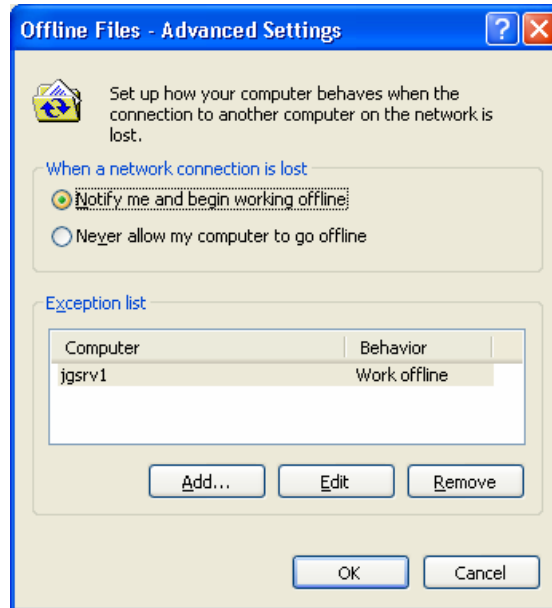
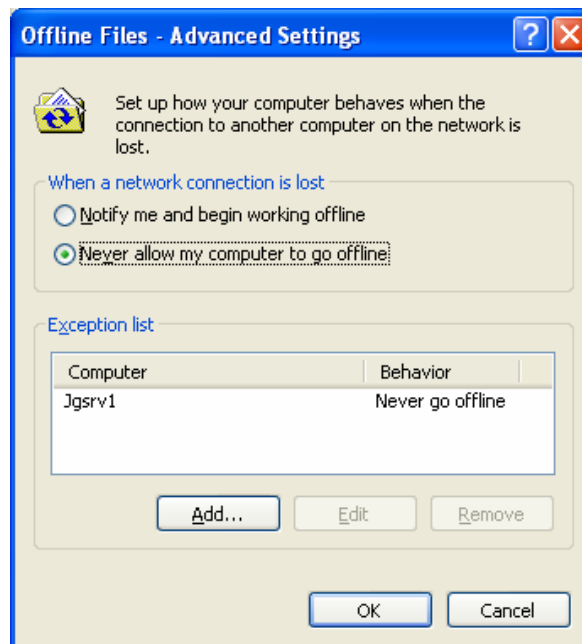


Setting Up the Client Computer

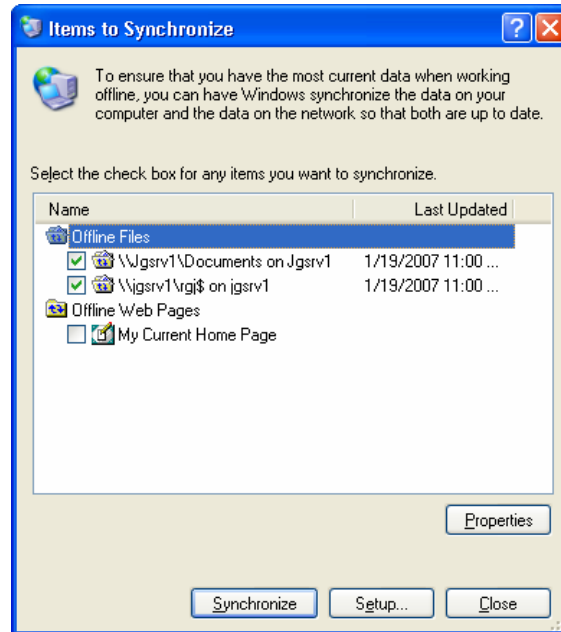
1. Double click on My Computer, Tools, Folder Options, Offline Folders, Advanced.
2. On computers always working remotely, Make the connection list say to Work offline.



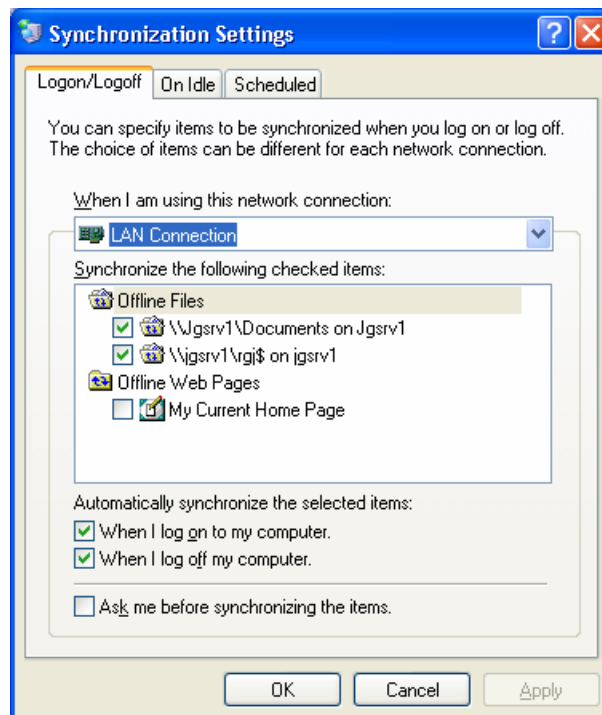
3. When you have users that go back and forth between the home office and remote office, sometimes the computer will flip offline when you do not want it to. Therefore when you are in the office, choose the following settings.



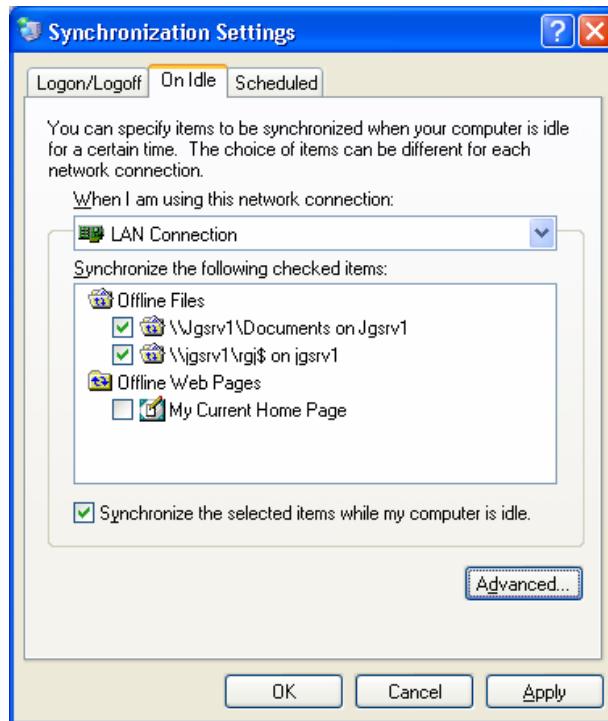
4. Next, set up a schedule to automatically sync offline folders to the server. The purpose of this is to not leave all of the syncing to logging off or logging on. To do this go to My Computer, Tools, Synchronize, Setup, Scheduled. I set mine for an hour. Make sure you have check marks on all of the folders that need to be synced.



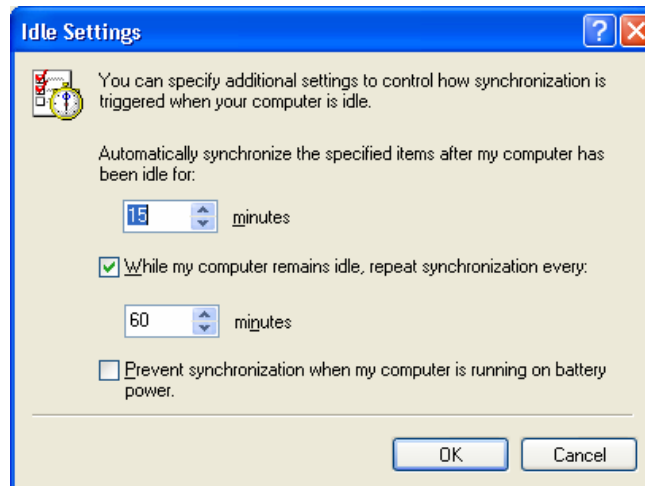
5. Choose the Setup.. button and make sure the following check marks are in place.



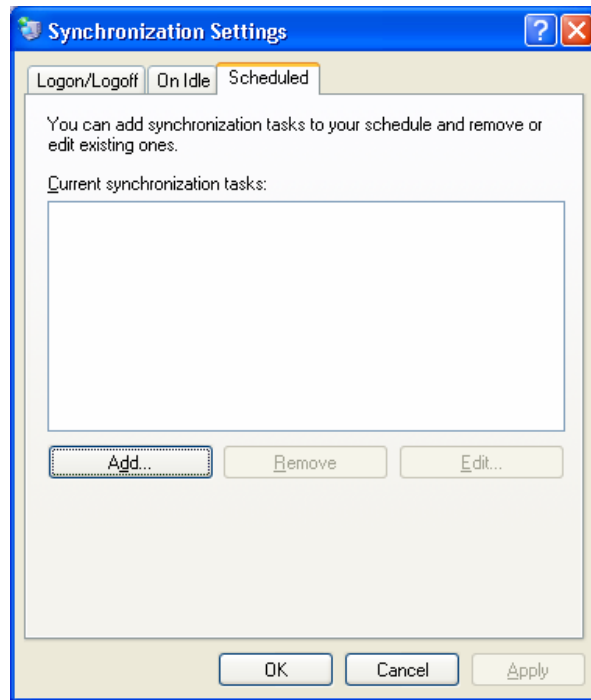
6. Select the tab that says "On Idle". Choose the following check marks.



7. Go to the advanced tab button and choose the following:



8. Next Choose the Scheduled Tab. Choose Add..



9. Follow the Wizard..



Choose your Offline Files



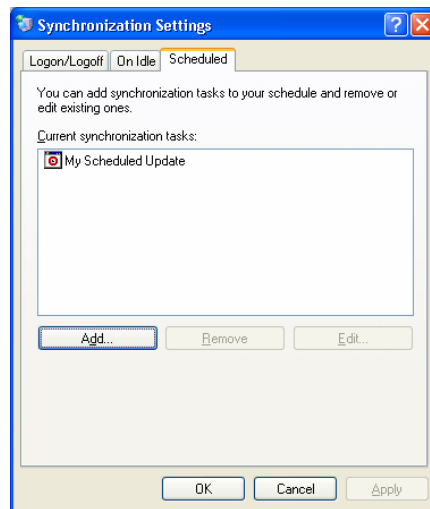
Pick a time to do the Sync. You may want to do this after hours if you are working remotely.



Name the Scheduled Job.



Verify all your settings are correct.



Click OK and you are finished.