

## How to Copy and Paste your iTunes Folder

- 1) Connect manually to your Server account (so you can access your iTunes folder).
- 2) After you have connected to the Admin Server, you should see your mounted Server folder (ex: mseward) - If not, double-click the Macintosh HD and select "**adminsvr**" from the left side of the Finder window. You'll see your server folder.
- 3) Select your Server folder and click on the MUSIC folder.
- 4) In the MUSIC folder, you'll see your ITUNES folder.
- 5) Drag your ITUNES folder to your computer desktop.
- 6) With the Finder window still open, select your Computer folder (home) from the list on the left side of the window.
- 7) Click on the MUSIC folder to open it.
- 8) Grab your ITUNES folder from your computer desktop and drag it into your MUSIC folder (within your Computer account).
- 9) You may see the message "an older folder exists... replace?" Click the Replace button.
- 10) You may now launch the iTunes program and all of your music should appear.

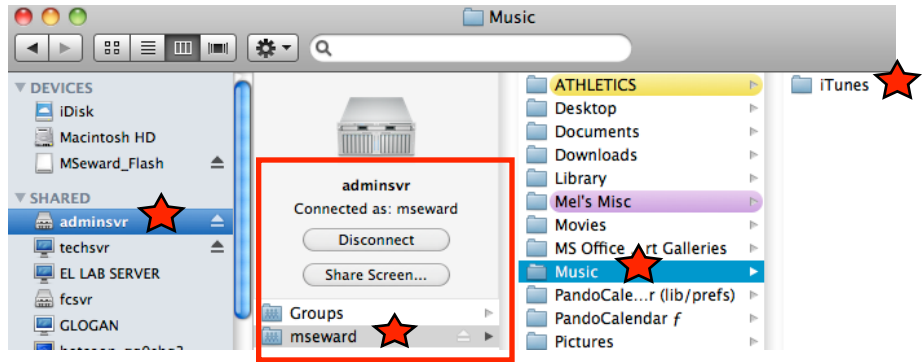
### **If you have synced an iPod or iPhone to your computer's iTunes software, you'll also need to copy/paste the iTunes Library file...**

- 1) While you are connected to the Server manually, select your Server folder.
- 2) Select your LIBRARY folder.
- 3) Select your ITUNES folder.
- 4) Grab your ITUNES folder and drag it to your computer desktop.
- 5) With the Finder window still open, select your Computer folder (home) from the list on the left side of the window.
- 6) Open your LIBRARY folder.
- 7) Drag your ITUNES folder from the computer desktop into this LIBRARY folder.
- 8) You may see the message "an older folder exists... replace?". Click the Replace button.

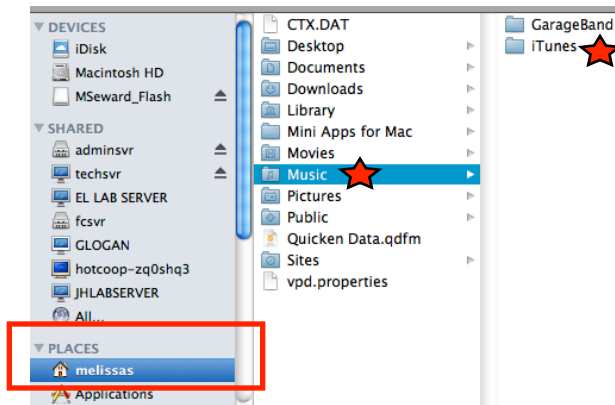
You should disconnect from the Admin Server (adminsvr) when you are finished.

**\*\*See examples on page 2.**

Example of being connected to the "ADMINSVR" and seeing your server folder/Music/iTunes folder.



Example of your Computer home folder/Music/iTunes folder.



Example of your Computer home folder/Library/iTunes folder. This Library/iTunes folder contains all of your iphone and/or iPod updates and data.

