

## Creating a Home Network (using a Windows PC)



### Reasons for a Home Network

1. You have more than one computer at home.
2. You wish to access a document on computers A, B or C and so on rather than going through a dozen or more stages to the cloud and back.
3. You wish to access a document on the computer in the study and you are in the living room with your laptop.
4. You might add some Network Storage as a depository for your data.
5. You might use a spare computer as a Web Server or media streamer (to listen to your CDs).
6. It's a good practical subject to learn and try out.
7. It's a cool thing to do!

### What we are going to do

8. We'll connect to our home network using a BT Hub. We have no phonenumber connected, so we are just using the 'local' side of the hub; perfect for what we want to do.
9. We'll create a new "U3A user" and share his/her data rather than your own personal files.
10. We need to share elements of your C drive so that other computers can access it. We could share the whole drive or limit the sharing to just the new User's files (Documents / Pictures etc).
11. We'll map the other computers on our network so they are easy to see in File Explorer. For this we need to know the computer name of the other computer/s.
12. On each computer using the new user account, we will create a new text document. Type in your name and write a comment or two. Close and save the file.
13. Navigate to the other computers and edit their newly created documents to add your name and a comment, close and save so that someone else can do the same.
14. At the end, we should have xx number of documents with comments from everyone on each separate document.
15. Plot your progress on the 'Progress Chart' attached.

## Your Actions – For Windows 10

### Computer Name

16. Navigate to *Start / Settings / System / About* and under *Device Specifications* **let me know the Device name to put on the chart.**

### Connect to the network

17. Connect to the Wi-Fi network **U3A-Network-Demo**. The password is **U3ANetworkDemo**.
18. If you are asked "*Do you want your PC to be discoverable to other PCs and devices on the network*" answer Yes.

## To create the new user account

19. Go: *Start / Settings / Accounts / Family & other users / Add someone else to this PC /* You might see *How will this person sign in?* if so, select *I don't have this person's sign-in information* and on the "Create Account" screen, go: *Add a User without a Microsoft Account*. If you don't see this then carry on from the next paragraph
20. Who is going to use this PC? Add a **User name** as shown on the chart. Use the password: **NetworkDemo**
21. Add in your own three security questions and finish to create the account.
22. Now we are going to change the account type from a standard account to an Administrator. (It makes life easier for the upcoming actions).
23. Select the Account from the *Family & Other users* screen and change the type to *Administrator*.
24. Currently, you are logged in with your own credentials. We are now going to log in with our new account. Exit out of Settings.
25. Right click the start button (Windows icon bottom left of the screen) / *Shutdown or sign out / Sign out*.
26. Sign in with the new account details, it will take a couple of mins to be created. Select the options as you wish. I went No, Yes, No, Full, No, Yes & No but you can select what you want. The process finishes with a Browser window welcoming you to Windows and maybe other Browser windows. You can close these to end up with a clear desktop.

## To enable sharing across the network

27. Go to: *Start / Settings / Network & Internet / Network and Sharing Centre / Change advanced sharing settings*. For the *Private (current profile)*, make sure that the "Turn on network discovery" radio button is selected, the "Turn on automatic setup of network-connected devices" is ticked and that "Turn on file and printer sharing" radio button is on.
28. Under "All Networks", you could turn on "Public Folder Sharing" and I recommend that you ensure that "Password-Protected Sharing" is turned on. Save your changes (if needed) and close the settings window/s.

## Sharing our Documents folder

29. Open File Explorer, and right click the Documents folder. If you can't easily see it, navigate to C:\Windows\Users\username. Right click the Documents folder and go *Properties / Sharing / Share*. You will see in the lower half of the screen your new user with Owner permissions. From the dropdown box above it add *Everyone* and give them Read/Write permissions. Click *Share* and then *Done*. Now click *Advanced Sharing...* | Tick the *Share this folder* checkbox and then give it a Share name in the format "**Firstname's Docs**" (But no apostrophes please ie **Geoffs Docs**) | On the same screen, go Permissions | and tick the *Allow Change* checkbox (So that others can read and write to your file/s). You could tick *allow Full Control* which allow them to delete files too. Exit out by going OK, OK & Close.

30. **Let me know that you have done this so that I can mark the chart!**

## Creating a text file

31. Create a new file in your Documents folder using Notepad. In the file, type in your name and a comment or two for the others to read and add too. Close and save the file making sure that it is in the

Documents folder of your new user. You can name the file anything you like; it will be the only one in the Documents folder.

### To access the other computers on the network

32. First of all this won't work until the other users have shared their documents folder, **so check the chart first**. You are looking for a tick in the 'Shared' column. (No tick, no workee!)
33. From File Explorer at the bottom of the left-hand pane, select the network icon and see how many computers windows sees in the right-hand pane. From my experience not all computers are always shown. I have found it better to *map* a network drive. We'll do this for every computer that we want on our network. For this, we need to know the **computer name** and the **share name**. Check these from our chart.
34. Mapping a network drive
35. Still in file explorer select "This PC" in the left-hand pane. If you have the toolbar ribbon showing, you will see the "Map network drive" icon. If the ribbon is closed, select the "Computer" tab and then the "Map network drive" icon becomes visible.
36. Click the icon or from the drop-down box, select *Map network drive*.
37. Choose a drive letter from our chart and *type* in the path required. You can see that the example shows **\\server\share**. The server is the computer name and the share is the share name. To connect to my laptop, I would type **\\HP-Pavilion\Geoffs Docs**. Leave the *Reconnect at sign-in* ticked and click Finish to finish. You may be asked for the credentials for the remote computer user. Take these from the chart and tick the box to remember the credentials.
38. If all is good, a new file explorer window opens showing the Documents folder on the remote computer. You will also see in the left-hand pane a new drive has appeared. The drive is identified by the Share name followed by the computer name in brackets ie *Geoffs Docs (\\Computer name) (G:)*.
39. Do this for all the other computers and even for your own computer too. You will end up with a number of mapped drives.
40. On the other computers, open the text file they have created and add your name and comments. Close and save it so that others might do the same.
41. Done them all? Congratulations, sit back and relax.
42. Finally, you will see in my documents folder a folder called "Confidential no peeping" inside this is a Word document "Creating a Home Network". If you wish, you could copy this and paste it into your own documents folder so that you have your own soft copy of these instructions.

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### End of Session actions

43. It's possible that we may use these mapped drives and our U3A User sometime in the future, so you might wish to leave them as they are. If not, for the mapped drives, right click each mapped drive in the left-hand pane of File Explorer and select Disconnect. For the User (you will need to be signed in as yourself for this bit), go Start | Settings | Accounts | Family & other users | Select the required account and click to remove it. At the very least you should change the Account Type back to a Standard account.