

Join a Workgroup in Windows XP

Creating a workgroup on a large network of computers makes it easier for anyone from that workgroup to communicate and gain access to each workgroup member's files and folders. It's an easy way to start a local network between Windows XP machines.

Click Change... to join a new workgroup.

Join a Windows XP Workgroup

1. Click **Start**
2. Click **Control Panel**
3. Click **System and Maintenance** on the left panel
4. Click **System**
5. Click the **Change Settings** hyperlink on the lower right corner of the window, then the **Computer Name/Domain Name** dialog box will appear
6. Click **Change...**
7. Select the option **Workgroup** from the window and type the workgroup name that you wish to create or join. All PCs in the workgroup must have the same workgroup name.
8. Click **OK**. This option is found in the **Member Of** section
9. Dismiss the three consecutive pop-up windows by clicking **OK** three times
10. Click **Close** at the bottom of the **Properties** box
11. Restart your PC for the changes to take effect

Now that you're part of a workgroup, you can access workgroup files and folders and communicate with each member easily. You can check on the members of the workgroup by clicking **Start**, then **Network**.

Share Files Between Two or More PCs on the Same Workgroup

1. Click **Start**

2. Click **My Computer**
3. Under **Tools**, click **Folder Options**
4. Click the **View** tab, then select **Use Simple File Sharing**

Now, find a folder or file that you wish to share with others on the same workgroup.

1. Right click on the file or folder and click **Sharing and Security...**
2. Under Network Sharing and Security, select **Share this Folder on the Network**
3. If you want others on the network to be able to change the file, select **Allow Network Users to Change My Files**
4. Click **OK**

To open a shared file or folder on the other PC:

1. Click **Start**
2. Click **My Computer**
3. Under **Other Places**, click **My Network Places**
4. Double click the other PC's name, and you'll see the shared file or folder.