

## IT Essentials 5.0

### 6.8.4.9 Lab - Share a Folder and Map a Network Drive in Windows XP

#### 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 XP 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.

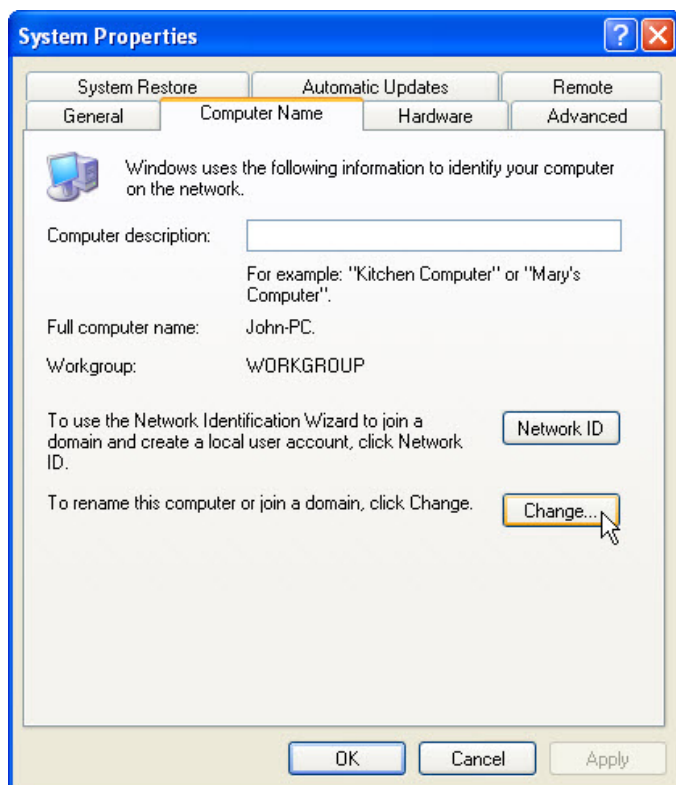
#### Step 1

Workgroup Information:

Workgroup name \_\_\_\_\_

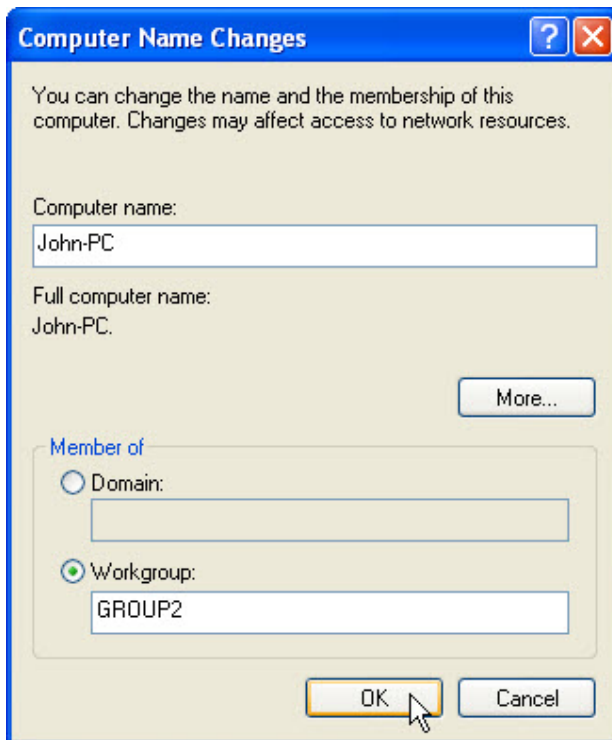
Complete the following steps on both computers. Logon as the administrator.

Click **Start > right-click My Computer > Properties > Computer Name** tab.



Click **Change**.

The “Computer Name Changes” window opens.

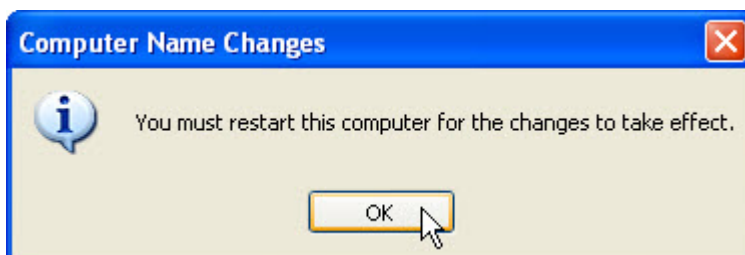


Make sure **Workgroup** is selected and type **GROUP#**, where # is the group number assigned by the instructor.

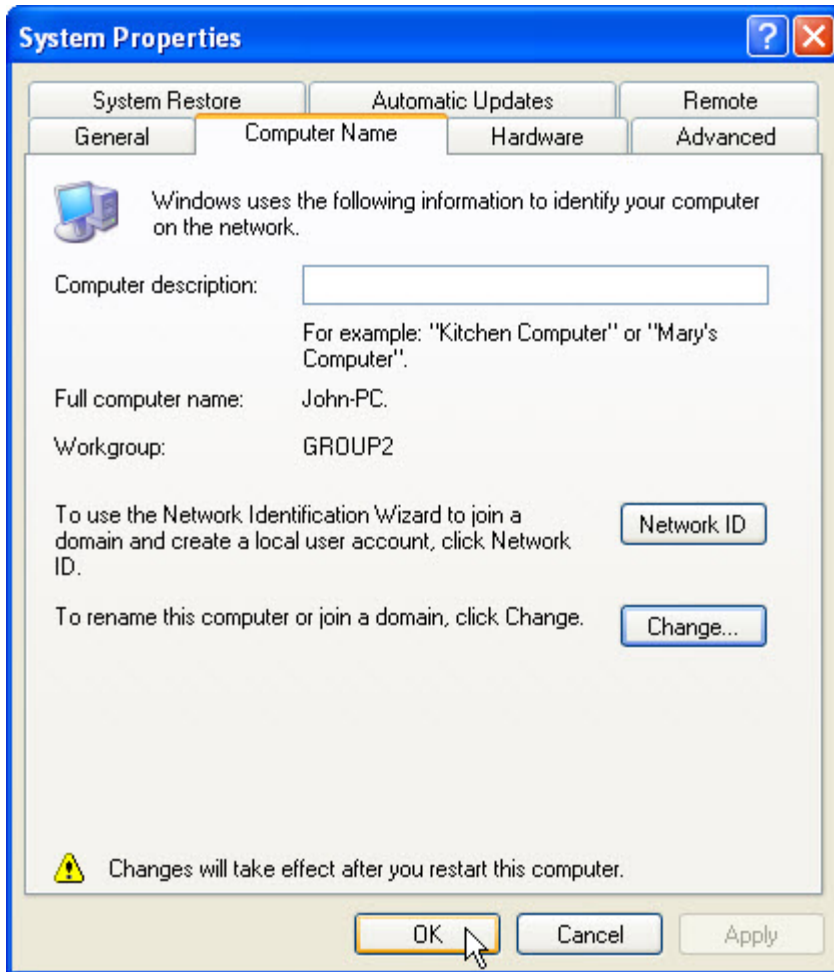
Click **OK**.



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

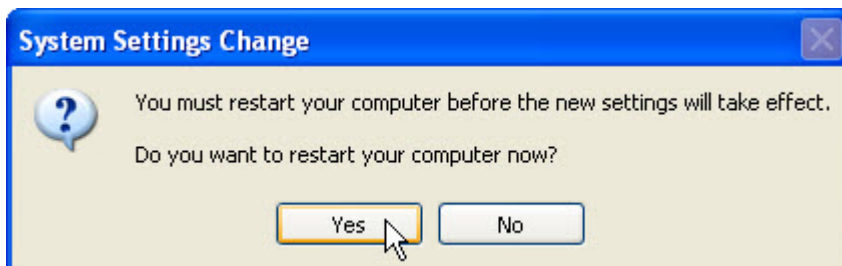


Click **OK** to restart the computer.



Bring the “System Properties” window to the foreground and click **OK**.

Close all opened windows and programs.

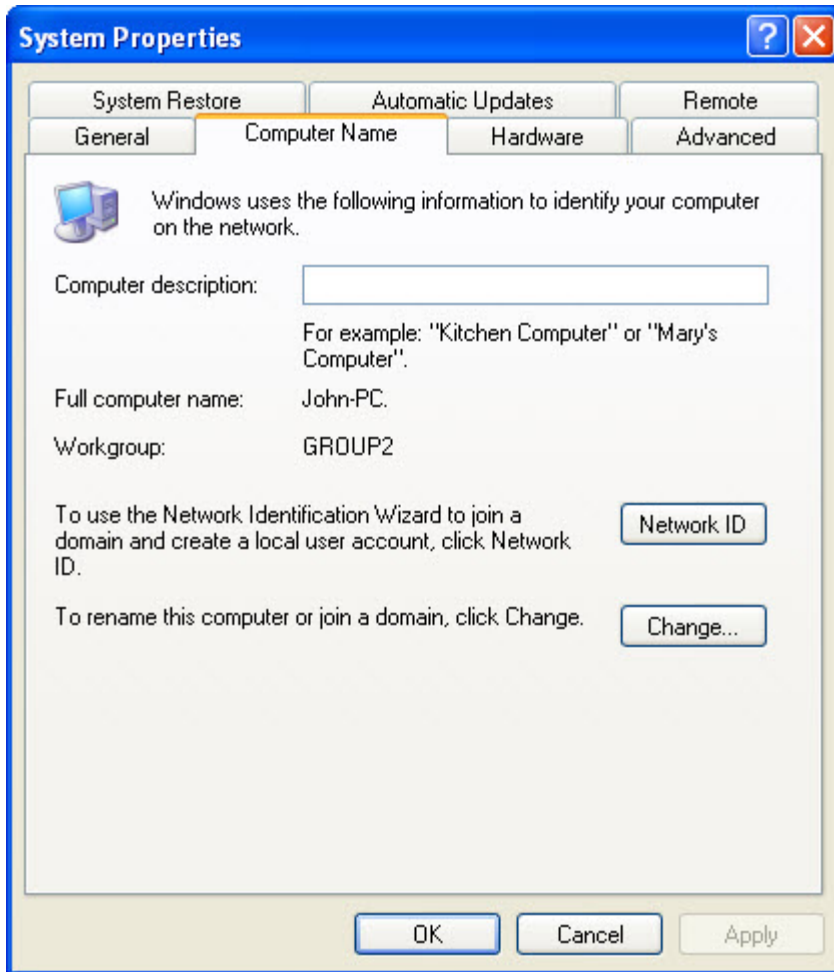


Click **Yes** to restart the computer.

## Step 2

Complete the following steps on both computers.

Click **Start** > right-click **My Computer** > **Properties** > **Computer Name** tab.



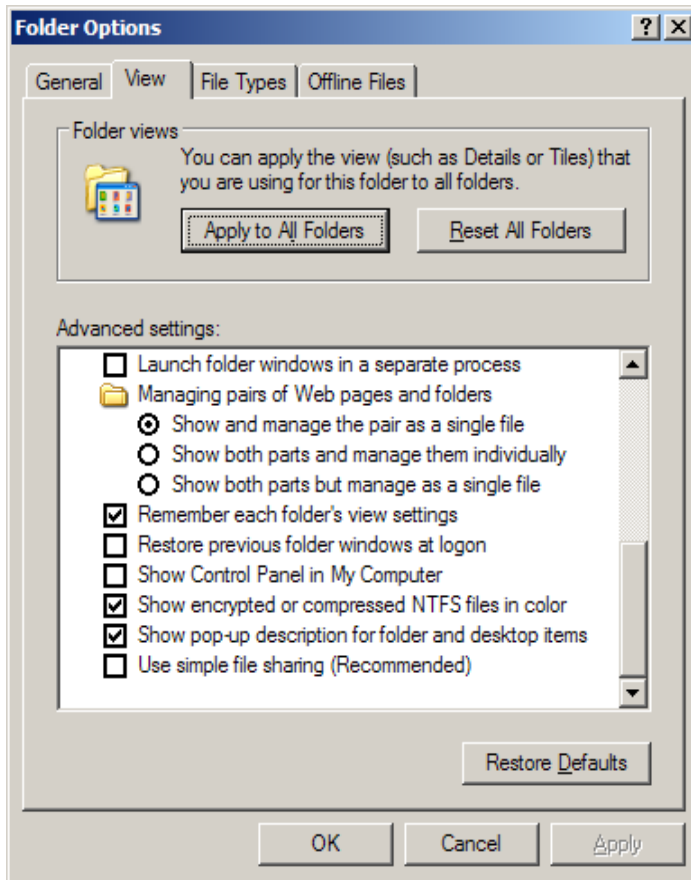
What is the Workgroup name for the computer?

Close the "System" window.

### Step 3

On computer01, click **Start > My Computer > Tools > Folder Options > View** tab.

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



#### Step 4

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

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

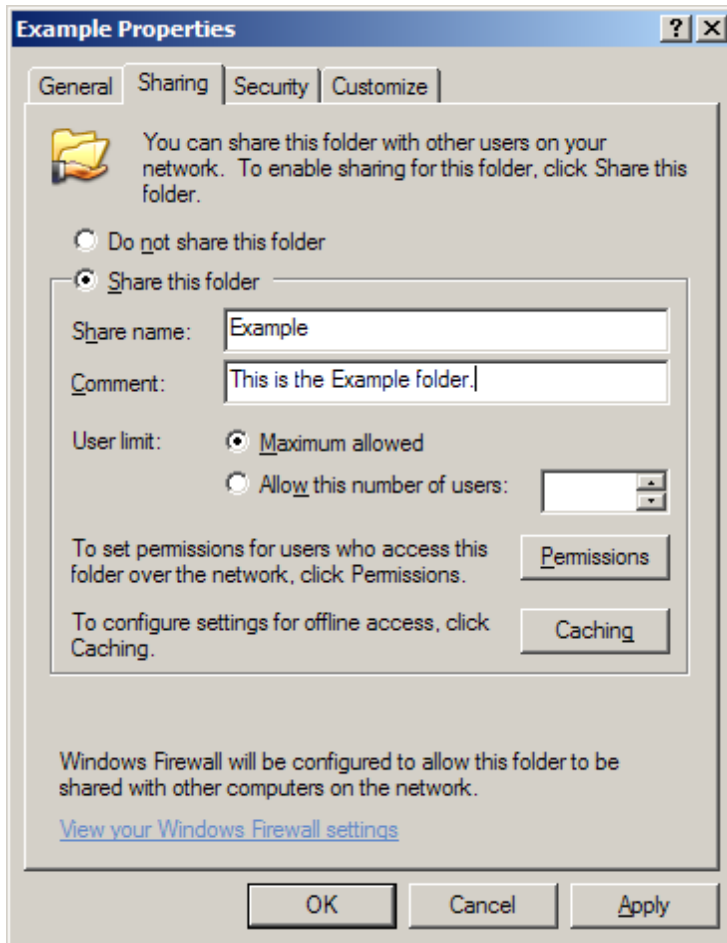
Open WordPad. Type "**This is an example document.**"

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 **Sharing and Security**

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, right-click **My Computer** > **Properties** > **Computer Name** tab.

What is the name of the computer?

## Step 6

On computer02, choose **Start** > **Run**.

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 **NO** 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 Security**, and then click **Permissions**.

What are the default permissions?

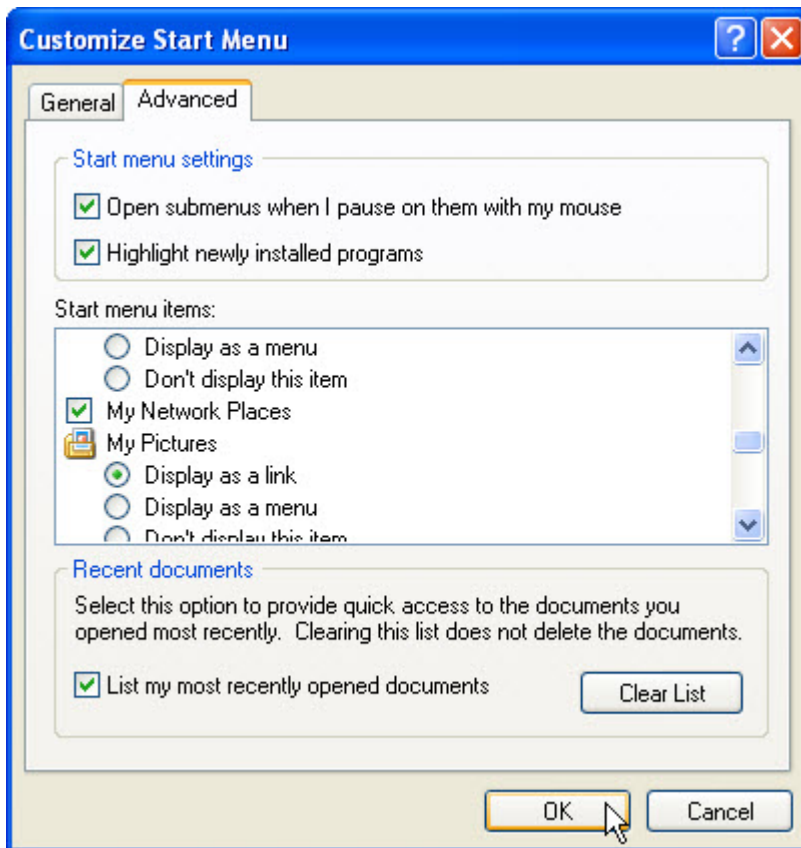
## Step 8

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

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



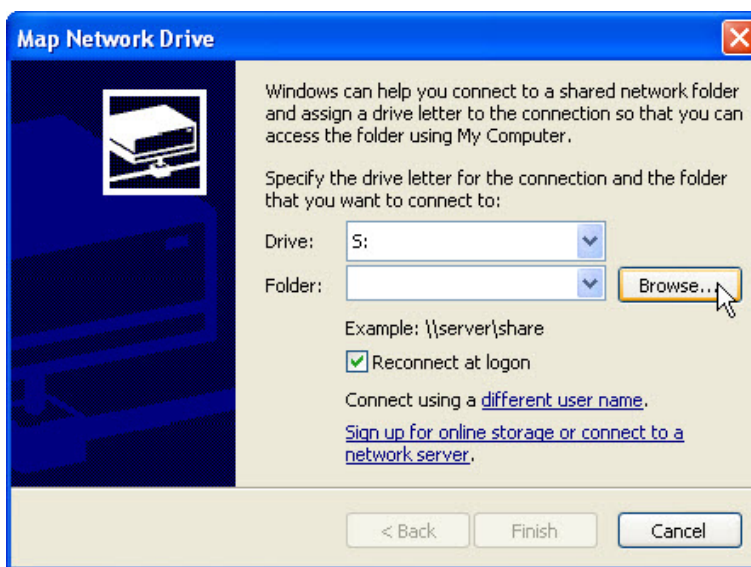
Click the **Advanced** tab then scroll down until you see the “My Network Places” icon.



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 My Network Places > Map Network Drive**.

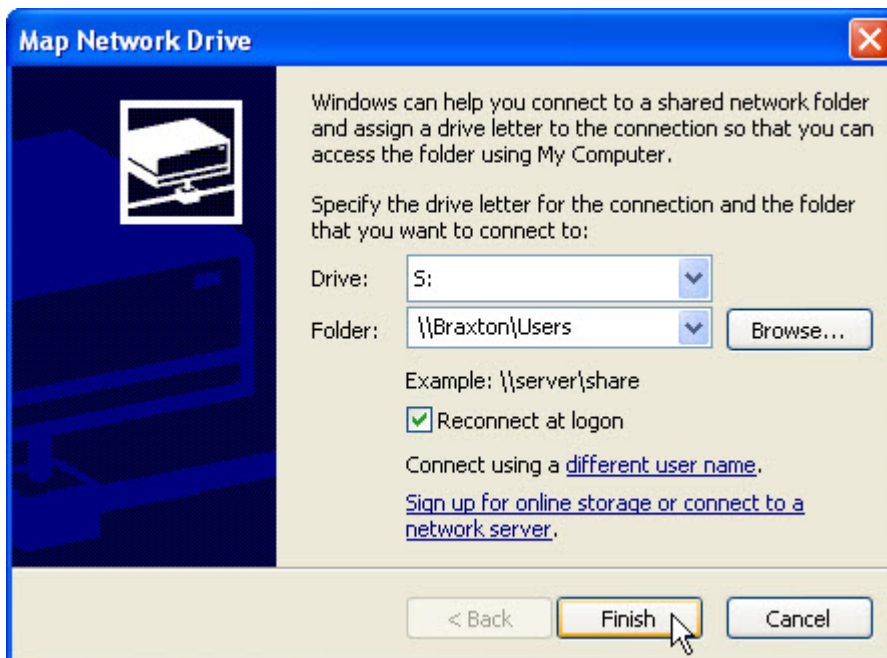


Set the Drive to "**S**" and then click **Browse...**





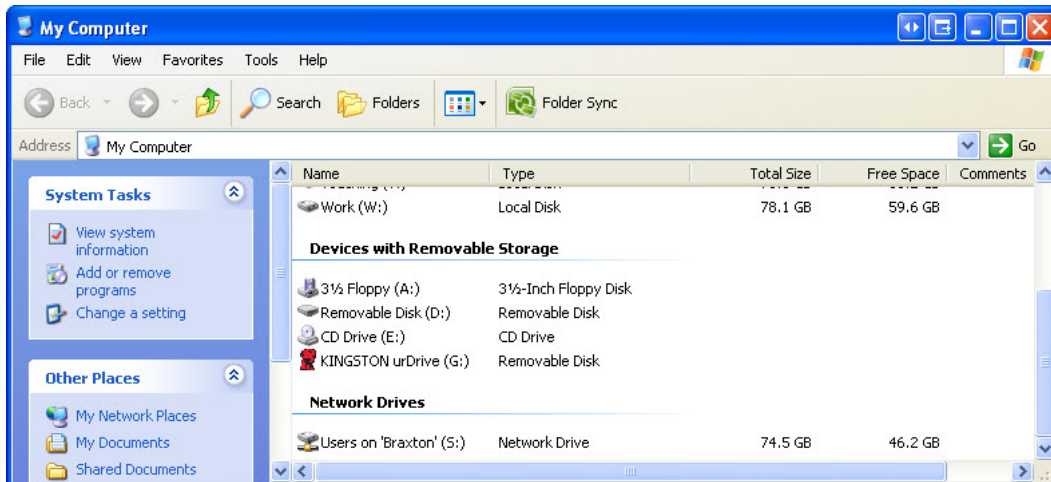
Once the window is populated, expand the other computer and select **Users** > **OK**.



Click **Finish**.

Close all open windows.

Click **Start > My 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.

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 My Network Place > Disconnect Network Drive > select network drive > OK**.