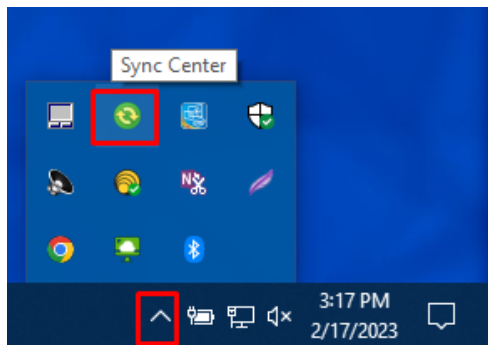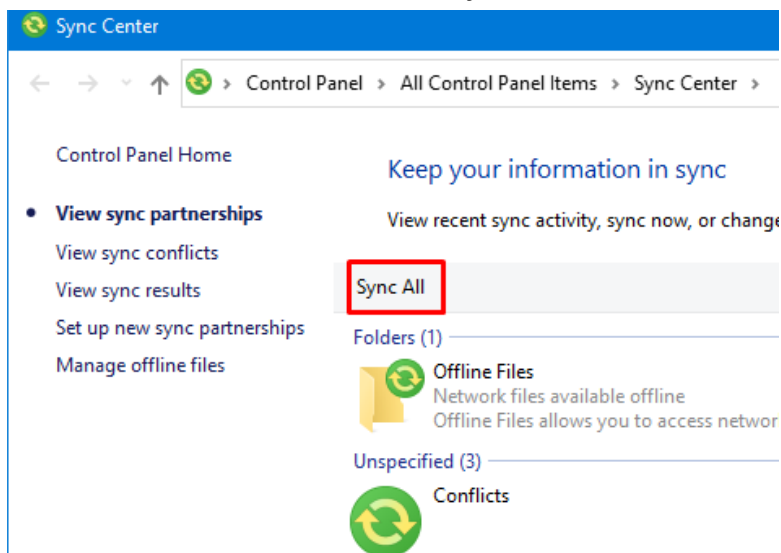# UAS Sync Folders - Manually

UAS uses Windows Sync Center to ensure backups of the Desktop and Documents folders of UAS-built computers. This is done automatically in the background when your computer is on and connected to the UAS network. To manually back up your sync:

1. Connect to the UAS Authenticated network, preferably by campus ethernet (UAS wifi or VPN also work)
2. From the lower right corner, select the Sync Center icon

3. Note if there are any Conflicts, they'll be noted on this page
4. If there are no issues, click the Sync All button

5. Allow time for processing. Based on how much data you have, this may take a while