

## Lab - Share Resources

### Introduction

In this lab, you will work with another student. You will create and share a folder. You will also set permissions for the share so your partner will only have read access.

### Recommended Equipment

- 2 Windows computers on the same local network

### Instructions

#### Part 1: Verify Network Settings for Sharing

In this part, you will set up the 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.

- a. Navigate to the **Control Panel**. In the Small icons view, select **Network and Sharing Center**.
- b. Under the View your active networks heading, verify that the network is listed as private. For Windows 7, it should be listed as Home network.

If the network is not listed as private or Home network:

**Windows 10:** Click **Start**, search for **Settings**. In the Settings window, select **Network & Internet > Ethernet**. In the Ethernet window, select the desired connected network. Under the network profile, select **Private**.

**Window 8.1:** Click **Start**, search for **PC Settings**. In PC Settings, click **Network**. In the Ethernet window, select the desired connected network. In the Find devices and content section, make sure **On** is selected.

**Windows 7:** In the **Network and Sharing Center** window, click **Public network or Work network**. Select **Home network** and click **Close**. Verify that the network location is set to **Home network**.

**Note:** If the **Create a Homegroup** window displays, click **Cancel**. A homegroup will not be used in this lab.

- c. In the left panel, click **Change advanced sharing settings**. Verify that **Network discovery** and **File and printer sharing** are turned on in the Private profile.
- d. In Windows 8.1 and 10, expand the **All Networks** profile as necessary. Select **Turn off password protected sharing**. Click **Save changes** to continue.

For Windows 7, under the **Home or Work** profile, turn on **Turn off password protected sharing**. Click **Save changes** to continue.

#### Part 2: Sharing Resources

In this part, you will prepare a folder to be shared on the local network. The other users, for example, your partner, on the local network will only have read access to your shared folder.

##### Step 1: Prepare to share a folder in Windows.

- a. Click **Start > Control Panel > Folder Options**.
- b. Click the **View** tab. Uncheck the **Use Sharing Wizard (Recommended)** check box, and then click **OK**.

## Step 2: Create the Folder to be Shared.

- a. Right-click any empty area on the **Desktop**, and then choose **New > Folder** to create a new folder on the Desktop.
- b. Name the folder **ShareXX**, where XX are your initials. Create a text file named **Brief.txt** in the folder with the following text: **This is an example document.**

## Step 3: Share the Folder.

- a. Right-click the **ShareXX** folder, and then choose **Properties** > select the **Sharing Tab** > click **Advanced Sharing**.
- b. Select the **Share this folder** check box, and then click **OK**. Click **Close** to close the **ShareXX Properties** window.
- c. Click **Start > Control Panel > System**.

Questions:

What is the name of your computer? Provide your computer name and shared folder name to your partner.

*Type your answers here.*

What is the name of your partner's computer and shared folder from your partner?

*Type your answers here.*

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

- a. Click **Start** > enter the shared folder name, for example, **\PartnerComputer\ShareXX**. Notice that PartnerComputer is the name of your partner's computer and ShareXX is the name of the shared folder.
- When you have successfully accessed the resource, the content in the folder **ShareXX** is displayed.

Questions:

Can you open the **Brief** file?

*Type your answers here.*

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

*Type your answers here.*

- b. Click **Cancel** to continue.

## Step 5: Change the permissions of a shared folder.

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

Questions:

What are the default permissions?

*Type your answers here.*

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

*Type your answers here.*

- b. Allow **Everyone** to change the contents of the **ShareXX** 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.

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- c. After your partner has also made the same permission changes for their shared folder, navigate to the **ShareXX** folder again using the same path.

Questions:

Can you open the **Brief** file?

*Type your answers here.*

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

*Type your answers here.*

What can you do to assign a drive letter to your partner's shared folder?

*Type your answers here.*

- d. Delete the shared folder **ShareXX** and close all the open windows.