

# Saving a local copy of Teamwork Cloud project

To assign a Teamwork Cloud (TWCloud) project to a user who cannot access the project on the server, or to move the project to another server, you can save a local copy on your computer. This enables you to send the local copy by email or add it to another server.



The local copy of the project will not have locking and project version information. You will not be able to commit local project changes to the server.

To save a local copy of a TWCloud project

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1. From the **File** menu, select **Save Project As**.
2. The question box appears. If you are sure you want to save a local copy of the server project, click **Save**.
3. Specify a name and location to save the project.
4. Wait while the local copy is saved to your computer.

## Related pages

- [Offline modeling](#)