

# File Sharing with Windows Vista

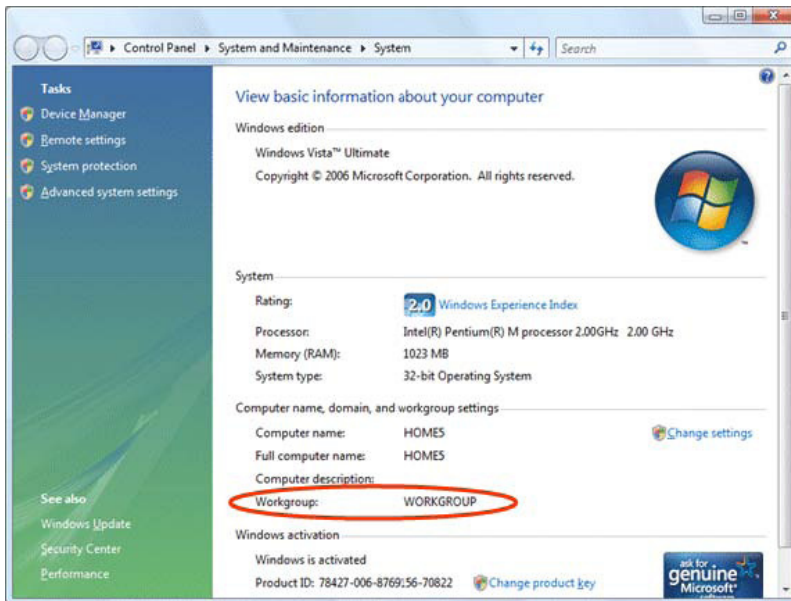


Figure 1: The workgroup name in Windows Vista

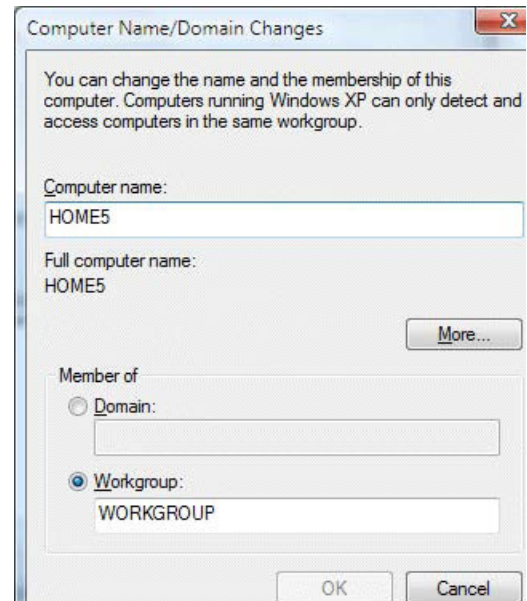


Figure 2: An example of the Computer Name/Domain Changes dialog box

## Setting the Workgroup Name

To configure the workgroup name for a computer running Windows Vista:

- In the **Computer name, domain, and workgroup settings** section of the **System** window, click **Change settings**.
- On the **Computer Name** tab of the **System Properties** dialog box, click **Change**.
- In the **Computer Name/Domain Changes** dialog box, type the name of the workgroup being used by the other computers on your network in **Workgroup**, and then click **OK**. (See Figure 2.)
- When you are prompted with a welcome message box, click **OK**. When prompted with a message box to restart your computer, click **OK**. Then click **Close**.
- When prompted to restart the computer, click **Restart Now**.

## Setting the Network Location Type

For small office or home office networks, you want to make sure that the network location type is set to private.

To view the current network location type, do the following:

- Click **Start**, right-click **Network**, and then click **Properties**.
- The **Network and Sharing Center** window displays the network location type in parentheses after the network name. Figure 3 shows an example of the **Network and Sharing Center** window with the network location type circled in red.

If your network type is “Public”, do the following:

- To the right of the network name and location type, click **Customize**.
- In the **Set Network Location** dialog box, click **Private**, and then click **Next**.
- In the **Successfully set network settings** dialog box, click **Close**.

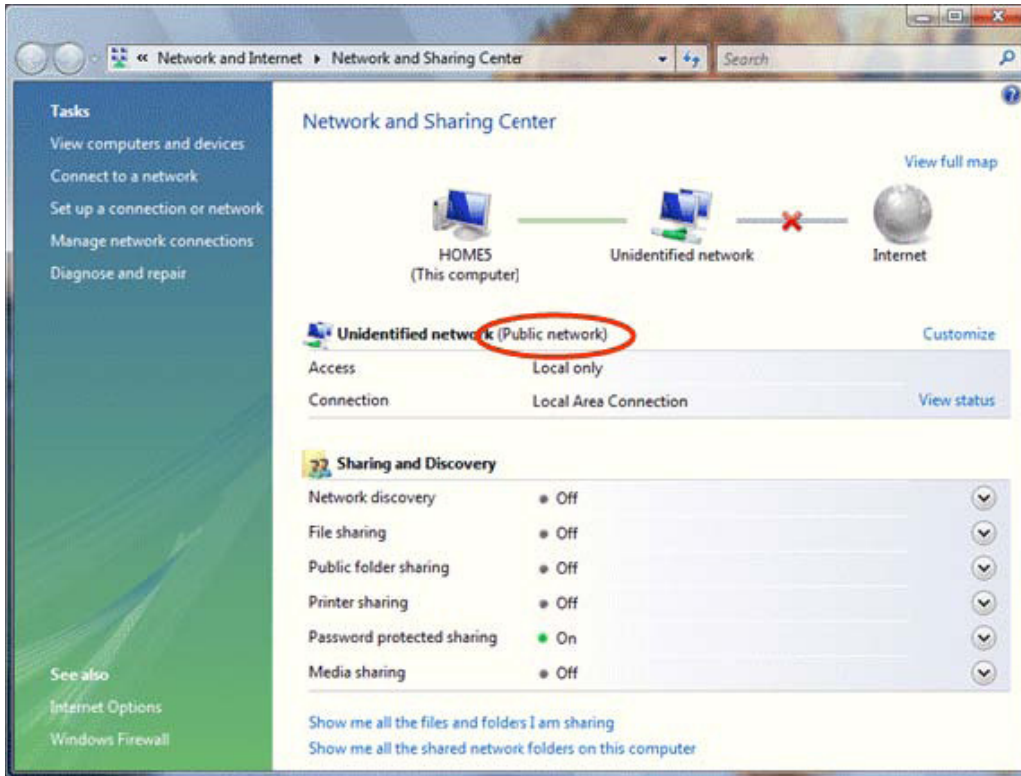


Figure 3: An example of the Network and Sharing Center window

## Enabling File Sharing Options

To enable file sharing, do the following:

- In the **Sharing and Discovery** section of the **Network and Sharing Center** window, click the down arrow next to **File sharing**.
- Within the **File sharing** settings, click **Turn on file sharing**, and then click **Apply**.

To enable public folder sharing, do the following:

- In the **Sharing and Discovery** section of the **Network and Sharing Center** window, click the down arrow next to **Public folder sharing**.
- If you want to share the public folder so that other computers on the network can access the Public share to open files, but not create or change files, click **Turn on sharing so anyone with network access can open files**. This is the default setting.
- Click **Apply**.