

# Windows Me Network Operations

## OBJECTIVES

1. Set up File and Print Sharing.
2. Share drives, folders, and files.
3. Set up drive mapping to a folder on another computer.
4. Connect to a shared network resource.
5. Add a Network Place.



Networking

## RESOURCES

1. Two Marcraft 8000 Trainers with 64 MB RAM
2. Windows Me operating system (installed)
3. Network Interface Card (installed)
4. Working network connection

## DISCUSSION

While the majority of networks currently in use consist of client workstations connected to network servers, a great many networks consist of 50 or fewer computers connected together in a simple peer-to-peer network. In peer-to-peer networks, all workstations operate as both clients (who request services) and servers (who provide services). In a typical situation, ten computers are networked using 100baseT Ethernet (IEEE 802.3) running the TCP/IP protocol, allowing all users on the network the ability to access files on each of the other computers. This sharing of files is the primary function of most peer-to-peer networks.

There are two types of sharing available on Windows 9x/ME workstations: share-level and user-level. Share-level access control means that a user may be required to supply a password to access a shared folder. User-level access control means that access is granted to a single user or group of users and on a server-based LAN. User-level access control will not be covered by this lab procedure.

You may share drives or folders through the properties window for each item. You can grant full access to other users, read-only access, or you may limit access by requiring a password. The item selected for sharing can be made quite specific. You can share a single subfolder and deny access to anything else in a full directory, or you can grant access to a full directory and choose which specific subdirectories will not be shared. This flexibility allows the user a significant amount of control over network sharing.

## PROCEDURE - 34

Sharing can be made easier by mapping a drive over the network. A user can map a drive on another computer so that it can be accessed through a new drive icon listed in Windows Explorer, instead of having to navigate there each time you wish to use a network resource. You simply double-click on the mapped drive icon and it opens.

The mapping process can be made even easier by using the Add Network Place wizard to create an icon that will be mapped to a specific drive or folder on another network workstation. This will not appear as a drive icon, but instead will be listed as a network icon under My Network Places. A Network Place can be a shared folder, a Web folder on the Internet, or even an FTP site.



Networking

## PROCEDURE

### 1. Set up File and Print Sharing

- a. Boot your computer to the Windows Me desktop.
- b. Use the path Start/Settings/Control Panel and then double-click the Network icon to open it.
- c. Click the File and Print Sharing button in the *Network Configuration* window as shown in Figure 34-1.

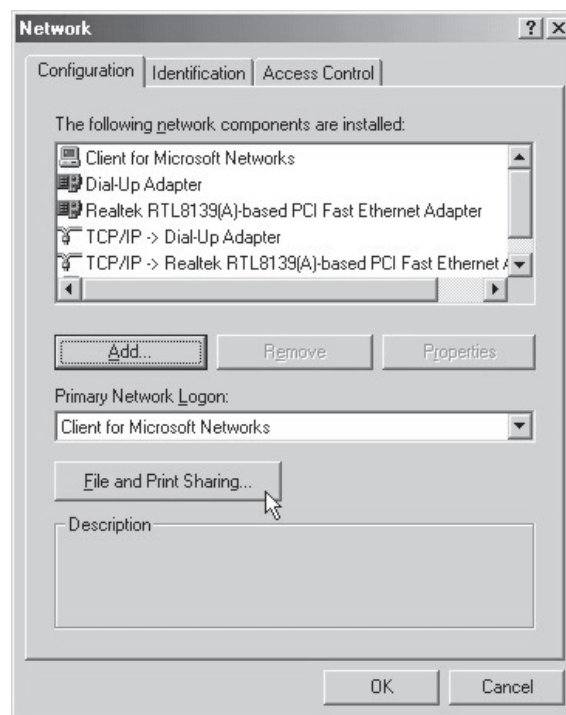


Figure 34-1: The Network Control Panel

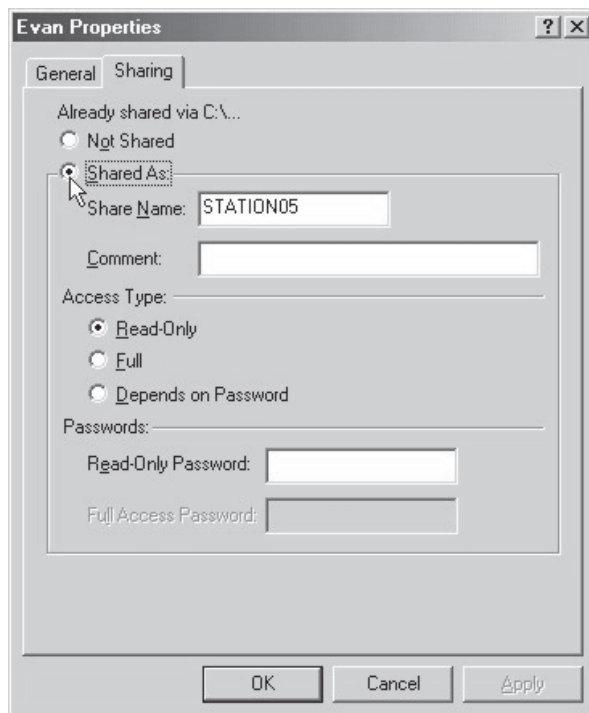
- d. Click the check box "I want to be able to give others access to my files" to select it.
- e. Click the check box "I want to be able to allow others to print to my printer(s)" to select it.
- f. Click the OK button.
- g. Click the Identification tab.
- h. Record the listed Computer Name in Table 34-1.
- i. Click the OK button to close the *Network* window.
- j. Click the Yes button to restart your computer.

## 2. Sharing your C: drive with the local network

- \_\_\_ a. Double-click the My Computer icon, and then locate and examine the icon for your C: drive.
- \_\_\_ b. Right-click the Local Disk (C:) icon and select Sharing from the pop-up menu.
- \_\_\_ c. Click the radio button next to "Shared As" to enable read-only sharing of this logical drive.
- \_\_\_ d. Click the OK button to accept the changes and close the window.
- \_\_\_ e. Examine the Local Disk (C:) icon and record the change in appearance of this icon in Table 34-2.

## 3. Sharing folders with other users on the network

- \_\_\_ a. Open Windows Explorer.
- \_\_\_ b. Click the plus sign (+) next to My Computer to expand the directory.
- \_\_\_ c. Double-click on Local Disk (C:) to expand the directory tree.
- \_\_\_ d. With the C: drive highlighted, click the File menu, and select New, and then Folder.
- \_\_\_ e. Type the Computer Name you recorded in Table 34-1, and then press the ENTER key.
- \_\_\_ f. Right-click your new folder and select Sharing from the pop-up menu.
- \_\_\_ g. Click the radio button next to "Shared As", as shown in Figure 34-2, to enable read-only sharing of this folder.



**Figure 34-2: The Sharing Properties Tab**

- \_\_\_ h. Click the OK button to save your settings, and then close the *Properties* window for your folder.

*NOTE: A shared folder is identified in the same manner as a shared drive, with a hand holding the folder icon.*

## 4. Setting Full access permission for a shared folder

- \_\_\_ a. Double-click your new folder to open it.
- \_\_\_ b. Click the File menu, and select New, and then Folder from the menu.
- \_\_\_ c. Type in your first name and press the ENTER key.
- \_\_\_ d. Right-click your new folder and select Sharing from the pop-up menu.

## PROCEDURE - 34

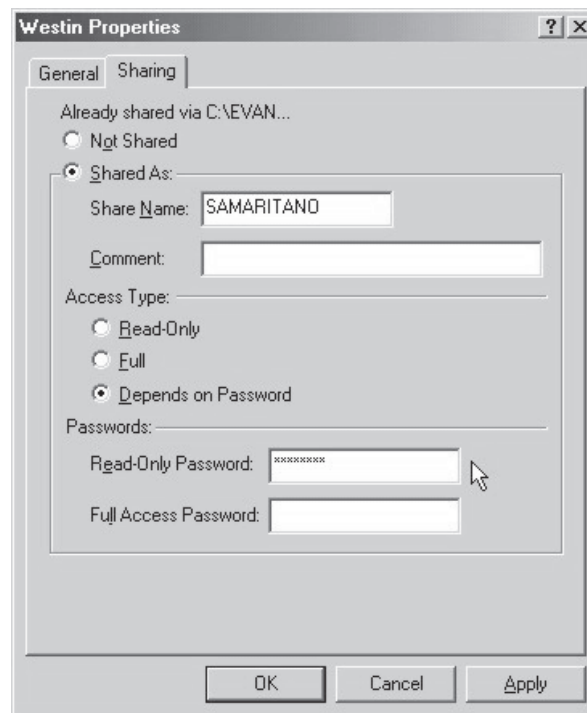
- \_\_\_ e. Click the radio button next to "Shared As" to enable read-only sharing of this hard drive.
- \_\_\_ f. In Table 34-3, record the options listed under Access Type.
- \_\_\_ g. Click the radio button next to "Full" to enable read, write, and execute permission for all guest users.

*NOTE: Entering a password in the Full Access Password box will force any user who attempts to access your shared folder to enter the appropriate password before access will be granted.*

- \_\_\_ h. Click the OK button, save your settings, and close the window.

### 5. Setting password-controlled access for a shared folder

- \_\_\_ a. Double-click on your new folder to open it.
- \_\_\_ b. Click the File menu, and select New, and then Folder from the menu.
- \_\_\_ c. Type in your last name and press the ENTER key.
- \_\_\_ d. Right-click your new folder and select Sharing from the pop-up menu.
- \_\_\_ e. Click the radio button next to "Shared As" to enable read-only sharing of this hard drive.
- \_\_\_ f. Click the radio button next to "Depends on Password" to enable read, write, and execute permission for all guest users.
- \_\_\_ g. Place your cursor in the box next to Read-Only Password and type **marcraft**, as shown in Figure 34-3.



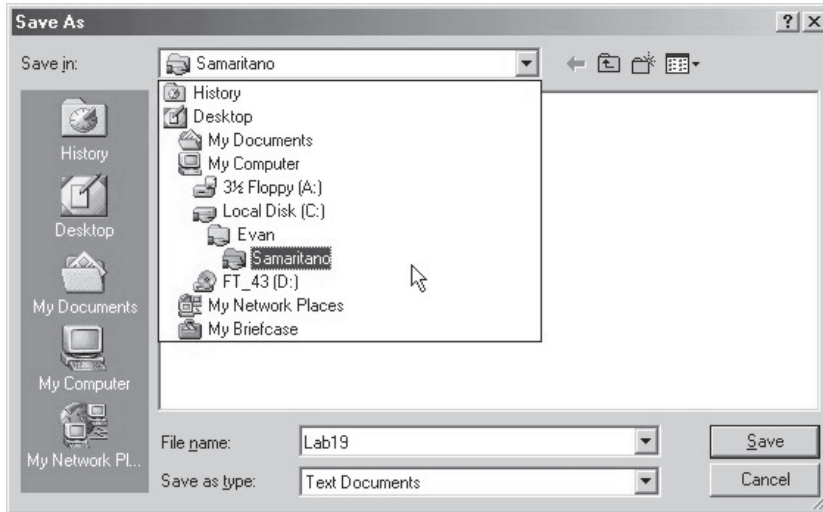
**Figure 34-3: The Password is Displayed**

*NOTE: The password won't be displayed as regular alphabetic text for security purposes.*

- \_\_\_ h. Place your cursor in the box next to Full Access Password and type **aplus**.
- \_\_\_ i. Click the Apply button and a *Password Confirmation* window will appear.
- \_\_\_ j. Enter the Read-Only Access password and the Full Access password exactly as you did in Steps 5g and 5h above, and click the OK button to continue.
- \_\_\_ k. Click the OK button, save your settings, and close the window.

## 6. Creating a text file to be shared across the network

- \_\_\_ a. Use the path Start/Programs/Accessories and select Notepad.
- \_\_\_ b. Type your first and last name on line one and your Computer Name on the next line, and then close *Notepad*.
- \_\_\_ c. When prompted to save the changes, click the Yes button.
- \_\_\_ d. In the *Save As* window, open the drop-down menu next to "Save in" and select the Local Disk [C:] drive.
- \_\_\_ e. Navigate to your password-protected shared folder with your last name as shown in Figure 34-4.



**Figure 34-4: Save the File to Your Protected Folder**

- \_\_\_ f. Click in the File name box and type **Lab34**, then click the Save button.

## 7. Map a network drive in Windows Explorer

- \_\_\_ a. Bring Windows Explorer to the front by clicking the button in the Taskbar.
- \_\_\_ b. Click the Tools menu and select Map Network Drive.

*NOTE: In the Map Network Drive window, it will show the next available drive letter for your system.*

- \_\_\_ c. Click in the Path box and type \\computer\_name\C, where *computer\_name* is the name of the other workstation.
- \_\_\_ d. Click to select the check box next to Reconnect at logon, in order to recreate the mapped drive every time you restart your computer, as shown in Figure 34-5.
- \_\_\_ e. Click the OK button to save your settings and close the *Map Network Drive* window.
- \_\_\_ f. Close the new *Windows Explorer* window that appears for the newly mapped drive.

*NOTE: In the Folders windows at the left of the Windows Explorer window, a new drive icon should have appeared just above the CONTROL PANEL folder. This is the icon that you mapped the drive to and will be labeled "C on 'computer\_name' (E:)". If it doesn't appear in a few seconds, press the F5 key to refresh the screen. If it still does not appear, then the drive has not been successfully mapped.*



**Figure 34-5: The Map Network Drive Window**

## PROCEDURE - 34

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### 8. Repeat these procedures on another network workstation

- ☐ a. Change to another workstation on the network, and then boot to the Windows Me desktop.
- ☐ b. Repeat Step 1: Set up File and Print Sharing.
- ☐ c. Repeat Step 2: Sharing your C: drive with the local network.
- ☐ d. Repeat Step 3: Sharing folders with other users on the network.
- ☐ e. Repeat Step 4: Setting Full access permission for a shared folder.
- ☐ f. Repeat Step 5: Setting password-controlled access for a shared folder.

*NOTE: Use a fellow student's name, or make up a name for these new shared folders. Use the read-only and full passwords from Step 5 (makes it easier to remember).*

- ☐ g. Repeat Step 6: Creating a text file to be shared across the network.
- ☐ h. Repeat Step 7: Map a network drive in Windows Explorer.
- ☐ i. Return to your original workstation.

### 9. Copying files and folders to and from another computer on the network

- ☐ a. In Windows Explorer, navigate to the folder labeled COMPUTER\_NAME.
- ☐ b. Click the folder with your last name to highlight it.
- ☐ c. Click the Edit menu and select Copy from the menu.
- ☐ d. In the Folders window to the left, scroll down to the drive that you just mapped to, and then click it to highlight it.
- ☐ e. Click the Edit menu again and select Paste from the menu to copy the folder to the other computer.
- ☐ f. In the right window, locate and double-click the folder labeled with the name of the other computer (COMPUTER\_NAME), in order to highlight it.
- ☐ g. On the right side, right-click the text file without releasing the mouse button, and drag the file to your folder labeled COMPUTER\_NAME on your computer.
- ☐ h. Release the mouse button and choose Copy Here to copy the file to the other computer.
- ☐ i. Scroll down to the other computer (under the mapped drive), and then click your folder labeled with the other last name to highlight it.
- ☐ j. Click the Edit menu and choose Copy.
- ☐ k. Scroll up to the Local Disk [C:] directory on your computer, and double-click the folder labeled COMPUTER\_NAME.
- ☐ l. Click the Edit menu and choose Paste to copy the folder to your C:\computer\_name directory.
- ☐ m. Close Windows Explorer.

### 10. Adding a Network Place in Windows Millennium

- ☐ a. On the desktop, double-click the My Network Places icon.
- ☐ b. In Table 34-4, record the name of the icons, including a description of each icon, that can be found in the My Network Places window.
- ☐ c. Double-click the Add Network Place icon.
- ☐ d. Click the Browse button.
- ☐ e. Double-click your Workgroup icon to expand the directory.
- ☐ f. Scroll through the list of computers connected to your network and double-click the computer that you used in Step 7 above to map the network drive.
- ☐ g. Scroll down and navigate to the folder you created that is labeled with the other first name.
- ☐ h. Click the New Folder button.

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- i. Type **Shared**, and then press the ENTER key. The *Browse* window should now appear similar to Figure 34-6.

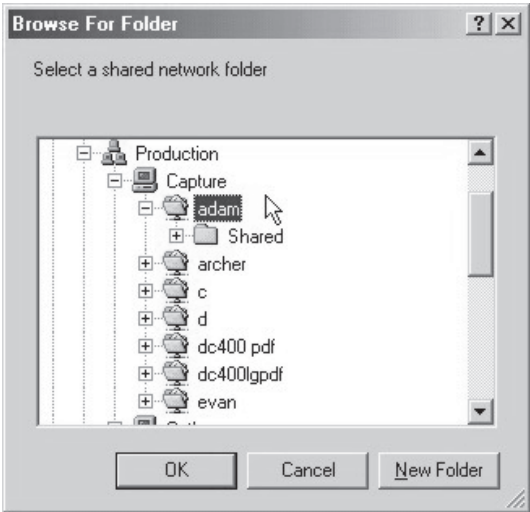


Figure 34-6: The Network Browse Window

- j. Click the OK button, and then click the Next button to continue.
- k. Type **Lab34 Sharing** and then click the Finish button.
- l. Close both windows that are now open on your desktop.
- m. Double-click the My Network Places icon and list all the entries in Table 34-5.
- n. Close all open windows and shut down the computer.

TABLES

Table 34-1

Listed Computer Name:	
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Table 34-2

Change in Appearance:	

Table 34-3

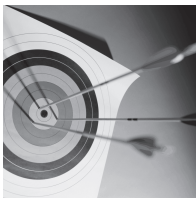
“Access Type” Options:	

Table 34-4

My Network Places Icon	
Icon Name	Icon Description

Table 34-5

Adding a Network Place	
Icon Name	Icon Description



Feedback

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## LAB QUESTIONS

1. When you map a drive over a network, the mapped drive acts as though it is another drive that is physically in your system. True or False?
2. What two types of password-controlled access does Windows Me allow for a shared drive or folder?
3. What is a Network Place?
4. To be able to share files or folders on your computer with others in your network, you must first do what?
5. How do you know if you are mapped to another computer or directory?