Wazza's QuickStart:
Simple File Sharing - Windows 98

All Windows 95/98 computers have the ability to share files with other computers on a network. These notes assume that:

- the computers being used are connected to a suitable data network;

- the network interface card (nic) in each computer is correctly installed and configured;

- TCP/IP networking has been installed and setup (as it would for SchoolsNET).

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If you need to share files which are located on your computer, you will need to activate **File Sharing**. This computer is then known as a **Server**.

The computer which connects to the Server, and accesses your shared files, is known as the **Client**.

In a classroom situation, this may involve classes storing their work on a central computer, which can be accessed from any computer on the network - be that in a single classroom, or elsewhere in the school.

These notes explain the following steps for file-sharing in Win 98:
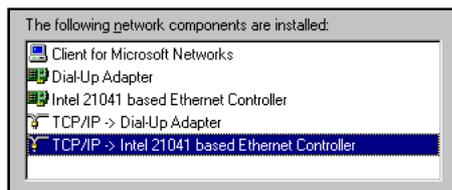
- Setting up your computer for File Sharing over a network.

- Turning on File sharing.

- Setting access permissions for users of your shared files.

- Accessing the shared files from another computer.
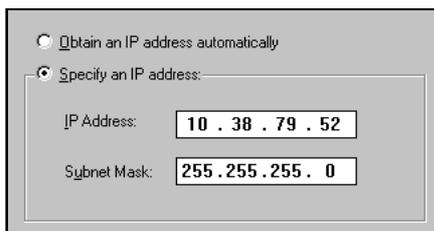
1. Setting up the "Server"

Network

1. Open the **Network** Control Panel.

   This control panel can also be accessed by right-clicking on the **Network Neighborhood** icon on the desktop, and choosing **Properties**.

The following network components are installed:
- Client for Microsoft Networks
- Dial-Up Adapter
- Intel 21041 based Ethernet Controller
- TCP/IP -> Dial-Up Adapter
- TCP/IP -> Intel 21041 based Ethernet Controller

2. Check that the **TCP/IP** protocol is installed.

○ Obtain an IP address automatically
● Specify an IP address:

IP Address: 10 . 38 . 79 . 52
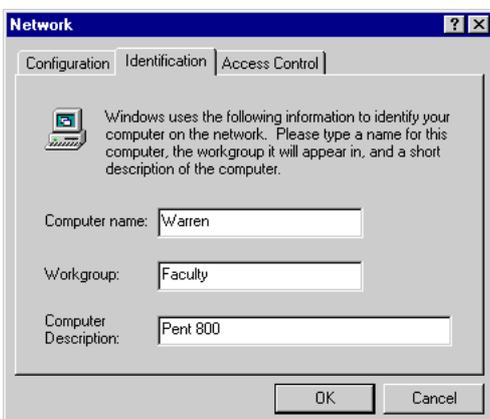Subnet Mask: 255 . 255 . 255 . 0

3. Click on the **Properties** tab.

   Check that the computer has an IP address and is on the correct subnet.

   (The Server must have a fixed IP address, not an automatic DHCP allocated IP address).
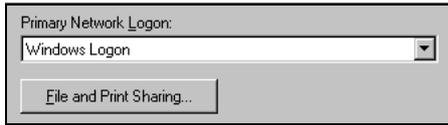
   Click on **OK**.

   If TCP/IP is not correctly installed, refer to *Wazza's TCP/IP Setup* documentation.

Network

Configuration | Identification | Access Control

Windows uses the following information to identify your computer on the network. Please type a name for this computer, the workgroup it will appear in, and a short description of the computer.

Computer name: Warren

Workgroup: Faculty

Computer Description: Pent 800

OK   Cancel

4. Click on the **Identification** tab.

   It is convenient, though not essential, to organise the computers on your network into "Workgroups".

   For the purposes of this workshop we will put all our computers in the same Workgroup, called **Faculty.**

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5. Click on the **Configuration** tab.

   Select **Windows Logon** as your primary network logon.

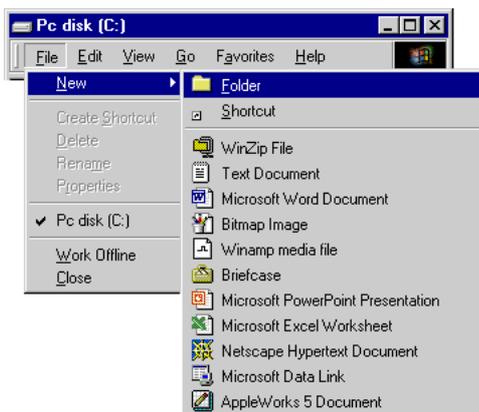6. Click on the **File and Print Sharing** button.

   Check the box which gives others access to your files.

   Click on **OK.**

7. Close the **Network** Control Panel, and restart the computer.

8. Your computer is now able to share files with other computers on the network. It can be called a **Server**.
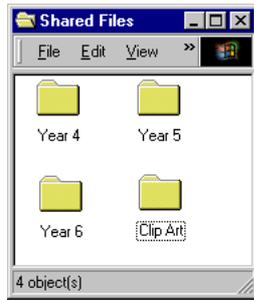
   However, we need to identify which files are to be shared:
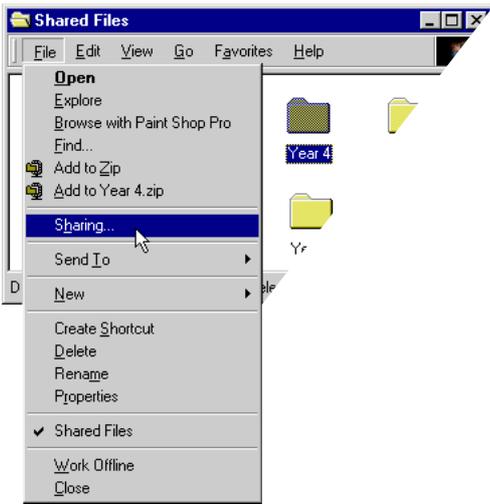

9. Create a new Folder on **C Drive**.

10. Name the new folder **Shared File**s.

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11. Inside the **Shared Files** folder, create four additional New Folders.
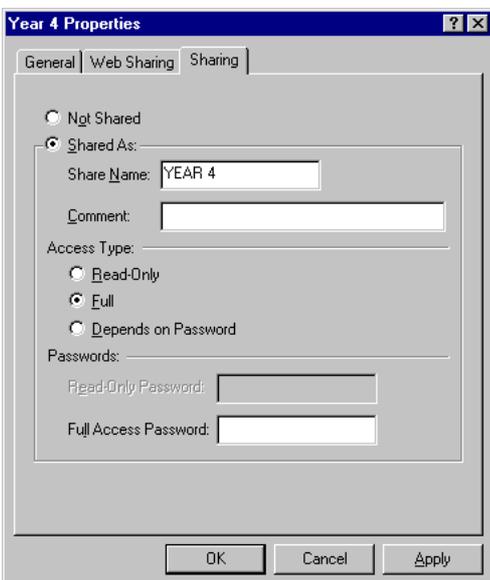
    Name the folders as shown on the left.

12. Click once on the **Year 4** folder, so that it is highlighted (selected).

    Choose **Sharing**, from the **File** menu.

    (You can also access **Sharing** by right-clicking on the **Year 4** Folder).

13. Click on the **Shared As** button, then the **Full Access Type** button.

    For the purposes of this exercise, do not enter a password.

    Click on **OK**.

14. The **Year 4** folder icon will now change to show that it is shared.
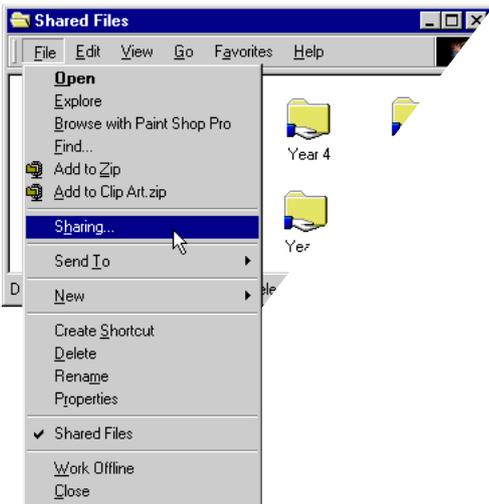

Year 5   **Year 6**

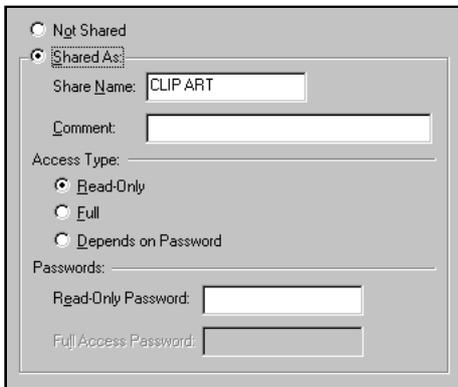15. Repeat this process for each of the other class folders (**Year 5** and **Year 6**).

Clip Art

16. Select the **Clip Art** folder, by clicking on it once.

```
Shared Files                          _ □ ×
File  Edit  View  Go  Favorites  Help
  Open
  Explore                        
  Browse with Paint Shop Pro       Year 4
  Find...
  Add to Zip
  Add to Clip Art.zip
  Sharing...
  Send To                    ►     Yea
  New                        ►
D                                  le
  Create Shortcut
  Delete
  Rename
  Properties
✓ Shared Files
  Work Offline
  Close
```

17. Choose **Sharing** from the **File** menu.

   (You can also access this Sharing by right-clicking the Clip Art folder icon).

```
○ Not Shared
◉ Shared As:
   Share Name:  CLIP ART
   Comment:
   Access Type:
   ◉ Read-Only
   ○ Full
   ○ Depends on Password
   Passwords:
   Read-Only Password:
   Full Access Password:
```
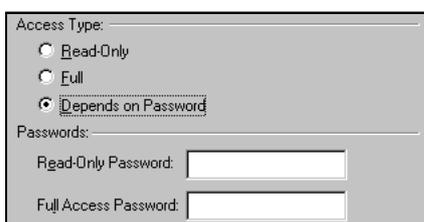
18. Choose **Read Only** for the Access Type.

   This will permit students to access and use the Clip Art, but not make any changes to it.

Clip Art

19. The Clip Art folder icon will now change to show that it is Shared.

```
Access Type:
   ○ Read-Only
   ○ Full
   ◉ Depends on Password
Passwords:
   Read-Only Password:
   Full Access Password:
```

20. If you choose **Depends on Password** in the Access Type area, a different password can be used for **Read Only** access and **Full Acces**s.

2. Accessing Your Shared Files From Another Computer

For the "Client" computer to be able to access the **Shared Files** folder on the "Fileserver", the network protocol which the two computers are using should be the same.

In NSW schools this will generally be TCP/IP. As with the server, TCP/IP will need to be setup correctly, on the same subnet mask (255.255.255.0), with a unique IP address (10.x.x.x) in keeping with the SchoolsNET protocol.

Check that TCP/IP is bound to the network card installed in the computer. (Open the Network Control Panel, click on the Network adaptor (eg NE2000), click on Properties - TCP/IP should be checked).

The computer will need to be connected to a suitable network. If using Ethernet, ensure that the hub is turned on.

File sharing does not need to be active on the Client.

1. Open **Network Neighborhood**.

2. Both the **Server** and the **Client** need to running for a few minutes for the networking to be established.

3. Within the **Network Neighborhood**, you should be able to see any computers on the Network which have **File Sharing** active, if they are in the same **Workgroup**.

4. Double-click on the icon representing the computer on which your shared files are located.

   You will be able to see the shared folders.

5. Open one of the shared folders.

   If you have assigned a password, you will be asked for that password.

6. You will not be able to save or delete files from folders which have been shared as **Read Only**.