

Working Offline – P drive

Written by:
Education and Training Team
Customer Services Management
Division of Information Technology

August 2011
Version 1

Working Offline with your P drive folders/files on your laptop

Did you ever want to work on a file that is stored on the P drive using your laptop when you have no connection to the CSU network?

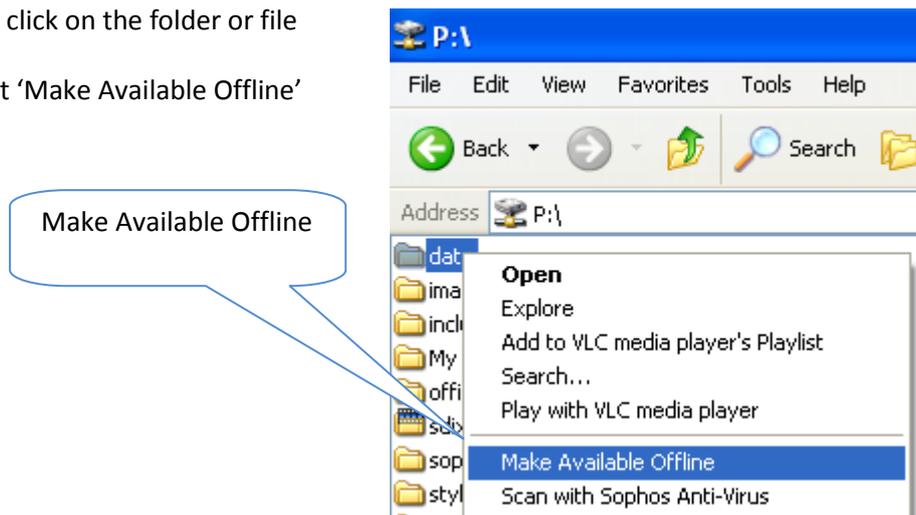
You can now set folders and files you wish to edit to 'Offline'.

This gives users the ability to set files and folders located within their P Drive to Sync to their local machine so that they can work with them when not connected to the CSU network (Handy for laptop users).

This means that you can work on files offline and when you connect back to the CSU network, your files will 'sync' meaning that the work you have done to the files will overwrite the version on the P drive and you will have only one up to date copy saved and not have a couple of different versions to choose between.

How do you do this?

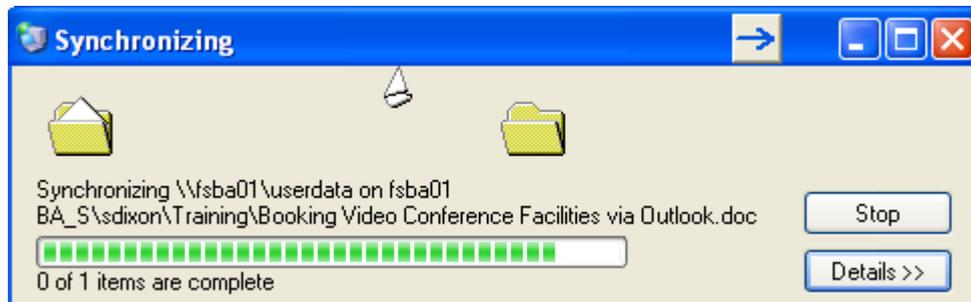
- Navigate to your P drive and to the folder or file you wish to work with 'Offline'.
- Right click on the folder or file
- Select 'Make Available Offline'

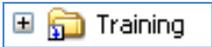


- A 'wizard' will start. Select 'Next'
- On the next screen you will have an option to 'Automatically synchronize the Offline Files when I log on and log off my computer'. You don't need to change this, just select 'Next'
- On the next screen you will have an option to 'Enable Reminders'. Leave this ticked and you can choose to 'Create a shortcut to the Offline Files folder on my desktop' by putting a tick in the box to select it.
- Select 'Finish'
- If you have subfolders under the folder you are making available offline you will then see a window asking if you wish to make these subfolders available as well. It is up to you whether

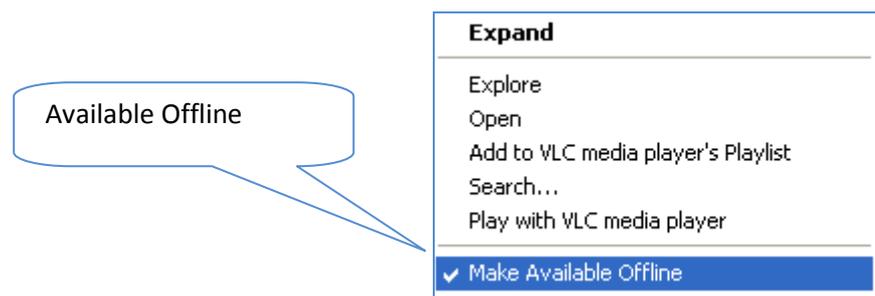
or not you choose this option. This will also depend on how large the folder you are making available is.

- Click on 'OK'
- You will then see the 'Synchronizing' window as your files are made available

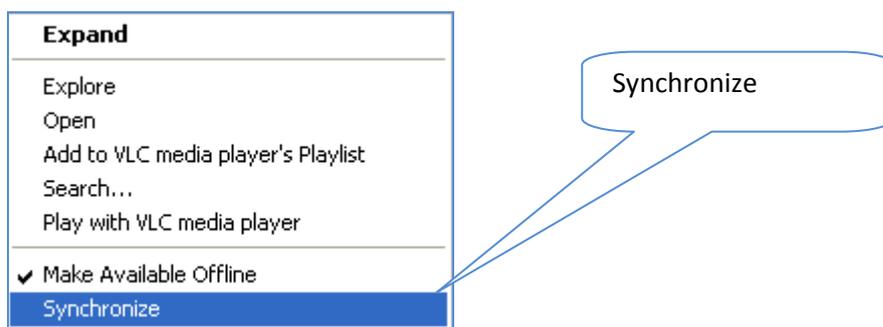


When you look at the folder in 'Windows Explorer' it will now have an arrow showing on it to signify that it is available offline 

If you right click on this icon you will see that it is 'Available Offline' because it has a 'tick' next to it



When you are reconnecting your laptop to the network you will need to go to the file/folder and right click it to 'Synchronize' it with the files/folders on the network.



You can also change your settings to automatically synchronize when you log either 'Off' or 'On'.

A Word of Warning

You need to be particularly careful when you are doing this for the following reasons:

- If you have been working on a file at home or offline and you haven't synchronised when you reconnect to the CSU network, and you have your setting on 'Synchronize when logging

off', then you will lose the changes you made when offline as it will overwrite with the original version from the P drive when you next log off

- Be careful that you don't work on the 'Offline' version while connected to the network, or it will again overwrite the changes you made to the 'Offline' version when you log off and disconnect your laptop from the network
- If you have it set to automatically synchronise when you log on in the morning then you will overwrite the copy on the P drive with the work you have been doing offline whether you want to or not

So, it is your choice which options you have selected but you need to be aware of the options you choose so you don't lose any work you are relying on