Contents for Network Features Help

This file provides help for the dialog boxes you use to perform several networking tasks, such as sharing and connecting to <u>resources</u>, using passwords, and logging on to and off of Windows for Workgroups.

The Contents topics for several applications list network tasks specific to the application.

Contents For

<u>Chat Help</u>
<u>ClipBook Viewer Help</u>
<u>Control Panel Help</u>
<u>File Manager Help</u>
<u>Net Watcher Help</u>
<u>Print Manager Help</u>

Share Directory

Use this dialog box to <u>share</u> your directory. When you share a directory, you give others access to all the files and subdirectories in that directory. You share a directory by specifying the <u>path</u> to the directory and a <u>share name</u>.

Choose one of the following buttons for more information about the dialog box:

[+] <u>Share Name</u>
[+] <u>Re-share at Startup</u>
[+] <u>Path</u>
[+] <u>Access Type</u>
[+] <u>Comment</u>
[+] <u>Passwords</u>

See Also
File Manager Help: <u>Sharing a Directory</u>

Stop Sharing Directory

Use this dialog box to stop sharing your directories.

This dialog box has the following area:

Shared Directories On

▶　　Select the directory you want to stop sharing, and then choose the OK button. (You can select more than one directory by holding down the SHIFT or CTRL key as you select the directories.)

See Also
File Manager Help: <u>Stop Sharing a Directory</u>

Open Files

Use this dialog box to view the files that others are currently using in your shared directory, and to close any files that you no longer want others to use.

Caution: If you close a file, those using it may lose data.

Choose one of the following buttons for more information about the dialog box:

⊞ Share Name
⊞ Open Files List
⊞ Path
⊞ Close Files Button
⊞ Open Count

See Also
File Manager Help: <u>Closing a File in a Shared Directory</u>

Network Properties

Use this dialog box to see who is currently using the selected file, and to close the file on a particular person, if you no longer want the person to use it.

Caution: If you close a file on a particular person, that person may lose data.

Choose one of the following buttons for more information about the dialog box:

[+] File Name
[+] Open Count
[+] Open Files List
[+] Close Files Button

See Also
File Manager Help: Closing a File in a Shared Directory

Connect Network Drive

Use this dialog box to connect to a shared directory. To connect to a shared directory, you select a drive letter and specify the path (computer name and <u>share name</u>). When you choose the OK button, you are asked to supply a password, if one is required.

Choose one of the following buttons for information about the dialog box:

⊞ <u>Drive</u>
⊞ <u>Show Shared Directories on</u>
⊞ <u>Path</u>
⊞ <u>Shared Directories</u>
⊞ <u>Reconnect at Startup</u>

See Also
File Manager Help: <u>Connecting to a Shared Directory</u>

Disconnect Network Drive

Use this dialog box to disconnect from a shared directory.

This dialog box has the following area:

Drive

▶ Select the directory from which you want to disconnect, and then choose the OK button. (You can select more than one directory by holding down the SHIFT or CTRL key as you select each directory.)

See Also

File Manager Help: <u>Disconnecting from a Network Drive</u>

Share Printer

Use this dialog box to <u>share</u> your printer with others. When you share your printer, you select the printer you want to share and you assign it a <u>share name</u>.

Choose one of the following buttons for information about the dialog box:

[+] <u>Printer</u>
[+] <u>Password</u>
[+] <u>Share As</u>
[+] <u>Re-share at Startup</u>
[+] <u>Comment</u>

See Also
Print Manager Help: <u>Sharing a Printer</u>

Stop Sharing Printer

Use this dialog box to stop sharing your printers with others.

This dialog box has the following area:

Shared Printers on

▶ Select the printer you want to stop sharing, and then choose the OK button. (You can select more than one printer by holding down the SHIFT or CTRL key as you select each printer.)

See Also
Print Manager Help: <u>Stop Sharing a Printer</u>

Connect Network Printer

Use this dialog box to browse through and connect to a network printer. To connect to a network printer, you assign a <u>port</u> to the printer, and you specify the path (computer name and <u>share name</u>).

Choose one of the following buttons for information about the dialog box:

[+] <u>Device Name</u>
[+] <u>Path</u>
[+] <u>Reconnect at Startup</u>
[+] <u>Show Shared Printers on</u>
[+] <u>Shared Printers</u>

See Also
Print Manager Help: <u>Connecting to a Network Printer</u>

Disconnect Network Printer

Use this dialog box to disconnect from a network printer.

This dialog box has the following area:

Printer

▶ Select the printer you want to disconnect from, and then choose the OK button. (You can select more than one printer by holding down the SHIFT or CTRL key as you select each printer.)

See Also

Print Manager Help: <u>Disconnecting from a Network Printer</u>

Select Computer

Use this dialog box to connect to another computer. For example, when using ClipBook Viewer, you often need to connect to a computer to perform specific tasks, such as using someone else's ClipBook page.

Choose one of the following buttons for information about the dialog box:

⊞ Computer Name
⊞ Computers

See Also
Chat Help: Making a Call
ClipBook Viewer Help: Connecting to and Disconnecting from a ClipBook on Another Computer

Enter Network Password

Use this dialog box to supply the password for the directory that you want to connect to. Windows for Workgroups maintains a list of the passwords you use. You can save this password in your password list.

Choose one of the following buttons for information about the dialog box:

⊞ Drive Letter
⊞ Resource
⊞ Password
⊞ Save this Password in Your Password List

Enter Network Password

Use this dialog box to supply the <u>password</u> for the network printer that you want to connect to. Windows for Workgroups maintains a list of the passwords you use. You can save this password in your <u>password list</u>.

Choose one of the following buttons for information about the dialog box:

[+] <u>Device Name</u>
[+] <u>Resource</u>
[+] <u>Password</u>
[+] <u>Save this Password in Your Password List</u>

Enter Network Password

Use this dialog box to supply the password for the ClipBook page you want to use. Windows for Workgroups maintains a list of the passwords you use. You can save this password in your password list.

Choose one of the following buttons for information about the dialog box:

[+] Computer Name
[+] Resource
[+] Password
[+] Save this Password in Your Password List

Welcome to Windows for Workgroups

Use this dialog box to <u>log on</u> to Windows for Workgroups. When you log on, you specify a <u>logon name</u> and a <u>logon password</u>. Your logon name is used to identify your <u>password-list</u> file.

Note: If you are using LAN Manager, you can have LAN Manager validate your password on a LAN Manager <u>domain</u>. If you use password validation, your logon name must be the same as your LAN Manager <u>user name</u>.

Your logon password is used to prevent unauthorized users from gaining access to the passwords you save in your password list. If you specify a logon password, this dialog box appears whenever you start Windows for Workgroups, and you cannot log on until you supply your password. If you do not specify a logon password, this dialog box will not appear and you are logged on automatically.

Each person who uses your computer can have their own logon name and logon password.

Note: If, after logging on for the first time, you decide to use a logon password or you decide to change it, you can do so by using the Network option in Control Panel.

Choose one of the following buttons for information about the dialog box:

[+] <u>Logon Name</u>
[+] <u>Password</u>

See Also
Control Panel Help: <u>Changing Your Logon Password</u>
Control Panel Help: <u>Logging On and Off</u>
Control Panel Help: <u>Specifying Logon Options</u>

LAN Manager Logon

Use this dialog box to log on by validating your password on the LAN Manager <u>domain</u> you select. If you are using a <u>logon script</u>, it will run after your password has been validated.

Windows for Workgroups maintains a list of the passwords you supply to gain access to shared <u>resources</u> and LAN Manager domains. You can save this password in the <u>password list</u> so that you do not need to type it each time you log on to the LAN Manager domain.

Choose one of the following buttons for information about the dialog box:

[+] <u>Logon Name</u>
[+] <u>Password</u>
[+] <u>Domain</u>
[+] <u>Save this Password in Your Password List</u>

LAN Manager Logon

Use this dialog box to log on by validating your password on a LAN Manager <u>domain</u>.
Choose one of the following buttons for information about the dialog box:

[+] <u>Logon Name</u>
[+] <u>Password</u>
[+] <u>Domain</u>

Change LAN Manager Password

Use this dialog box to change your password on a LAN Manager <u>server</u> or <u>domain</u>.
Choose one of the following buttons for information about the dialog box:

[+] <u>Change Password for User</u>
[+] <u>New Password</u>
[+] <u>Change Password on</u>
[+] <u>Confirm New Password</u>
[+] <u>Old Password</u>

Change Logon Password

Use this dialog box to change your <u>logon password</u>. Your logon password unlocks your <u>password list</u> when you <u>log on</u>, restoring the password-protected connections you chose to restore when you restart Windows for Workgroups. When your password list is unlocked, you can also reconnect to <u>resources</u> that you were previously connected to.

To keep your connections secure, it is recommended that you change your logon password periodically. Your new logon password takes effect immediately.

Choose one of the following buttons for information about the dialog box:

[+] <u>Change Password for User</u>
[+] <u>Old Password</u>
[+] <u>New Password</u>
[+] <u>Confirm New Password</u>

See Also
Control Panel Help: <u>Changing Your Logon Password</u>

Change LAN Manager Password

Use this dialog box to change your password on a LAN Manager <u>server</u> or <u>domain</u> after you have been notified that your password has expired or is about to expire.

Choose one of the following buttons for information about the dialog box:

⊞ <u>Old Password</u>
⊞ <u>New Password</u>
⊞ <u>Confirm New Password</u>

Network Path

To connect to a resource, you must specify a valid computer name and <u>share name</u>.

The computer name must be preceded by two backslashes (\\), and the share name must be preceded by one backslash (\) as follows: \\computername\sharename.

If you do not know the computer or share name, you can use the list of workgroups to browse through various computers for shared resources.

Connect Network Drive

Use this dialog box to connect to shared directories (file resources) on a LAN Manager server. To connect to a file resource, you select a drive letter, and then specify the network path for the directory.

Choose one of the following buttons for information about the dialog box:

⊞ Drive Letter
⊞ File Resources On
⊞ Network Path
⊞ Show File Resources In

Printer - Network Connections

Use this dialog box to browse through and connect to a printer on a LAN Manager <u>server</u>. To connect to a LAN Manager printer, you assign a <u>port</u> to the printer, you specify the name of the server the printer is on, and you specify the printer's <u>share name</u>.

Choose one of the following buttons for information about the dialog box:

[+] <u>Connect Button</u>
[+] <u>Network Printer Connections</u>
[+] <u>Device Name</u>
[+] <u>Printers In</u>
[+] <u>Disconnect Button</u>
[+] <u>Reconnect Button</u>
[+] <u>Network Path</u>
[+] <u>Show Printers On</u>

Logon Name

To log on, you must supply a <u>logon name</u>. Your logon name is a unique name that identifies you to other workgroup members. A valid logon name can be up to 20 characters long and can include letters, numbers, and any of the following characters:

! # $ %   ( ) - . @ ^ _ '   ~

Logon names cannot include other characters, such as question marks (?), backslashes (\), and asterisks (*), that are reserved by MS-DOS or Windows for Workgroups.

If you are logging on for the first time

▸   Type a valid logon name in the Welcome to Windows For Workgroups dialog box.

Domain Names

Valid domain names can be up to 15 characters long and can contain letters, numbers, and any of the following characters:

! # $ %　( ) - . @ ^ _ '　~

Domain names cannot include other characters, such as question marks (?), backslashes (\), and asterisks (*), that are reserved by MS-DOS or Windows for Workgroups.

Logon Password

You are trying to log on by using an incorrect <u>logon password</u>, or your <u>password-list</u> file is damaged. If you know the logon password associated with the <u>logon name</u> you specified, try typing it again. If you have forgotten your logon password, or if your password-list file is damaged, you need to delete your password-list file, and then create a new one.

To delete your password-list file

1 Use Notepad to open the SYSTEM.INI file.

2 Look in the [Password Lists] section of the SYSTEM.INI file for your logon name. Your logon name is followed by the name of your password-list file.

3 Delete this file from your Windows directory.

Caution: Only use a text editor that saves files in ASCII format to open the SYSTEM.INI file. Otherwise, you may damage the file and Windows for Workgroups may not start properly. For information on the SYSTEM.INI file, see the SYSINI.WRI online document.

The next time you start Windows for Workgroups, your connections will not be restored automatically. To restore your connections, you will have to type the password for each connection in the Enter Network Password dialog box that appears. If you select the Save This Password In Your Password List check box, a new password-list file will be created.

Domain and Server Names

Valid domain and server names can be up to 15 characters long and can contain letters, numbers, and any of the following characters:

! # $ %   ( ) - . @ ^ _ '   ~

Domain or server names cannot include other characters, such as question marks (?), backslashes (\), and asterisks (*), that are reserved by MS-DOS or Windows for Workgroups.

If you are changing the password for a server, you must precede the server name by two backslashes (\\).

The CONNECT.DAT File

The CONNECT.DAT file contains a list of the connections that you re-establish each time you start Windows for Workgroups. For some reason, Windows for Workgroups cannot access the CONNECT.DAT file in your Windows directory.

If the error message says that an error occurred while trying to save your connections, make sure that the CONNECT.DAT file is not write-protected. If the file is not write-protected, or if the error message says that your network connections could not be re-established, then the CONNECT.DAT file is probably damaged. If the CONNECT.DAT file is damaged, you will need to recreate it.

To recreate the CONNECT.DAT file, do the following:

1 Quit Windows for Workgroups.

2 Delete the CONNECT.DAT file from your Windows directory.

3 Start Windows for Workgroups. Because you deleted the CONNECT.DAT file, your previous connections will not be restored.

4 Use File Manager or the Network button in your Windows applications to reconnect to the shared directories you were using. Use Print Manager or the Network button to connect to the network printers you were using.

   If you select the Reconnect At Startup check box when you connect to each resource, Windows for Workgroups will create a new CONNECT.DAT file for storing your connections.

The next time you start Windows for Workgroups, your connections will be re-established.

Inactive Computer or Server

The computer or <u>server</u> that contains the <u>resource</u> you are trying to connect to may not exist or may not currently be running.

To correct the problem, make sure that:

- The server or computer actually exists on the network. If you are not sure, use the Connect Network Drive, Connect Network Printer, or Select Computer dialog box to browse through the network.
- You typed the <u>path</u> and <u>share name</u> for the resource correctly.
- Your network hardware is configured properly. Check your cables and connectors to make sure that your computer is properly connected to the network.

Reshare Resources

Windows for Workgroups cannot find the <u>resource</u> it is trying to share in the SHARES.PWL file. The path to the resource may be incorrect or, if the resource is a directory, you may have deleted the directory by using the **del** command at the MS-DOS prompt. If the resource is a printer, you may have removed the printer by using Print Manager or Control Panel.

If you intentionally deleted the directory or removed the printer and no longer want to share it when you start Windows for Workgroups, choose the No button in the message box.

If you want to share the directory or printer, you may need to re-establish the share.

If the resource is a directory

1   Make sure that the directory still exists.

2   In File Manager, choose the Share Directory command or button to share the directory again.

If the resource you want to share is a printer

1   Make sure that the printer is connected to your computer and is properly installed and configured. If you need to install and configure the printer, use the Printer option in Control Panel or the Printer Setup command in Print Manager.

2   In Print Manager, choose the Share Printer command or button to share the printer again.

Share Names

To share a <u>resource</u>, you must specify a valid <u>share name</u>. Valid share names can be up to 12 characters long and can contain letters, numbers, and any of the following characters:

! # $ %   ( ) - . @ ^ _ '   ~

MS-DOS Workgroup Software

If you start Windows for Workgroups from a network server, you must start the workgroup software for MS-DOS to connect to the server. In this case, you may want to choose the No button to turn off this message.

However, when you start the workgroup software for MS-DOS before starting Windows for Workgroups, less memory is available to your applications. Also, your computer name does not appear in the Connect Network Drive, Connect Network Printer, and Select Computer dialog boxes that others use to browse through workgroups and connect to shared <u>resources</u>. To view and connect to resources you are sharing, others must type your computer name in the Path box, preceded by two backslashes (\\).

To use all of the Windows for Workgroups networking features

1 Quit Windows for Workgroups.

2 At the MS-DOS prompt, type **net stop**. This unloads the MS-DOS workgroup software and breaks your connections to other servers.

3 Restart Windows for Workgroups. When you start Windows for Workgroups in 386 enhanced mode, all your connections are restored.

Duplicate Computer Name

Two computers on the network cannot have the same computer name. Also, your computer cannot have the same name as a <u>workgroup</u> or LAN Manager <u>domain</u>. You need to specify a different name for your computer.

To specify a different computer name

1 In the Control Panel window, choose the Network icon.

2 In the Computer Name box, type a new computer name.

   Your computer name cannot be the same as a workgroup name, but can be the same as your <u>logon name</u>. Your computer name can be up to 15 characters long and can contain letters, numbers, and any of the following characters:

   ! # $ %   ( ) - . @ ^ _ '   ~

3 Choose the OK button. Your new computer name takes effect the next time you start Windows for Workgroups.

Replace Connections

The following list describes the actions you can take when you receive this message.

Choose	To
Yes	Save this new connection so that each time you start Windows for Workgroups, this new connection is restored automatically.
No	Use this new connection only during this Windows for Workgroups session. The next time you start Windows for Workgroups, your original connection is restored instead of this one.
Cancel	Do not make this connection at all.

Create Password List

When you log on, you have the option of creating a password-list file. Windows for Workgroups uses this file to keep track of the passwords you supply to gain access to password-protected resources that are being shared by others.

If you choose to create a password-list file, Windows for Workgroups can add to this list the passwords you supply to connect to resources. The next time you log on or reconnect to a password-protected resource, Windows for Workgroups searches this list, and then restores your connection automatically, without prompting you for the password. If you choose not to create a password-list file, you will have to type the password for each resource you reconnect to.

You can protect your saved passwords by using a logon password. If you use a logon password, the Welcome To Windows For Workgroups dialog box appears each time you start Windows for Workgroups and prompts you for your logon password. Your password list is not unlocked and your connections are not restored until you supply your logon password. This prevents others from gaining access to your password-protected connections if they restart your computer.

If you are running Windows for Workgroups in 386 enhanced mode, you may have

started the workgroup software for MS-DOS (typed **net start**) before you started Windows for Workgroups. In this case, you are not using the Windows for Workgroups networking features.

To use the Windows for Workgroups networking features

1 Quit Windows for Workgroups.

2 Unload the MS-DOS workgroup software by typing **net stop** at the MS-DOS prompt.

3 Restart Windows for Workgroups.

If you are running Windows for Workgroups in standard mode, you have connected to more shared <u>resources</u> than Windows for Workgroups supports in this mode. In this case, you need to disconnect from a few resources.

To disconnect from shared resources

▪	In File Manager, choose the Disconnect Network Drive command or button and disconnect from any shared directories that you are no longer using.

▪	In Print Manager, choose the Disconnect Network Printer command or button and disconnect from any network printers that you are no longer using.

Share Name

This box displays a share name for the directory you want to share. This share name matches the name of the directory. You can use this name, or you can specify a different one.

▶ If you want to use a different share name, type the name in this box.
Share names can be up to 12 characters long and can contain letters, numbers, and the following characters:
! # $ %   ( ) - . @ ^ _ ' { } ~

Note: If you end the share name with a $, it will not show up in the Connect Network Drive dialog box while others are browsing through your shared directories.

Path

This box shows the drive letter and the path to the directory you want to share. You can share this directory, or you can share a different one.

▶ If you want to share a different directory, type its path in this box.

Comment

Use this option to add a comment that describes the directory you are sharing.

▶ Type a comment for your shared directory in this box.
This comment appears next to the share name in the Connect Network Drive dialog box when others browse through your shared directories.

Re-share at Startup

▶   Select this check box to share your directory whenever you start Windows for Workgroups. If you want to share your directory only during this Windows for Workgroups session, clear this check box.

Access Type

You can assign the type of access you want others to have to your shared directory.

▶   Choose the Read-Only option to prevent others from editing files or changing the contents of your shared directory.

▶   Choose the Full Access option to allow others to view and edit files, as well as run programs in, add files to, and delete files from your shared directory.

▶   Choose the Depends On Password option to assign both a full-access and a read-only password. This gives different levels of access to different workgroup members, depending on the password they specify when they connect to your directory.

Passwords

▶   If you choose the Read-Only or Depends On Password option, you can type a password in the Read-Only Password box. If you do not type a password, anyone can connect to your directory to view files and run programs.

▶   If you choose the Full Access or Depends On Password option, you can type a password in the Full Access Password box. If you do not type a password, anyone can connect to and modify the contents of your directory.

▶   If you choose Depends On Password, you can type both a full-access and a read-only access password. Only those who know the read-only password can connect to your directory to view files and run programs. Only those who know the full-access password can connect to and modify the contents of your directory.

Share Name

This area shows the share name of the directory.

Path

This area shows the drive where the directory is located and the name of the directory.

Open Count

This area shows the total number of users that currently have files open in your shared directory. For example, if two users have one file open, and three users have another file open, the total open count would be five.

Open Files List

This box lists the files that are currently open, the names of those who have opened the files, and the type of access they have to your directory.

If you no longer want anyone to use a file, you can close it.

▶   To close a file, select it and then choose the Close File button.

Close Files Button

▶ Choose this button to close selected files.

File Name
This area shows the name of the file that is currently selected in the directory window.

Open Count

This area shows the number of times that the selected file has been opened during the current Windows for Workgroups session.

Open Files List

This box lists the names of those who currently have the selected file open, the type of access each person has to the file, and the share name of the directory where the file is located.

If you no longer want a particular person to use a file, you can close the file on the person.

▶   To close a file on someone, select his or her name, and then choose the Close File button. (You can select several users by holding down the SHIFT or CTRL key as you select each person).

Close Files Button

▶ Choose this button to close a file on the selected user.

Drive

Use this option to assign the directory a drive letter that is not already being used to designate another local drive on your computer.

▶ Open the Drive list and select the letter you want to use. Or type a letter in the box. If the drive letter you want is already being used to represent a connection to a different directory, you can replace the old connection with the new one you are making. After you have closed the Connect Network Drive dialog box and have successfully connected to the shared directory, you can select this drive letter on the File Manager drive bar to view the contents of the directory.

Path

The path includes the name of the computer that the directory is on and the directory's share name, as follows: \\computername\sharename.

There are three ways to specify the path when connecting to a shared directory:

▶ Use the Show Shared Directories On list to select the computer name, and then use the Shared Directories list to select the share name of the directory.

▶ In the Path box, type the computer name and the share name. If you do not know the share name or if you do not know which workgroup the computer is in, you can just type the computer name (\\computername) to see a list of the shared directories on that computer.

▶ If you want to reconnect to a directory that you were previously connected to, open the Path list and then select the directory you want.

Reconnect at Startup

▶   Select this check box if you want to restore your connection to the shared directory each time you start Windows for Workgroups. If you do not want to restore your connection, clear this check box.

Show Shared Directories on

This box lists computers in various workgroups. You can use this box to browse through your shared directories.

▶   To view or hide the computers in a particular workgroup, double-click the workgroup icon. Or select the workgroup, and then press ENTER.

▶   To view the directories that are being shared on a particular computer, select the computer.

The shared directories on the selected computer appear in the Shared Directories On list. The computer name appears in the Path box.

Shared Directories

This box lists the share names of the shared directories on the selected computer. You can use this list to select a share name.

▶ Select the share name for the directory you want to connect to. The share name you select appears after the computer name in the Path box.

Note: Share names that end with a dollar sign ($) do not appear in this box.

Printer

This box displays the model name of the selected printer, followed by its port assignment.

▶   If you want to share a different printer, open the Printer list and select the printer you want to share.

Share As

This box displays a suggested share name for the printer. This name matches the first word in the model name of the selected printer.

▶   If you want to use a different share name, type the name in this box. Share names can be up to 12 characters long and can contain letters, numbers, and the following characters:

! # $ % & ( ) - . @ ^ _ ' { } ~

Note: If you end the share name with a $, it will not show up in the Connect Network Printer dialog box while others are browsing through a list of your shared printers.

Comment

Use this option to add a comment that describes the printer you are sharing.

▶ Type a comment for your shared printer in this box.
This comment appears next to the share name in the Connect Network Printer dialog box when others browse through a list of your shared printers.

Re-share at Startup

▶   Select this check box to share your printer each time you start Windows for Workgroups. If you want to share your printer only during this Windows for Workgroups session, clear this check box.

Password

Use this option to assign a password to your printer so that only those who know the password can connect to your printer.

▶ Type the password in the Password box. If you want everyone to have access to your printer, leave the Password box blank.

Device Name

▶ Open the list and select the port you want to use to connect to the network printer. Or type the port in the text box.

If a port is already in use, the computer and share name for the printer using that port appear next to it. If you want to use a port that is already in use, you can replace your old connection with the new one you are making.

Path

The path includes the name of the computer that the printer is on and the printer's share name, as follows: \\computername\sharename.

There are three ways to specify the path when connecting to a shared printer:

▶ Use the Show Shared Printers On list to select the computer name, and then use the Shared Printers list to select the share name of the printer.

▶ In the Path box, type the computer name and the share name. If you do not know the share name or if you do not know which workgroup the computer is in, you can just type the computer name (\\computername) to see a list of the network printers on that computer.

▶ If you want to reconnect to a printer that you were previously connected to, open the Path list and then select the printer you want.

Reconnect at Startup

▶ Select this check box if you want to reconnect to the remote printer each time you start Windows for Workgroups. If you do not want to reconnect to the printer, clear this check box.

Show Shared Printers on

This box lists the computers in various workgroups. You can use this box to browse through a list of computers for various printers.

▶ To view or hide the computers in a particular workgroup, double-click the workgroup icon. Or select the workgroup, and then press ENTER.

▶ To see if there is a network printer on a computer, select the computer name. The network printers on the selected computer appear in the Shared Printers On list. The computer name appears in the Path box.

Shared Printers

This box lists the share names of the network printers on the selected computer.

▶ Select the share name for the printer you want to connect to.
The share name appears next to the computer name in the Path box.

Note: Share names that end with a dollar sign ($) do not appear in this box.

Computer Name

▶ Type the name of the computer that you want to connect to in this box.
If you want to reconnect to a computer that you used before, open the list and select the computer name.
You can also use the Computers list to browse through and select the computers in various workgroups.

Computers

This box lists the names of the computers in various workgroups.

▸ To view or hide the computers in a workgroup, double-click the workgroup icon. Or select the workgroup, and then press ENTER.

▸ To connect to a computer, select it from the list.

The computer name appears in the Computer Name box.

Drive Letter
This area shows the drive letter you are using to connect to the directory.

Resource

This area shows the name of the computer that the directory is located on, followed by its share name.

Password

The directory you are trying to connect to may have a full-access and a read-only access password. You may know only what one of these passwords are, giving you a certain type of access to the directory, or you may know what both the passwords are, giving you the type of access you want to the directory.

▶ Type the password you know, or type the password for the level of access you want to have to the directory. If you do not know the password, check with the person who is sharing the directory.

Device Name
This area shows the port you are using to connect to the printer.

Resource

This area shows the name of the computer that the printer is located on, followed by its share name.

Password

▶ Type the password for the printer in this box. If you do not know the password, check with the person who is sharing the printer.

Computer Name

This area shows the name of the computer the ClipBook page is located on.

ClipBook Page
This area shows the name of the ClipBook page that is password-protected.

Password

‣ Type the password for the ClipBook page in this box. If you do not know the password, check with the person who is sharing the page.

Save this Password in Your Password List

▶   Select this check box to save the password in your password list.
Anytime you reconnect to the resource, Windows for Workgroups searches the password list for the password to the resource and restores your connection automatically.

Logon Name

This box displays your logon name if you have logged on to Windows for Workgroups at least once. If you have never logged on, your logon name initially matches your computer name.

▶   If you are logging on for the first time, type the logon name you want to use. If you want your logon name to match your computer name, then leave this box as is.
The name you specify when you log on becomes the default logon name. If you want to change the default logon name, you can use the Network option in Control Panel to change it.

Password

▶   Type the password you use to log on to Windows for Workgroups.
If you decide to change your logon password, you can use the Network option in Control Panel to do so.

Logon Name

This box displays your Windows for Workgroups logon name. This name must match your user name on the domain that validates your password.

Password

▶ Type the password for the domain you specify.
Use the Domain option to select or specify the domain.

Domain

▶ Open the list and select the LAN Manager domain that is validating your password. Or type the name of the domain in the text box.

Save this Password in Your Password List

▸ Select this check box if you want to save the domain password in your password list.

Logon Name

This box displays the default LAN Manager logon name.

▶ If you want to log on using a different name, type the name in this text box.

Password

▸ Type the password for the domain you specify.
Use the Domain option to select or type the domain name.

Domain

▶ Open the list and select the LAN Manager domain that is validating your password. Or type the name of the domain in the text box.

Change Password for User
This area shows your LAN Manager username.

Change Password On

▶ Open the list and select the domain for which you want to change your password. If you want to change your password on a server, type two backslashes (\\) followed by the server name in the text box.

Old Password

▶ Type your current password for the selected domain or server in this box.

New Password

▸ Type your new password for the selected domain or server in this box. Your password can be up to 14 characters long.

Confirm New Password
▶ In this box, type your new password again to confirm it.

Change Password for User

Use this option to specify your logon name, if it is not already displayed in the box.

▶ To specify your logon name, open the list and select it.

Old Password

▶ Type your current logon password in this box.

New Password

▶ Type a new logon password in this box. Your password can be up to 14 characters long.

Confirm New Password

▶ In this box, type your new logon password again to confirm it.

Old Password

▶   Type your current password in this box.

New Password

▶ Type a new password in this box. Your password can be up to 14 characters long.

Confirm New Password

▶ In this box, type your new password again to confirm it.

Drive Letter

To connect to a file resource, you must assign it a drive letter that is not being used to designate another drive on your computer.

▶   Open the Drive list and select the letter you want to use. Or type a letter in the box. In File Manager, you can select this drive letter to view the contents of the file resource.

Network Path

To connect to a file resource, you must specify its path. The path includes the name of the server that the file resource is on and its share name.

▶ In the Network Path box, type the server name and the share name as follows: \\servername\sharename

If you do not know which server contains the file resource you want to use, you can use the Show File Resources In and the File Resources On lists to browse through the servers in various domains for the file resource you are looking for.

Show File Resources In

This box lists servers in various domains. You can use this box to browse through servers for file resources.

▶ To view or hide the servers in a particular domain, double-click the domain icon. Or select the domain, and then press ENTER.

▶ To view the file resources on a particular server, select the server.

The file resources on the selected server appear in the File Resources On list. The server name appears in the Network Path box.

File Resources On

This box lists the file resources on the selected server. You can use this list to connect to a file resource.

▶ Select the file resource you want to connect to.
The name of the file resource you selected appears after the server name in the Network Path box.

Network Printer Connections

This box lists all the printer connections you have made. You can use this list to reconnect to or disconnect from a printer. If you are not currently connected to a printer, the printer icon is dimmed.

▶   Select the printer and then choose the Reconnect button to restore your connection, or choose the Disconnect button to disconnect from the printer.

Disconnect Button

▸ Choose this button to disconnect from the printer selected in the Network Printer Connection list.

Reconnect Button

▶ Choose this button to reconnect to the printer selected in the Network Printer Connection list.

Device Name

This box shows the available ports you can use to use to connect to a printer.

▶ Open the list and select the port you want to use.

Network Path

To connect to a printer, you must specify its network path. The network path includes the name of the server that the printer is on and the printer's share name.

▶ In the Network Path box, type the server name and share name for the printer as follows: \\servername\sharename
If you do not know the name of the server or printer you want to connect to, you can use the Show Printers On and Printers On lists to browse the servers in various domains for available printers.

Connect Button

▶ Choose this button to connect to the printer you specified.

Show Printers On

This box shows a list of various domains and the servers in each domain.

▶   To view or hide the servers in a domain, double-click the domain's icon. Or select the domain, and then press ENTER.

▶   To see if there is a printer on a server, select the server name.

The printers on the selected server appear in the Printers On list. The server name appears in the Network Path box.

Printers In

This box lists the printers on the selected server. You can use this list to connect to a printer.

▶ Select the printer you want to connect to.
The share name for the selected printer appears next to the server name in the Network Path box.