Lab - Share Resources (Instructor Version)

**Instructor Note**: Red font color or gray highlights indicate text that appears in the instructor copy only.

# 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

## Verify Network Settings for Sharing

In this part, you will set up the Windows computer for sharing. 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.

* + - 1. Navigate to the **Control Panel**. In the Small icons view, select **Network and Sharing Center**.
      2. Under the View your active networks heading, verify that the network is listed as private.

If the network is not listed as private network, click **Start**, search for **Settings**. In the Settings window, select **Network & Internet** > click **Properties** for the desired network. Under the network profile, select **Private**.

* + - 1. 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.
      2. Expand the **All Networks** profile as necessary. Select **Turn off password protected sharing**. Click **Save changes** to continue.

## 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.

### Prepare to share a folder in Windows.

* + - 1. Click **Start** > **Control Panel** > **File Explorer Options**
      2. Click the **View** tab. Uncheck the **Use Sharing Wizard (Recommended)** check box, and then click **OK**.

### Create the Folder to be Shared.

* + - 1. Right-click any empty area on the **Desktop**, and then choose **New > Folder** to create a new folder on the Desktop.
      2. Name the folder **Share*XX***, where XX are your initials. Create a text file named **Brief.txt** in the folder with the following text: **This is an example document**.

### Allow access for the build-in group Everyone

In this step, you will configure the ShareXX folder to allow read and write access for the build-in group Everyone.

* + - 1. Right-click the **Share*XX*** folder and select **Properties**.
      2. Click the Security tab. Click **Edit** > **Add**. Under the Enter **Everyone** in the Enter the object names to select. Click **Check Names** to verify the object name is valid.

If it is not valid, the Name Not Found dialog box opens. Correct the object name and click **OK** to continue.

* + - 1. Click **OK** to add the group in the Select Users or Groups window.
      2. With the group **Everyone** selected, click the checkbox for **Modify** under the Allow column to add Modify and Write permissions for the folder. Close the Permissions window to continue.

### Share the Folder.

* + - 1. While still in the Properties window for the **Share*XX*** folder, select the **Sharing** tab.
      2. Click **Advanced Sharing**. Select the **Share this folder** check box. Close the Advanced Sharing folder. Close the **Share*XX* Properties** window.
      3. 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.

Answers may vary.

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

Type your answers here.

Answers may vary.

### Access a Shared Folder on a Remote Computer.

* + - 1. 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.

Yes

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

Type your answers here.

No. Access is denied.

* + - 1. Click **Cancel** to continue.

### Change the permissions of a shared folder.

* + - 1. 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.

Everyone has Read permissions.

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

Type your answers here.

Everyone should also have Change permissions at a minimum.

* + - 1. Allow **Everyone** to change the contents of the **ShareXX** folder by checking the box under the Allow column for **Change**. Click **OK** to close the **Permissions** window. Click **OK** to close the **Advanced Sharing** window. Close the Properties window.
      2. 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.

Yes

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

Type your answers here.

Yes. Access is granted this time.

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

Type your answers here.

Mapping the shared folder to a drive letter using Map network drive.

* + - 1. Delete the shared folder **ShareXX** and close all the open windows.

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