**Moving locally stored profile items to a new server**

**SOLUTION (Steps to resolve with clear screen shots included):**

1. Whilst logged in to your existing POL session. We are going to copy your local information to store on a server

(We do this so we can move to any pc & your information becomes portable, for example, website links to CDF, documents, signatures and any items you may have saved on your POL desktop.)

1. Navigate to your Y drive via File Explorer and right click on the white space.
2. Select “New Folder” and call it POL Desktop.





1. In File Explorer, navigate to C Drive – Users – find your login name and double click on it. A screen like the below will appear:



1. Press Control + A to select all items.
2. Right click and select CUT. Move then into the New Folder you created in step 3.
3. Log on to your new server.
4. Retrieve these items from your Y Drive and paste them to the C Drive – Users – username – replace what is already in the folder.

**If you have trouble at any stage, please email** **new.work@cam.org.au****.**