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# Lab 5A: Operating in a Workgroup

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## Objectives

After completing this lab, you will be able to:

- Join a workgroup.
- Manage computers running Microsoft® Windows® XP Professional operating in a workgroup.
- Configure classic Windows Logon and Fast User Switching.
- Configure Local Security settings.

## Prerequisites

Before working on this lab, you must have:

- Completed Lab 1C Upgrading Windows 98 to Windows XP Professional.
- A computer running Windows XP Professional operating in a workgroup.
- Experience using the Windows XP Professional interface.

## Lab Setup

To complete this lab, you need a computer running Windows XP Professional that is a member of a workgroup.

The Instructor will assign pairs of students to work in the same workgroup.

**Estimated time to complete this lab: 45 minutes**




## Exercise 1




### Joining a Workgroup





In this exercise, you will work with a partner to join a workgroup. You will create users and attempt to gain access to resources on other computers in the workgroup by using the user accounts that you created.




### Scenario




Windows XP Professional has just been installed in a department in your organization. The department uses a workgroup. The person who installed Windows XP Professional used the incorrectly installed the computers into a domain. Your task will be to reconfigure the computer into a workgroup

Tasks	Detailed steps
1. Log on to the local computer as <b>Administrator</b> , with a password of <b>password</b> . You will then reconfigure the computer into a workgroup.	<ol style="list-style-type: none"> <li>Log on to the local computer as <b>Administrator</b>, with a password of <b>password</b>.</li> <li>Click <b>Start</b>, right-click <b>My Computer</b>, and then click <b>Properties</b>.</li> <li>On the <b>System Properties</b> page, click <b>Computer Name</b>.</li> <li>On the <b>Computer Name</b> tab, click <b>Change</b>.</li> <li>Click <b>Workgroup</b>, type <b>WORKGROUP</b> for the Workgroup name, and then click <b>OK</b>.</li> <li>On the <b>Computer Name Changes</b> dialog box, type <b>Administrator</b> for the User name and <b>password</b> for the Password, and then click <b>OK</b>.</li> <li>On the <b>Welcome to the WORKGROUP workgroup</b> message box, click <b>OK</b>.</li> <li>On the message, <b>You must reboot this computer for the changes to take affect</b>, click <b>OK</b>.</li> <li>Close <b>System Properties</b>, and then restart the computer.</li> </ol>
2. Log on to the local computer as <b>Administrator</b> with a password of <b>password</b> , explore the network and attempt to connect to resources on other computers in the classroom.	<ol style="list-style-type: none"> <li>Log on to the local computer as <b>Administrator</b> with a password of <b>password</b>.</li> <li>Click <b>Start</b>, click <b>My Computer</b>, click <b>My Network Places</b>, and then click <b>View Workgroup Computers</b>.    <i>A list of all computers in the workgroup will appear.</i></li> <li>Double-click on any of the computers, other than your own computer.    <i>You will be prompted for a password to connect to the other computer. Since Home or Small Office Networking has not been installed there is no connectivity with the other computers.</i></li> <li>Click <b>Cancel</b>.</li> <li>Close all open windows.</li> </ol>
 <b>Important:</b> In build 2475 the Network Setup Wizard does not work correctly. In order to complete the next task a work around has been implemented. In subsequent builds this problem was fixed and the work around does not need to be completed.	

Tasks	Detailed steps
3. Work around for problem with the Network Setup Wizard.	<p>a. Click <b>Start</b>, click <b>My Computer</b>, click <b>My Network Places</b>, and then click <b>View Network Connections</b>.</p> <p> <i>The Network Connections folder displays the icon for the computer's Local Area Connection.</i></p> <p>b. Right-click <b>Local Area Connection</b>, and then click <b>Disable</b>.</p> <p> <i>The status for Local Area Connection changes from enabled to disabled.</i></p>
4. Configure home or small office network.	<p>a. Under <b>Network Tasks</b>, click <b>Set up a home or small office network</b>.</p> <p>b. On the <b>Welcome to the Network Wizard Setup</b> page, read what options you have, and then click <b>Next</b>.</p> <p>c. On the <b>Before you continue</b> page, you may view the checklist, and then click <b>Next</b>.</p> <p>d. On the <b>Select a connection method</b> page, click <b>Other</b>, and then click <b>Next</b>.</p> <p>e. On the <b>Other Internet connection methods</b> page, click <b>This computer belongs to a network that does not have an Internet connection</b>, and then click <b>Next</b>.</p> <p>f. On the <b>Give this computer a description and name</b> page, leave Computer description blank, verify the computer name is correct, and then click <b>Next</b>.</p> <p>g. On the <b>Name your network</b> page, verify Workgroup name is <b>WORKGROUP</b>, and then click <b>Next</b>.</p> <p>h. On the <b>Ready to apply network settings</b> page, verify all entries are correct, and then click <b>Next</b>.</p> <p>i. On the <b>Your're almost there</b> page, select <b>Use my Windows XP CD</b>, and then click <b>Next</b>.</p> <p>j. On the <b>To Run the wizard with the Windows XP CD</b> page, read the instructions, and then insert the Windows XP CD.</p> <p>k. When the <b>Welcome the Microsoft Windows XP</b> screen appears, click <b>Perform additional tasks</b>.</p> <p>l. On the <b>What do you want to do</b> screen, click <b>Set up a home or small office network</b>.</p> <p>m. When the <b>Network Setup Wizard</b> box appears, click <b>Yes</b>.</p> <p>n. On the <b>To Run the wizard with the Windows XP CD</b> page, click <b>Next</b>.</p> <p>o. On the <b>Completing the Network Setup Wizard</b> page, click <b>Finish</b>.</p> <p>p. When the <b>Welcome the Microsoft Windows XP</b> screen appears, click <b>Exit</b>.</p>
 <b>Important:</b> The last step in this task is to enable the Local Area Connection, this is due to using the work around to the Network Setup Wizard problem	
4. (continued)	<p>q. Right-click <b>Local Area Connection</b>, and then click <b>Enable</b>.</p> <p>r. Close Network Connections.</p>

Tasks	Detailed steps
<p>5. Create and share a folder on your computer</p>	<ol style="list-style-type: none"> <li>Click <b>Start</b>, right-click <b>My Computer</b>, and then click <b>Explore</b>.</li> <li>In the <b>Folders</b> listing, click <b>Local Disk (C:)</b>, from the <b>File</b> menu, click <b>New</b>, and then click <b>Folder</b>.</li> <li><b>New Folder</b> appears in the detail pane, rename the folder to <b>Lab5a</b>.</li> <li>Right-click <b>Lab5a</b> folder, and then click <b>Sharing and Security</b>.</li> <li>Under <b>Network Sharing and security</b>, click <b>Share this folder on the network</b>. The Share name will default to <b>Lab5a</b>, and <b>Allow network users to change my files</b> will be selected, click <b>OK</b></li> </ol> <p> <i>Lab5a folder now shows a hand under the folder, this indicates this is a network shared folder.</i></p> <ol style="list-style-type: none"> <li>Close Windows Explorer.</li> </ol>
<p>6. Open <b>WordPad</b> and save a file to the <b>Shared</b> folder.</p>	<ol style="list-style-type: none"> <li>Click <b>Start</b>, point to <b>All Programs</b>, point to <b>Accessories</b>, and then click <b>WordPad</b>.</li> <li>Type some text into the WordPad document, from the <b>File</b> menu click <b>Save As</b>.</li> <li>In the <b>Save in</b> drop down box, click the down arrow, click <b>Local Disk (C:)</b>, double-click <b>Lab5a</b>, and then click <b>Save</b>.</li> <li>Close WordPad.</li> </ol>
<p>7. Access the saved document in the Shared folder on your partner's computer.</p>	<ol style="list-style-type: none"> <li>Click <b>Start</b>, click <b>My Computer</b>, and then click <b>My Network Places</b>, click <b>View workgroup computers</b>.</li> </ol> <p> <i>A listing of the computers in the workgroup will be displayed.</i></p> <ol style="list-style-type: none"> <li>Double-click your partner's computer, double-click <b>Lab5a</b>, and then double click the document in the <b>Lab5a</b> folder.</li> </ol> <p> <i>You are able to access the shared folder on your partner's computer. Since Home and Small Office Networking has been installed. Sharing folders and network connectivity is available.</i></p> <ol style="list-style-type: none"> <li>Close all open windows.</li> </ol>
<p>8. Create a new user on the computer.</p>	<ol style="list-style-type: none"> <li>Click <b>Start</b>, right-click <b>My Computer</b>, and then click <b>Manage</b>.</li> <li>From <b>Computer Management</b> window, expand <b>Local Users and Groups</b>.</li> </ol>
<p> <b>Note:</b> Both you and your partner will create a new user account, the user account will be Useryyy(where yyy is the first three letters of your partner's computer).</p>	

Tasks	Detailed steps
8. (continued)	<p>c. Right-click <b>Users</b>, and then click <b>New User</b>.</p> <p>d. In the <b>User Name</b> box type <b>Useryyy</b>, (where yyy is the first three letters of your partner's computer name).</p> <p>e. In the <b>Password</b>, and <b>Confirm Password</b> box type <b>password</b>.</p> <p>f. Clear <b>User must change password at next logon</b> checkbox, and then click <b>Create</b>.</p> <p>g. Close the <b>New User</b> dialog box, and click <b>Users</b>.</p> <p> <i>The new user, <b>Useryyy</b> now appears in the list of users on your computer.</i></p> <p>h. Close <b>Computer Management</b>, and then log off.</p>
9. Log on as <b>Administrator</b> , start <b>Control Panel</b> and change how users log on and log off.	<p>a. Log on as <b>Administrator</b> with a password of <b>password</b>.</p> <p>b. Click <b>Start</b>, and then click <b>Control Panel</b>.</p> <p>c. In <b>Control Panel</b>, click <b>User Accounts</b>.</p> <p>d. On the <b>Pick a Task</b> page, click <b>Change the way users log on or off</b>.</p> <p>e. On the <b>Select logon and logoff options</b> page, click the <b>Use the Welcome Screen for fast and easy logon</b> option, and then click <b>Apply Options</b>.</p> <p>f. Close the <b>User Accounts</b> window, close <b>Control Panel</b>, and then log off the computer.</p> <p>g. On the message, <b>Are you sure you want to log off</b>, click <b>Log Off</b>.</p> <p> <i>Now the Logon screen shows all of the users on the computer, you click a user and your prompted for a password. You do not have to press Ctrl-Alt-Del to logon using this option.</i></p> <p>h. Click <b>Administrator</b>, and type <b>password</b> for the password, and then click the arrow.</p> <p>i. Open <b>Control Panel</b>, click <b>User Accounts</b>, and then click <b>Change the way users log on or off</b>.</p> <p>j. On the <b>Select logon and logoff options</b> page, click <b>Use Fast User Switching to log off</b> option, and then click <b>Apply Options</b>.</p> <p>k. Close the <b>User Accounts</b> window, close <b>Control Panel</b>, and then log off the computer.</p> <p> <i>You now have the option to Switch User.</i></p> <p>l. Click <b>Switch User</b>, click <b>Userxxx</b> (where xxx is the first three letters of your computer name) and type <b>password</b> for the password.</p> <p>m. Click <b>Start</b>, click <b>All Programs</b>, click <b>Accessories</b>, and then click <b>WordPad</b>.</p> <p>n. Type some text into the WordPad document, but do not close or save the new document.</p> <p>o. Click <b>Start</b>, click <b>Log off</b>, and then on the Log Off Windows message, click <b>Switch User</b>.</p> <p>p. Log on as <b>Administrator</b> with a password of <b>password</b>.</p>

Tasks	Detailed steps
9. (continued)	<p>q. Open WordPad and type some text into the new document. Do not close or save the new document.</p> <p>r. Click <b>Start</b>, click <b>Log off</b>, and then on the <b>Log Off Windows</b> message, click <b>Switch User</b>.</p> <p> Notice that on the Welcome screen, that both Administrator and Userxxx have one program running. The programs were not shut down when you switched users.</p> <p>s. Log on as <b>Userxxx</b> with a password of <b>password</b>.</p> <p> After logging on as <b>Userxxx</b>, WordPad appears with the text that you had typed but not saved.</p> <p>t. Click <b>Start</b>, click <b>Log off</b>, and then on the Log Off Windows message, and then click <b>Log Off</b>.</p> <p>u. On the <b>Save changes to Document</b> message, click <b>No</b>.</p> <p> Notice that on the Welcome screen, the Administrator is still logged on. When you logged off as Userxxx, Windows XP Professional closed all running programs.</p> <p>v. Log on as Administrator with a password of password.</p> <p>w. Close WordPad and then log off the computer.</p>




## Exercise 2



### Configuring Local Security

In this exercise, you will reconfigure local security on your computer by using the Group Policy console.

#### Scenario

You have just installed Windows XP Professional in a department in your organization that has roaming users. You want to configure the supervisor's computer so that the roaming users cannot log on to the supervisor's computer. You also want to prevent users from locking their workstations while taking breaks, because you want to force them to log off.

Tasks	Detailed steps
1. Log on as <b>Administrator</b> , with a password of <b>password</b> . Open MMC, and then add the Local Computer Policy object.	<ol style="list-style-type: none"> <li>Log on as <b>Administrator</b> with a password of <b>password</b>.</li> <li>Click <b>Start</b>, and then click <b>Run</b>.</li> <li>In the <b>Open</b> box, type <b>MMC</b> and then click <b>OK</b>.</li> <li>On the <b>File</b> menu, click <b>Add/Remove Snap-in</b>.</li> <li>On the <b>Add/Remove Snap-in</b> dialog box, click <b>Add</b>.</li> <li>On the <b>Add Standalone Snap-in</b> dialog box, click <b>Group Policy</b>, and then click <b>Add</b>.</li> <li>On the <b>Select Group Policy Object</b> page, verify that <b>Local Computer</b> is displayed under <b>Group Policy Object</b>, and then click <b>Finish</b>.</li> <li>In the <b>Add Standalone Snap-in</b> dialog box, click <b>Close</b>.</li> <li>In the <b>Add/Remove Snap-in</b> dialog box, click <b>OK</b>.</li> </ol> <p> <i>The MMC Console1 window displays the Local Computer Policy object in the console tree.</i></p>
2. Configure the Local Computer Policy to restrict users from logging on locally to the computer.	<ol style="list-style-type: none"> <li>Expand the <b>Local Computer Policy</b> object, expand <b>Computer Configuration</b>, expand <b>Windows Settings</b>, expand <b>Security Settings</b>, expand <b>Local Policies</b>, and then click <b>User Rights Assignment</b>.   <i>In the details pane, you will see all of the settings for the local computer policy settings.</i></li> <li>Double-click <b>Log on locally</b>.</li> <li>On the <b>Log on locally Properties</b> sheet, select <b>Users</b>, and then click <b>Remove</b>.</li> <li>Click <b>OK</b> to close the <b>Log on locally Properties</b> sheet.</li> </ol>
<p> <b>Note:</b> In the next step, you will close MMC. Your changes have already been saved. When you are prompted to save console settings, you are being given the choice to save the custom console settings, not the User Rights Assignment settings that you changed.</p>	

Tasks	Detailed steps
<p>2. (continued)</p>	<ul style="list-style-type: none"> <li>e. Close <b>MMC</b>, do not save console settings, and then log off.</li> <li>f. Log on as <b>Userxxx</b>, with a password of <b>password</b>.   <i>A Logon message appears stating that the local policy does not permit you to logon interactively.</i></li> <li>g. Click <b>OK</b> to close the message box.</li> <li>h. Log on as <b>Administrator</b> with a password of <b>password</b>.</li> <li>i. Open <b>MMC</b>, and then add the <b>Group Policy</b> Snap-in.</li> <li>j. Expand the <b>Local Computer Policy</b> object, expand <b>Computer Configuration</b>, expand <b>Windows Settings</b>, expand <b>Security Settings</b>, expand <b>Local Policies</b>, and then click <b>User Rights Assignment</b>.</li> <li>k. Double-click <b>Log on locally</b>, on the <b>Log on locally Properties</b> sheet, click <b>Add</b>.</li> <li>l. In the <b>Select Users or Groups</b> dialog box, click <b>Object types</b>.</li> <li>m. In the <b>Object Types</b> dialog box, click <b>Groups</b>, and then click <b>OK</b>.</li> <li>n. In the <b>Select Users or Groups</b> dialog box, type <b>Users</b>, and then click <b>OK</b>.</li> <li>o. Click <b>OK</b> to close the <b>Log on locally Properties</b> sheet.</li> </ul>
<p>3. Setting Security Options to display a message to all users when they log on.</p>	<ul style="list-style-type: none"> <li>a. In the <b>Console Root</b> click <b>Security Options</b>.</li> <li>b. Double-click <b>Interactive Logon: Message text for users attempting to log on</b>.</li> <li>c. In the <b>Interactive Logon: Message text for users attempting to log on Property</b> sheet type, <b>For Support Call 1-888-555-1515</b>, and then click <b>OK</b>.</li> <li>d. Double-click <b>Message title for user attempting to log on</b>.</li> <li>e. In the <b>Message title for user attempting to log on Property</b> sheet type, <b>For Support</b>, and then click <b>OK</b>.</li> <li>f. Close <b>MMC</b>, not saving changes to the Console, and then log off.</li> <li>g. The <b>For Support</b> text box will appear.   <i>Until you go back and remove the text for the Interactive Logon: Message Text, and Message Title for users attempting to logon Properties, you will need to click OK for the logon screen to appear.</i></li> </ul>