

# Saving Files from QuickPlace

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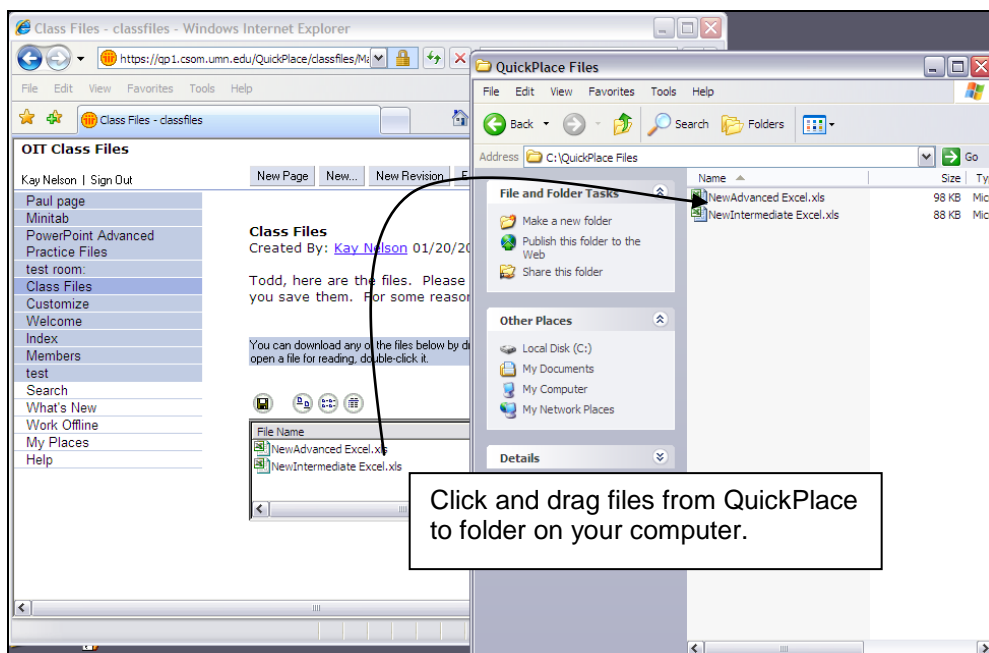
The Carlson School of Management will discontinue using QuickPlace as a team workspace and file-sharing tool. All students must save their files to an alternate location effective May 30, 2008. Use of QuickPlace by faculty and staff will be phased out over the summer. All QuickPlace sites will be unavailable effective August 31, 2008. All QuickPlace users who have files stored on QuickPlace must save their files to an alternate location. You can download your files to your computer, a flash drive, or CD. You can also upload these files to NetFiles, if desired, where you can share them with others.

## Create a Folder for Your Downloaded Files

Before downloading files, we suggest that you create a folder or folders on your computer for the files you want to keep from your QuickPlace.

## Download QuickPlace Files

1. Open your QuickPlace using Internet Explorer 5.5 or higher.
2. Navigate to the page that contains the files you want to keep.
3. Resize your windows to display both your QuickPlace and the folder where you want to save the files.



4. Select the files you want to save.
  - To select several files, press your **Ctrl** key and single click the files.
  - To select all the files on a page press your **Shift** key, click the first file in the list, and then click the last file in the list.
5. Click and drag the files to your new folder.