

## How to send/copy file(s) or folder to other office workers connected to our network

I realise/know that at the moment people are solely using USB/Pen Drive's or email attachments, but there's a much simpler way.

I have mapped a Network Drive 'UsbShare (N:)' which is connected to our router.

Therefore, anyone that is connected to our Network and has had their PC configured, will be able to send file(s) or folder(s) to each other.

At the moment I have configured ALL the Office Desktop PC's and most of our Laptops. You will see a shortcut on the Desktop to this drive named '**UsbShare (N)**'.

For security, please use the move command to send your file(s) to your chosen folder, else everyone has access to them.

Rather than dragging and dropping file(s) I've made available from the right click drop down menu the '**Show more options\Send To**' function to **UsbShare (N)**

This document is available on our web site at <https://www.societylinks.org.uk/office-support> and on how to configure your PC manually, without a visit from me 😊.

Whether you use this or not, just remember to try and work smarter...

Ian (Trying to make IT easier for everyone 😊) Roberts

P.S If this just doesn't seem to make any sense, let me know and I'll try and explain some other way e.g. Hand signals maybe.