

Moving your profile to another Computer.

First you have to know that your **H:** drive located in **My computer** is your home directory where you can store your personal data.

The home directory is considered private and protected in a way not to be accessed by others. **But you can access it from any computer in the AUBG network system.**

The home space also includes web directory, which is your **W:** drive. (Any file you put in W: directory or its sub-directories, will be accessible worldwide through Internet). The H: drive is still private and cannot be accessed through the web. Because the server disk space is limited, a disk quota of 300 MB per user is set up (it includes the information on your H: and W: drives).

Moving your files from current Computer to a new one.

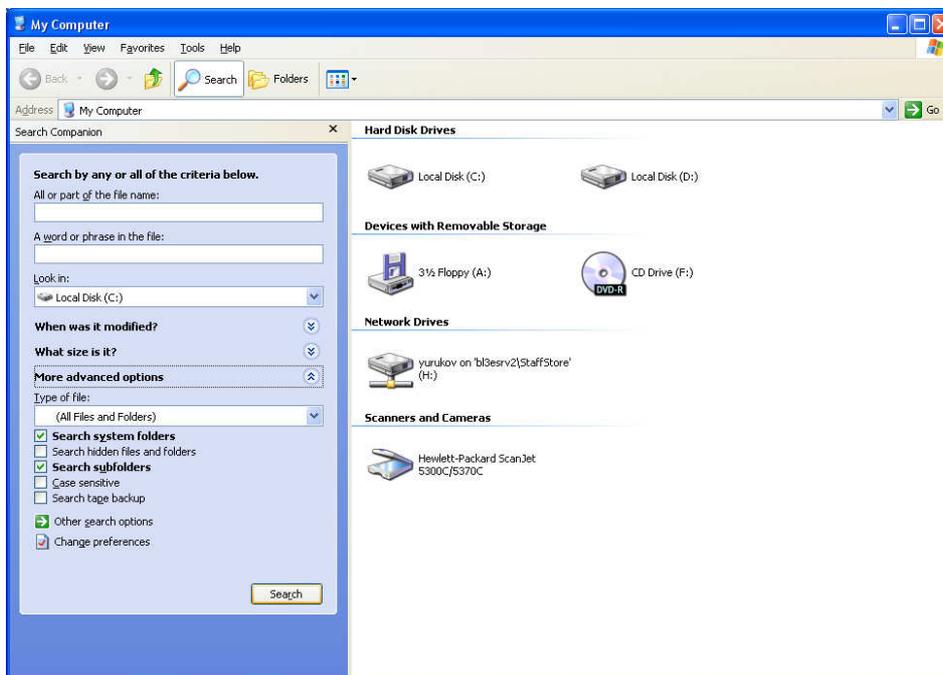
Most popular places where you store your files are: My Documents, C: drive and bookmarks of your browser.

1. Find the files that you want to move to the new computer.

-PST files

- My Documents

- Files in different location on C:



You can use **Windows Search** to locate your documents on the hard drive.

Your profile will be deleted from the old computer!

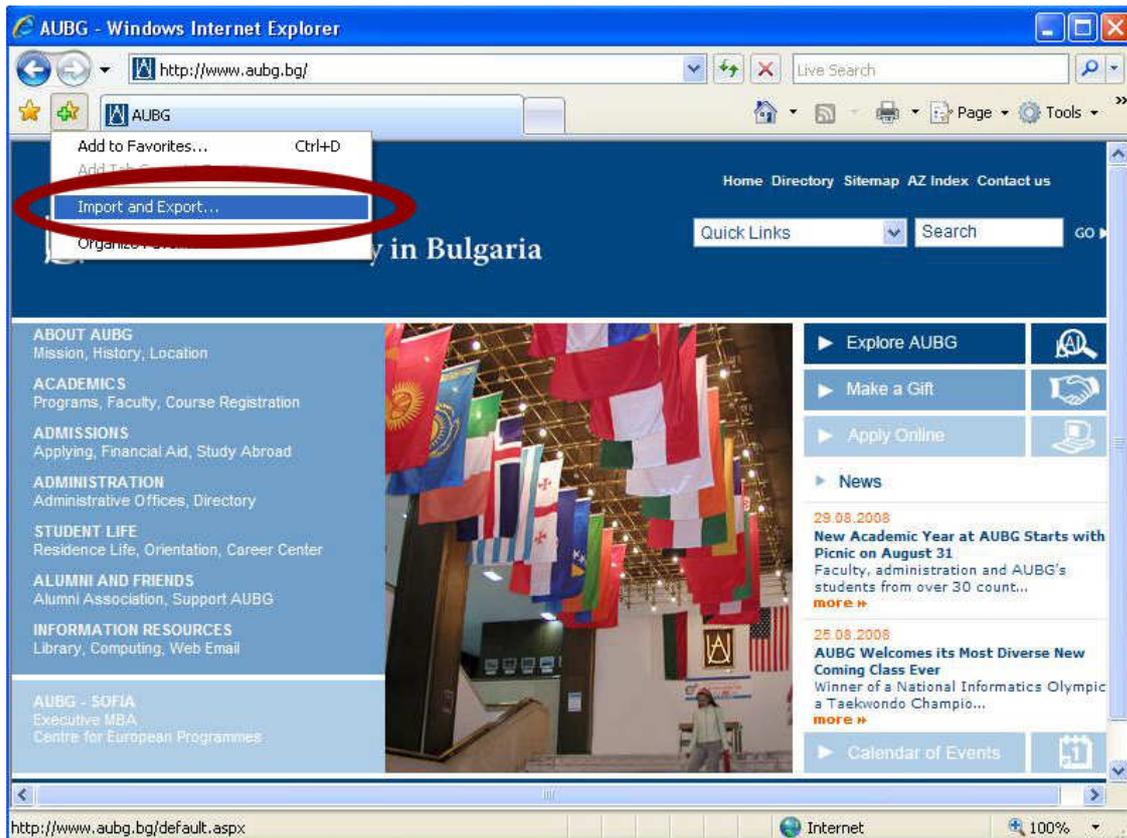
If you can collect all the files on your H: drive (with total amount of space less then 300MB) just copy them from **C:** drive or **My documents** and paste them to the **H:** drive.

Other way is to copy files to a USB flash drive.

If the total amount of space you need is more than you can put in your **H:** or to a USB, burn them on a DVD.

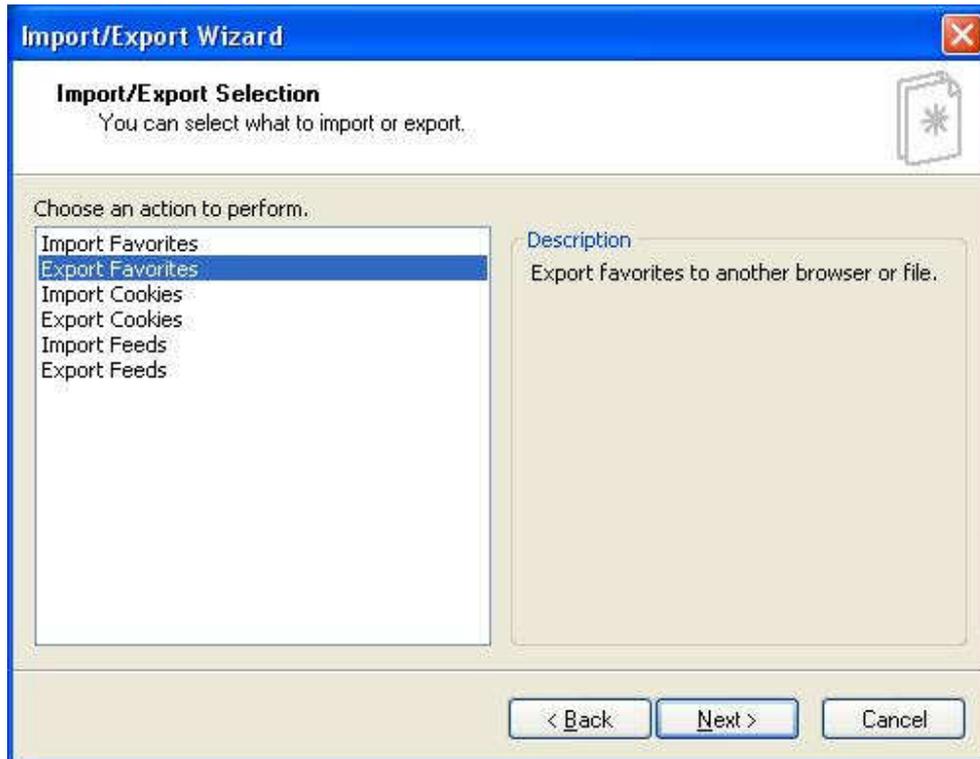
- Favorites

You can export the Favorites from your browser (IE7) to a file and import them later to your new PC.



Click on "Import and Export..." menu shown on the picture above.

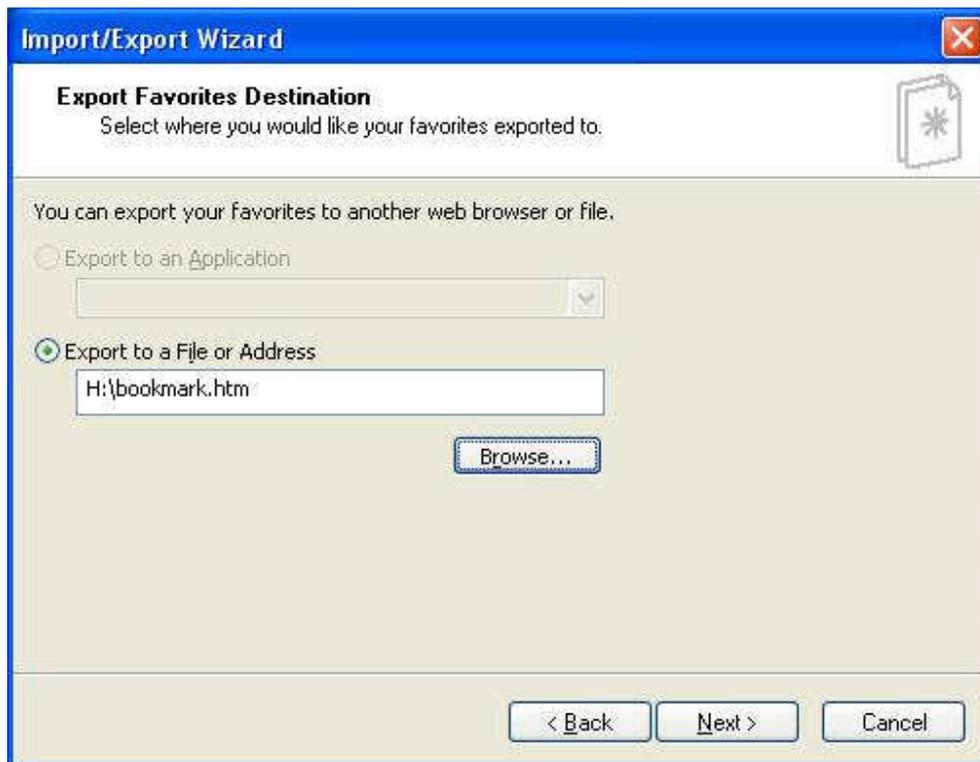




Choose "Export Favorites" and click the "Next" button...



Select "Favorites" folder in order to export all favorites and click the "Next" button...



Choose the path of the export file to be on your **H:** drive



Finish the export procedure.

Things you can do when log in for first time to the new computer.

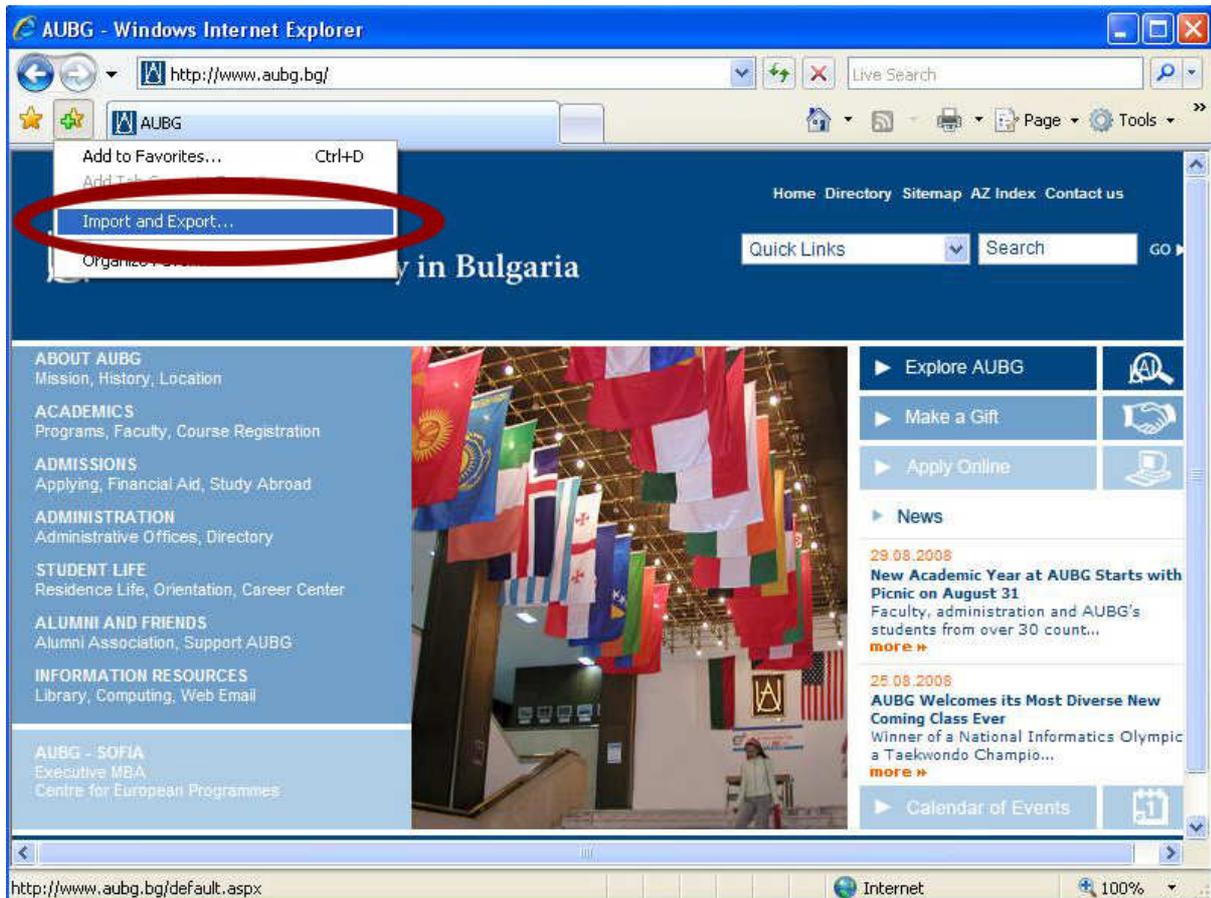
1. Set the Microsoft Outlook, link

http://www.aubg.bg/RapidASPEditor/MyUploadDocs/outlook2003_config_mail2.pdf

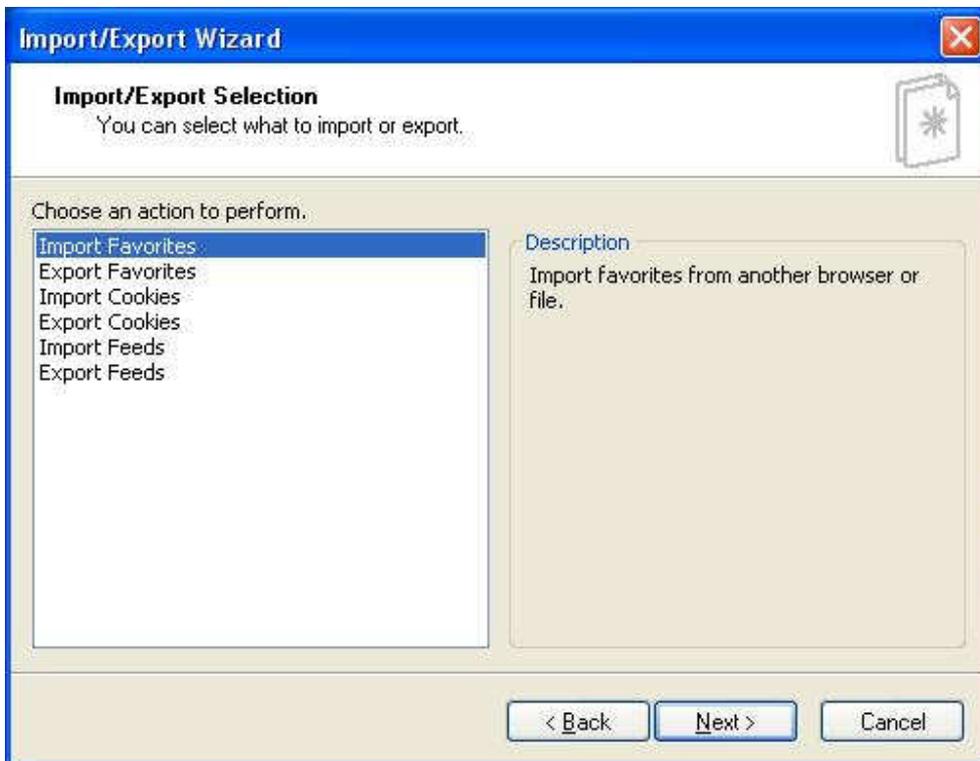
2. Connecting to the Faculty printers

<http://www.aubg.bg/template5.aspx?page=4800&menu=006001001000#1>

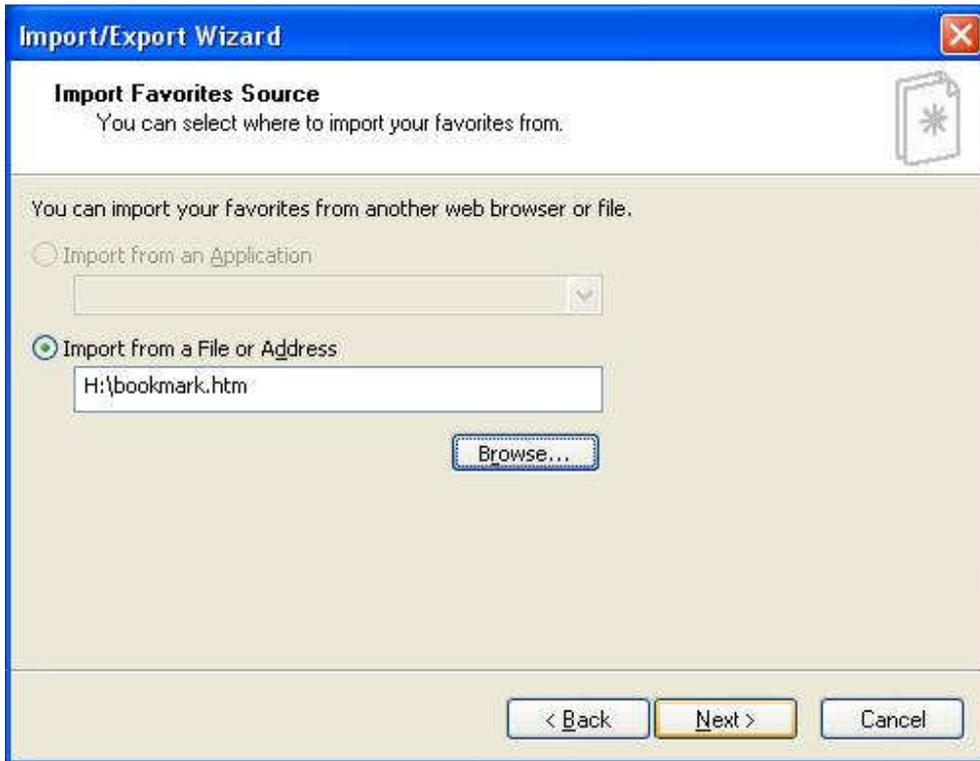
3. Favorites



Click on “Import and Export...” menu shown on the picture above.



Choose "Import Favorites" and click the "Next" button...



Choose the export file from your **H:** drive (you created it in the Favorites export procedure)





Finish the import procedure.

We recommend you to make a folder with the files from the old Computer to your C: drive.

For example C:\oldPC\ and store all of your old files there.