

Synchronization Method and Practice.

First off, if you haven't synched in a while, your next synch is going to take some time so plan a couple hours ahead or start your synch at the end of the day. After the initial procedure your synchronization time will drop dramatically and you will be able to fit a synch in anytime you please.

Your First Synch procedure:

It's the end of the day, time to log out and give your computer a rest. Start by saving all documents and closing all programs on your computer until you get down to your desktop. Do a brief check to make sure that all the documents you have saved are either in your documents folder or on the desktop (these are the locations that the server checks). Also check to see that there are no documents missing. Mouse over to the apple in the upper left corner and choose "log out so and so." Here is where the fun starts. The Synchronization window appears asking you if you would like to Synch to your mobile home, the network or to synch later.

Fun Fact: Unless you have saved files to your network account from a secondary computer you need only choose the "synch to mobile home" function!

Choose synch to mobile home, your computer will begin checking all the recent files on your computer and updating them to the server. This procedure is especially important to do if you have done work on your computer while away from campus.

That's it! You're done, welcome to the world of Synching!
If you are still having synching conflicts read on....

If you have been saving files using more than one computer on campus you will need to remember to "synch to network" on every visit to a secondary computer. In the meantime you may have some synch issues regarding files that were created on another computer. The synch window will ask whether you would like to resolve those issues with what is on your "mobile home" or the "network home". To understand this you will need to resolve the issues later and log back into your computer account. Choose to resolve the conflicts later and log back in. Check to make sure all your documents are on your computer. Be sure to check your documents folder and your desktop. If all files are in place then you can confidently resolve all synch conflicts by using the files on your "mobile home". If you are still missing files after this point we will need to see if the information has been saved on the server. E-mail your tech support rep for assistance.

Thank you and happy synching!