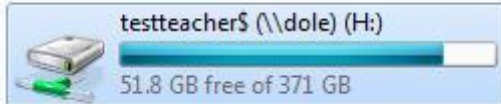


Laptop 101 – How to Make Files Available Offline

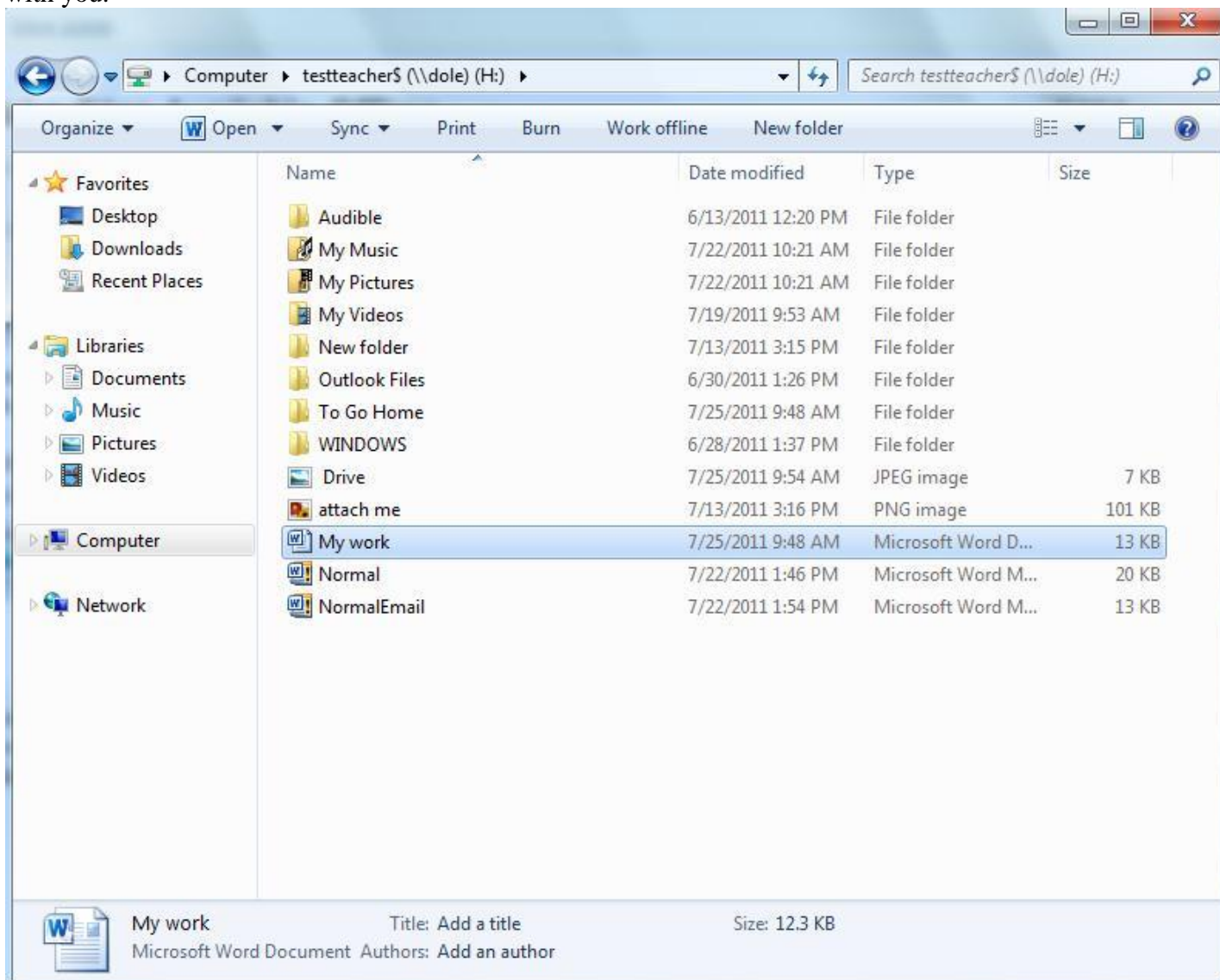
If you have files on your H:\ drive that you want to bring home, Windows has a built in feature that will allow you to access your work even when you are not on the school network. When you return to school, the files will automatically update on the network.

First, go to your H:\ drive under My Computer. Note that the examples below show “(\\dole) (H:)” while your computer will now show “(\\curtis) (H:)”.

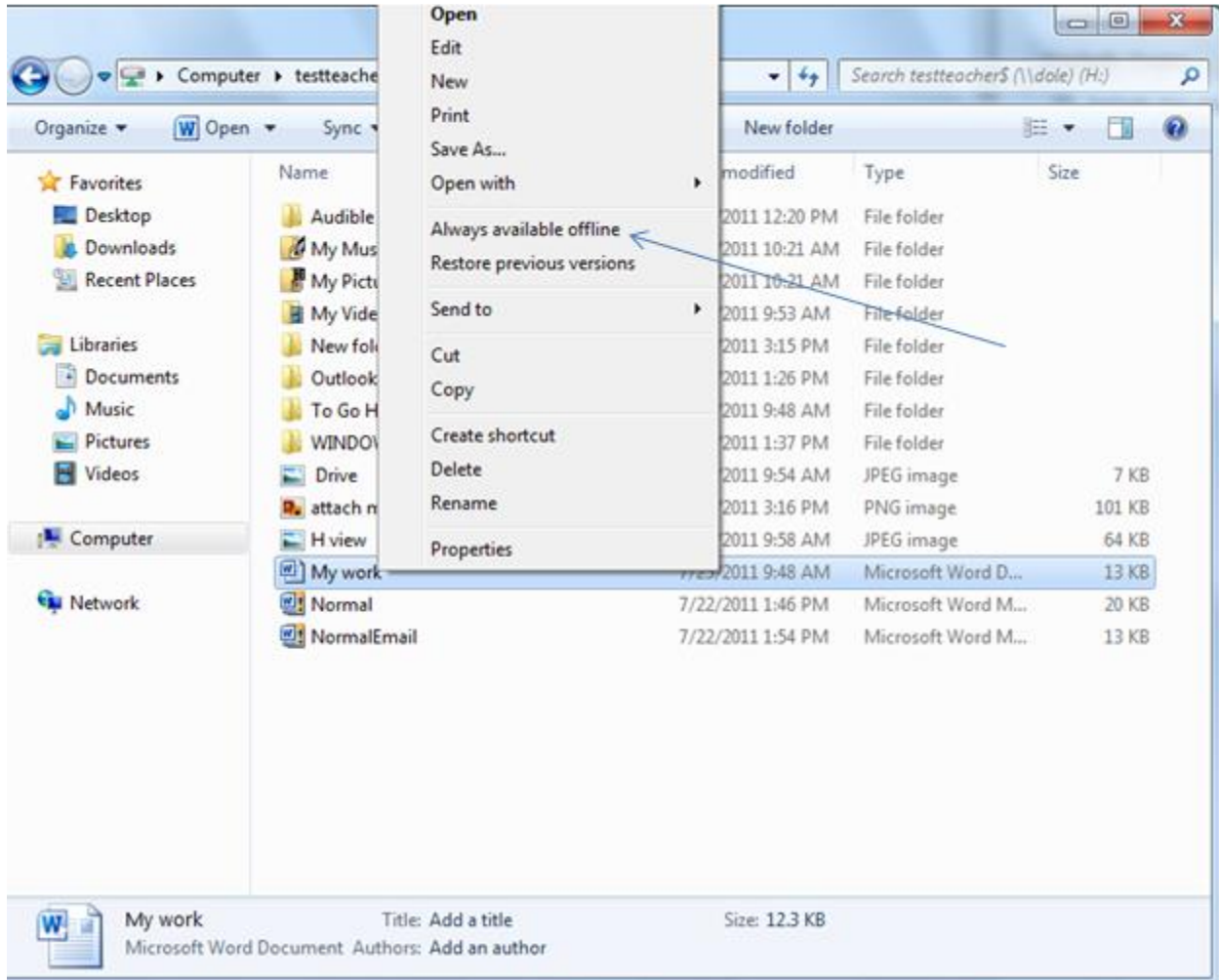
▀ Network Location (2)



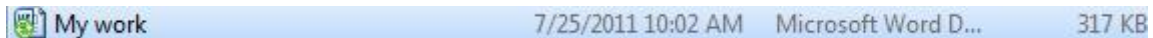
Now find the file or folder that you would like to make available from home. Note that you can select individual files or entire folders to take home with you.



Once you have found and selected the file(s) and/or folder(s) that you would like to make available offline, right-click on your highlighted selection and select “Always available offline”.



Your files will sync and a green circle should appear indicating that your files are now available offline.



Now when you go home and open your H:\ drive only the synced files will be available.