

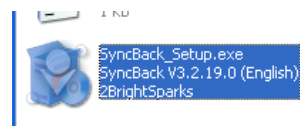
Synchronizing your M drive and Laptop for Work Offline

Many staff across the University have previously used Offline files for synchronizing their data between the M drive and the local machine. The principle of offline was highly advantageous to those using laptop, unfortunately it was also prone to failure and error. For this reason Offline files have been disabled on the new system – AD, once you are logging into AD you will no longer be able to use this system.

In place of Offline Files, IT Services will be supporting SyncBack a downloadable piece of software that can be tailored to synchronize your M and N drive files onto your laptop and back from your laptop at will.

To Download and install SyncBack

- Download the zip file from <http://www.2brightsparks.com/downloads.html#freeware>
- **Right click** on the zip file and select to **expand all** from the menu.
- Accept the defaults by clicking next twice to extract the files
- Click finish leaving the default setting. The extracted files will be displayed in a new window.
- Double click on SyncBack_Setup.exe to install the software.
- Click **Run** on the Security Warning
- Click **Next**
- Accept the agreement by putting the bullet in “**I accept the agreement**”
- Click **Next**
- Accept the default install location and Start menu Shortcut by clicking **Next** twice.
- Accept to “Create a Desktop Icon”, by clicking **Next**.
- Click **Install** -> Click **Next**
- Remove the tick from Join the Mailing list, then click **Finish**.

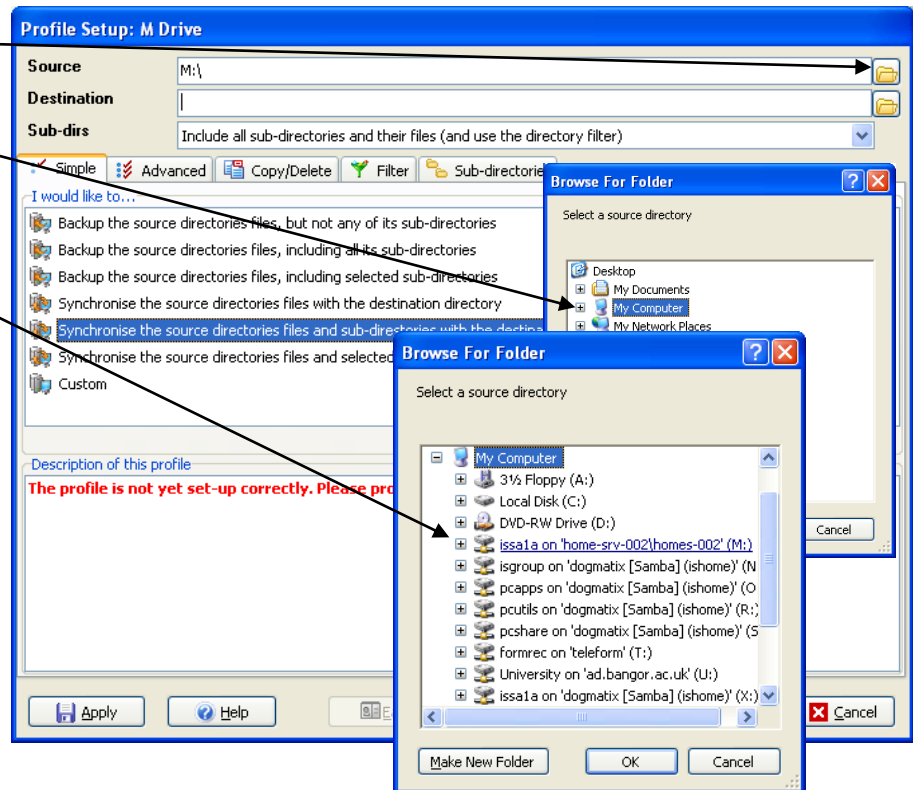


Selecting files to Synchronize

- Click the New icon at the bottom of the Window.
- Place the bullet in Synchronization
- Click OK
- Name the Profile M Drive (or a name of your choice)

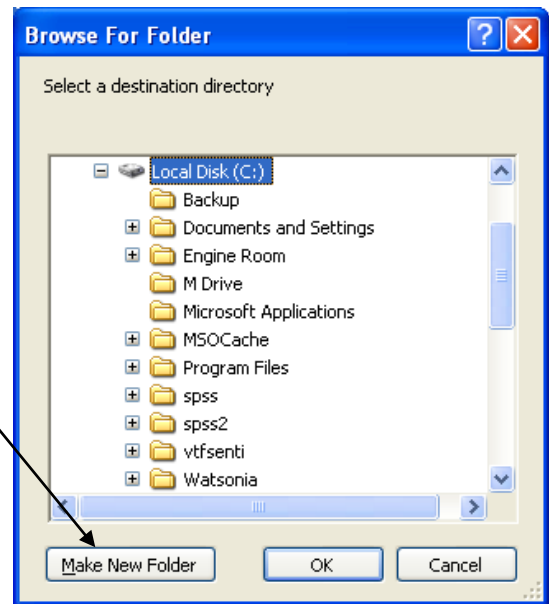
Setting the Source Files

- Click the Open folder icon next to Source.
- Click the + next to My Computer on the Browse for Folder window
- Click the + Next to M drive
- Select the folder that contains the data you wish to Synchronize by highlighting.
- Click OK twice to close both Windows.



Setting the Destination Folder

- Click the open folder next to Destination.
- Again click the + next to My Computer
- Select Local Disk (C)
- Create a new folder by clicking the Make New Folder icon
- Call the folder M drive
- Highlight this by clicking in the list of Destination Directories
- Click OK



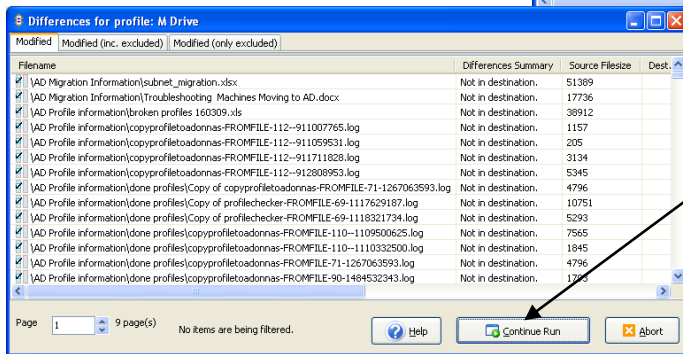
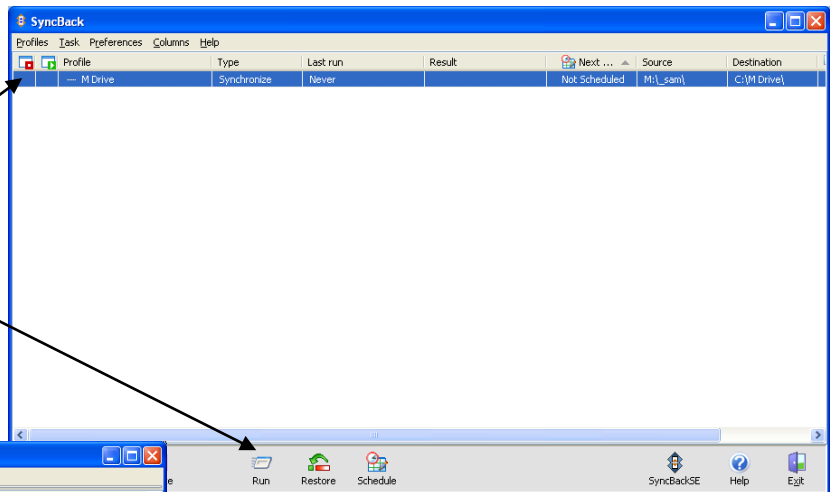
For the majority of users this is all the configuring necessary to Synchronize your files on M with your laptop. By default when synchronizing the two locations the newer file date stamp takes precedence and overwrites the older file. This can be changed under the advanced tab, if you are unsure at this point please contact IT Support.

- Click OK on the Profile Setup Window
- The profile should now be listed.

Running the Synchronization

- Highlight the Profile for M drive
- Click Run

The differences between the two directories will be listed.



- Click Continue Run.
- The two directories will then be Synchronized.
- The result of the synchronization will be shown next to the profile.

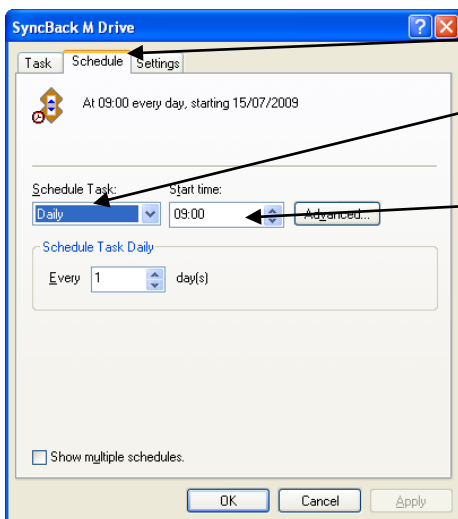
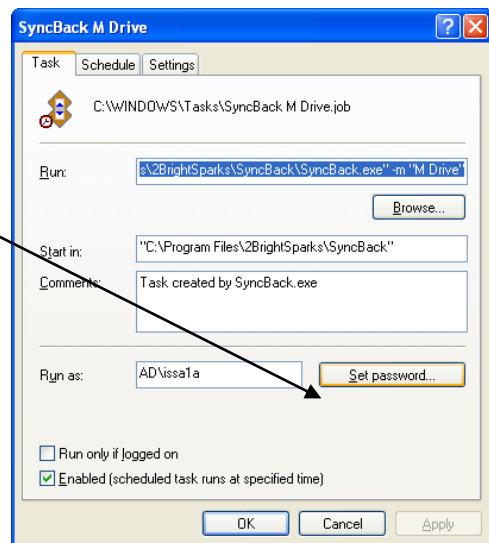
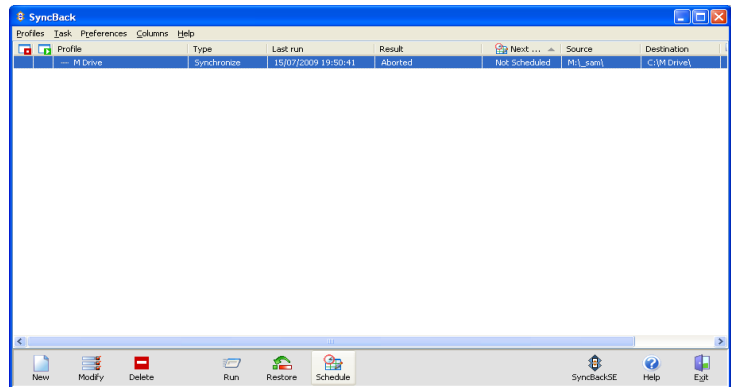
Creating a Shortcut to your Directory on C

- Right click on the Desktop
- Click **New** -> **Shortcut**
- Click **Browse**
- Navigate to the synchronized folder and highlight by clicking
- Click **OK**
- Click **Next**
- Name the shortcut
- Click **Finish**

You will now be able to access your files by clicking on the shortcut on the desktop.

Setting a Synchronization Schedule

- Click Schedule
- When prompted to create a schedule Click **YES**
- You will be prompted that you will need to set your login password, click **OK**
- Click Set Password
- Enter you network login password. Synchronizations will only run when you are connected to the network.



- Click onto the Schedule tab
- Schedules can run daily, weekly, monthly, on login, or at system startup. Select your preference from the drop down list
- If selecting daily, weekly or monthly you will also need to fill the second drop down with time, day or date dependant on the option selected,
- Click OK to complete the Schedule.
- Click OK on the confirmation Window

The synchronization will run when next due. Prior to this files will not be synchronized without running the synchronization manually.

Any problems please contact IT Support – helpdesk@bangor.ac.uk or 01248 388192