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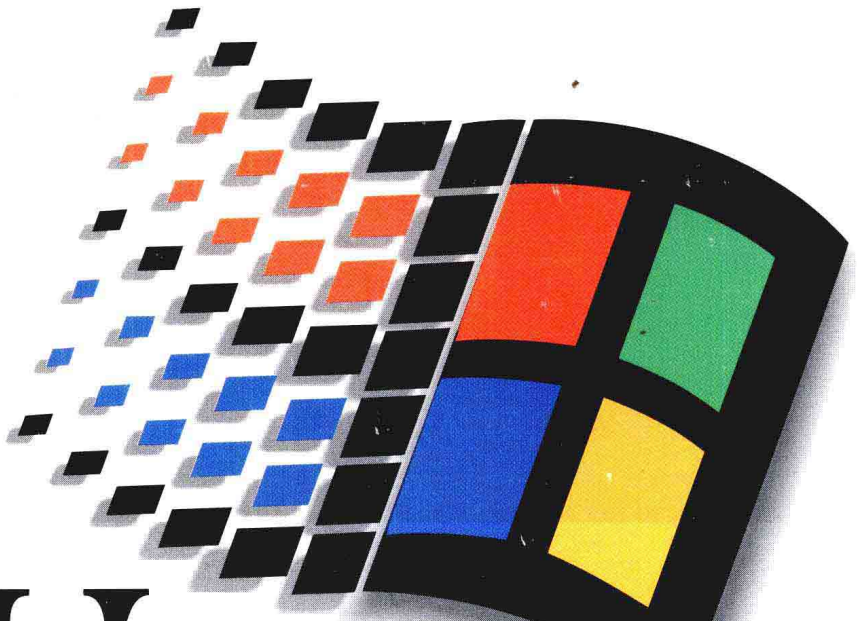
User's Guide



Microsoft® WINDOWS™ FOR WORKGROUPS

Microsoft® Workgroup Add-On for Windows™

User's Guide

For the Microsoft Windows Operating System

Microsoft Corporation

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What Is Microsoft Workgroup Add-On for Windows?

Microsoft® Workgroup Add-On for Windows™ adds integrated networking capabilities and additional features to the Microsoft Windows version 3.1 operating system to give you Microsoft Windows for Workgroups version 3.11.

This book describes how to use these networking capabilities and additional features.

This chapter describes how to get started if you are:

- Using Microsoft Windows for the first time or upgrading from versions earlier than version 3.1.
- Upgrading from Microsoft Windows version 3.1.
- Upgrading from Microsoft Windows for Workgroups version 3.1.

Windows for Workgroups version 3.11:

- **Offers networking that's easy to set up, use, and maintain.**

  The Setup program detects which network-adapter you're using, making setting up easy. The familiar Windows interface and new toolbars make connecting to network resources as easy as pointing and clicking. There are many security features, such as password-protected logon.

- **Provides all the software you need to start a cost-effective network.**

  Windows for Workgroups version 3.11 provides the networking software you need to gain access to files and printers on other computers and share files and printers on your own computer.

  You can communicate easily with other people, using applications such as Mail, Microsoft At Work™ PC Fax, and Schedule+, all included with Windows for Workgroups version 3.11.

- **Integrates easily with server-based systems when you're ready to grow.**

  You can setup Windows for Workgroups without a network and add a network later, if needed. You can use a variety of networks, including server-based systems such as Windows NT™ Advanced Server and Novell® NetWare®, giving you room to grow without changing your desktop software.

- **Improves the performance of your computer.**

  New 32-bit software components speed up access to network resources by as much as 100% and speed up access to data on a hard disk drive by as much as 50% over Windows version 3.1 and Windows for Workgroups version 3.1.

Using Microsoft Windows for the First Time

If you are setting up Microsoft Windows for the first time or are using a version of Windows earlier than 3.1, read this section.

The following table shows minimum software and hardware requirements.

Component	Requirement
Computer	386SX or higher processor.
MS-DOS	Version 3.3 or later. Version 6.0 or later is recommended. (To check your version, type **ver** at the command prompt.)
Memory	3 MB of RAM; 4 MB is recommended. With networking capability turned off, only 2 MB are required.
Disk space	10.5 MB of free disk space; 15.5 MB is recommended.
Components	One floppy disk drive. Display adapter (monitor) that works with Windows version 3.1. A color VGA or better resolution monitor is recommended.
Network hardware	To connect your computer to other computers by using the Microsoft Windows Network or other networks, you need cables and a network adapter (network card) that are Microsoft Windows-compatible.
Fax	To send or receive faxes, you need a Class 1, Class 2, or Communications Application Specification (CAS) fax modem or network access to one. You need a Class 1 fax modem for binary file transfers.
Options	Microsoft Mouse or compatible pointing device. A mouse is recommended. Hayes® or compatible modem. Audio board. CD-ROM drive.

If you plan to set up Windows for Workgroups 3.11 *with networking*, read Appendix C of this guide, "Installing Network Hardware," and Chapter 2, "Setting Up and Starting Windows for Workgroups," followed by your *Microsoft Windows User's Guide*.

If you plan to set up Windows for Workgroups 3.11 *without networking*, read Chapter 2 of this guide, "Setting Up and Starting Windows for Workgroups," followed by your *Microsoft Windows User's Guide*.

Upgrading from Microsoft Windows Version 3.1

Before upgrading to Windows for Workgroups version 3.11, make sure your computer system meets the following requirements.

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Component	Requirement
Computer	386SX or higher processor.
MS-DOS	Version 3.3 or later. Version 6.0 or later is recommended. (To check your version, type **ver** at the command prompt.)
Memory	3 MB of RAM; 4 MB is recommended. With networking capability turned off, only 2 MB are required.
Disk space	4.5 MB of free disk space; 9.5 MB is recommended.
Network hardware	To connect your computer to other computers by using the Microsoft Windows Network or other networks, you need cables and a network adapter (network card) that are Microsoft Windows-compatible.
Fax	To send or receive faxes, you need a Class 1, Class 2, or Communications Application Specification (CAS) fax modem or network access to one. You need a Class 1 fax modem for binary file transfers.

If you plan to set up Windows for Workgroups version 3.11 *with networking*, read Appendix C of this guide, "Installing Network Hardware," and then Chapter 2, "Setting Up and Starting Windows for Workgroups."

If you plan to set up Windows for Workgroups version 3.11 *without networking*, read Chapter 2 of this guide, "Setting Up and Starting Windows for Workgroups."

Upgrading from Microsoft Windows for Workgroups

The network hardware that you used with Windows for Workgroups version 3.1 should work with no modifications.

Before upgrading, make sure your computer system meets the following requirements. Then read Chapter 2 of this guide, "Setting Up and Starting Windows for Workgroups."

Component	Requirement
Computer	386SX or higher processor.
Memory	3 MB of RAM; 4 MB is recommended. With networking capability turned off, only 2 MB are required.
MS-DOS	Version 3.3 or later. Version 6.0 or later is recommended. (To check your version, type **ver** at the command prompt.)
Disk space	4.5 MB of free disk space; 9.5 MB is recommended.
Fax	To send or receive faxes, you need a Class 1, Class 2, or Communications Application Specification (CAS) fax modem or network access to one. You need a Class 1 fax modem for binary file transfers.

New Features

The networking features of Windows for Workgroups version 3.11 make it easy for you to communicate and share information with other people.

Network Connectivity and Performance

Networking is now much easier.

- You can use Windows for Workgroups version 3.11 with a wide variety of leading network software. Using the Microsoft Windows Network, you can set up a network quickly with other people in your office who are using Windows for Workgroups. If you or other people are using compatible networks, such as Novell NetWare or Banyan® VINES®, you can use Windows for Workgroups version 3.11 to gain access to information on those networks as well. If you're not ready to use a network now, you can easily set one up later from within Windows for Workgroups.
- Network performance is improved. New 32-bit network software speeds performance and conserves memory so that more is available for your MS-DOS–based applications.

Sharing Resources: File Manager and Print Manager

Using File Manager and Print Manager, you can share resources, such as directories and printers. You can also monitor how shared resources are being used.

File Manager now includes the ability to share directories on your computer so that other people can use your files. Also, you can use files and directories that others are sharing. An icon marks directories you are sharing. You can also view the names of people who are using your shared directories.

Using Print Manager, you can designate a printer to be shared so that other people can connect to and print to it. Icons make it easy for you to see which printers are connected to your computer and which printers you are sharing. The printer queue shown in the Print Manager window lists documents that you and others have sent to shared printers.

Using the toolbar in File Manager and in Print Manager, you can perform common file and print management tasks with a click of the mouse. The status bar (at the bottom of the File Manager or Print Manager window) displays information about the task you're performing.

Electronic Mail

Mail

Mail is an application that you can use to exchange files and electronic messages with people on your network. You can also print your messages, organize and store messages in folders, and search for messages.

Using object linking and embedding (OLE), you can embed objects, such as cells from a spreadsheet and text or graphics from a document, within a message.

Built-In Fax

Fax

Windows for Workgroups version 3.11 has built-in fax software, called Microsoft At Work PC Fax. You can send and receive faxes whether or not you're using a network. PC Fax works just like Mail, so it's easy to learn and to use. If you are using the Microsoft Windows Network, you can share a fax modem with other people on the network, and you can send a message to a group of people—to some people via fax, and to some via electronic mail.

You can send and receive faxes from a variety of fax machines and from computers equipped with fax modems. You have a choice of sending and receiving faxes as images or as copies of original documents (such as Microsoft Excel spreadsheets). You have a wide range of options for customizing your faxes, such as delaying their send times until phone rates are lowest or enhancing the image of a fax for printing.

By using the security features, you can ensure that no one but the intended recipient can read the faxes you send. You can also use a digital signature to identify yourself legally as the sender of a fax.

Scheduling Appointments Online: Schedule+

Schedule+

You can use Schedule+ to keep track of appointments and tasks and to record notes to yourself. If you want to carry your schedule with you, you can print copies in a size that fits your personal organizer.

You can also set up meetings with others in your workgroup without leaving your desk, and share your schedule so that others in your group can view it or set up appointments and tasks for you.

New Network Applications

The following network applications are included with Windows for Workgroups version 3.11.

Chat

- **Chat**

  You can use Chat to communicate with up to seven other workgroup members at a time by typing messages back and forth.

Net Watcher

- **Net Watcher**

  You can use Net Watcher to monitor how other people are using your shared resources, such as files, directories, and printers. You can also view an event log that shows which resources have been used at what time.

WinMeter

- **WinMeter**

  You can use WinMeter to monitor the performance of your system. WinMeter shows how much of your processing time is taken up by your tasks and by the tasks of people who are using your shared resources.

WinPopup

- **WinPopup**

  You can use WinPopup to send and receive messages to and from another person or computer, or you can send a message simultaneously to all members of a workgroup. WinPopup can notify you when a printer has finished printing a document.

Log On/Off

- **Log On/Off**

  You can log on to or off of Windows for Workgroups at any time, making it easy for more than one person to use a computer and protecting your resources that have passwords.

Network Setup

- **Network Setup**

  You can choose which network you want to use, set up file and printer sharing, or change network drivers.

Sharing Information: ClipBook Viewer

ClipBook Viewer

A Local ClipBook provides a personal notebook to store information you want to move, save, or use in other places. You can use your and others' Local ClipBooks to share information. Combined with the powerful tool of object linking and embedding (OLE), ClipBook Viewer makes it possible to keep shared information accurate and up-to-date.

Networking Enhancements in Control Panel

Control Panel has new features that help you configure your network hardware and Microsoft Windows Network software settings.

Network

Using the Network option in Control Panel, you can:

- Change your computer name and the workgroup you belong to.
- Provide a comment about your computer that other people can view when browsing through a list of workgroup computers.
- Change your logon password.
- Specify how much of your central processing unit (CPU) time is allocated to running applications and to sharing information and printers with other workgroup members.
- Track how your shared resources are being used.
- Specify Windows for Workgroups startup settings.

Fax

Using the Fax option in Control Panel, you can:

- Set up your network for sending and receiving faxes.

Other Windows Documentation

This guide is only part of the documentation that describes Windows for Workgroups version 3.11. There is also an online Tutorial and an extensive online Help system. In addition, several online documents (formatted for use with Write, an application included with Windows) are copied to your hard disk during Setup.

Note Your Windows version 3.1 or Windows for Workgroups version 3.1 documentation provides information about basic skills you need to use Windows. Because Windows for Workgroups version 3.11 includes enhancements and new applications, there may be minor differences between the illustrations in your version 3.1 documentation and what you see on your screen. Note that because Windows for Workgroups runs in enhanced mode only, references to standard mode in the *Microsoft Windows User's Guide* are not applicable.

The following table lists the available online documents.

Filename	Contents
SETUP.TXT	Information about software and hardware configurations that require special handling in order for you to successfully set up and start Windows for Workgroups version 3.11. (You can view this file by using any text editor.)
README.WRI	Information updated after this guide was printed.
PRINTERS.WRI	Information about configuring particular printers and fonts.
NETWORKS.WRI	Information about running Windows for Workgroups version 3.11 with other networks.
MAIL.WRI	Procedures for modifying settings in the MSMAIL.INI file (for advanced users only).
SYSINI.WRI	Procedures for modifying settings in the SYSTEM.INI file (for advanced users only).
WININI.WRI	Procedures for modifying settings in the WIN.INI file (for advanced users only).

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