

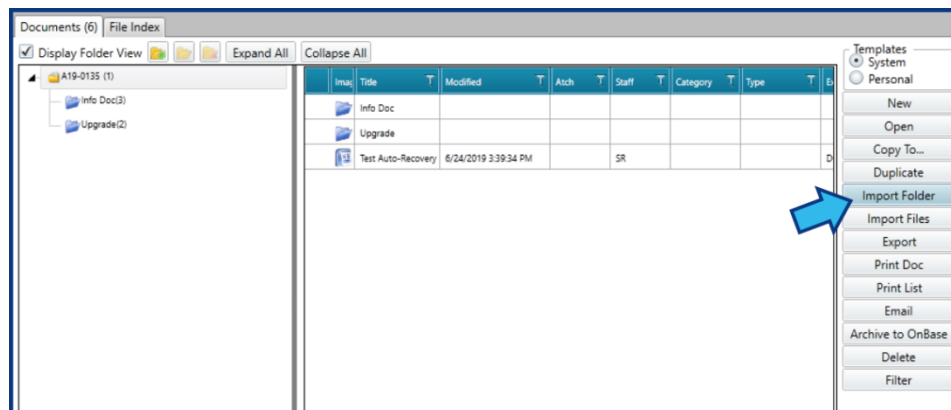
There are 8 steps to complete this task:

1. Select Import Folder.
2. Expand My Computer list.
3. Select Local Disk (C:).
4. Open Users folder.
5. Open folder with user's name.
6. Open Desktop folder.
7. Select Folder.
8. Save Folder to matter.

## Standard Guide

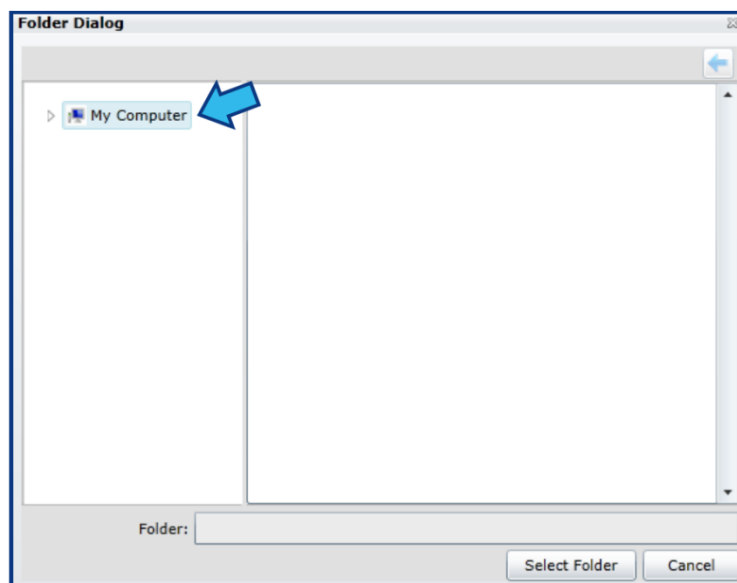
### Step 1. Select Import Folder.

From the **Attachments** section of any matter, on the **Documents** tab, select **Import Folder**.



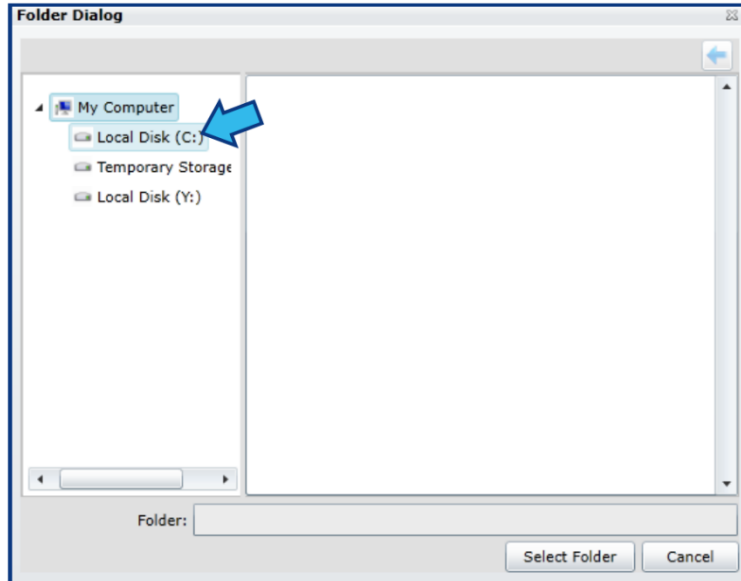
### Step 2. Expand My Computer list.

Expand the list by double-clicking on **My Computer**.



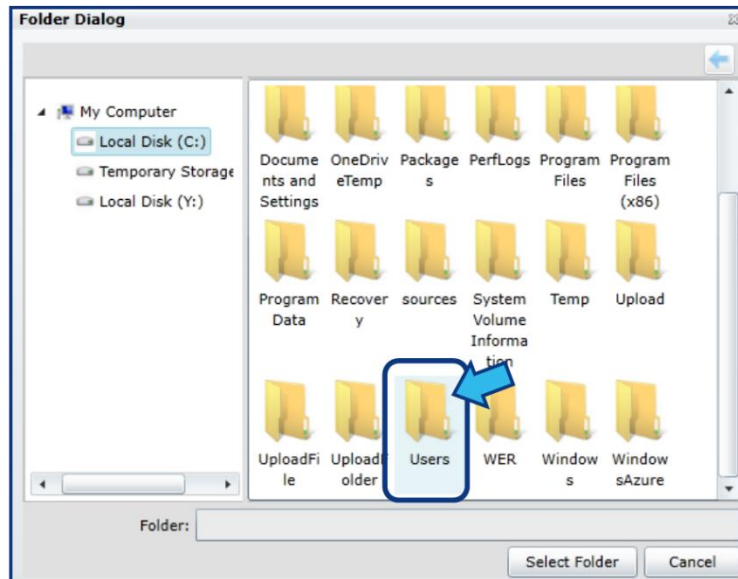
### Step 3. Select Local Disk (C:).

Double-click **Local Disk (C:)** to open the **C:** drive.



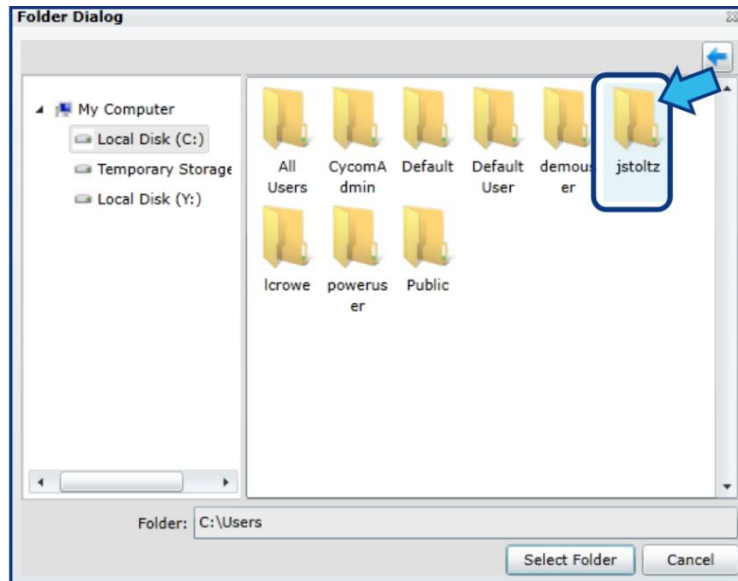
### Step 4. Open Users folder.

Double-click the folder titled **Users**.

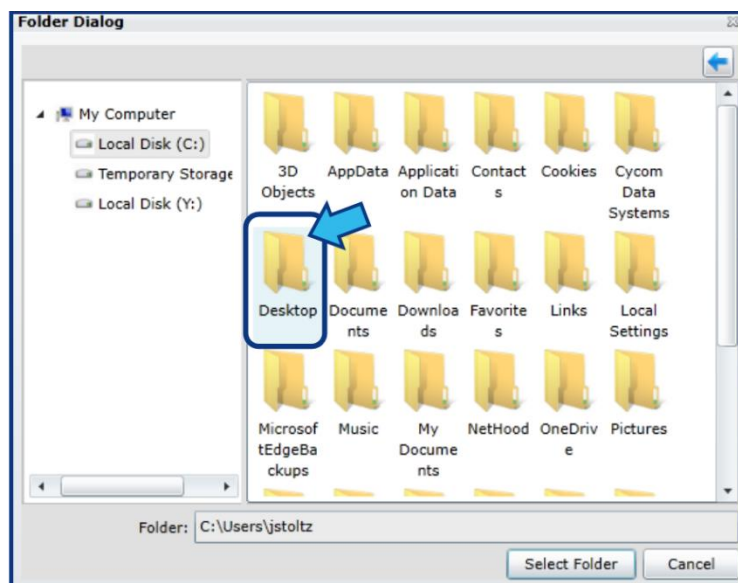


**Step 5. Open folder with user's name.**

Double-click the folder with the same name as the net user. (NOTE: If you do not know the name of the user or if you don't see a folder with the correct name, contact your IT department to find out the naming convention they have chosen.)

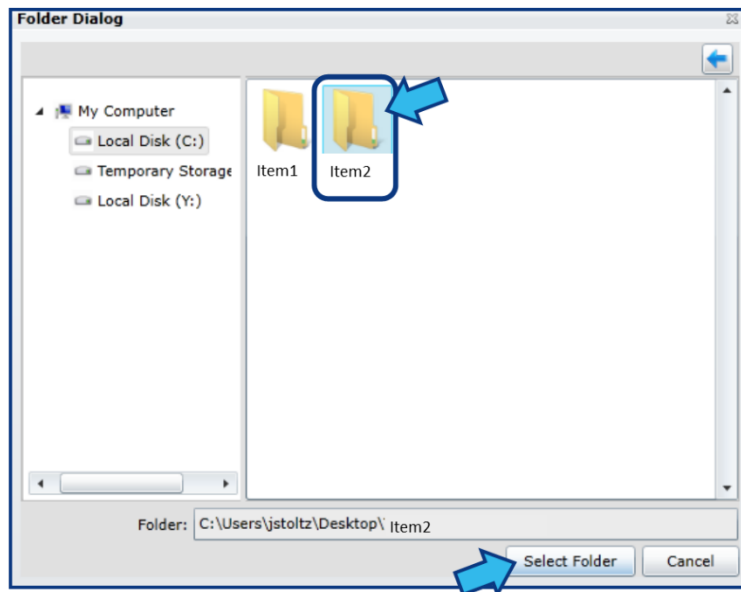
**Step 6. Open Desktop folder.**

Double-click the folder titled **Desktop**.



### Step 7. Select Folder.

Any folders available on the desktop will be displayed. Select the desired folder and then press **Select Folder**.



### Step 8. Save Folder to matter.

Edit or add any of the available options on the **Import Folder Files** dialog box and then press **Save** to save the folder and all of its contents to the matter.

