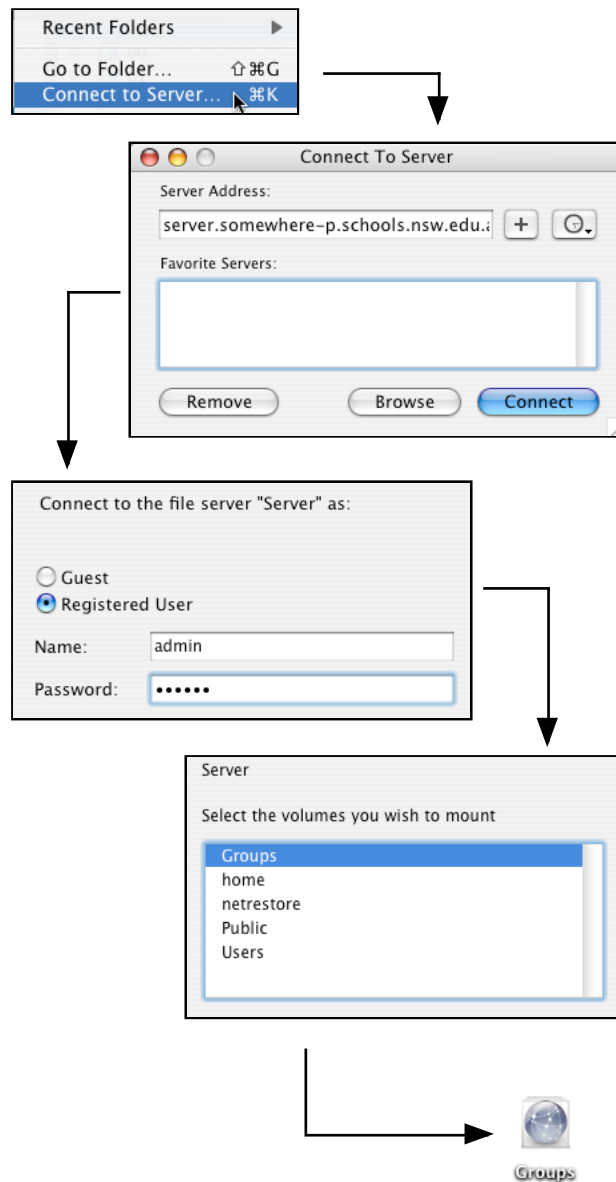


5. Accessing Files on an Old Server

When your new server is installed you will probably need to transfer files stored on a previous file server.

These notes briefly describe a process for moving files from an *OS 9 AppleShareIP* Server to students' Home folders located on a *Mac OS X Server*.

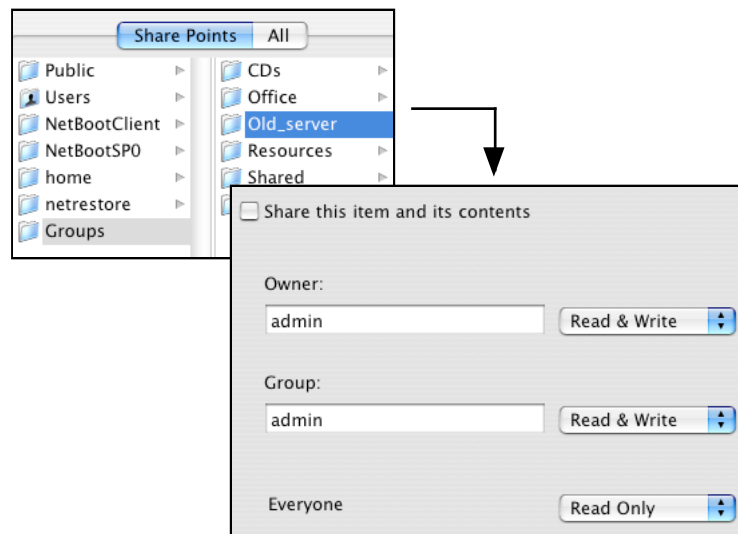
1. Working at a desktop computer, logon to the *OSX server* as an **admin** user and mount the **Groups** folder on the desktop.



2. Create a new folder called **Old_server** (or similar) inside the **Groups** folder.



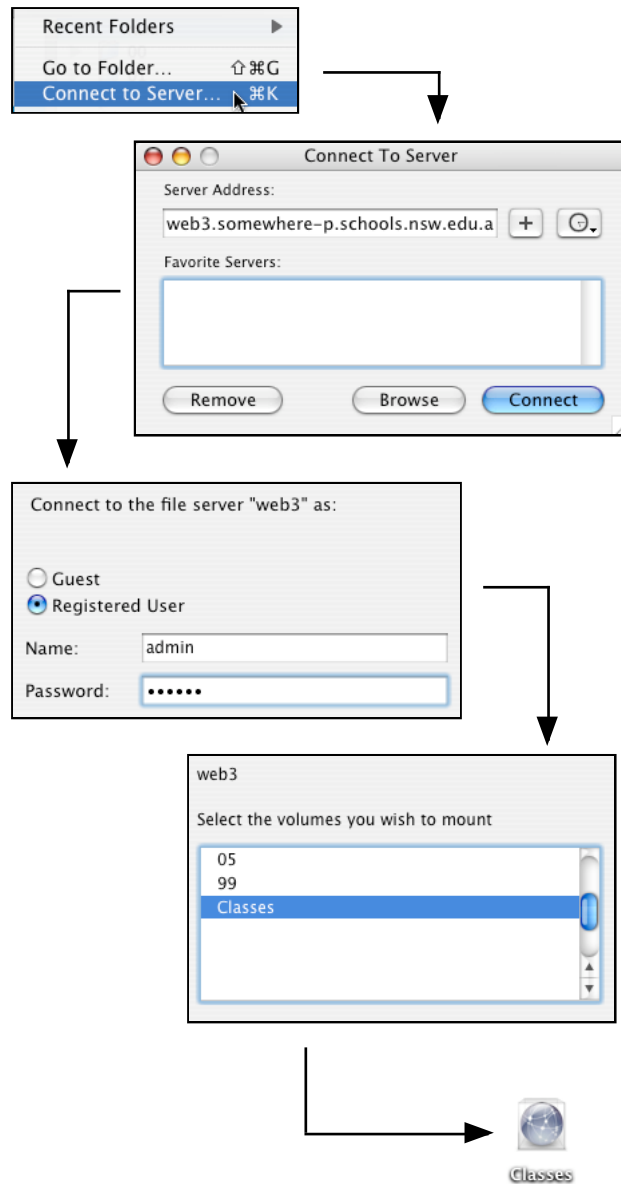
3. Open *WorkGroup Manager* and set appropriate permissions for the **Old_server** folder.



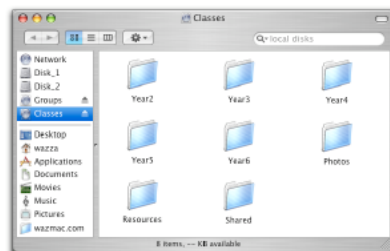
No need to tick the **Share this item** checkbox, as the folder is contained within an existing sharepoint.

The example above gives everyone **read/write** access to all folders from the previous server. This may need to be reviewed for teachers' folders, etc, depending on your school's particular situation.

4. Log on to a shared folder on your old server, as an admin user on that server.



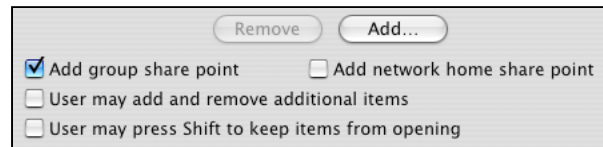
5. Open the shared folder on the old server.



6. Drag the contents of the folder on the old server to the **Old_server** folder on the *OSX server*.
7. When users logon to the new server they should have the **Groups** folder set to mount at Login.

If your logins don't do this, it can be setup within *WorkGroup Manager*.

Accounts > Groups > Preferences > Login



8. Users on the new server can now drag documents from the **Old_server** folder within the **Groups** sharepoint to their **Documents** folder within their **Home** folder.



If users do this themselves the permissions of their files will be OK, which will not necessarily be the case if the **Admin** user copies them across!