

## **Enclave Basic Operations**

There are shortcuts to all Enclave drives and File Explorer on the desktop in the Enclave.

**NOTE:** You can only move **FILES** into and out of the enclave using this process, **NOT folders**. If you have a folder of 10 files you can drop all of them into the CMMC IN or CMMC OUT folder at one time and they will be moved – and then you can move those files to the appropriate folder(s) on the other side.

### **Import Files into the Enclave**

From a computer on the network, whether at corp, a branch or connected to RDS/VPN, open File Explorer (the yellow folder icon) and type the following into the space at the top; <\\cp-svm-file\data> and then hit Enter. You will see two folders called CMMC IN and CMMC OUT.

To move files into the Enclave, place them into the CMMC IN folder. There is a script that runs every five minutes that will move the files into another folder in the Enclave, so please wait patiently.

Once the files no longer show in the <\\cp-svm-file\data\cmmc in> folder, you can log into the Enclave and look in the I: drive, that is the CMMC IN folder inside the Enclave. From there you can move your files to any location you need to inside the Enclave.

### **Export Files out of the Enclave**

Exporting is the reverse of the import procedure.

You place the files you need to export out into the O: drive in the Enclave. A script runs every five minute and automatically moves the files out to the <\\cp-svm-file\data\cmmc out> folder.

Once the files are no longer showing in the O: drive, you can minimize or log out of the Enclave and open File Explorer on your computer, browse to <\\cp-svm-file\data\cmmc out> and find your files, then move them wherever you need them.

Please move the files or copy them and then delete the originals from the CMMC OUT folder. These files are considered CUI (Controlled Unclassified Information) and we need to make sure they are not left on publicly accessible systems.

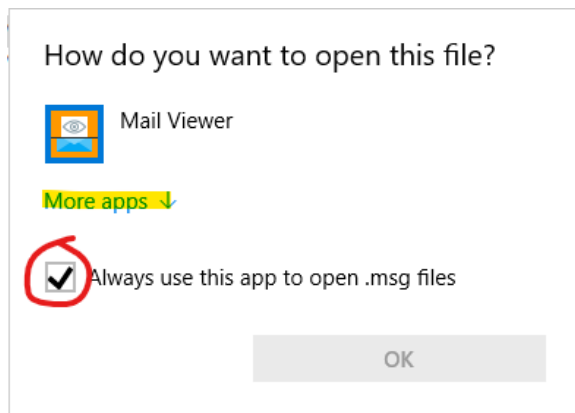
### **Opening MSG Files**

Unfortunately, there is an issue with the method I used to set the default program for everyone to open the MSG (email) files.

If you need to open an MSG file, or if you just want to set them to open with the correct app, follow these instructions;

Right click the MSG file, click Open With.

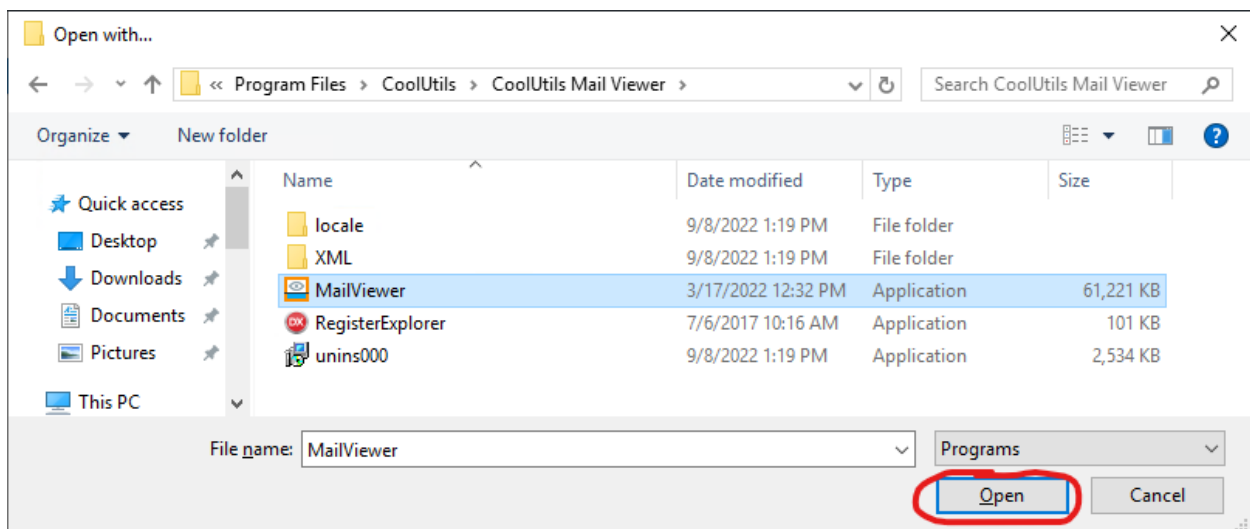
Check the box and click More apps



Scroll down and click on Look for another app on this PC

[Look for another app on this PC](#)

Double click CoolUtils, then double click CoolUtils Mail Viewer, then click on MailViewer and click Open



The MSG file will open in the viewer, and if you checked the 'Always use this app to open .msg files' box, you will not need to do this again in the Enclave.