

Establishing File Synchronization on XP Computers

With the user logged on:

Start > Run > \\mexico\Backups and double-click “MakeMyFolder.vbs” then open the newly created folder labeled with the user’s name.

File > New > Folder and name it “Bates Work”

Right-click “Bates Work” folder and select “Make Available Offline”

In the Offline Files Wizard, “Automatically synchronize the Offline Files when I log on and log off my computer” should be checked. Then select “Next >”.

“Enable reminders” should be checked. “Create a shortcut...” should not be checked. Then select “Finish”. The “Bates Work” folder should now have two opposing blue arrows to signify offline synchronization is enabled.

Right-click on the “Bates Work” folder and select “Copy”. You may then close the Explorer window to Mexico.

Open “My Documents”, right-click in some open space and select “Paste Shortcut”. Truncate “Shortcut to Bates Work” to “Bates Work”, then:

Tools > Synchronize > and check “\\mexico\Backups on mexico”, then select “Setup”.

Under the “Logon/Logoff” tab, make sure “\\mexico\Backups on mexico” is checked. Under “Automatically synchronize the selected items:”, check both “When I log on to my computer” and “When I log off my computer”.

Under the “On Idle” tab, check both “\\mexico\Backups on mexico” and “Synchronize the selected items while my computer is idle” then select “Advanced...”

Under “Idle Settings”, set times to 5 and 60, respectively, then select “OK” twice and finally “Close”.

Have the user log off to verify proper file synchronization takes place.

Re-establish File Synchronization after Replacement or Re-image of Computer

With the user logged on:

Start > Run > \\mexico\Backups\gdudley (using appropriate user name)

Right-click “Bates Work” folder and select “Make Available Offline”

In the Offline Files Wizard, “Automatically synchronize the Offline Files when I log on and log off my computer” should be checked. Then select “Next >”.

“Enable reminders” should be checked. “Create a shortcut...” should not be checked. Then select “Finish”. You may then close the Explorer window to Mexico. Synchronization begins automatically and can take quite awhile.

After the synchronization is complete, open “My Documents”. It will already have the Bates Work shortcut so all you need to do is go to:

Tools > Synchronize > and check “\\mexico\Backups on mexico”, then select “Setup”.

Under the “Logon/Logoff” tab, make sure “\\mexico\Backups on mexico” is checked. Under “Automatically synchronize the selected items:”, check both “When I log on to my computer” and “When I log off my computer”.

Under the “On Idle” tab, check both “\\mexico\Backups on mexico” and “Synchronize the selected items while my computer is idle” then select “Advanced...”

Under “Idle Settings”, set times to 5 and 60, respectively, then select “OK” twice and finally “Close”.

Have the user log off to verify proper file synchronization takes place.