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| 1 | **Enabling Offline Files** |  |  |

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|  | 2 | Open Sync Center from Control Panel on the SUT, click on **Manage offline files** , on the General tab, click **Enable offline files** .   *Note: You might need to restart your PC for the changes to take effect.* | Enable the use of offline files successfully. |  |

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|  | 4 | **Make files or folders available offline** |  |  |

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|  | 5 | When your PC is connected to the network, open File Explorer and find the network file or folder you want to make available offline. | Find the network file or folder you want to make available offline successfully. |  |

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|  | 6 | Right-click the file or folder, and then click **Always available offline** .   *Note: For Windows 8/8.1, you can make file or folder available offline as following: Select the file or folder, click the Home tab, click Easy access, and then choose Always available offline.* | Make file or folder available offline successfully. |  |

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|  | 7 | Confirm that the file is available offline by following method:   A small green sync icon will appear in the corner of the file or folder icon.   Right-clicking the file and make sure that a check mark appears next to **Always available offline**. | Confirm that the file or folder is available offline successfully. |  |

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|  | 9 | **View offline files** |  |  |

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|  | 10 | Open Sync Center from Control Panel on the SUT, click on **Manage offline files** , on the **General** tab, click **View your offline files** . | Offline files can be viewed successfully. |  |

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|  | 12 | **Work offline even though you have network access** |  |  |

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|  | 13 | Open the network location that contains the file or folder you have made available offline, change the file or folder to Work offline mode as following method:   For Win 7, on the toolbar, click **Work offline**.   For Win 8/8.1, click the Home tab, click Easy access, and choose Work offline.  After change to Work offline mode, make some changes for the file or folder. | Change the offline files to Work offline mode and make changes successfully. |  |

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|  | 14 | When you're finished working offline, you can change the offline file or folder to Work online mode to sync any changes you have made offline with the file or folder on the network as following method:  For Win 7, click Work online on the toolbar.  For Win 8/8.1, choose Work offline again.   On the Client system, confirm any changes you have made offline is synchronized. | Work online and sync any changes you have made offline with the files on the network successfully. |  |

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|  | 16 | **Use Sync Center to Sync offline files** |  |  |

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|  | 17 | You might want to sync all your offline files right away to be sure you have the latest versions of files stored on the network. You can use Sync Center to do this as following:  Open Sync Center, click the Offline Files folder and then click Sync on the toolbar to sync all your offline files. | Use Sync Center sync all offline files successfully. |  |

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|  | 19 | **Disk Usage for offline files** |  |  |

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|  | 20 | Open Sync Center from Control Panel on the SUT, click on **Manage offline files** , on the **Disk Usage** tab:   Click on Change limits, change the Maximum amount of space all offline files & temporary files can use.   Click on Delete temporary files to delete temporary files.   *Note: Space for temporary can't be larger than space for all offline files.* |  Changed the Maximum amount of space all offline files & temporary files can use successfully.   Deleted temporary files successfully. |  |

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|  | 22 | **Encryption for offline files** |  |  |

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|  | 23 | Open Sync Center from Control Panel on the SUT, click on **Manage offline files** , on the **Encryption** tab, click Encrypt, and then click OK.   *Notes:*  * If you encrpt your offline files, you encrypt only the offline files stored on your computer, and not the network versions of the files.You don't need to decrypt an encrpted file or folder stored on your computer before using it.This is done for you automatically.*  * In versions of Windows that do not include the Encrypting File System(EFS), the Encryption tab does not appear.* | Encrypted offline files successfully. |  |

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|  | 25 | **Network connection for offline files** |  |  |

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|  | 26 | Open Sync Center from Control Panel on the SUT, click on **Manage offline files** , on the **Network** tab, ensure check for a slow connection every 5 minutes , and then click OK. | Set check for a slow connection every 5 minutes successfully. |  |

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|  | 27 | Ensure the SUT is working on a slow connection.  Repeat **Work offline even though you have network access** section.   When change offline files to Work online mode, Offline Files will wait 5 minutes before checking for a slow connection. | Offline Files will wait 5 minutes before checking for a slow connection. |  |