

Lab 3.6.5 Sharing Resources

Objectives

Use Windows XP to complete the following tasks:

- Share files and folders.
- Map network drives.

Background/Preparation

One of the key benefits of having PCs networked together is that it provides access to be able to share information with other connected users. Whether it is a song, a proposal or your holiday pictures, there are many situations where you need to share data with friends or business colleagues.

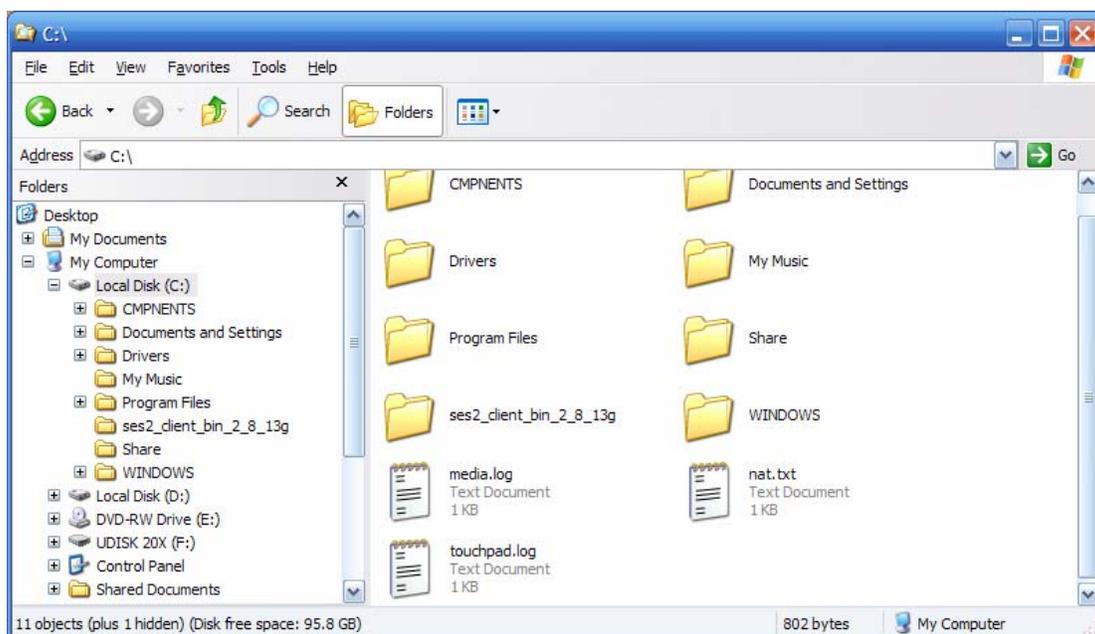
Mapping drives, goes hand-in-hand with sharing folders because drive mappings provide quick access to commonly used folders. They also provide an easier way for users to navigate and find the files and/or folders they are looking for. Drive mappings redirect a local resource (drive letter) to a shared network resource (hard drive or folder on the network).

The following resources are required:

- Two configured Windows XP Professional workstations connected via a local network. Note: Use the previously configured network from lab activity 3.6.4.

Step 1: Share a folder

- Click **Start**. From the Start Menu, select **All Programs, Accessories**, and then **Windows Explorer**.
- In the Folders pane, click the plus sign (+) beside **My Computer**. Click the **C:** drive. From the **File** menu, select **New** and from the sub-menu, select the **Folder** option. Type **Share** as the name of the folder.

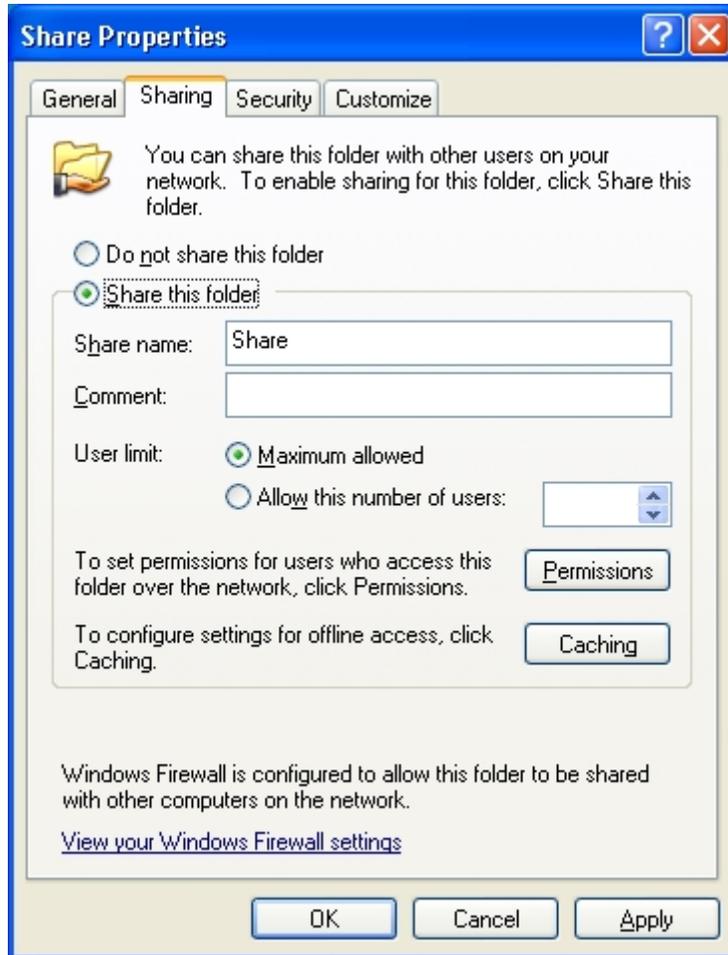


- c. Right-click the new folder **Share** and choose **Properties**.

NOTE: The Sharing option is not available for the Documents and Settings, Program Files, and Windows system folders.

- d. Select the **Sharing** tab. In the Share Properties dialog box, click the **Share this folder** radio button to share the folder with other users on your network. The default name for the shared folder is the same name as the original folder name.

NOTE: To change the name of the folder on the network, type a new name for the folder in the Share name text box. This will not change the name of the folder on your computer.

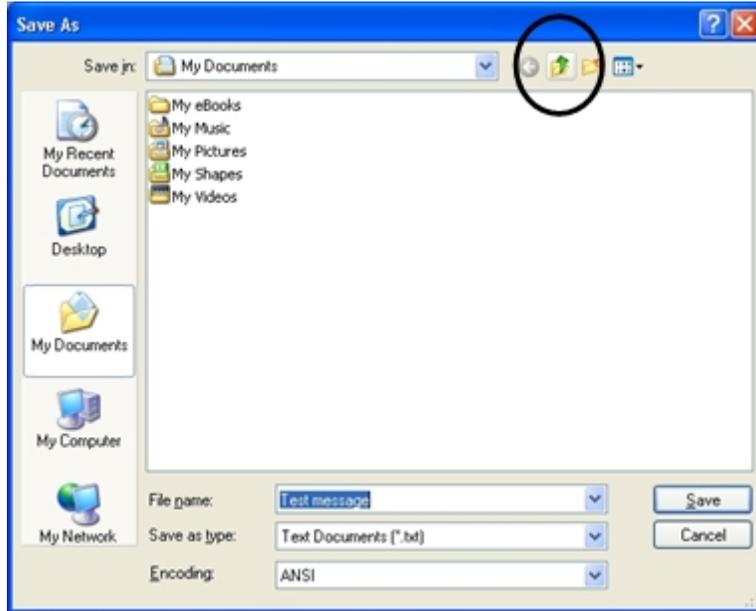


- e. Click **Apply** and then **OK**.

- f. Create a text file using Notepad and save it to the Share folder. On the Windows XP desktop, click **Start**, select **All Programs**, **Accessories**, then **Notepad**.

In the Notepad application, type the message "Hello World!".

From the **File** menu, select **Save**. In the **File name** field, type "Test message". Click the icon with the folder and up arrow as shown in the following figure.



- g. Double-click **My Computer**, then double-click drive **C:**. Locate and double-click the **Share folder**, then click **Save**.
- h. Close the Notepad application.
- i. Repeat Steps 1 – 5 for the second Windows XP Professional machine with the following exceptions:
 Share name: **Share2**
 Text file contents: **Hello planet!**
 Text file name: **Test Message 2**

Step 2: Map network drives to provide quick and easy access to shared folders

- a. On the first Windows XP workstation, click Start, select All Programs, Accessories, and then Windows Explorer.
- b. In the Folders pane, click My Computer. From Tools Menu, select Map Network Drive....
- c. In the Drive textbox, select an unused drive letter using the pulldown menu.
- d. Question: What drive letter did you choose? _____

- e. In the Folder field, type the IP address of the remote PC and the name of the remote share using the format: **\\ip_address\sharename**



- f. Click **Finish**.

A window will appear with the message **Attempting to connect to \\192.168.10.3\share2**. A window will open to display the contents of the shared folder called Share2 that has now been assigned a drive letter.

NOTE: The IP address can be replaced by the computer name.

- g. Double-click the **Test Message 2** text document. Add the words **Techs rule** to the document. From the **File** menu and select **Save**.

Question: What message is displayed? Why do you think this happened? _____

- h. The files within a shared folder are automatically protected in the Windows XP Professional version. Click **OK** in the message box. Click **Cancel**, then click **Close** for the **Test Message 2** document.
- i. In the message box, click **No** to close the document without saving the changes.
- j. Repeat procedures a-e under Step 2 to map a drive on the second Windows XP workstation. This drive should be mapped to the share you configured in Step 1.

Step 3: Verify work

- a. From the first Windows XP Professional machine, click **Start**, select **All Programs**, then **Accessories**, and **Windows Explorer**.
- b. Expand **My Computer** by clicking on the plus sign (+) beside the option.
- c. The Windows Explorer list should display a drive with the drive letter label that you chose for the remote share.

- d. Repeat procedures a-c for the second Windows XP Professional machine.

If the drive letter appears on both computers, then the folders are shared and drives are mapped properly on both Windows XP workstations. You can perform the same steps on any folder. When a drive is properly mapped to shared folders, all files and folders within the shared folder will be accessible from the workstations.

Step 4: Reflection

- a. What are some of the benefits of mapped drives and shared folders in a home or small office network?

- b. Which folders cannot be shared? Can you think of reasons why an operating system might not allow certain types of folders to be shared?

- c. A mapped drive provides a pointer to a network resource, but mapped drive letters are said to be locally significant only. What do you think is meant by *locally significant*?
