

## CHAPTER 3

# Introducing Networks

When you're ready to go beyond the computer on your desk, use this chapter to learn the basics of working on a network. You will learn how to set up your computer to use a network, and how you and your co-workers can share documents, programs, and printers to work more efficiently.

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## Using the Network

A network is a group of computers connected to each other or to a central server so they can share *resources* such as documents and printers.

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Your connection to a network can change the way you work:

- You can use programs and documents from another computer without passing floppy disks back and forth.
- You can print documents on a printer attached to another computer, or use another computer's fax modem, just as if they were connected to your computer.
- You can gain access to the Internet.
- You may also be able to send and receive messages by using electronic mail, or connect to your work computer from home.

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## Introducing the Network Neighborhood

If your computer is set up to use a network, the Network Neighborhood icon appears on the desktop.

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When you double-click Network Neighborhood, you might see the computers in your *workgroup* or any NetWare servers you are connected to. Generally, your workgroup has been set up by an administrator so that the computers in it contain most of the resources you want to use.

You can see other computers on the network - those not in your workgroup - by double-clicking the Entire Network icon, which appears in Network Neighborhood.

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If your computer is not set up to use a network, read the following section.

## Setting Up Your Computer to Use a Network

There are two major steps in setting up a network: setting up your hardware and setting up your software.

**Not** Your computer may already be set up to use a network.

**e** If Windows prompts you for a network password at startup, and if the Network Neighborhood icon appears on the Windows desktop, your network is already set up and you can skip this section.

Before setting up the software, be sure your network hardware is correctly installed. This includes the network adapter (network card or other device) and cables.

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For  
information  
about using  
the Internet,  
see  
“Connectin  
g to the  
Internet” at  
the end of  
this chapter.

**TIPS**

**You can also double-click Network in Control Panel to add or delete network components and change settings for components that were previously installed.**

**You can connect to your office computer and the network it is on from your home or on the road. For more information, see “Using Dial-Up Networking” later in this chapter.**

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See the following page for descriptions of the network components.

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*For Help on* Also  
*an item in a* For more  
*dialog box,* information  
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*mark button* “Sharing  
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*upper-right* Folders or  
*corner, and* Printers”  
*then click* later in this  
*the item.* chapter.

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file and  
print  
sharing,  
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“enabling  
file and  
printer  
sharing” in  
the Help  
Index.

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For Help on  
an item in a  
dialog box,  
click the  
question-  
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upper-right  
corner, and  
then click  
the item.

### What are the network components?

- *Client* software enables you to connect to network resources such as folders and printers that have been shared on computers on the network.

With Client for NetWare Networks, you can connect to Novell® NetWare® servers. With Client for Microsoft Networks, you can use resources shared on computers running Microsoft Windows 95, Windows for Workgroups, Windows NT™, LAN Manager, and on other Microsoft-compatible computers.

- A network *adapter* is an expansion card or other device that physically connects your computer to the network.
- A *protocol* might be called the language your computer uses when communicating over the network. Several protocols are available. Two computers must use the same protocol to communicate with each other.
- *Service* software includes services such as file and printer sharing for your computer or automatic backup to a network server.

### Identifying your computer on the network

After setting up network software, you need to give Windows some information to identify your computer on the network. For example, your network administrator may have assigned your computer to a workgroup of computers. These are likely to contain most of the resources you will want to use.

You identify your computer by using the procedure on the next page.

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## Sharing Your Folders or Printers

If you installed file and printer services for Microsoft Networks or

NetWare Networks, you can *share* your documents and any printers attached to your computer with other people on the network. To share documents, you share the folder they are in.

### **Giving permission to use your shared resources**

There are two ways to grant people access to the folders and printers you share over the network:

- Share-level access control - Anyone wanting to use the shared resource must know the password you have assigned to it.
- User-level access control - As you share a resource, you specify the names of people or groups who are authorized to use it. If you choose this type of access, you need to specify the computer or domain where the list of authorized users is located.

Windows automatically assigns a permission setting when you set up to share resources. For information about choosing a different type of permission, look up “access to your computer” in the Help Index.

**Not e** The dialog box you use to share a folder or printer appears differently depending on what kind of access control you use. The following illustration shows sharing with user-level access control.

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The following shows the same dialog box with share-level access control.

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The following procedures show share-level access control.

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#### **TIPS**

**You can also share an entire disk drive by using this procedure. Instead of clicking a folder, click a drive icon.**

**You may be able to use your shared resources from a computer at home or on the road. For information, see “Using Dial-Up Networking” later in this chapter.**

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**Not e** The tabs that appear in the printer properties dialog box will vary depending on the type of printer you have.

## Using Resources Located on Other Computers

Working with a file or folder located on another computer is much like working with those on your own computer. To use resources someone has shared on the network, you open the folder that contains them.

**TIPS**

**If the computer is not in your workgroup, double-click Entire Network.**

**You can also create a shortcut to a network resource. For information about shortcuts, see “Putting a Shortcut on the Desktop” in Chapter 2, “Beyond the Basics.”**

**You can use the Find and Run commands on the Start menu to find network resources. For more information, see Chapter 1, “The Basics.”**

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To use a printer that has been shared on the network, you need to set up the printer on your computer. For information, see “Setting Up a Printer” in Chapter 2, “Beyond the Basics.”

**Mapping a drive letter to a network resource**

If you need to connect often to the same shared folder, you may want to assign a drive letter to it — such as drive K or S. Then you can just switch to that drive in My Computer or Windows Explorer when you want to use the resource.

To learn how to map a drive letter to a network resource, look up “mapping, drive letters” in the Help Index.

## Using Dial-Up Networking

Whether you’re at home or on the road, you can use Dial-Up Networking to connect to your office computer and the network it is on. By using a modem and *dialing in* to the computer, you can use any shared resource, such as a folder or printer, on the computer or network.

To connect two computers in this way, they must both have modems installed. You must also set up Dial-Up Networking on both computers, and the computer you want to dial into must be set up as a server.

If there is no icon for Dial-Up Networking in the My Computer window, you can use the following procedure to install it.

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**TIP**

**You can also connect computers by using a serial or parallel cable. For more information, look up “Direct Cable Connection” in the Help Index.**

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**TIPS**

**After setting up Dial-Up Networking on the computer you will dial into, be sure to share the folders you will be using.**

**You can also use Add/Remove Programs to install other Windows accessories that may not have been installed when you first set up Windows.**

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## Connecting to the Internet

The Internet is a rich online source of information, from bulletin boards and discussion groups to electronic mail and up-to-date news information. Windows provides two ways to connect to the Internet:



- Using The Microsoft Network, a new online service, you can gain access to Internet news groups, download software, and send and receive e-mail over the Internet. To sign up for The Microsoft Network, double-click the icon for The Microsoft Network on your desktop.
- Using Dial-Up Networking, you can connect to the Internet through an Internet access provider or a direct server connection. Then, you can use ftp and Telnet (browsing utilities that come with Windows) to connect to various Internet sites. Or you can use other Windows-based programs to browse the World Wide Web (WWW). These programs are available from various ftp sites or from software vendors.

#### **More network features**

Here are some other things you may be able to do when you're connected to a network:

- Use electronic mail - For more information, look up "Microsoft Exchange" in the Help Index.
- Create a shortcut to a network resource - For more information about shortcuts, see "Putting a Shortcut on the Desktop" in Chapter 2, "Beyond the Basics."
- Use the Run command to connect to a network resource - For more information, see "Starting a Program by Using the Run Command," in Chapter 1, "The Basics."

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