**IT Essentials 5.0**

**6.8.4.7 Lab - Share a Folder, Create a Homegroup, and Map a Network Drive in Windows 7**

**Introduction**

Print and complete this lab.

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

**Recommended Equipment**

* Two computers running Windows 7 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.

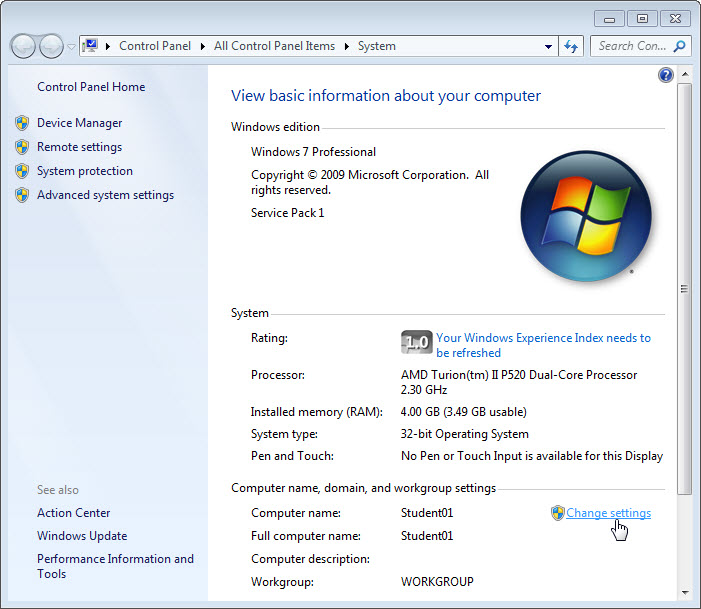
**Step 1**

Workgroup Information:

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

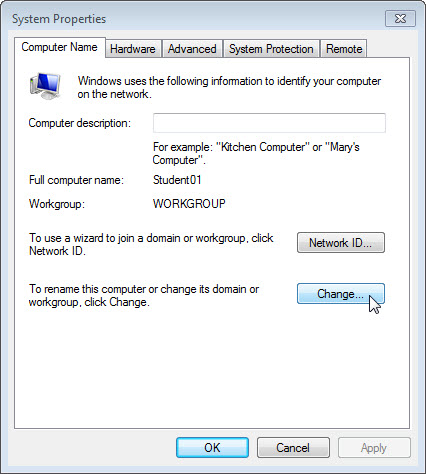
Complete the following steps on both computers.

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



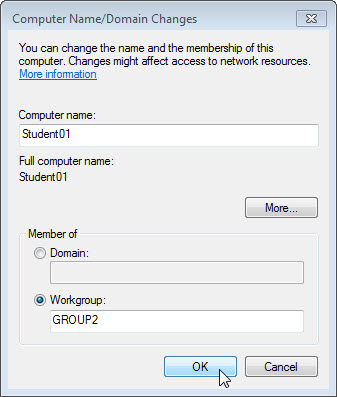
Click **Change settings**.

The “System Properties” window opens.



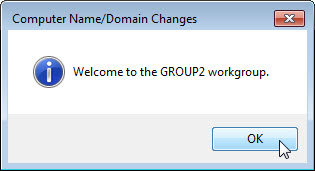
Click the **Change** button.

The “Computer Name/Domain Change” window opens.

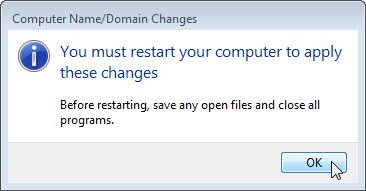


Make sure **Workgroup** is selected and type **GROUP#**, where # is the group number assigned by the instructor.

Click **OK**.

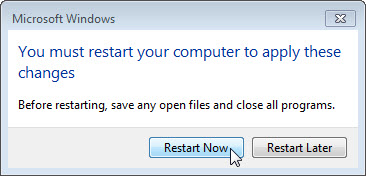


Click **OK** when the “Welcome to the GROUP# workgroup” screen opens.



Click **OK** to restart the computer.

Close all opened windows and programs.

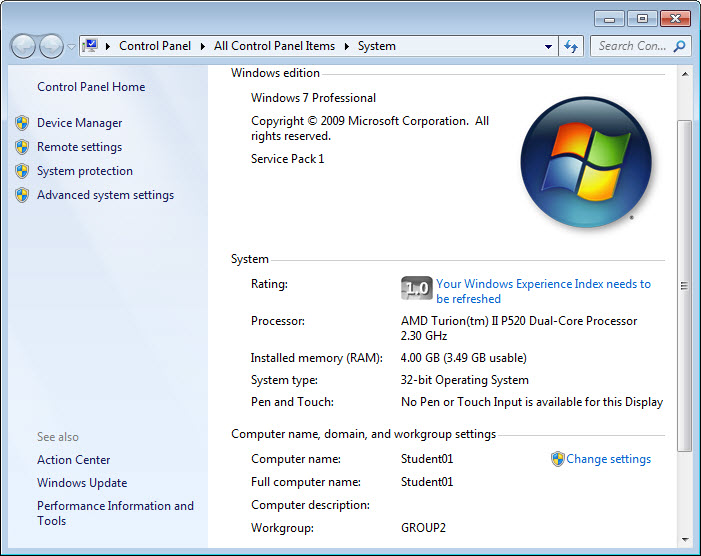


Click **Restart Now**.

**Step 2**

Complete the following steps on both computers.

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



What is the Workgroup name for the computer?

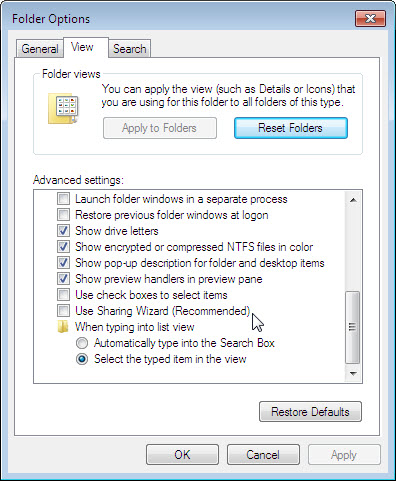
Close the “System” window.

**Step 3**

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

Click the **View** tab.

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



**Step 4**

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

Type **Example** to name the folder, and then press the **Enter** key.

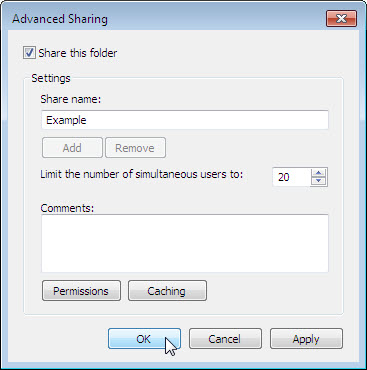
Open Notepad. Type “**This is an example document**”.

Save the file in the “Example” folder with the name “Brief”, and then close Notepad.

**Step 5**

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

Select the **Share this folder** checkbox, and then click **OK**.



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.

Can you open the “Brief” file?

Can you delete the “Brief” file?

What happens?

Click **Cancel**.

**Step 7**

Return to the computer with the shared folder, computer01.

Right-click **Example** folder **> Sharing with** **> Advanced sharing > Advanced Sharing > Permissions**.

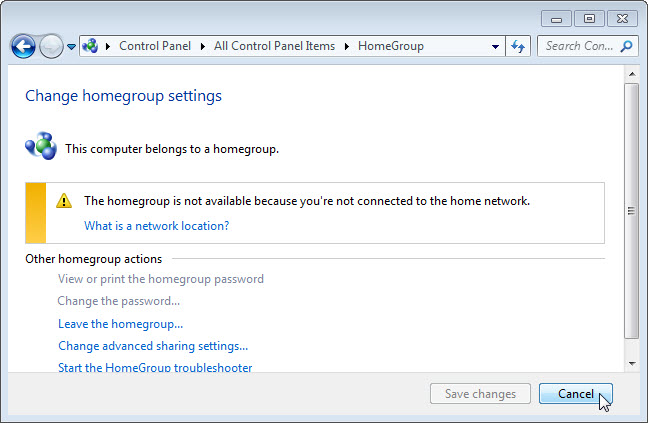
What are the default permissions?

Close all open windows.

Delete the shared folder.

**Step 8**

On both computers click **Start > Control Panel > HomeGroup**.



Why is homegroup not available?

Click **Cancel**.

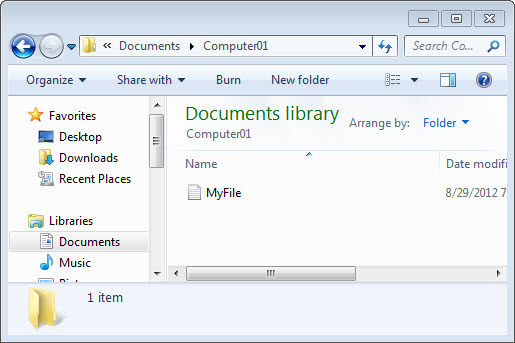
**Step 9**

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

On computer01 create a folder, in Document library, called Computer01.

On computer02 create a folder, in Document library, called Computer02.

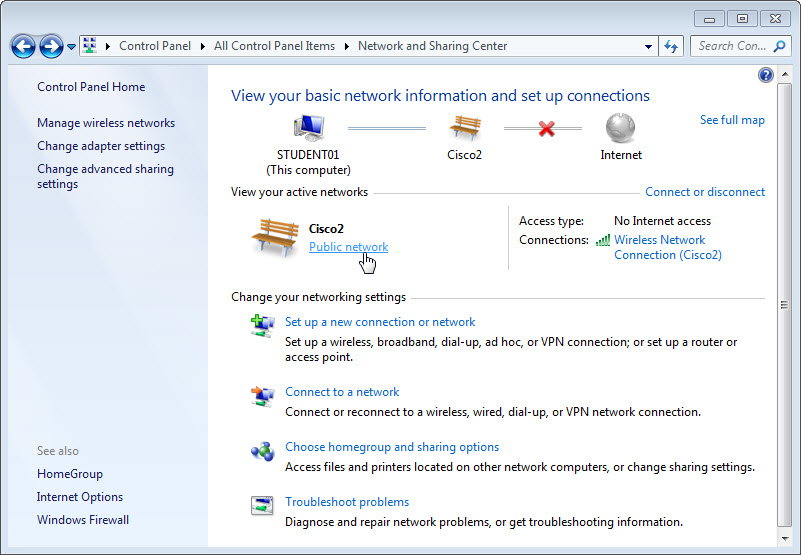
For both computers, open notepade and type the following text: “**This file is shared in a homegroup**”. Next, save the file as “MyFile” inside the folder you just created.



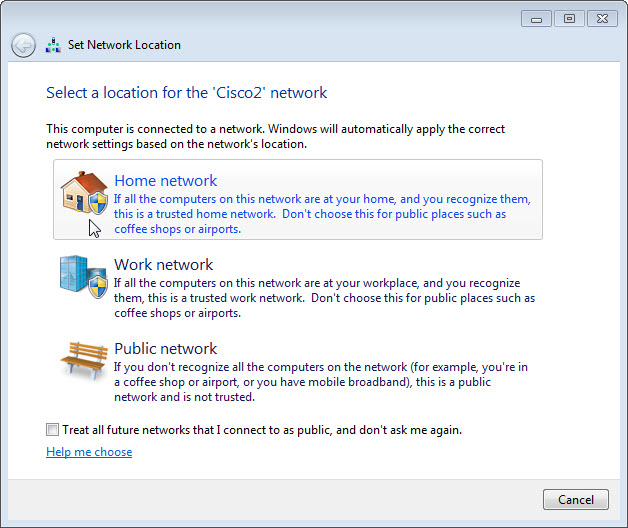
Close all open windows.

**Step 10**

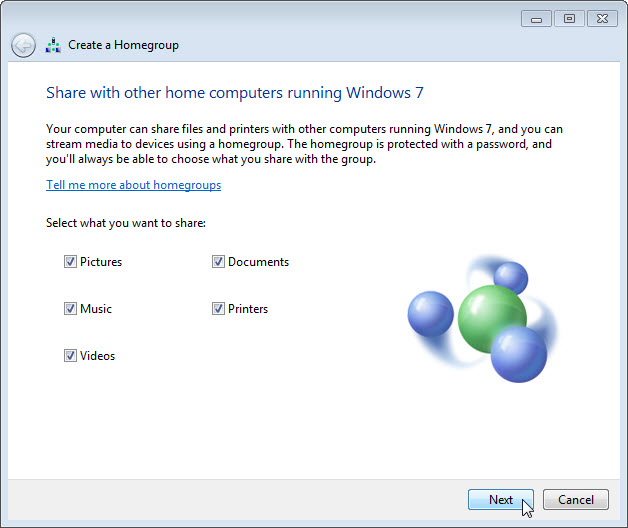
On computer01, click **Start > Control Panel > Network and Sharing Center > Public network**.



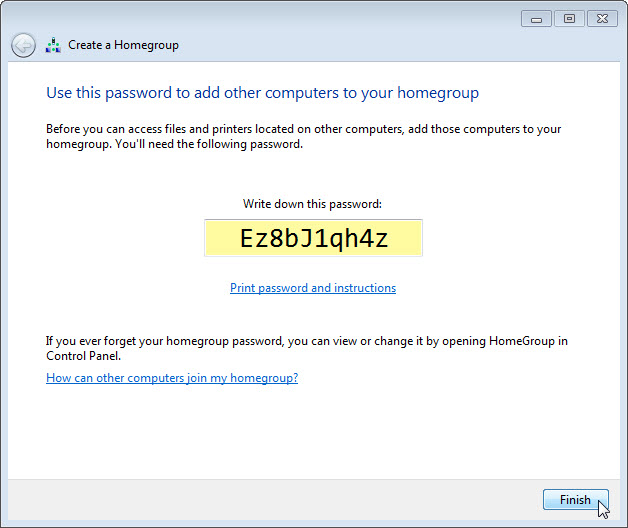
The “Set Network Location” window opens.



Click **Home network**.



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

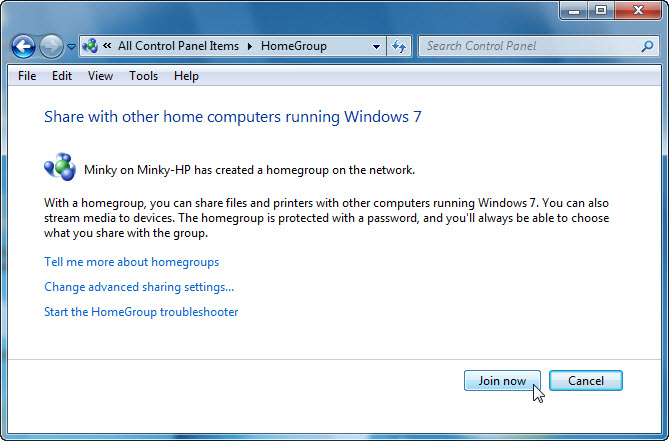


Record the homegroup password. Notice it is case sensitive.

Click **Finish**.

**Step 11**

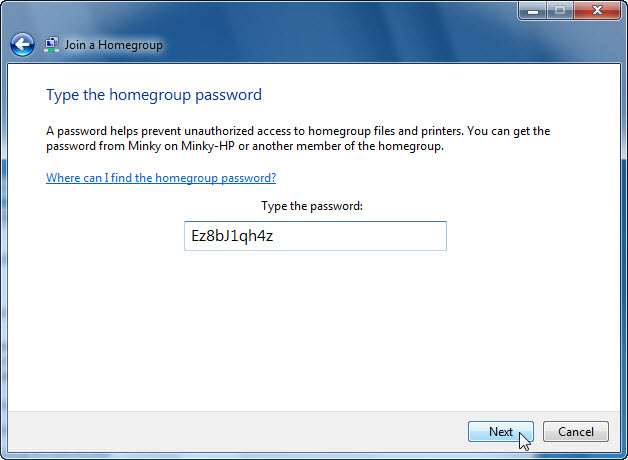
On computer02, click **Start > Control Panel > HomeGroup**.



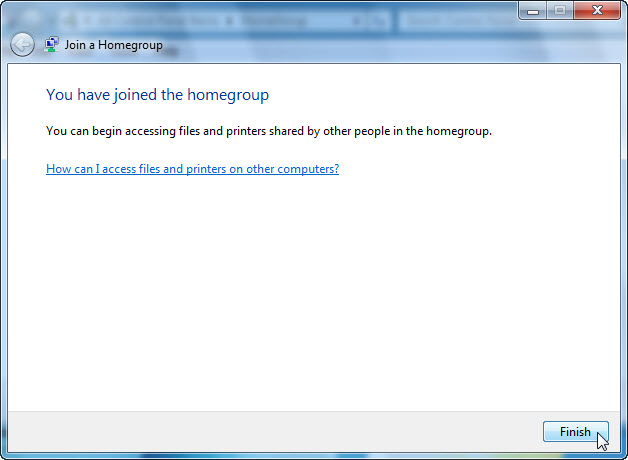
Click **Join now**.



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



Enter the password you record when the Homegroup was created then click **Next**.

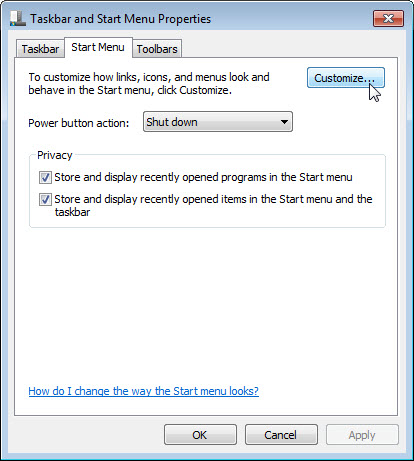


Click **Finish**.

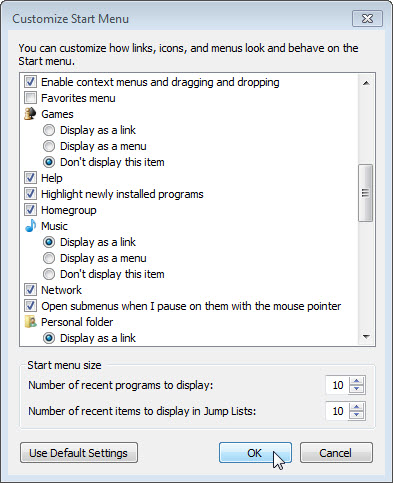
**Step 12**

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

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



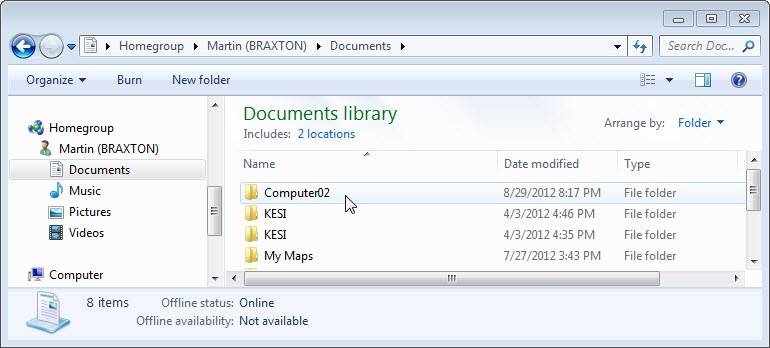
Scroll down until you see both the” Homegroup” and “Network” icons.



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

**Step 13**

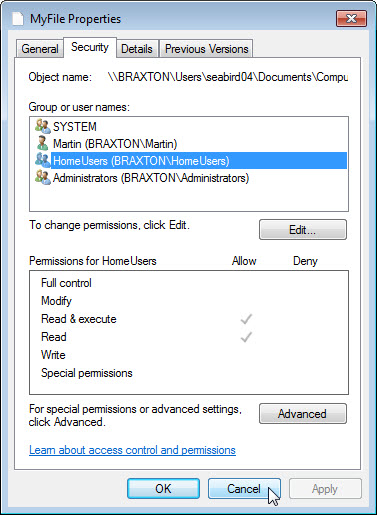
On both computers, click **Start** then the **Homegroup** icon in the start menu.



Locate the Homegroup icon, click the expand arrow next to the other computer name, click **Documents**, and then double-click **Computer#** (where # is the number of the folder located on the other computer).

Can you delete the file located on the other computer?

Right-click on the file > **Properties** > **Security** tab > select **HomeUsers**.



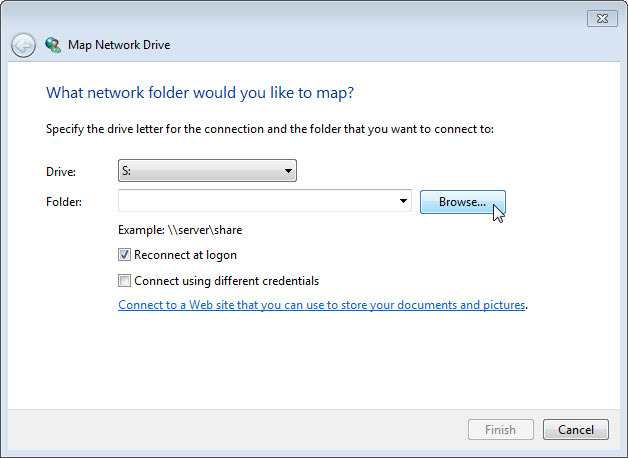
What are the “Permissions for HomeUsers”?

Click **Cancel**.

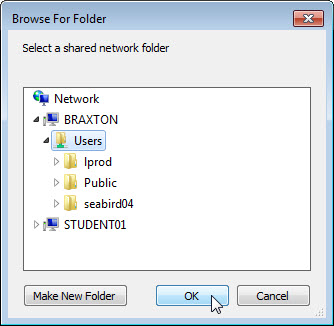
Close all open windows.

**Step 14**

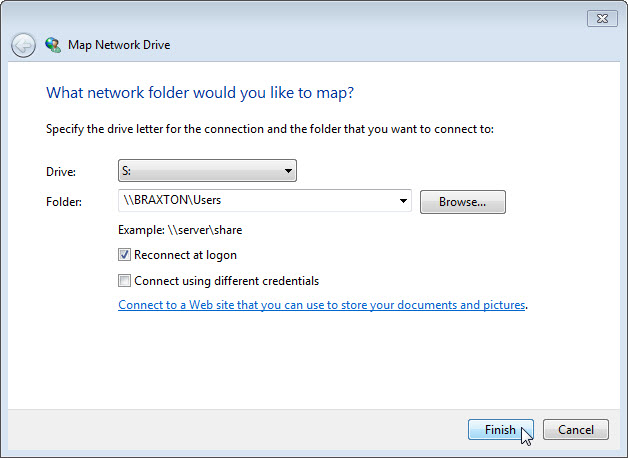
On both computers, click **Start >** right-click **Network > Map network drive**.



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



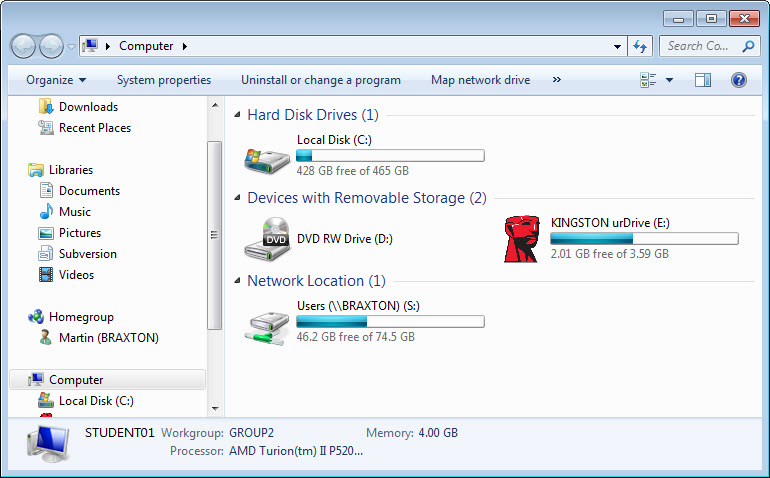
Once the window is populated, expand the other computer and select **Users > OK**.



Click **Finish**.

Close all open windows.

Click **Start > Computer**.



Which Network Location drive do you see?

**Step 15**

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**.