



## Accessing Your User Folder From Another School

If you are in a different school/building from where your user folder resides, you may nevertheless navigate to and access it over the network:

1. From the desktop or under the Start button, go to **My Network Places**→**Entire Network**→**Microsoft Windows Network** (this takes a few moments to open)→**ICCSD**.
2. Begin to type the name of the building (ex: Twa for Twain) to find it in the long alphabetical list.
3. Continue navigating to your user folder: **BuildingName-srv**→**Vol1**→**Users**→**etc.** (*navigate to your specific user folder*)

## To Copy the Contents of One User Folder to Another

If you have changed buildings and want to have the contents of your user folder moved from your previous building's server to your user folder on your new building's server, do this:

1. You must have access (login rights) to the old building's server as well as the new. If you do not, contact the librarian in your school, who will request the rights change.
2. Locate and open both user folders: that of the building where your contents reside, and that of your new building. Follow the instructions above for navigating to the remote server.
3. **Select** the contents of the old folder and **Copy**. **Paste** the contents in the new folder. Do **NOT** simply drag (move) the contents from the old to new folder, because you might run into rights problems. It is always safer to **Copy/Paste** than to drag and move.
4. Test a few files in the new folder. Make certain they launch properly. Once you are certain that the files are OK in the new folder, you may go back to the old server folder and **Delete** the contents. Do not **Delete** until you are positive that everything you want is safely and properly saved and accessible on the new server. We cannot retrieve folders and files that you inadvertently delete from the server!