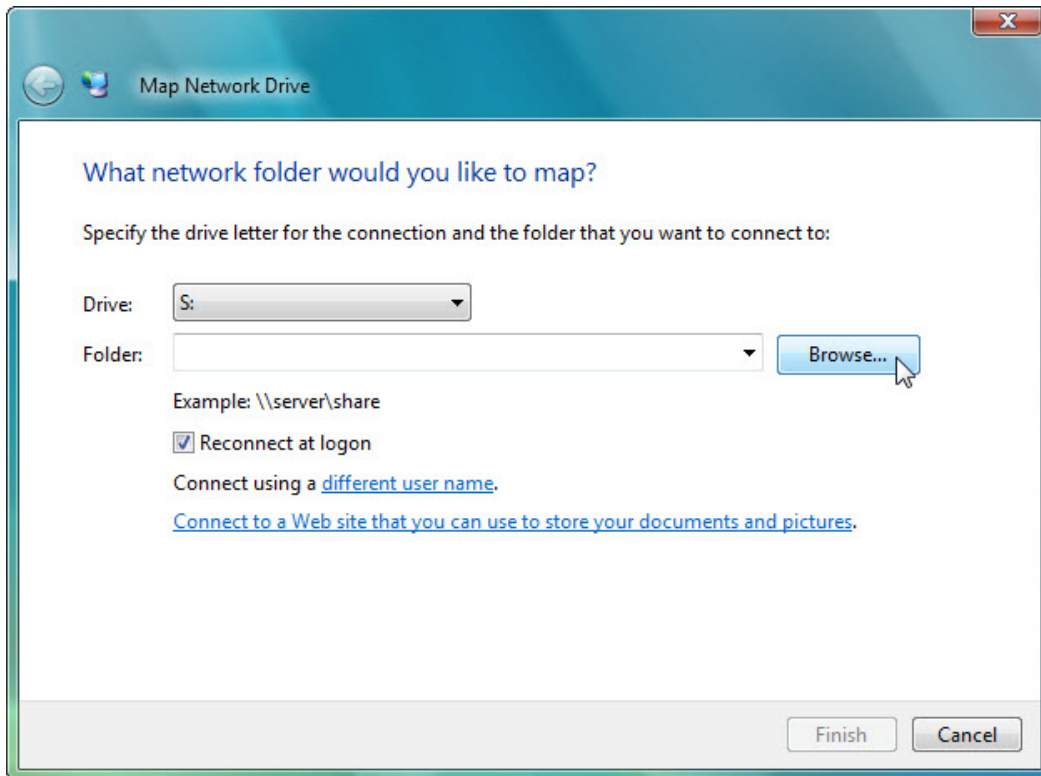
Scroll down until you see both the “Network” icons.



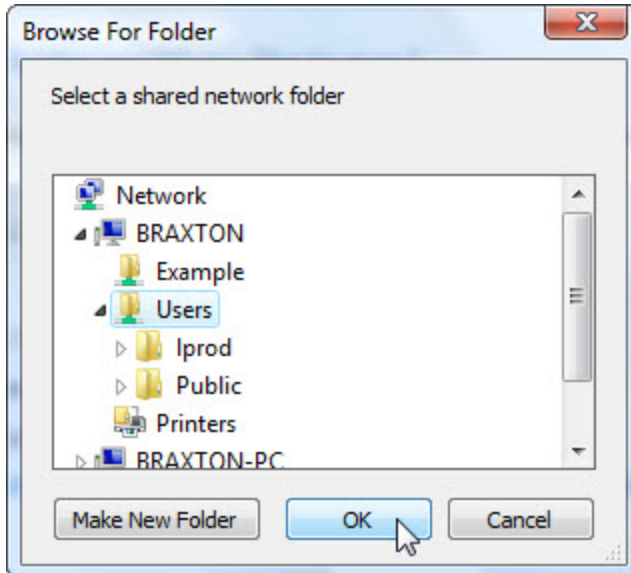
Place a check mark in the box, if this is not already done, and then click **OK > OK**.

Step 9

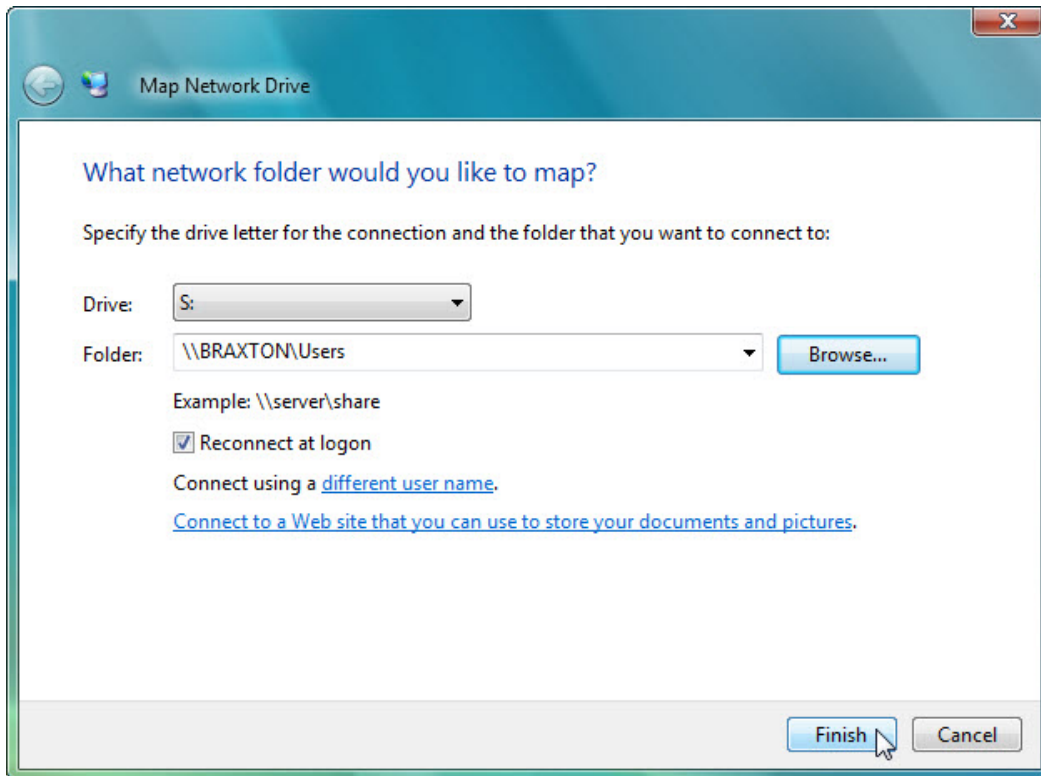
On both computers, click **Start > right-click Network > Map network drive**.



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



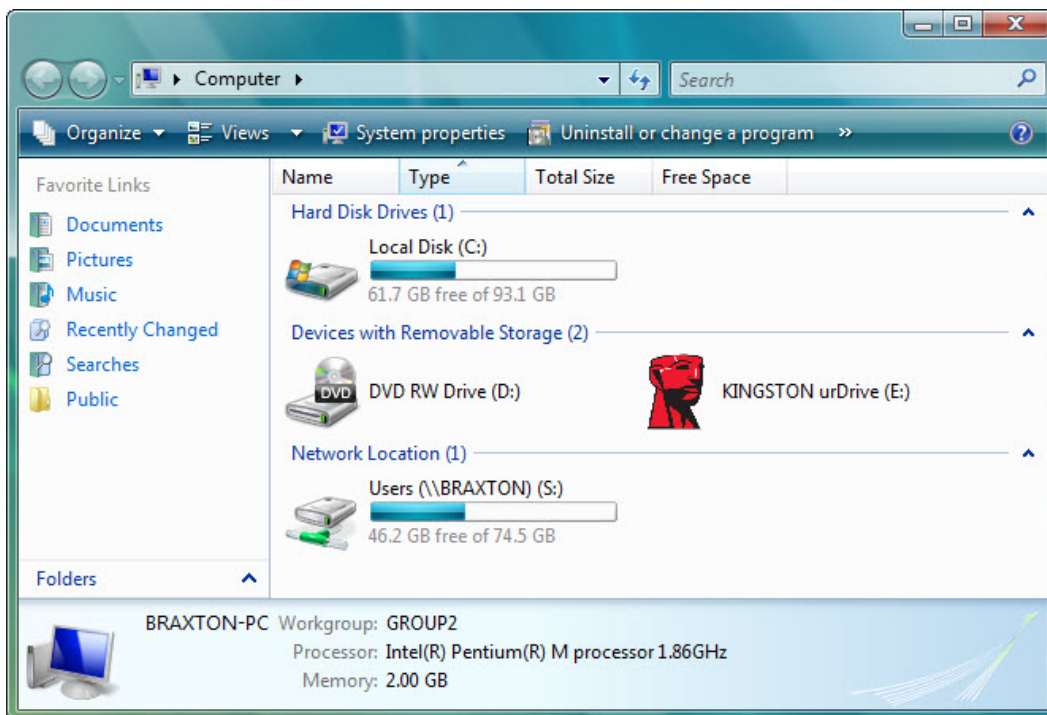
Once the window is populated, expand the other computer and select **Users > OK**.



Click **Finish**.

Close all open windows.

Click **Start > Computer**.



Which Network Location drive do you see?

Step 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.**