

Lab - Share Resources in Windows

Introduction

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

Due to **Windows Vista** lack of **Homegroup** support, networks running **Windows Vista** or earlier must be configured as a **Workgroup** before resources can be easily shared. When working with **Windows 7** or later, **Homegroup** is recommended.

In Part 1 of this lab, you will configure the computers to share resources by verifying that the computer that is sharing the resources is in the Home or Private network.

Part 2 of this lab focuses on Windows 7 and 8; you will create and share a folder, set permission for the shared folder, create a **Homegroup** and map a network drive. Part 3 of this lab focuses on Workgroup using Windows Vista or later.

Note: The steps for sharing a folder, setting permissions for the shared folders and mapping network drives are similar for Windows 7 and Vista; they will be only be shown for Windows 7, as a result of this similarity.

Recommended Equipment

- 2 or more computers running Windows Vista, 7 or 8 that are connected to each, either directly or through a switch.

To better identify which steps are performed on which computer, the lab will refer to them as **computer01**, **computer02**, or both. Switch to the other computer only when directed to do so within the instructions.

Two users were created for this lab: **User1** was created on **computer01**, and **User2** was created on **computer02**.

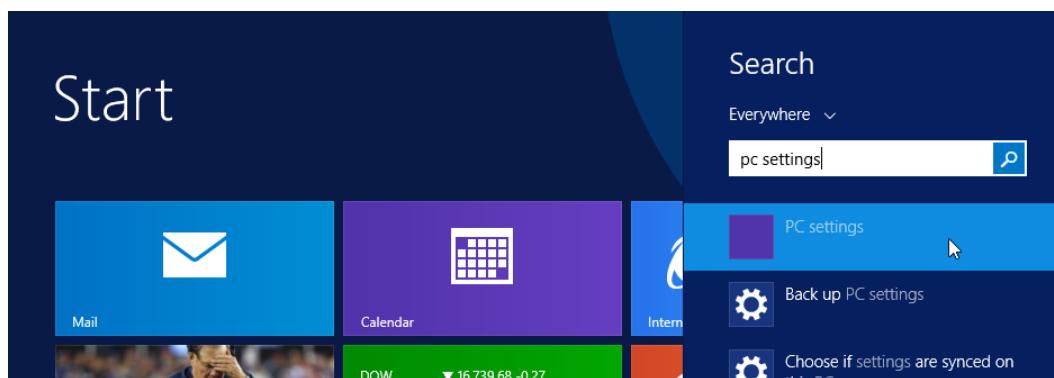
Part 1: Setting up Windows for Sharing

In this part, you will set up Windows computer for sharing. In order for the computer to share its resources using the default sharing setting provided by Windows, the network settings need to be set to private network.

Step 1: Set up Windows 8.1 for sharing.

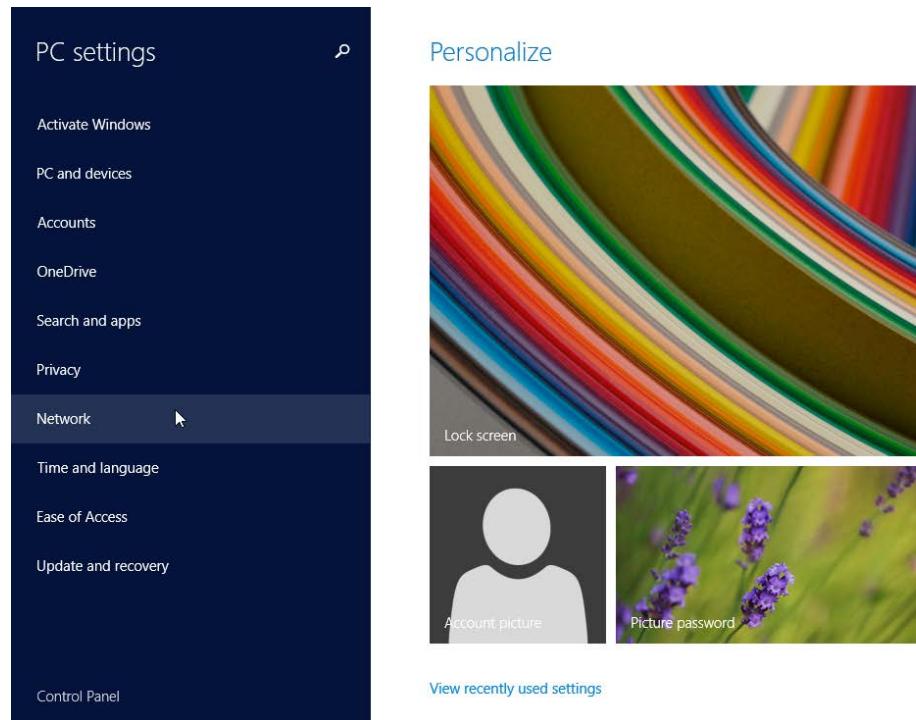
- a. Before you can share files and folders in Windows 8.1, set the network connection to **Private**. On **computer01**, follow the path:

Start Screen > type **pc settings** > click **PC Settings**

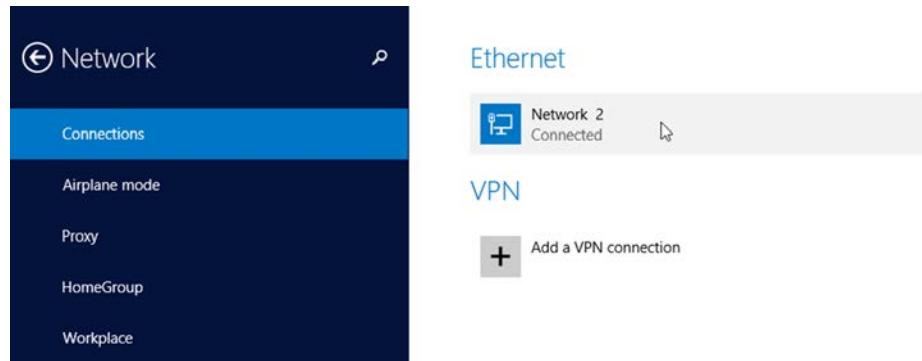


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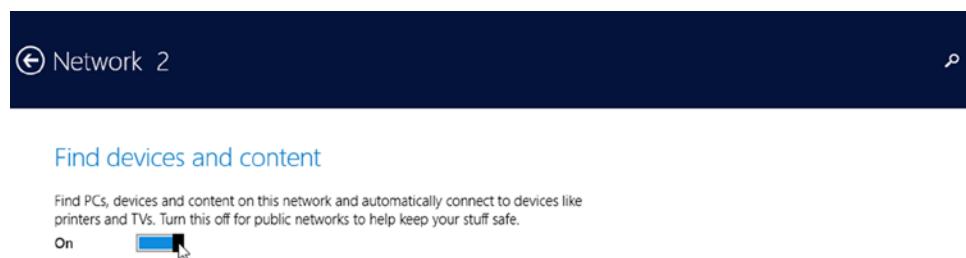
- b. The **PC Settings** window opens. Select **Network**.



- c. The **Network** window opens. Select **Connections** > the network connection you want to change.



- d. Under **Find devices and content**, turn the **Find PCs, devices and content on this network...** switch to **On**.

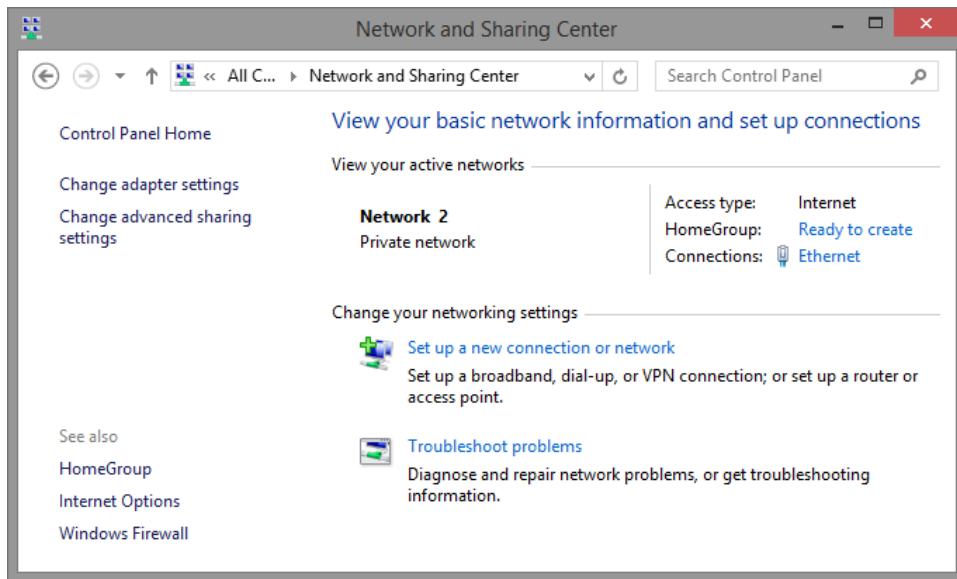


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- e. To confirm the chosen network connection is now set to **Private**, open the **Network and Sharing Center** by following the path:

Control Panel > Network and Sharing Center

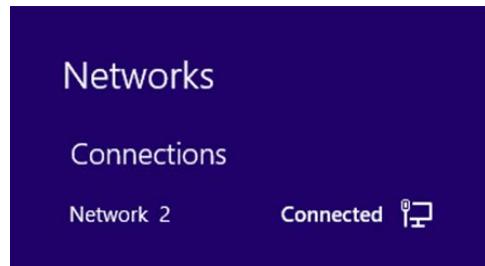
The network should now be listed as **Private**.



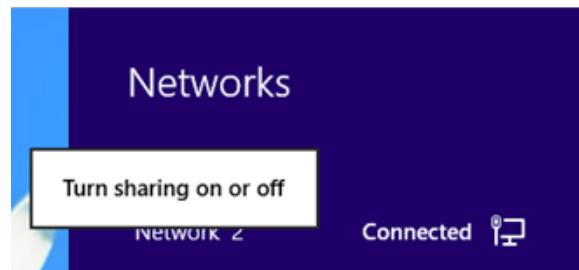
Now that the network connection setting is set to **Private network**, you should be able to share resources with other Windows computers in the same private network.

Step 2: Set up Windows 8.0 for sharing.

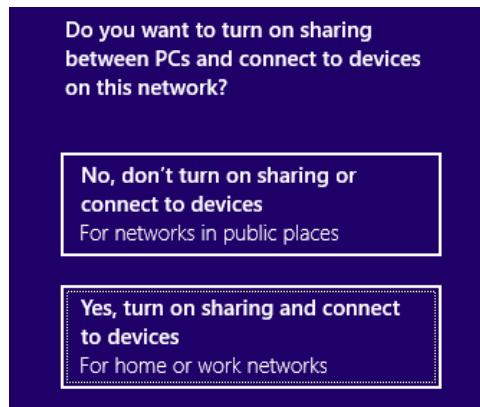
- a. For Windows 8, click the network icon () in the bottom right of the desktop. The **Networks** side bar opens.



- b. Right-click the desired network name and click **Turn sharing on or off**.



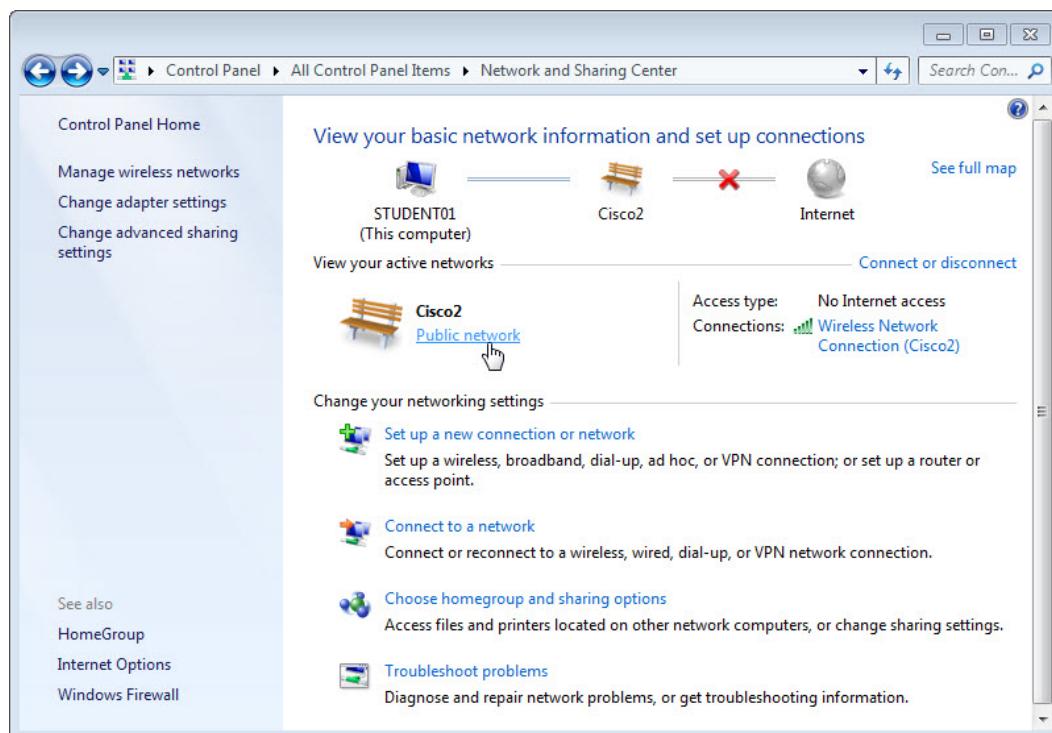
- c. Click **Yes, turn on sharing and connect to devices** to turn on sharing.



- d. Navigate to the **Control Panel > Network and Sharing Center** > Verify that you are in private network.

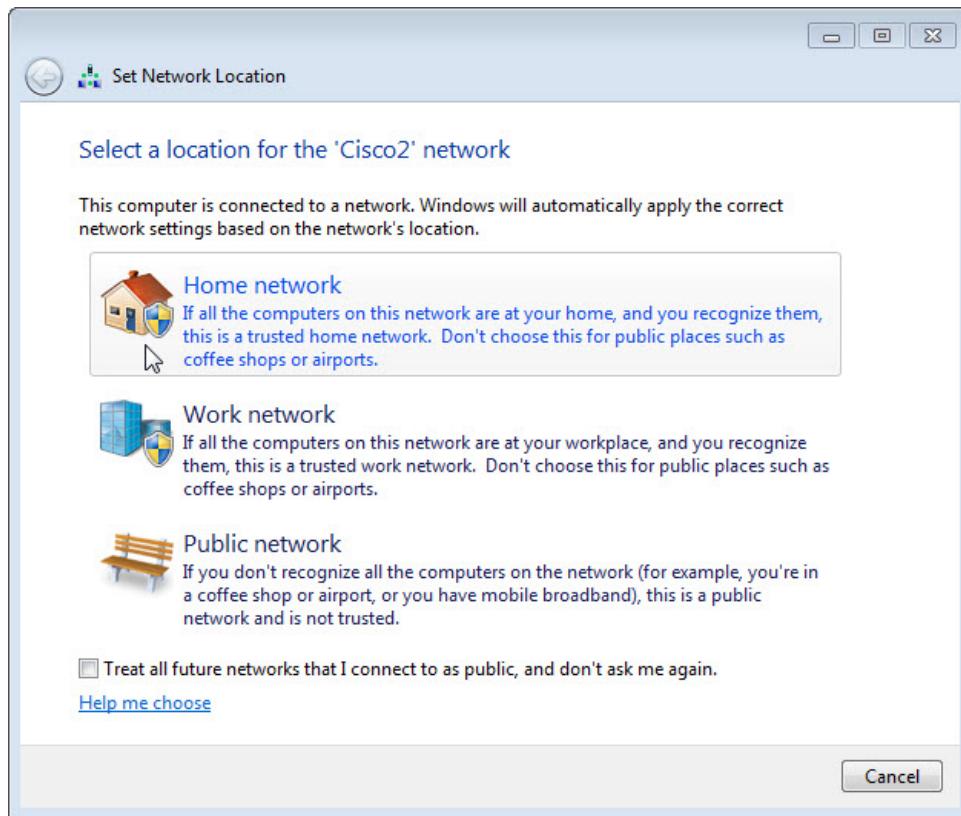
Step 3: Change the network type to Home Network in Windows 7.

- a. On computer01, click **Start > Control Panel > Network and Sharing Center** > Click **Public network, Work network or Home network**.



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- b. The **Set Network Location** window opens. Click **Home network**. If it is already set to **Home network**, click **Cancel** to continue.



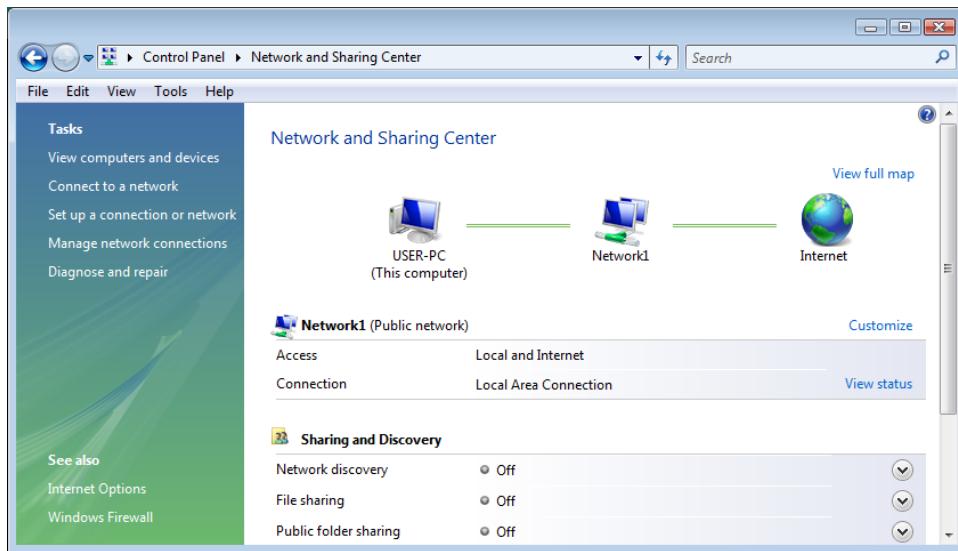
- c. Click **Close**. Verify that the network location is set to **Home network**.
- d. If the **Create a Homegroup** window displays, click **Cancel** for now. A homegroup will be created later in the lab.

Step 4: Change the network type to private network in Windows Vista.

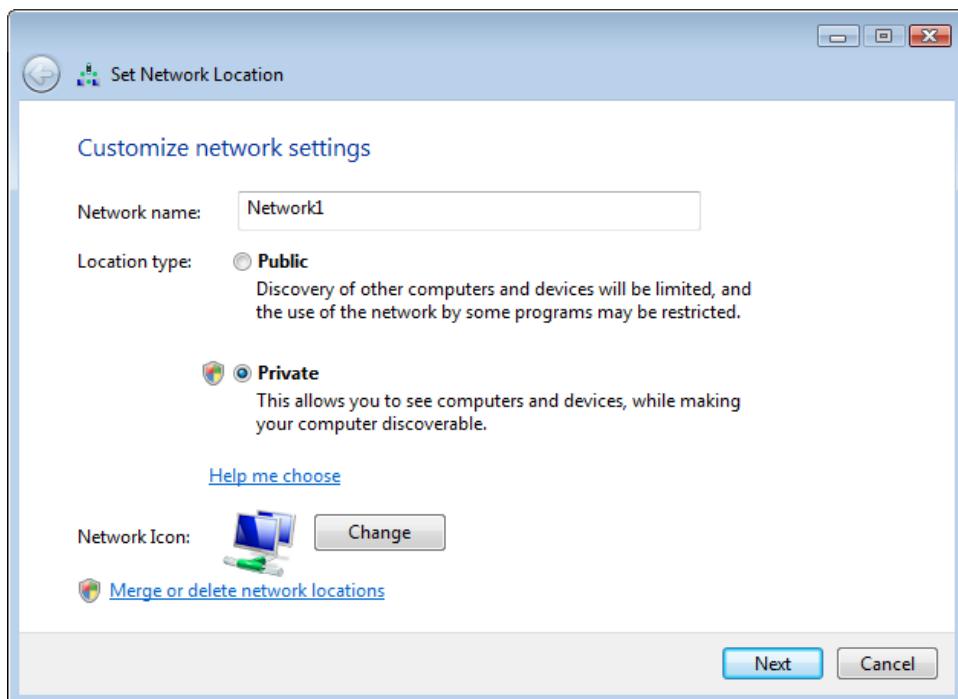
- a. On the Windows Vista computer, click **Start > Control Panel > Network and Sharing Center**.

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- b. Click **Customize** to set network settings.



- c. Click **Private** to allow network discovery. Click **Next**. Click **OK** and click **Close**.



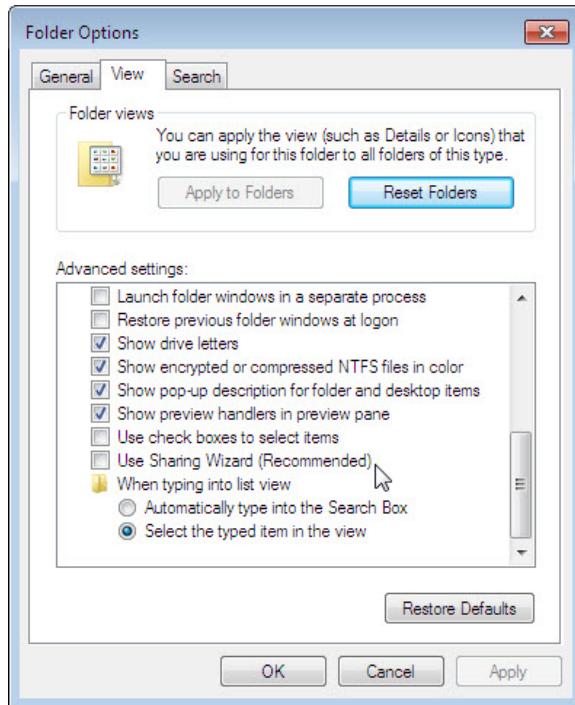
Part 2: Sharing Resources in Windows 7 and 8

Step 1: Prepare to share a folder in Windows.

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

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- b. Click the **View** tab. Uncheck the **Use Sharing Wizard (Recommended)** checkbox, and then click **OK**.



Step 2: Create the Folder to be Shared.

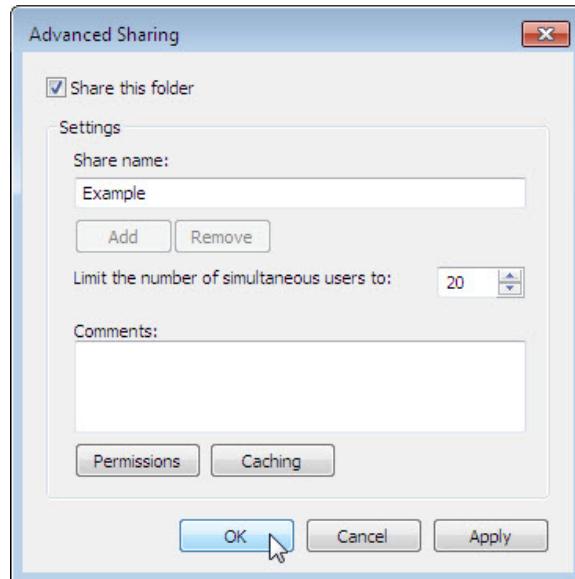
- On **computer01**, right-click any empty area on the **Desktop**, and then choose **New > Folder**.
- Name the folder **Example**.
- Open **Notepad** and type **This is an example document**.
- Save the file in the **Example** folder with the name **Brief**, and then close **Notepad**.

Step 3: Share the Folder.

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

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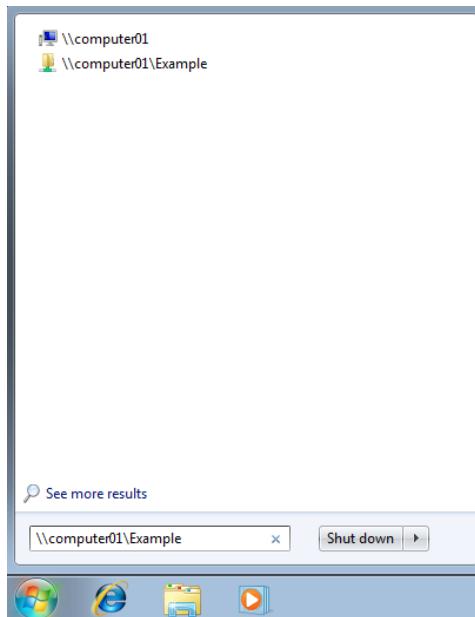
- b. Select the **Share this folder** checkbox, and then click **OK**. Click **Close** to close the **Example Properties** window.



- c. On the computer with the shared folder, click **Start > Control Panel > System**.
What is the name of the computer?

Step 4: Access a Shared Folder on a Remote Computer.

- a. On computer02, choose Start > Search programs and files. Type **\computer01\Example**. Notice that computer01 is the name of the computer with the Example folder, and then press Enter. In windows 8, navigate to the Start screen, and type **\computer01\Example** and press Enter.

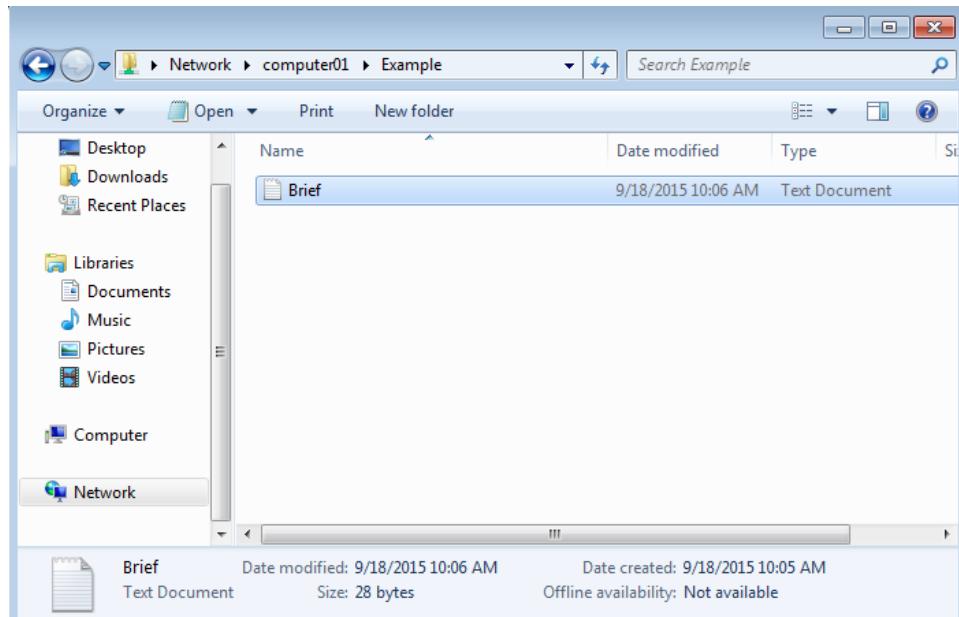


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Due to security, it may be necessary to enter a username and password before **computer01\Example** can be accessed from **computer02**. If this happens, make sure to enter the username and password for **computer01**, the computer that is sharing the resource. In the example window below, the username **User1**, a user created only in **computer01**, was used to gain access to the resources shared by **computer01**.



When you have successfully accessed the resource shared by **computer01**, the content in the folder **Example** is displayed.



Can you open the **Brief** file?

Can you delete the **Brief** file? What happens?

- Click **Cancel**.

Step 5: Change the permissions of a shared folder.

- Return to **computer01**, the computer with the shared folder.

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- b. Right-click the **Example** folder, and then choose **Properties** > select the **Sharing** tab > click **Advanced Sharing** > click **Permissions**.

What are the default permissions?

What needs to be changed to allow any remote users to make changes in the **Example** folder?

- c. Allow **Everyone** to change the contents of the **Example** folder by checking the box on the **Allow** column and **Change** row. Click **OK** to close the **Permissions** window. Click **OK** to close the **Advanced Sharing** window. Click **Close** to **Example Properties** window.
- d. Go back to **computer02** and open the **Example** folder again by following the path:
- e. **Start Screen** > type **\computer01\Example** > press **Enter**.

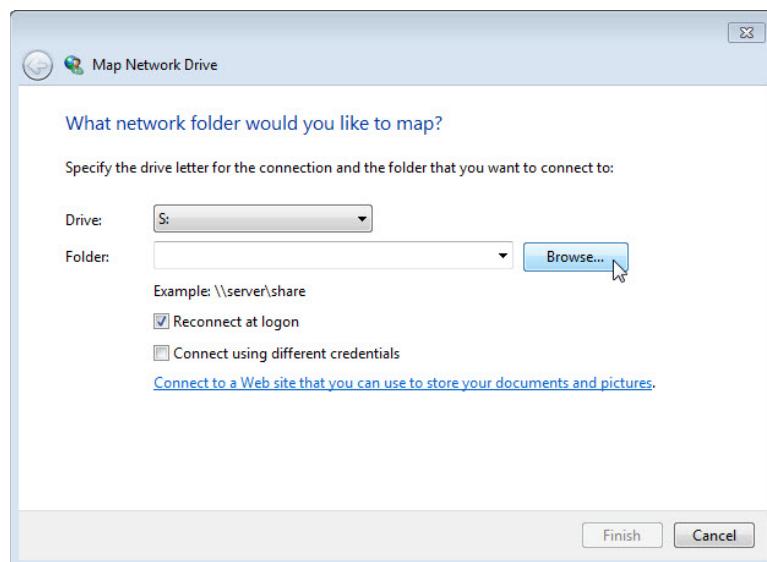
Can you open the **Brief** file?

Can you delete the **Brief** file? What happens?

- f. Close all open windows on both **computer01** and **computer02**.
- g. Go back to **computer01** and delete the shared folder.

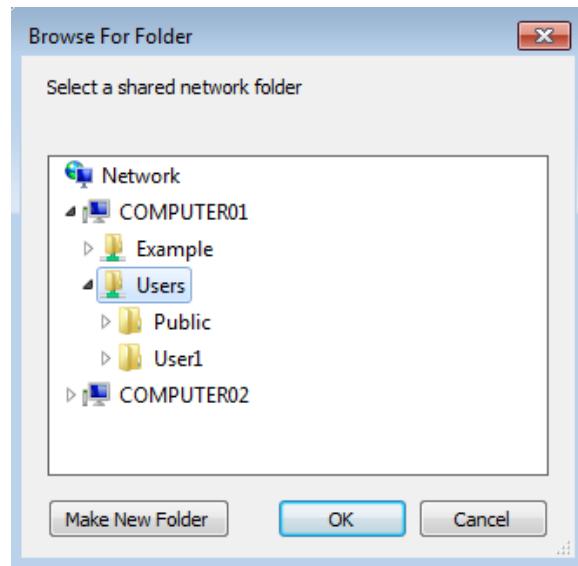
Step 6: Map a Network Drive.

- a. On **computer02**, open **Windows Explorer** or **File Explorer** in Windows 8 by clicking the Folder icon () in the **Taskbar**.
- b. In the **Windows Explorer** window or **File Explorer** window in Windows 8, right-click **Network** > select **Map network drive**.
- c. Set the Drive to “**S**” and then click **Browse...**



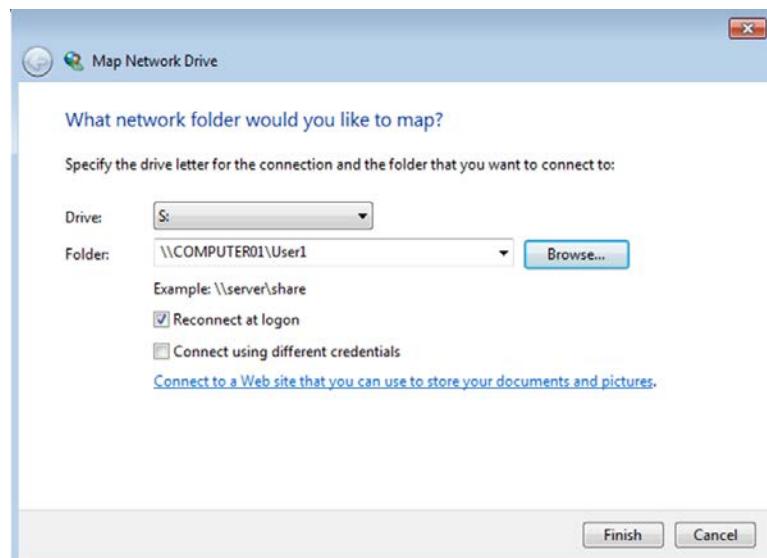
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- d. When the window is populated, expand the other computer and select **User1 > OK**.



Note: If the window is not populated, make sure Network Discovery is turned on. To turn on Network Discovery, go to **Control Panel > Network and Sharing Center > Change advanced sharing settings > select Turn on Network Discovery** in the current profile.

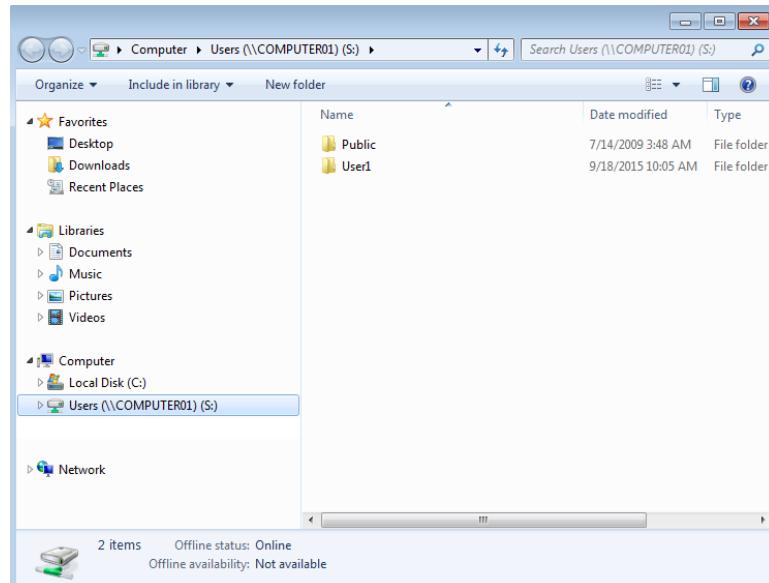
- e. The **What network folder would you like to map?** screen opens. Click **Finish**.



- f. Close all open windows.
g. Click **Start > Computer** in Windows 7 and 8.0.

Note: Click **Start > This PC** in Windows 8.1.

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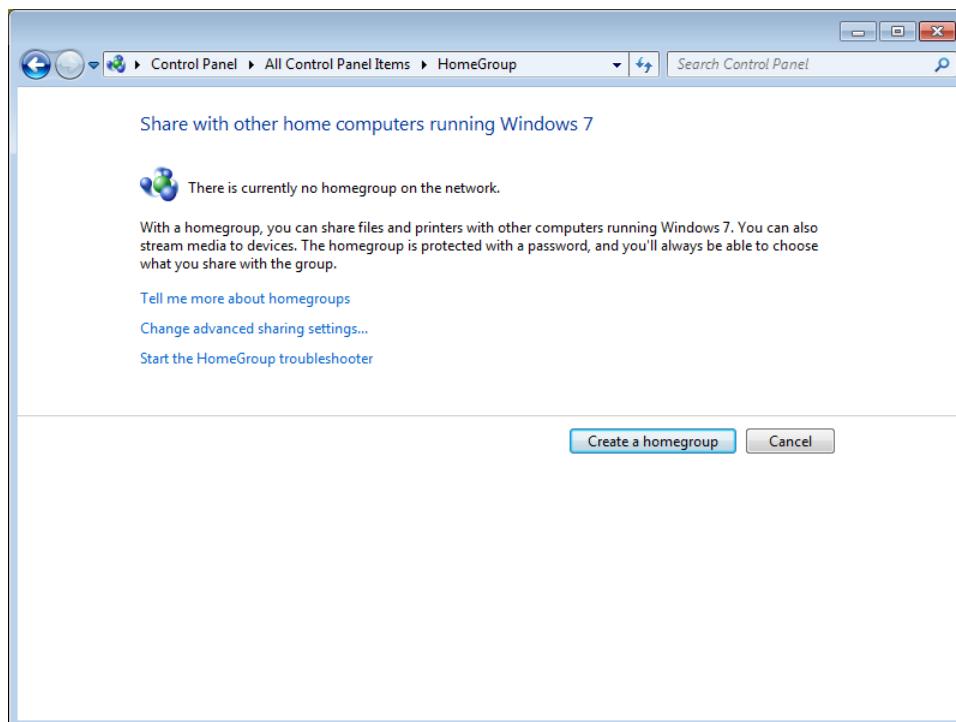


Which **Network Location** drive do you see?

Step 7: Create a Homegroup.

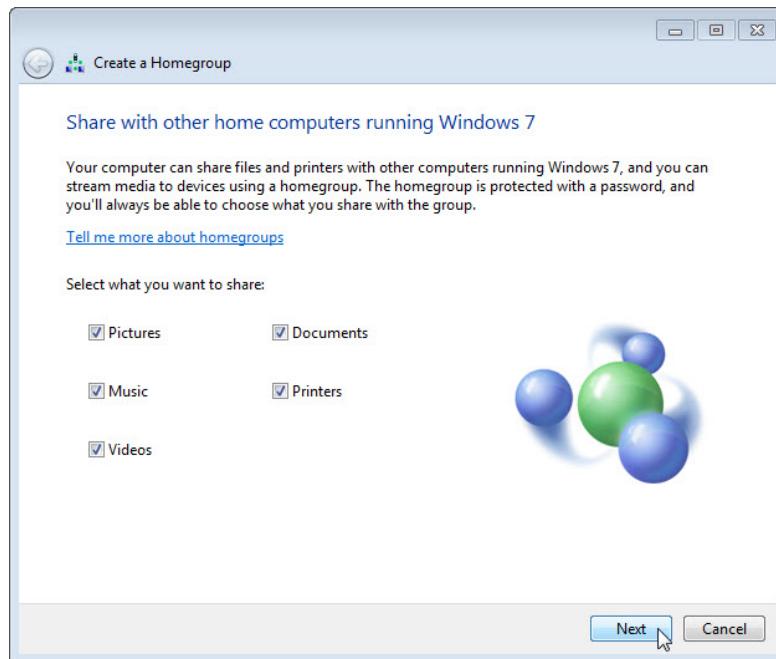
In this step, a Homegroup is created if there is no homegroup available on the network.

- On computer01, click **Start > Control Panel > HomeGroup**. Click **Create a homegroup**.

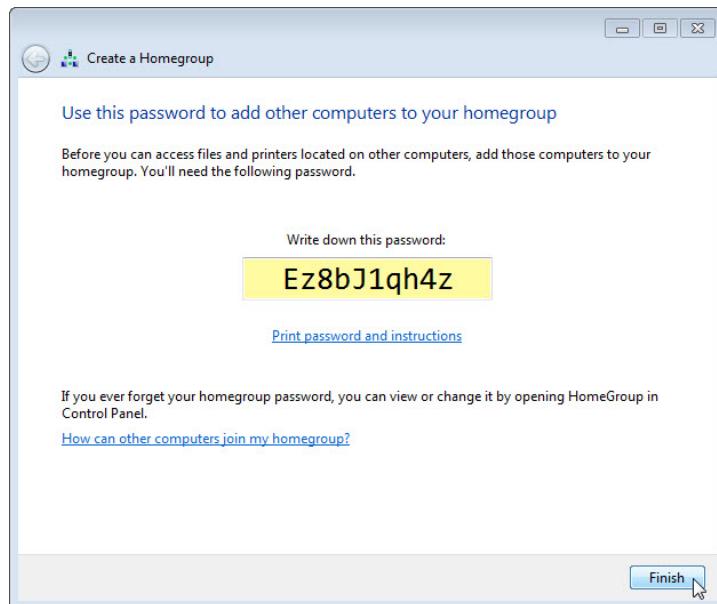


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- b. Make sure **Documents** is checked, and then click **Next**.



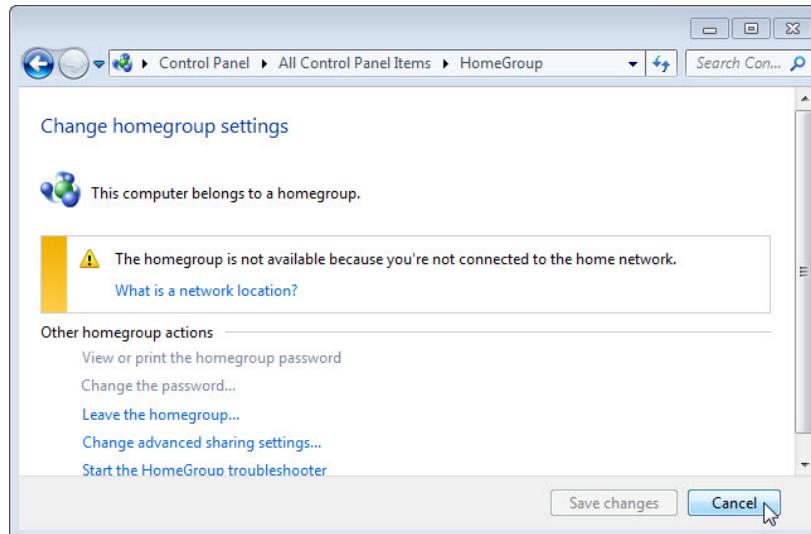
- c. Record the **Homegroup** password. Notice it is case sensitive.



- d. Click **Finish**.

Step 8: Verify the availability of a Homegroup.

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



Why is **Homegroup** not available?

If a Homegroup is not available, click **What is a network location?** to change your Network Type in Windows 7 in the **Change homegroup settings**. Select **Home network**. Click **Close**.

In Windows 8.0, click **Change network location** to change the Network Type in the **Change homegroup settings**. Click **Yes, turn on sharing and connect to devices**.

In Windows 8.1, click **Change network location** to change the Network Type in the **Change homegroup settings**. Click **Yes**.

Step 9: Join the Homegroup.

- On **computer02**, click **Start > Control Panel > HomeGroup**. Click **Join now**. Click **Next** again for Windows 8.

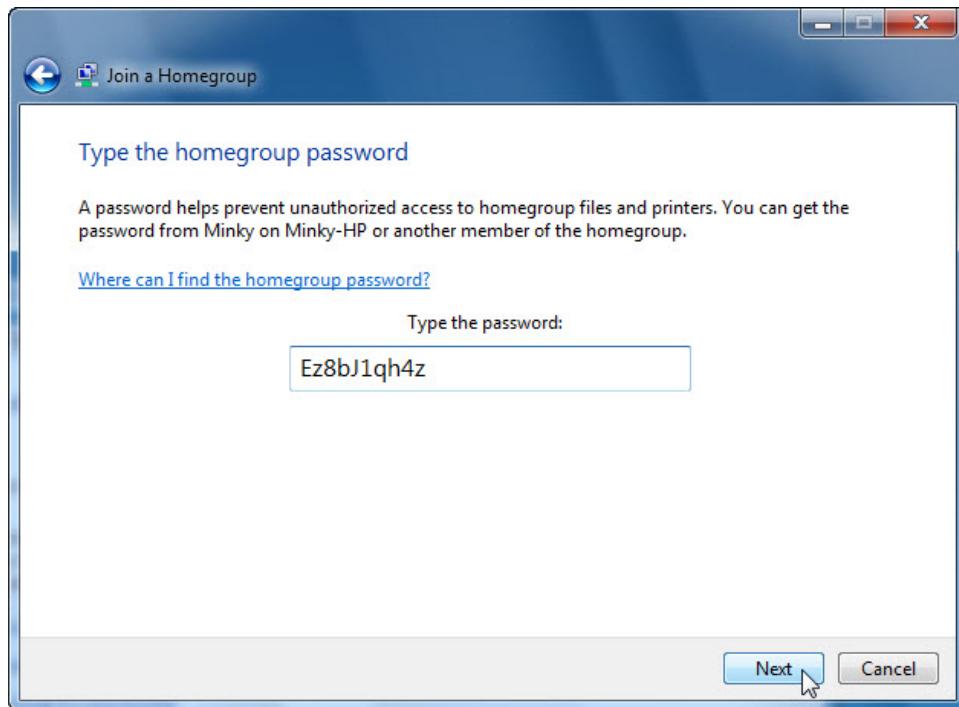


- Make sure **Documents** is checked or the permission is set to **Shared**, and then click **Next**.

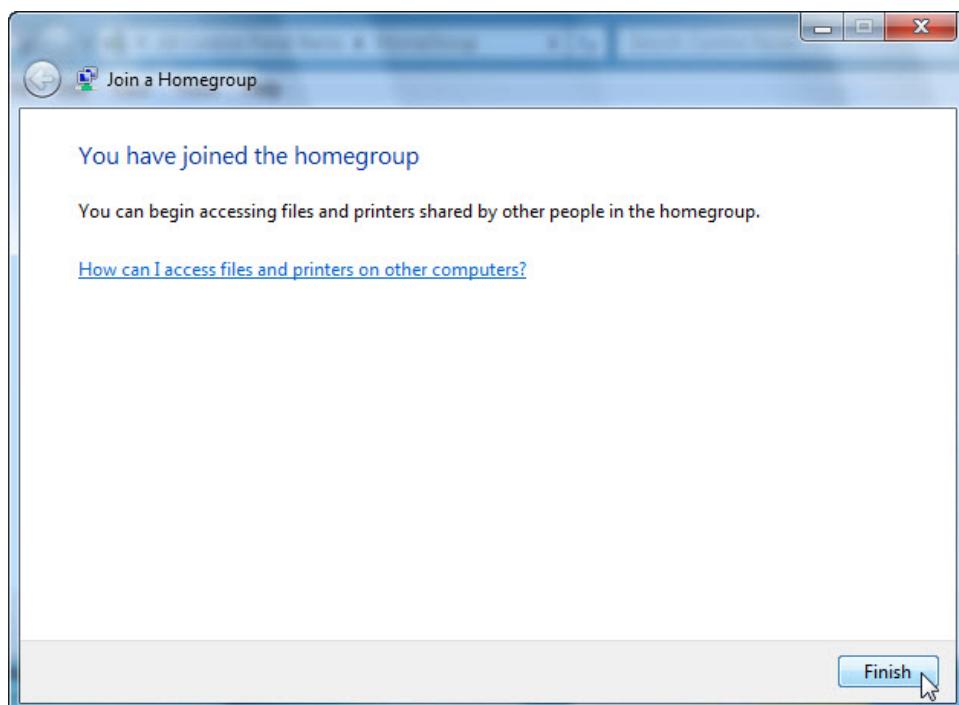


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- c. Enter the password you recorded when the **Homegroup** was created and click **Next**.



- d. Click **Finish**.



Step 10: Create Folders and Files to be shared within a Homegroup.

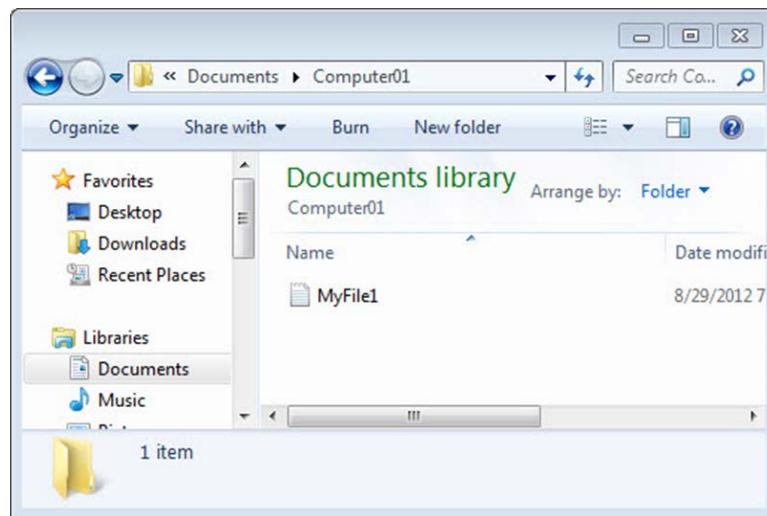
- a. On both computers, click **Start > Documents**.

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- b. On **computer01**, create a folder, in **Document library**, called **Computer01**.
- c. On **computer02**, create a folder, in **Document library**, called **Computer02**.

Note: For Windows 8.1, create folders in **This PC > Documents**, called **Computer01** and **Computer02**.

- d. For both computers, open **Notepad** and type the following text: "This file is shared in a homegroup". Next, save the file as **MyFile1** in the folder you just created on **computer01** and **MyFile2** in the folder you just created on **computer02**.



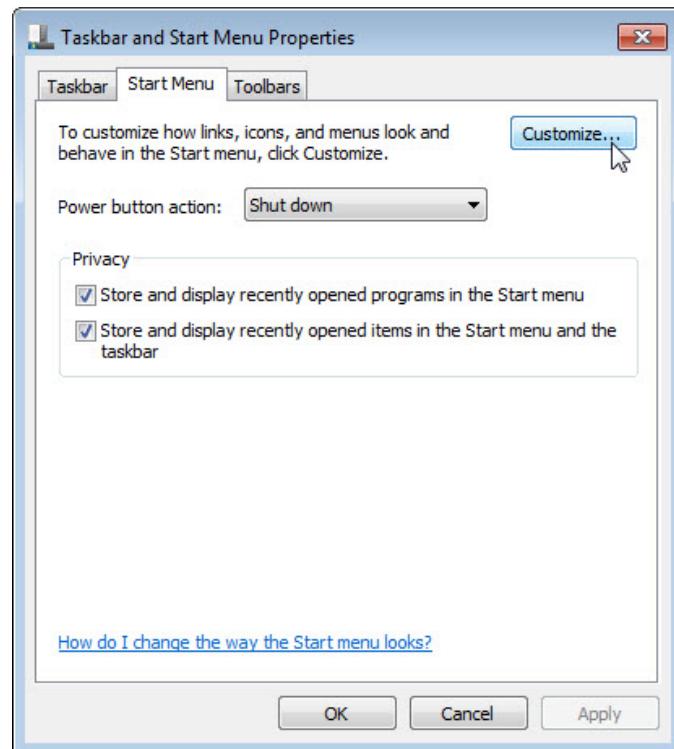
- e. Close all open windows.

Step 11: Add Homegroup and Network Shortcuts to Start Menu For Windows 7.

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

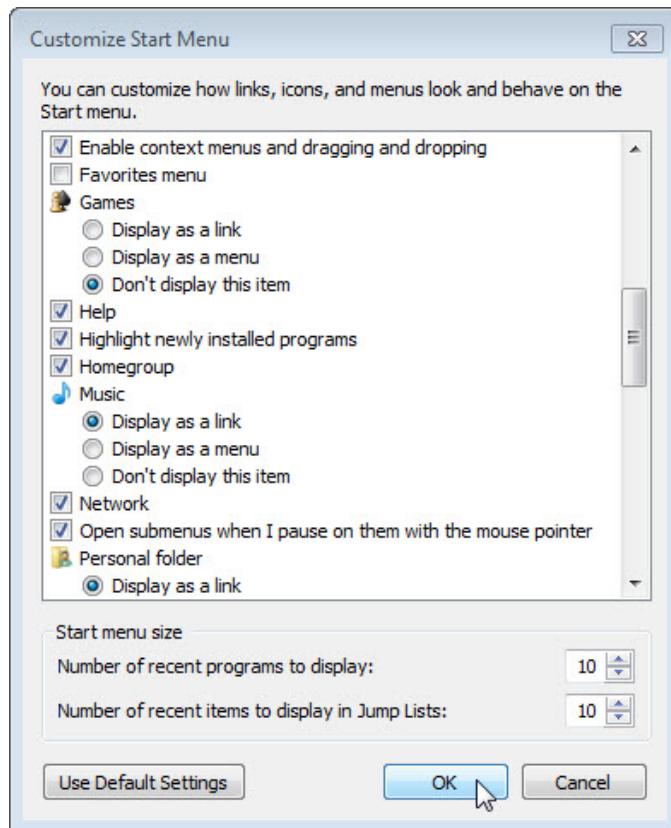
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- a. Right-click Start > Properties > Start Menu tab > Customize.



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- b. Scroll down until you see both the **Homegroup** and **Network** items.



- c. Check both **Homegroup** and **Network**, if this is not already done, and then click **OK > OK**.

Step 12: Access Resources via Homegroup.

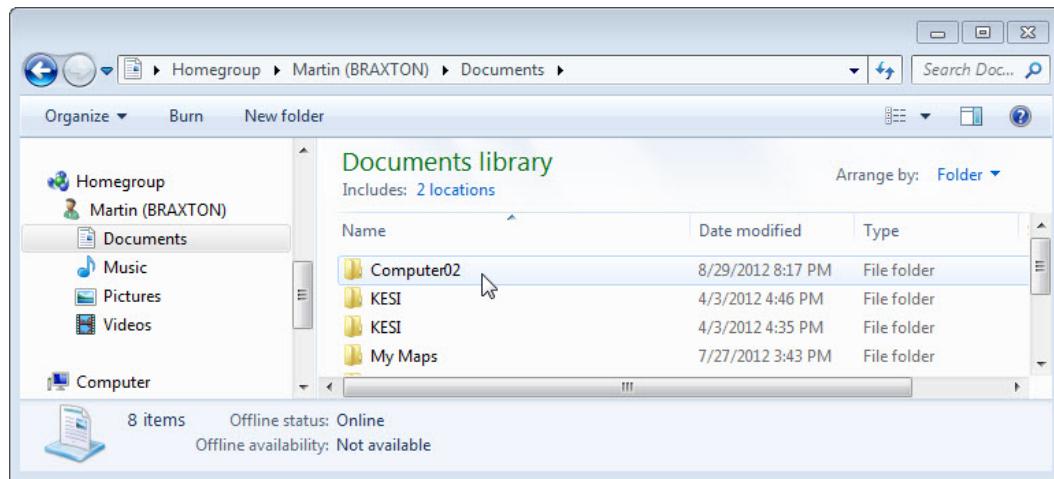
- a. On **computer02**, click **Start** then the **Homegroup** icon in the start menu.

Locate the **Homegroup** icon, click the expand arrow next to the other computer name, click **Documents**, and then double-click **Computer01**.

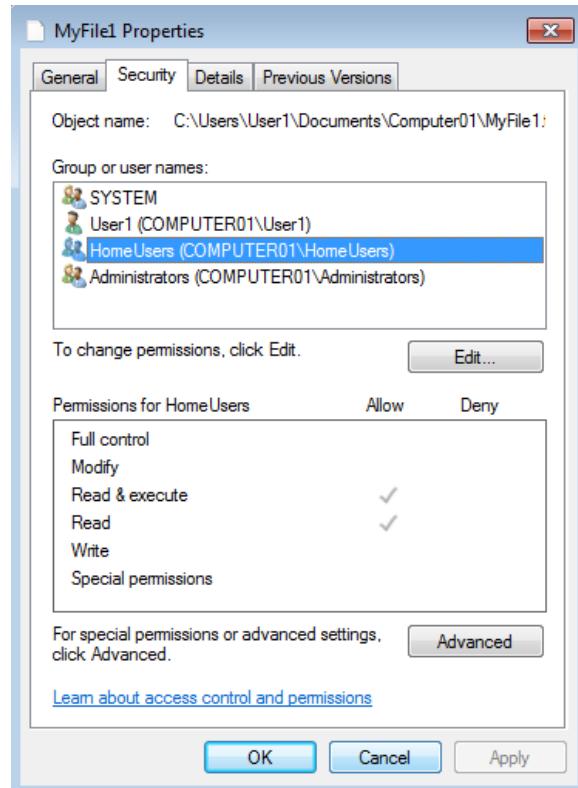
In Windows 8, open **File Explorer** and locate **Homegroup** in the left panel.

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You should be able to read the file, but can you delete the file located on the other computer? _____



- b. Right-click on **MyFile1** > Properties > Security tab > select **HomeUsers**.



What are the **Permissions for HomeUsers**?

- c. Click **Cancel**.
d. Close all open windows.

Step 13: Clean Up.

On both computers, return configurations to the following settings:

- a. Delete all folders and files created on the computer.
- b. Leave the **Homegroup** by following the path:

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

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

For Windows 7, **Control Panel > Network and Sharing Center > click Home network > click Public network.**

For Windows 8.0, click the Network icon in the bottom right of the desktop > right-click the desired network > click **Turn sharing on or off** > click **No, don't turn on sharing or connect to devices**.

For Windows 8.1, **Start > PC Settings > Network > Connections** > Click desired network name > **Turn off sharing**.

- d. Check the box **Use sharing Wizard (Recommended)**. The checkbox can be found at:

Start > Control Panel > Folder Options > View tab.

- e. Delete any mapped drives by following the path:

Start > right-click Network > Disconnect network drive > select network drive > OK.

Part 3: Creating or Joining a Workgroup

Step 1: Create or Join a Workgroup.

Workgroup name: GROUP#, where # is a number used to make the name unique within the class environment. Feel free to allow the students to pick a name on their own.

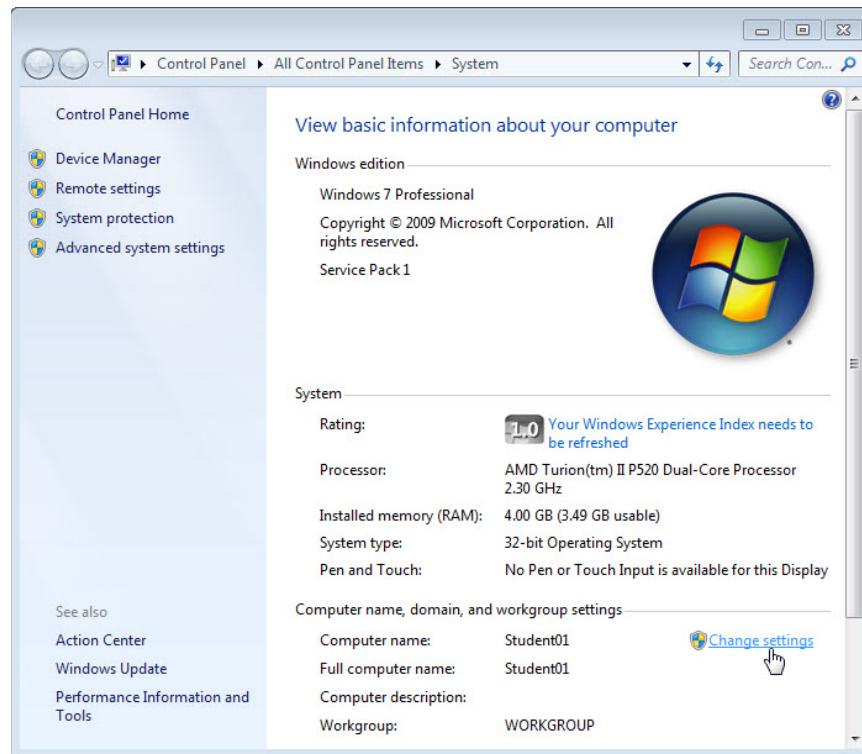
Workgroup is the name of Microsoft's term for peer-to-peer local area network.

To create or join a **Workgroup**, you will need a Workgroup name. Ask your instructor for the Workgroup name to be used.

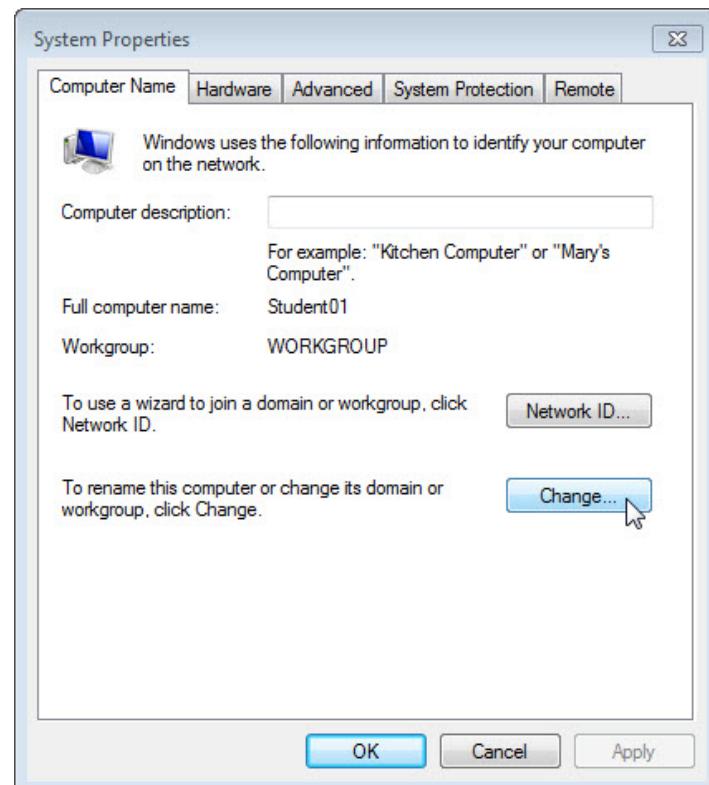
What is the Workgroup name?

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- On both computers, click **Start > Control Panel > System**. Click **Change settings**.

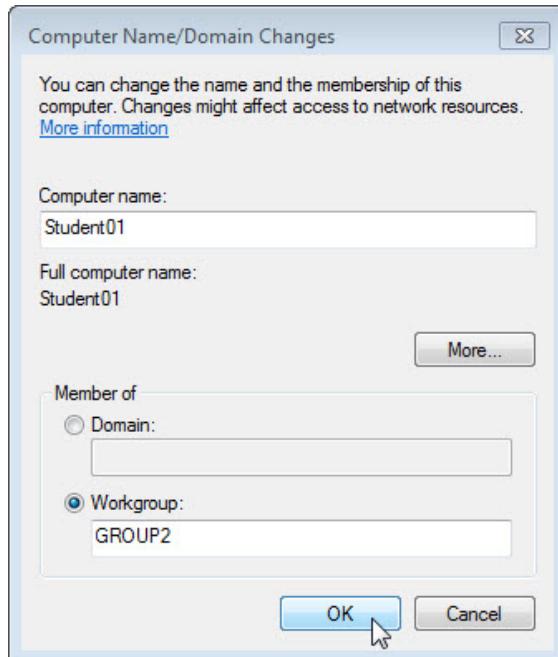


- The **System Properties** window opens. Click **Change...**

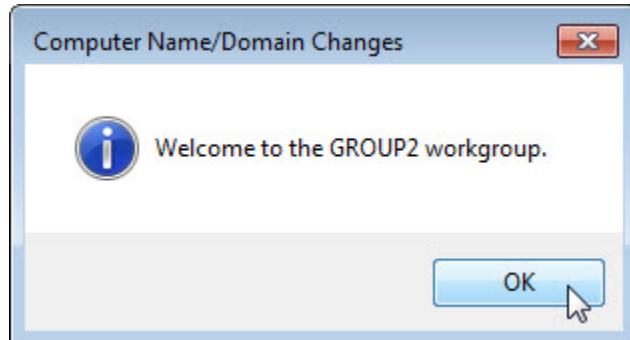


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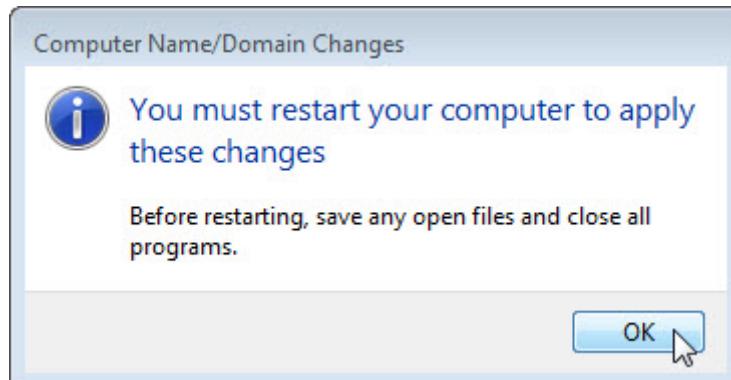
- c. In the **Computer Name/Domain Change** window, make sure **Workgroup** is selected and type **GROUP#**, where # is the group number assigned by the instructor. Click **OK**.



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

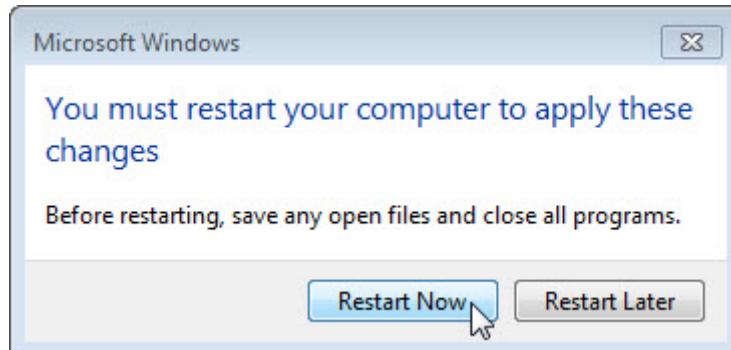


- e. Click **OK** and then **Restart Now** to restart the computer.



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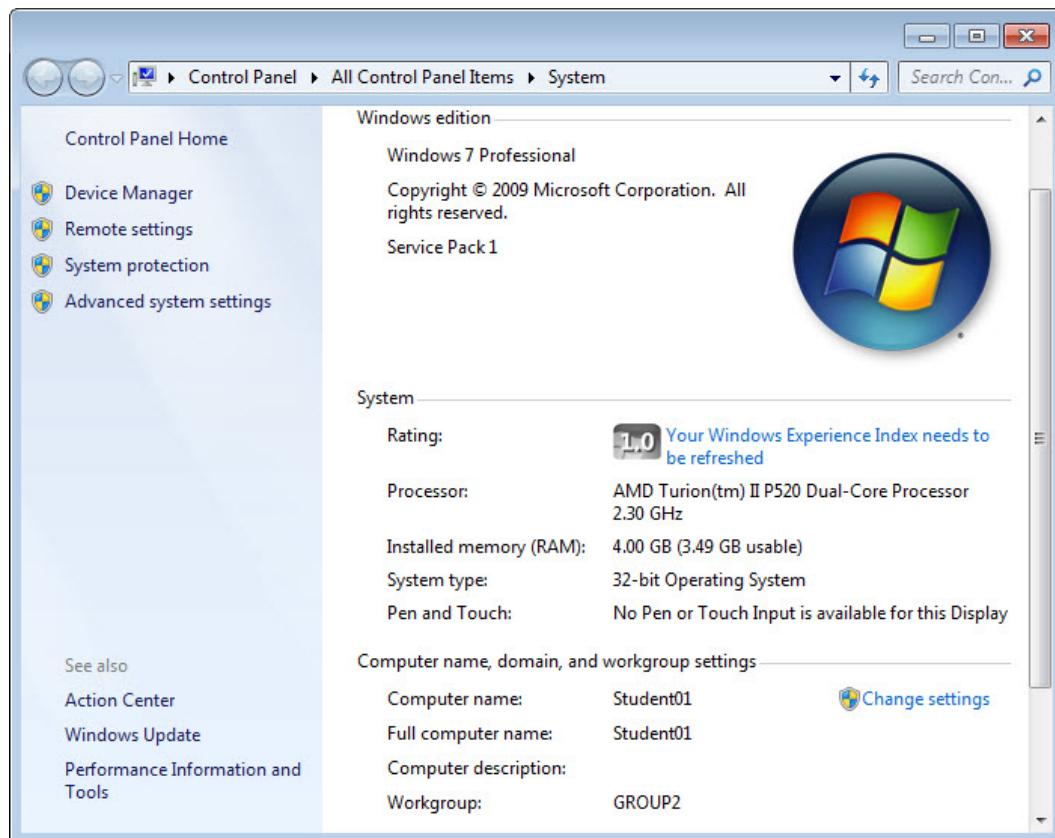
- f. Click **Close** in the **System Properties** window. Click **Restart Now** to restart the computer.



Step 2: Verify access to network resources.

After the restarting both computers, you will verify that the computers can access the shared resources within the workgroup.

- a. On both computers, click **Start > Control Panel > System**.



What is the workgroup name for the computer?

- b. Close the **System** window.

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- c. In **computer01**, open the **Windows Explorer** in Windows Vista and 7 or **File Explorer** in Windows 8, click **Network** to locate the resources in **computer02**. Enter the user credentials for **computer01** if prompted.

Step 3: Clean up.

Change the workgroup to the default Workgroup.

Start > Control Panel > System > Click Change settings > Click Change > Type Workgroup in the Workgroup field > click OK and restart the computer.