

## **Copy/Paste Your Safari Folder**

### **How to copy your Safari folder from your Server account and paste it in your Computer account for bookmark access**

- 1) Login with your Computer account.
- 2) Open the Macintosh HD icon
- 3) Select the "adminsvr" under the "SHARED" category at the left to connect to the admin server.
- 4) Click the CONNECT AS button.
- 5) Enter your Server name and password and click CONNECT.
- 6) Select your Server folder to see your files (ex: mseward).
- 7) Select your LIBRARY folder.
- 8) Inside the LIBRARY folder, you'll see your SAFARI folder.
- 9) Grab the SAFARI folder with your mouse and drag it to your computer (Mac) desktop.
- 10) Select your Computer account folder (ex: melissas) at the left side of the window (under "Places" category).
- 11) Select your LIBRARY folder.
- 12) Grab the SAFARI folder from your computer desktop and drag/drop it in your LIBRARY folder.
- 13) You may see the "replace" message appear if you already have a Safari folder here - click OK to replace the old folder.
- 14) Launch the Safari browser.
- 15) Your bookmarks should appear.

You should disconnect from the Admin Server (adminsvr) when you are finished.