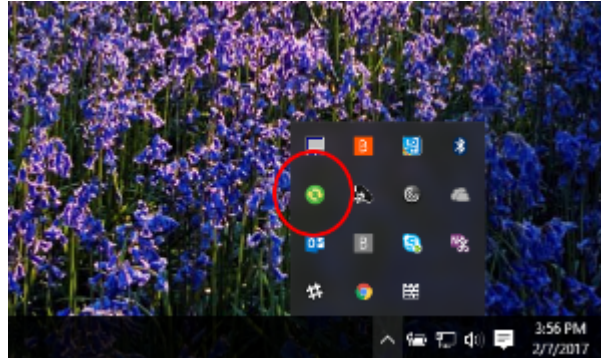
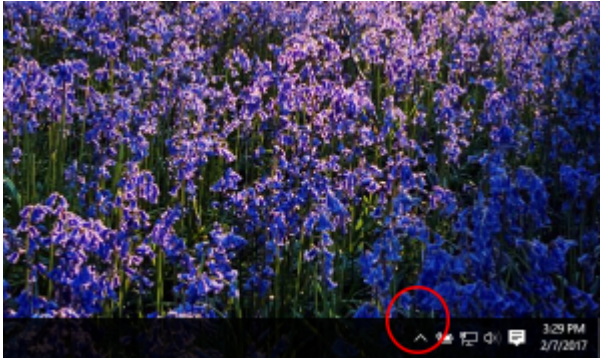


# Syncing Offline Files

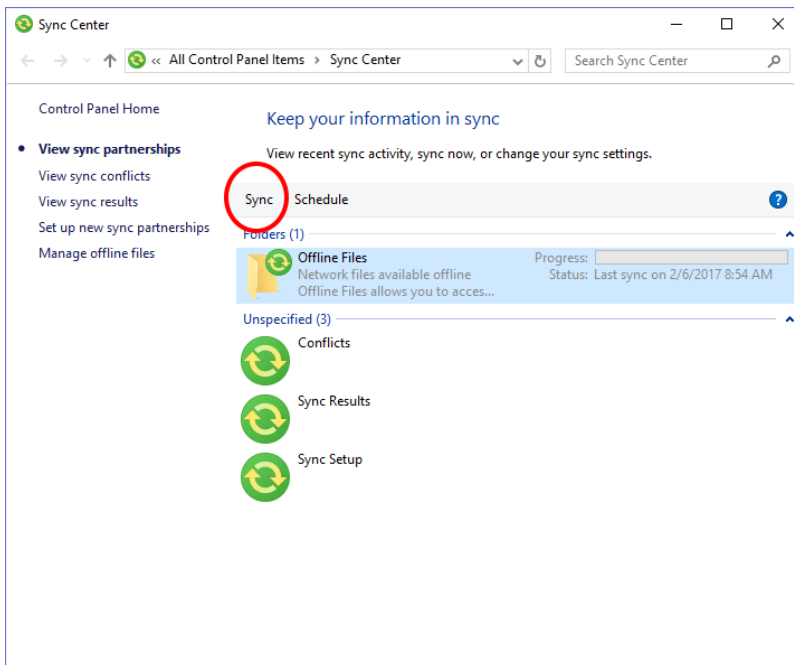
Managed Windows laptops with DirectAccess are configured to keep a synchronized copy of your Home Directory copied to its hard drive. The synchronization is not instantaneous. It could take as long as 2 hours for the sync to happen on its own. **It's better practice to force a sync rather than closing the laptop's lid and hoping it sync'd.**

Find the **Sync Center** in the task bar in the lower right of your screen

The Sync Center is probably hidden. Press the "Show hidden icons" arrow to reveal it. Look for the green Sync Center circle. Press that to open the Sync Center

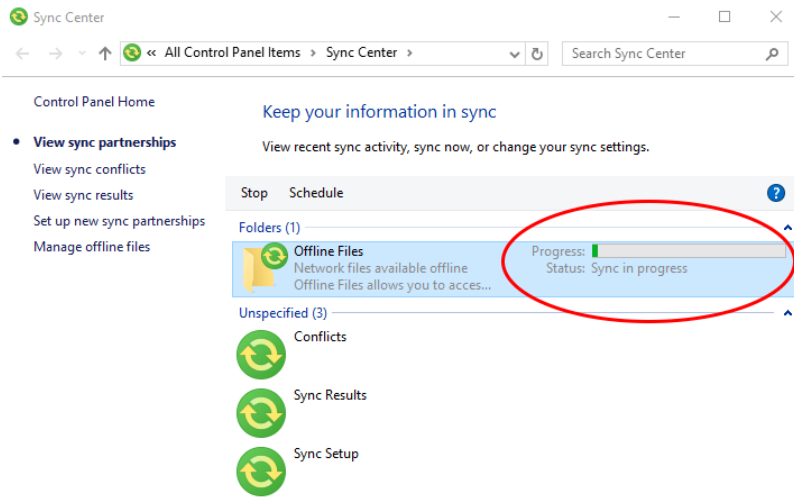


Select **Offline Files** and press **Sync**



Let the sync run.

- If this is your first sync on this machine it has to copy all your Home Directory files from SU's file servers to this machine. This can be as much as 100 GB and can take more than an hour.
- All future sync's copy only the files you've changed. This is much quicker.
- Wired network connections can be ~20x faster than WiFi network connections.



When it's done the **Last sync on** date should be in the recent past. If there are conflicts go ahead and try to resolve them. Usually the newer file is the one you want to keep. If you're in doubt save them both.