

Setting Offline Folders on the N: Drive

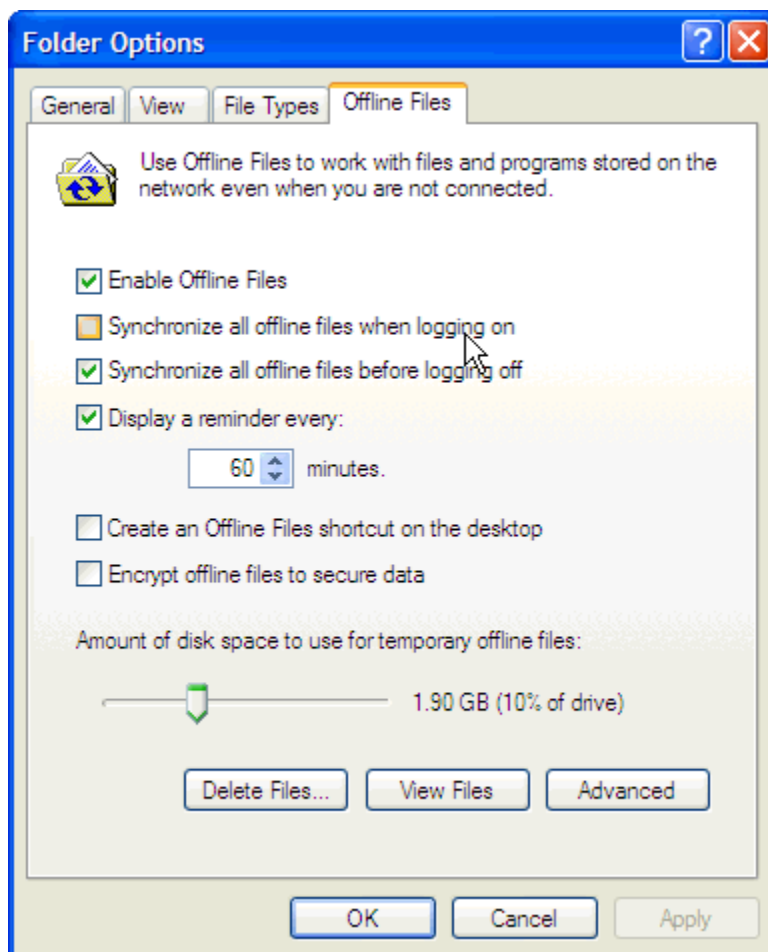
It is now possible to access items that are saved on a network drive (N or O) even when the network drive is not present (due to perhaps maintenance or disk failure).

Firstly you need to enable the use of offline files on your PC.

To set up your computer to use offline files

1. Open My Computer. (Click **Start**, and then click **My Computer**.)
2. On the **Tools** menu, click **Folder Options**.
3. On the **Offline Files** tab, make sure that the **Enable Offline Files** check box is selected as shown below.
4. Select **Synchronize all offline files before logging off** to get a full synchronization. Leave it unselected for a quick synchronization. A full synchronization ensures that you have the most current version of every shared network file that you work with offline. A quick synchronization ensures that you have complete versions of your offline files, although they may not be the most current versions. You might select a quick synchronization if you are the only person working on a file or if you do not need the most current version of a file.

If you want to control which offline files are synchronized, when they are synchronized, and whether Windows prompts you before synchronizing your files, you can use Synchronization Manager.



Once offline files have been enable on your machine, you can then select the network folders you wish to have access to.

To make a file or folder available to you offline

After you set up your computer to use offline files, you need to make shared network files available to you offline.

1. Open My Computer. (Click **Start**, and then click **My Computer**.)
2. Double-click a network drive to view its contents.
3. Click the shared network file or folder that you want to make available offline.
4. On the **File** menu, click **Make Available Offline**. This option appears on the **File** menu only after you set up your computer to use offline files as described above.
5. To make a network file or folder *unavailable* offline, right-click the item, and click **Make Available Offline** again to clear the check mark.

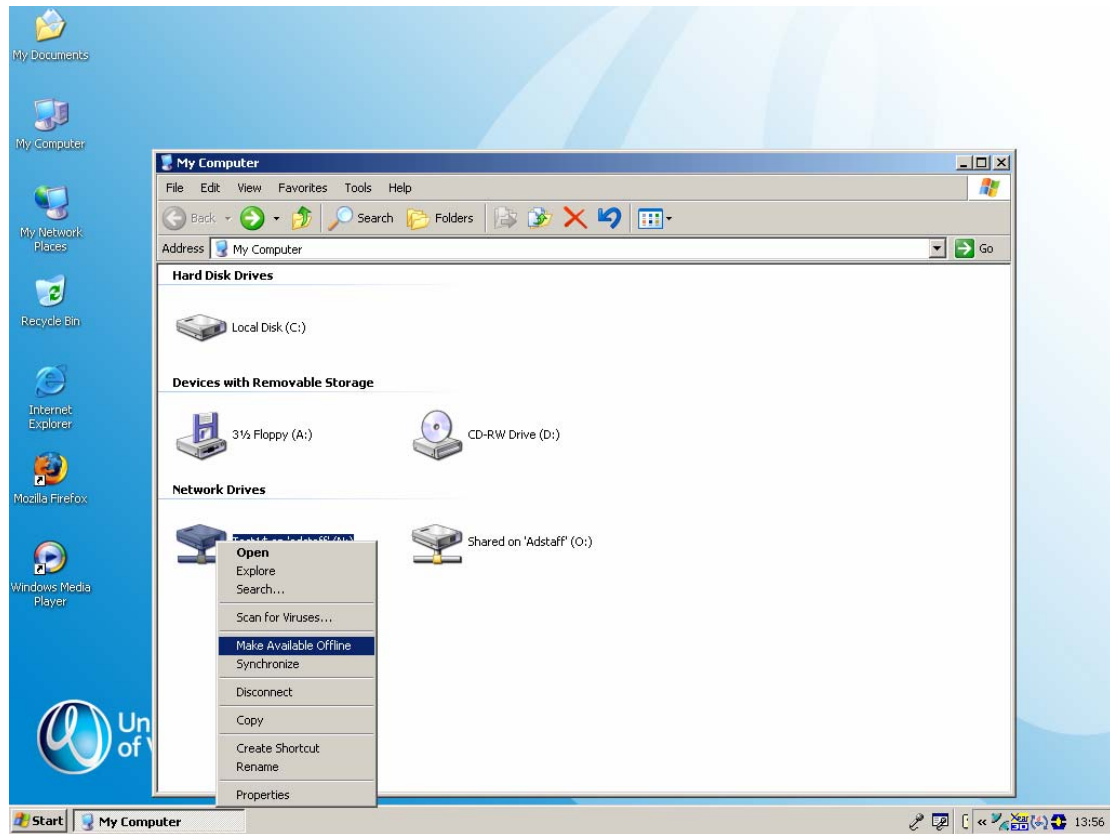
To view a list of all of the shared network files that are available offline

1. On the **Tools** menu, click **Folder Options**.
2. On the **Offline Files** tab, click **View Files**.

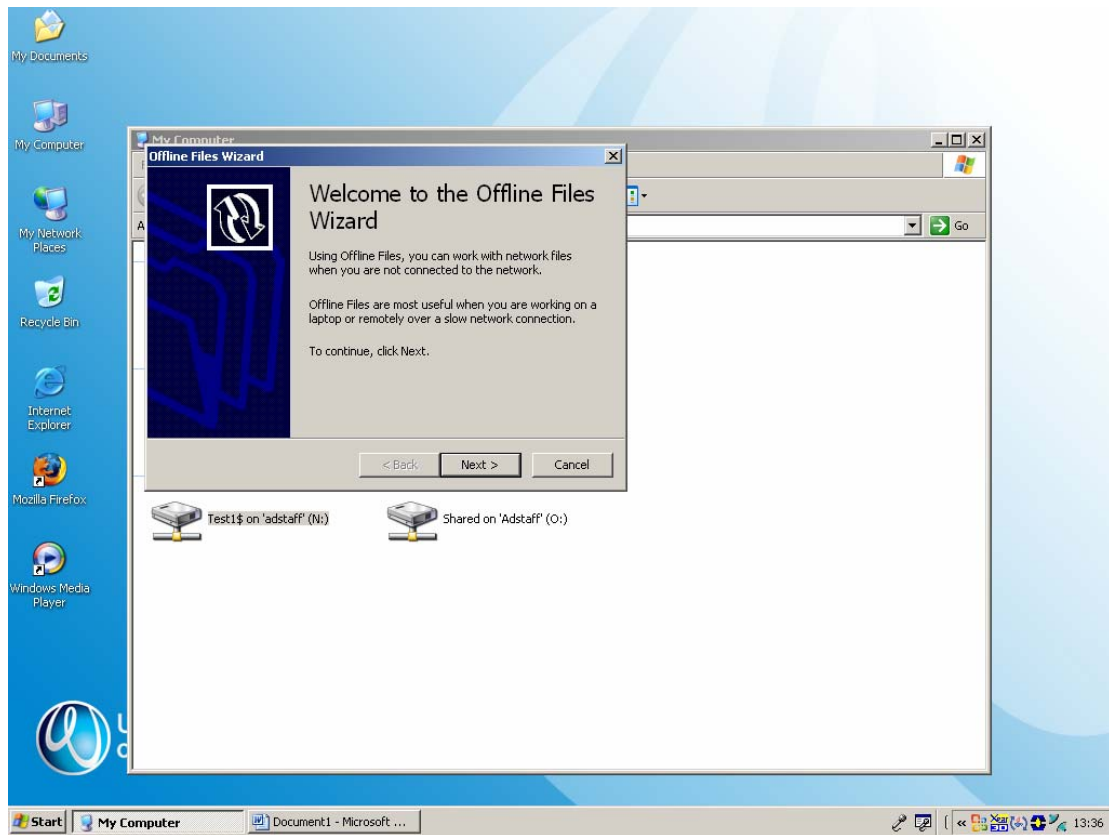
How to setup Offline folders on N:

Check offline folders is enable (see previous page).

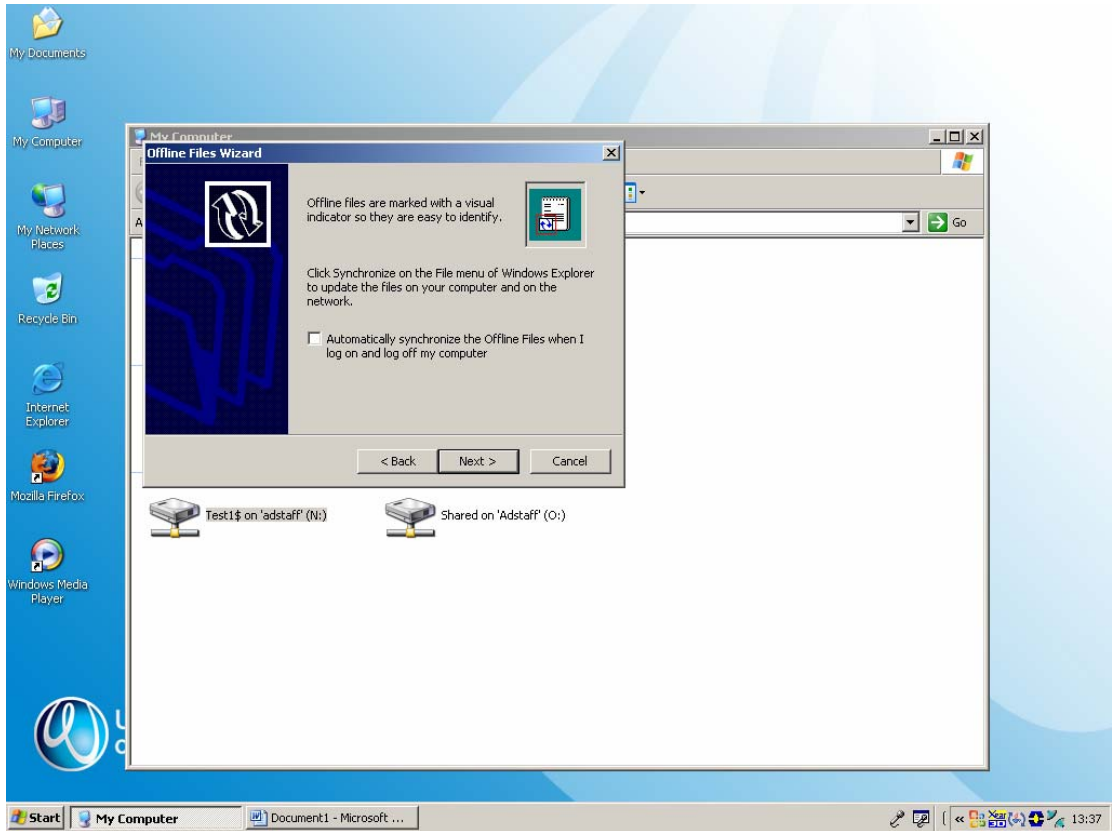
Right Click on your N: drive, then select Make Available Offline.



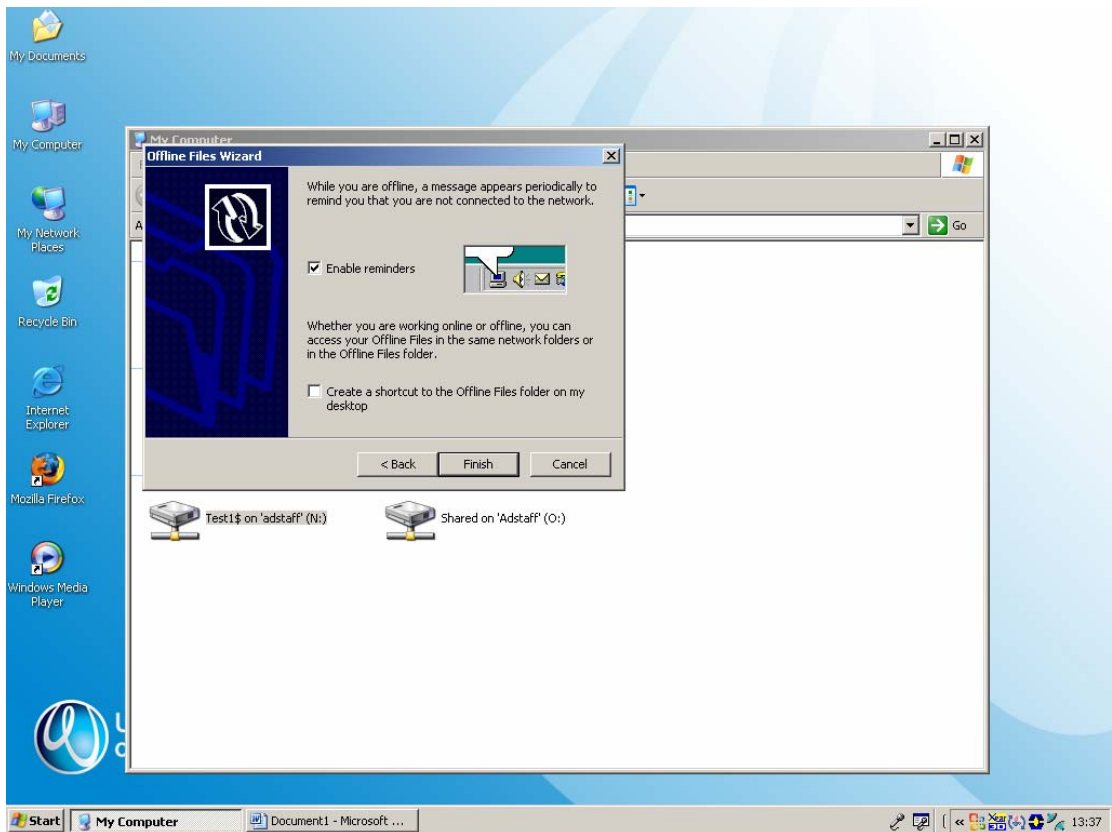
The offline file wizard will start up if this is the first time it has been activated.



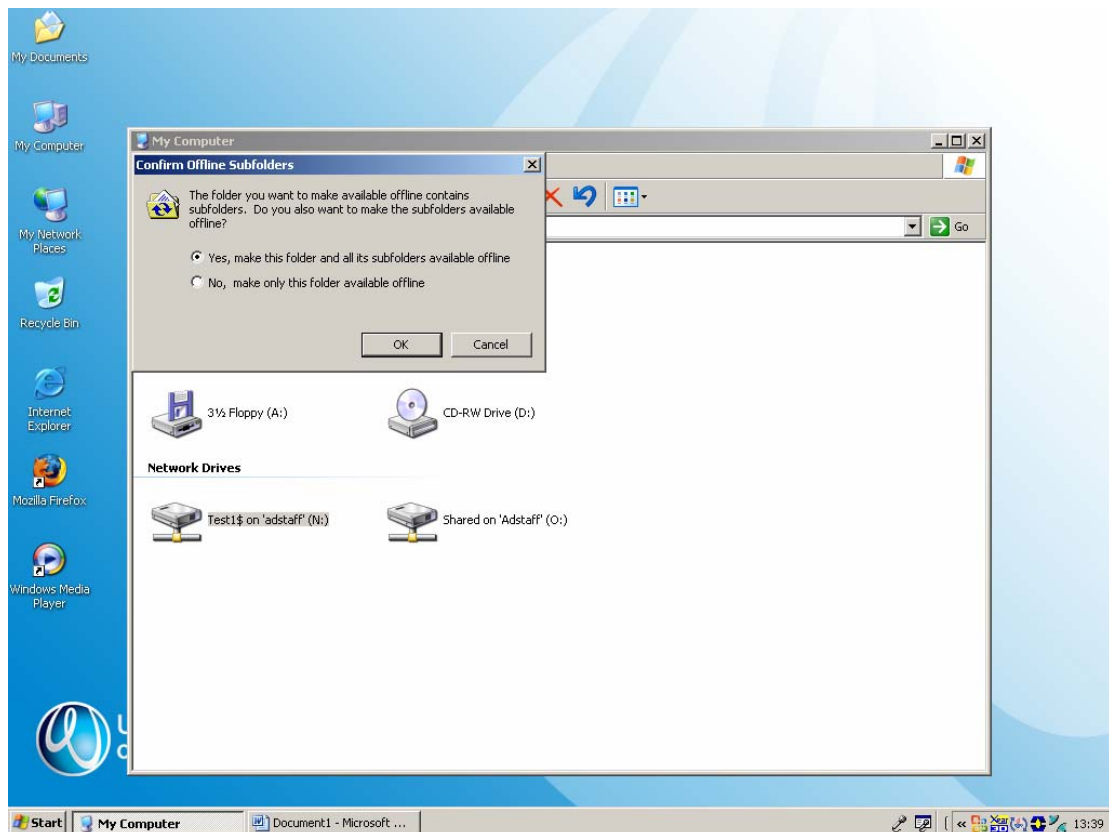
Select Next...



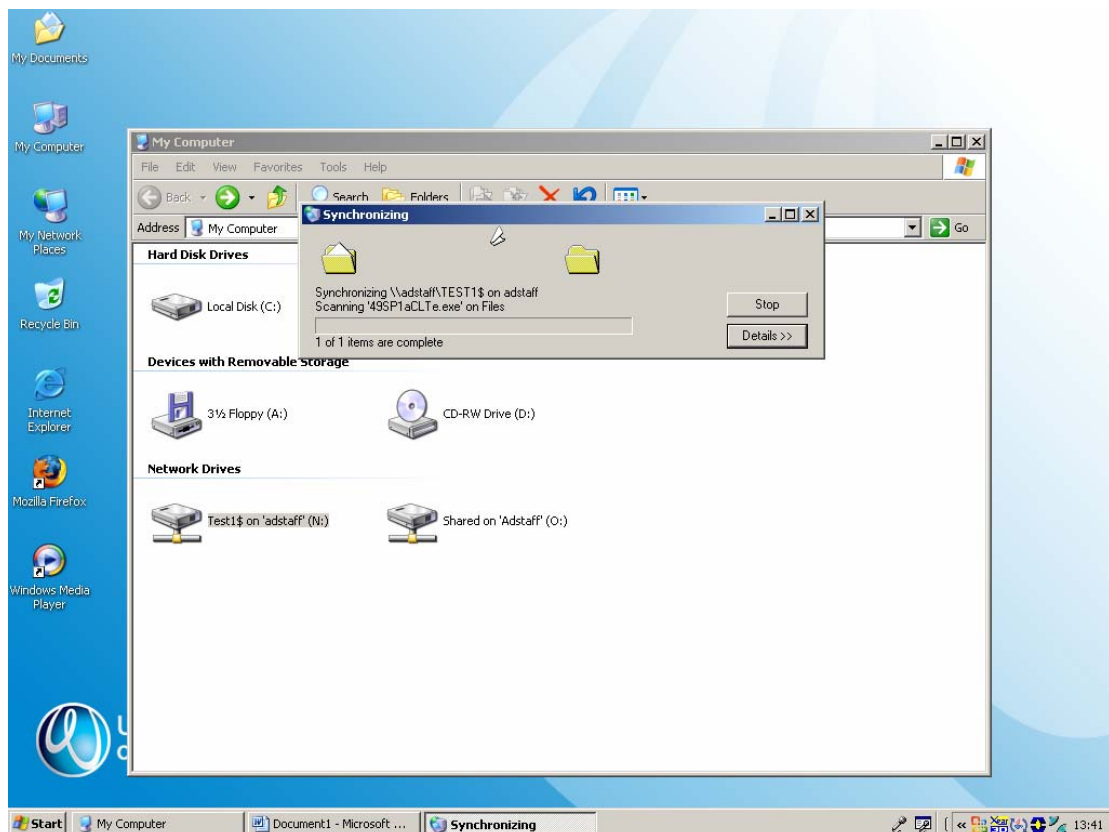
Select Finish...



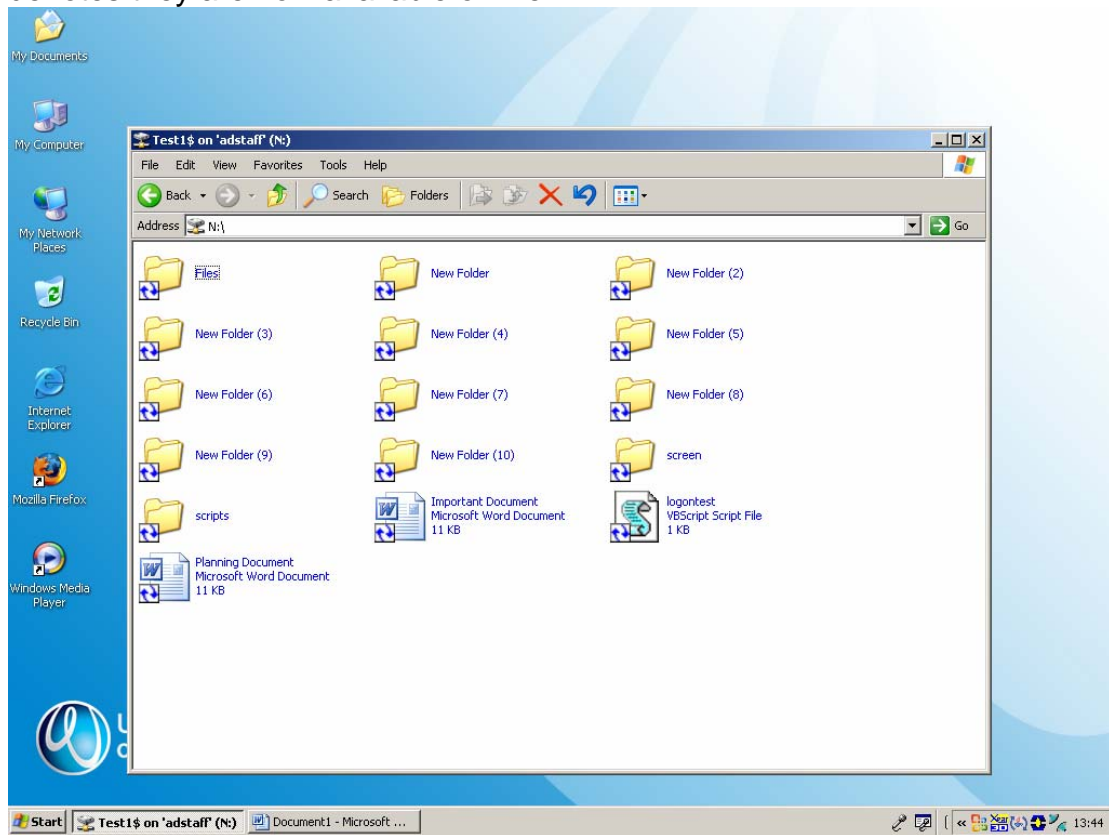
Select yes, make this folder and its subfolders available offline.



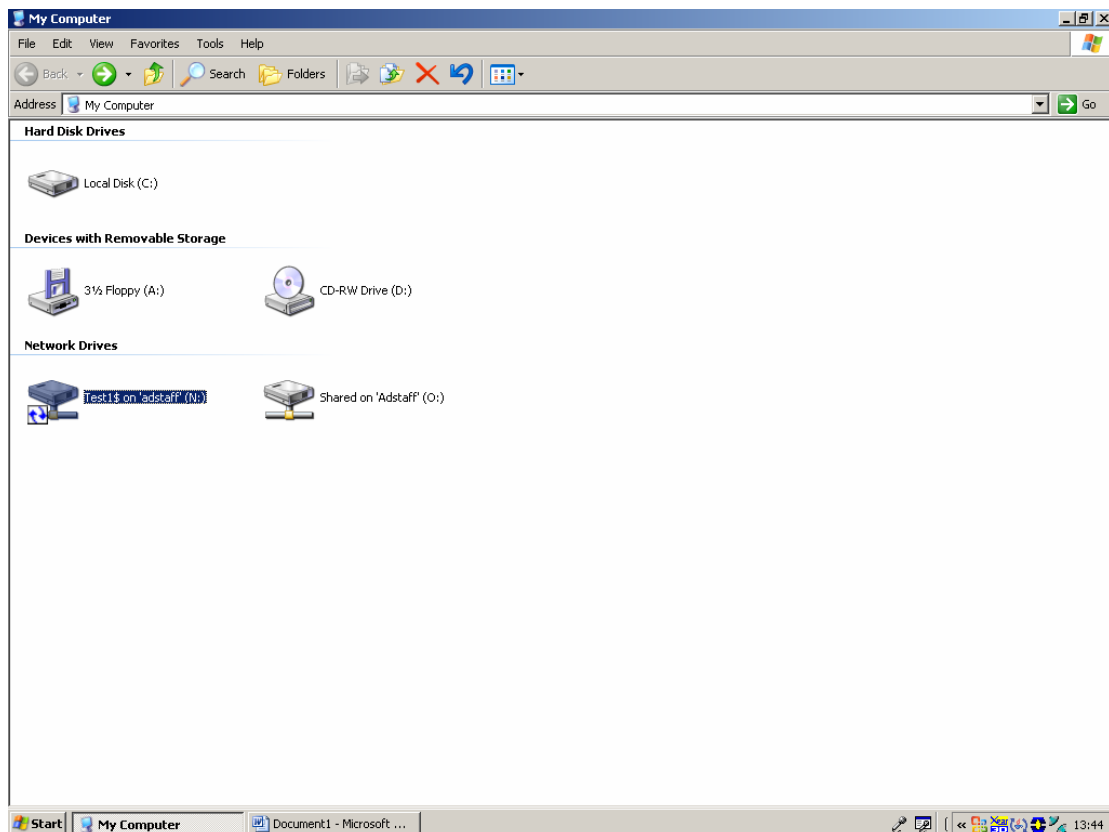
The folder will start synchronizing... this may take a few seconds... to minutes depending on the amount of items you have stored on the drive.



Once completed, all the icons are updated with the “swirl” symbol, which denotes they are now available offline.



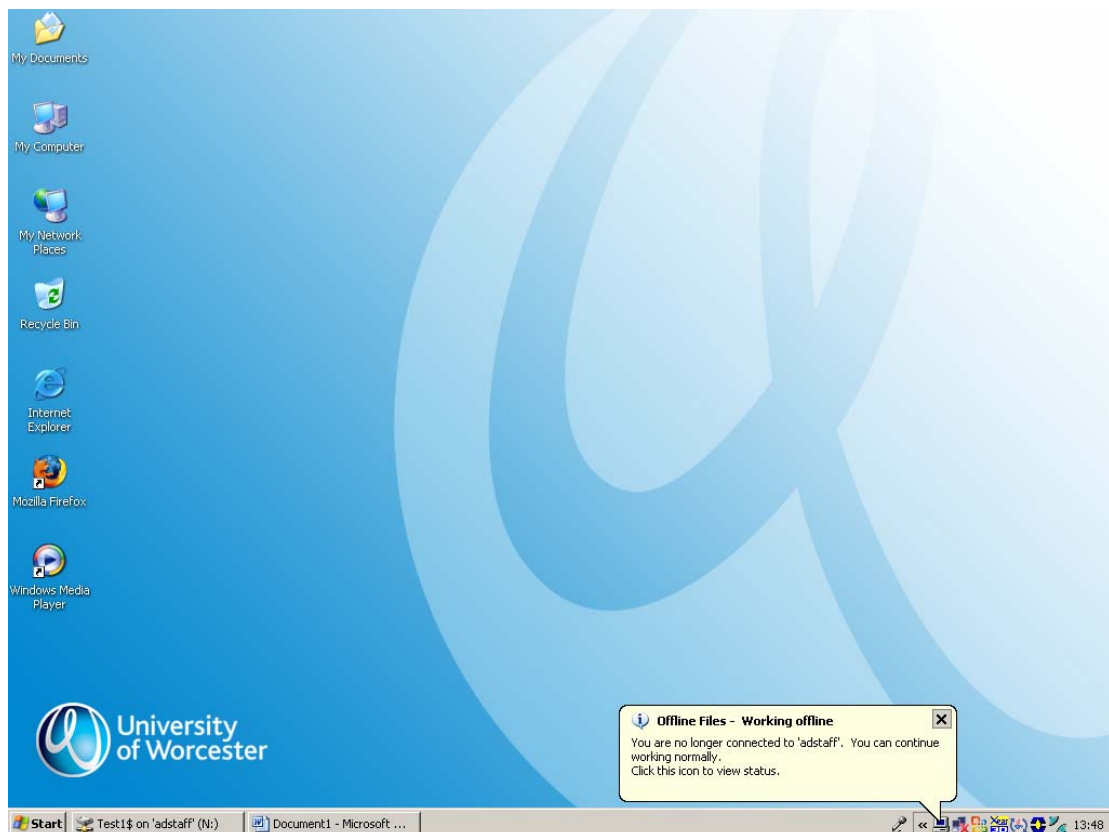
The drive also displays the swirl, to indicate offline files are setup.



In the event of a problem with network connectivity, a message is displayed informing you that you are no longer connected to the file server. You are still able to use your N: drive normally.

When network connectivity is re-established the files you have made changes to will be synchronised with your network copies of the files when you log out.

It is also possible to synchronise files as soon as the connection is re-established, but this will need to be done manually by right clicking on your N: drive and selecting synchronise.



Issues with Offline Folders :-

Offline folders use a portion of your hard disk to store local copies of network stored items.

If you are low on hard disk space it is possible to make single files or folders available offline instead of the whole of your N: drive. This is done by right clicking on the file or folder that you require and selecting Make available offline.

Any changes made to the files on the network will be updated automatically when you log out. This can slow down log off time if lots of changes have been made. You can update the network files at any time manually by right clicking on the item and selecting synchronise.

Certain files cannot be made accessible "offline". These include .pst (outlook archived files) and .mdb (database files)