


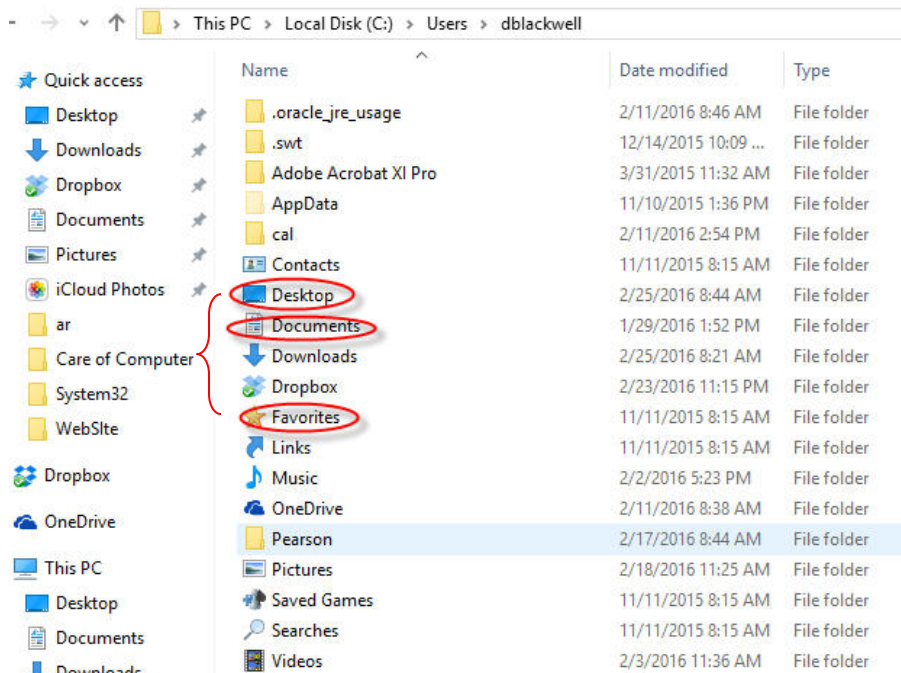
## Procedures for Backing Up Your Files

Every employee has a folder on Server-B in which data can be stored. The folder is named with your user name i.e. jdoe\$ (your first initial and last name with a \$). It is wise to backup several times during the year. Each employee's folder on the server has a limit on the space available. **Only the most recent backup should be kept on the server.** If you go over your limit you will be notified and will not be able to add more to your folder.

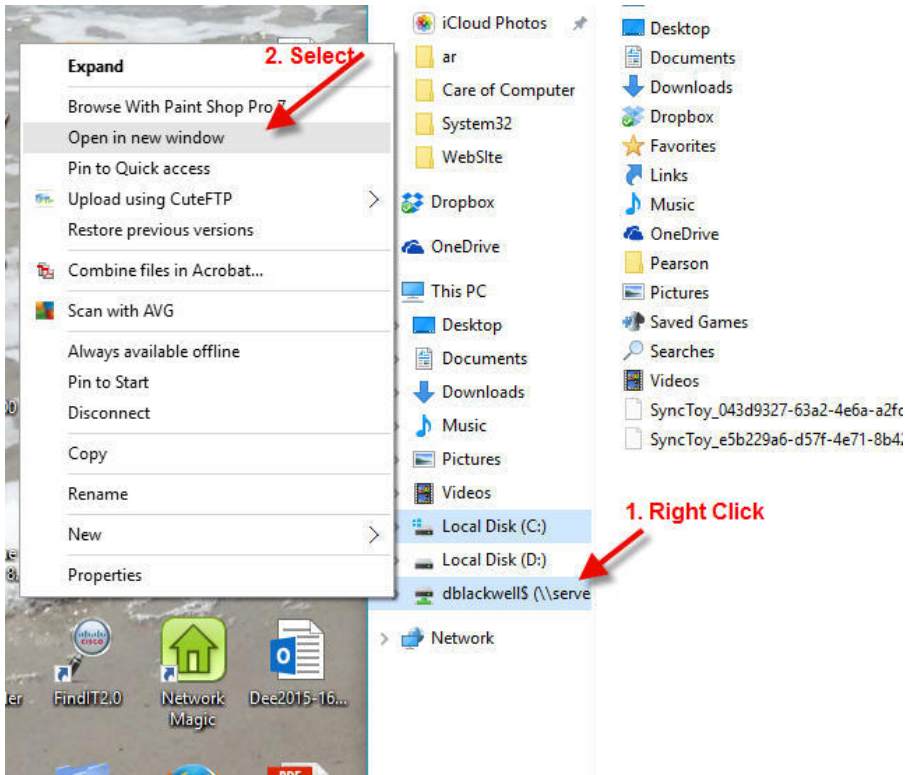
If you have family photos, videos, and documents or a lot of music, and they should be moved **BEFORE** backing up to the server. These take up a lot of space and can fill up your folder on the server quickly. They can be copied to a personal thumb-drive or burned to your cds. Remember that there is always a chance that your hard drive may go out or other system failures that are beyond our control. If you have not backed up your files, they could be lost forever.

There are four folders that you will want to backup. The first is your Desktop, second would be Documents, the third is Favorites, and the fourth is your Outlook e-mail. The following should help you accomplish this task:

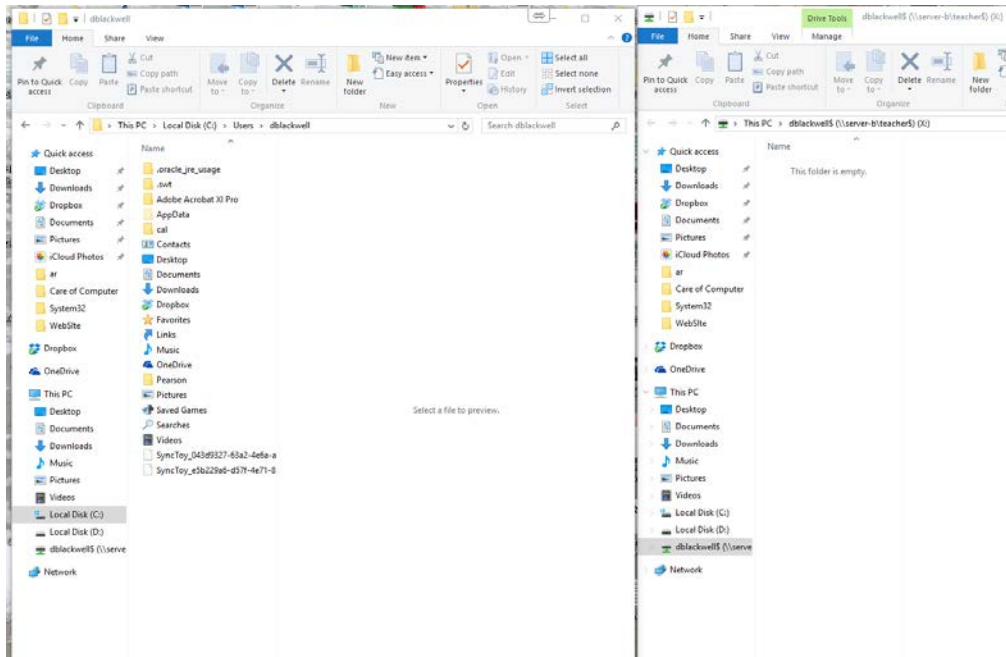
1. Double click on the folder  in your task bar and double click Local Disk (C:).
2. Double click the Users folder. Double click the folder with your login name on it.
3. Here you will find the Desktop, Documents and Favorites folders. These will be the first items you will want to backup.



4. At this point you will want to open the folder on the server in which you will be placing these items. Right click on the folder with your name on it on the left hand side panel and select Open in new window.



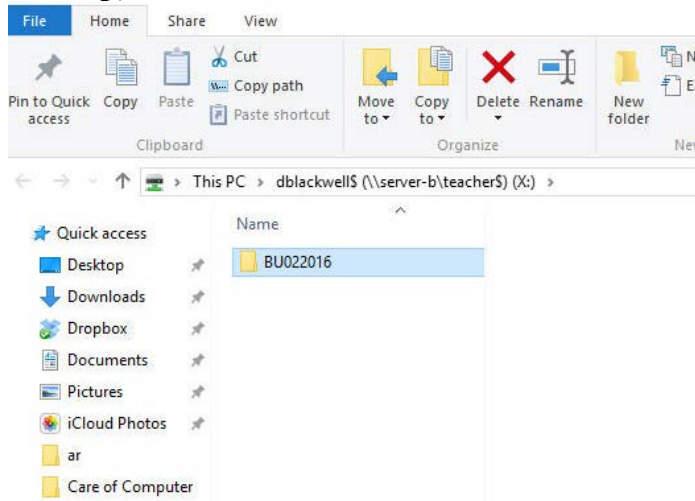
5. You should now have two windows open. Arrange the windows on the desktop so you can see the new folder in your folder on the server and also the information you are backing up.



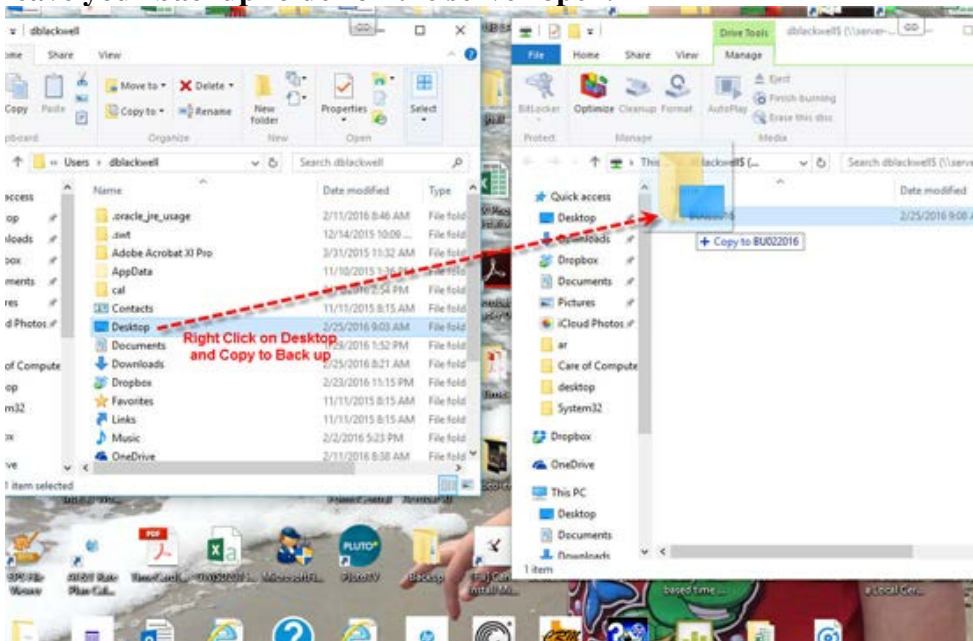
User Folder on Computer

User Folder on Server

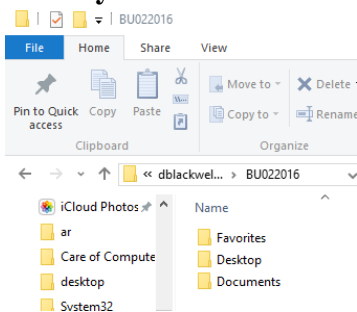
6. If this is the first time you have backed up, your folder on the server will be empty. You should make a New Folder by right clicking and choosing New Folder or just clicking New Folder in the toolbar. Name it the date of your backup (bu022016). This will make it easier to know which folder to throw away the next time you backup. Inside this folder you will place a copy of your Desktop, Documents and Favorites folders.



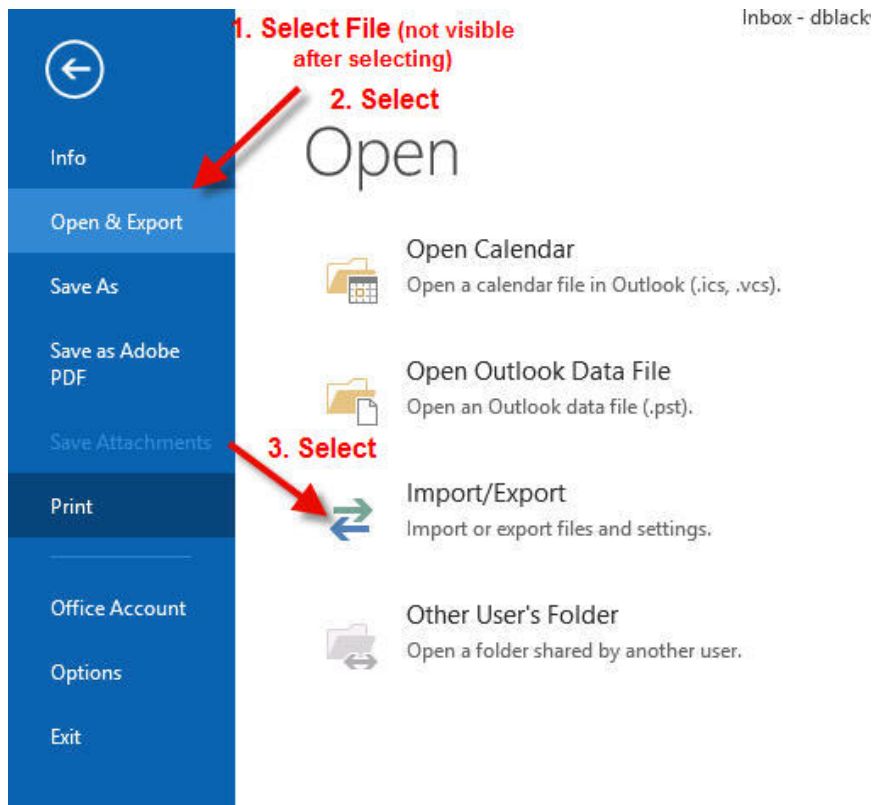
7. At this point you can “right click” on the Desktop folder, drag and copy it to your new folder on the server. Likewise, you can “right click” on the Documents folder and then Favorites folder, drag and copy to the folder on the server one at a time. You can now close the Users folder but leave your backup folder on the server open.



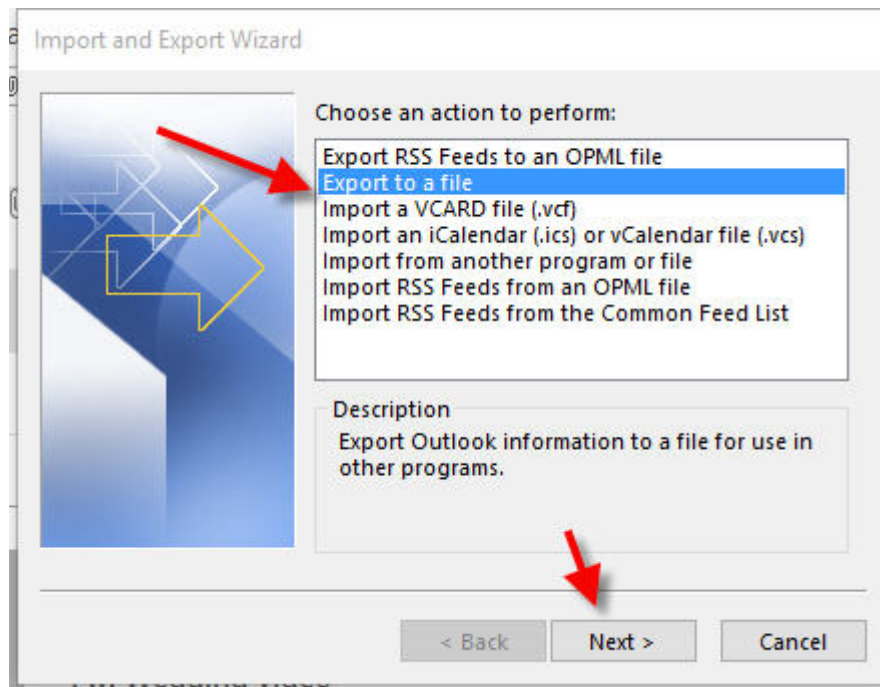
8. When you double click to open your new back up folder it should look like this:



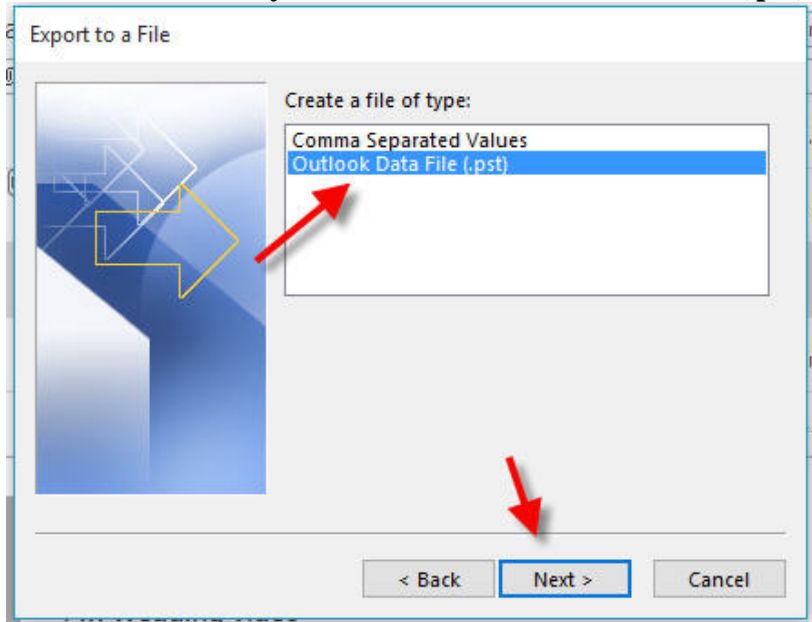
**9. Backing up your e-mail. Open your Outlook. On the toolbar select File, Open & Export and then Export**



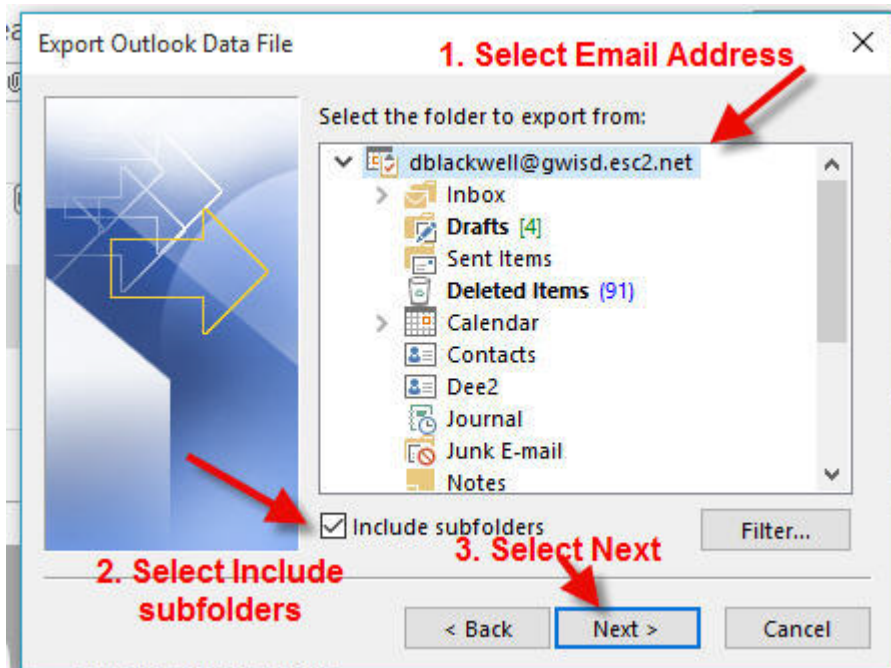
**10. You will want to export your files to your desktop so highlight Export to a file and select Next**



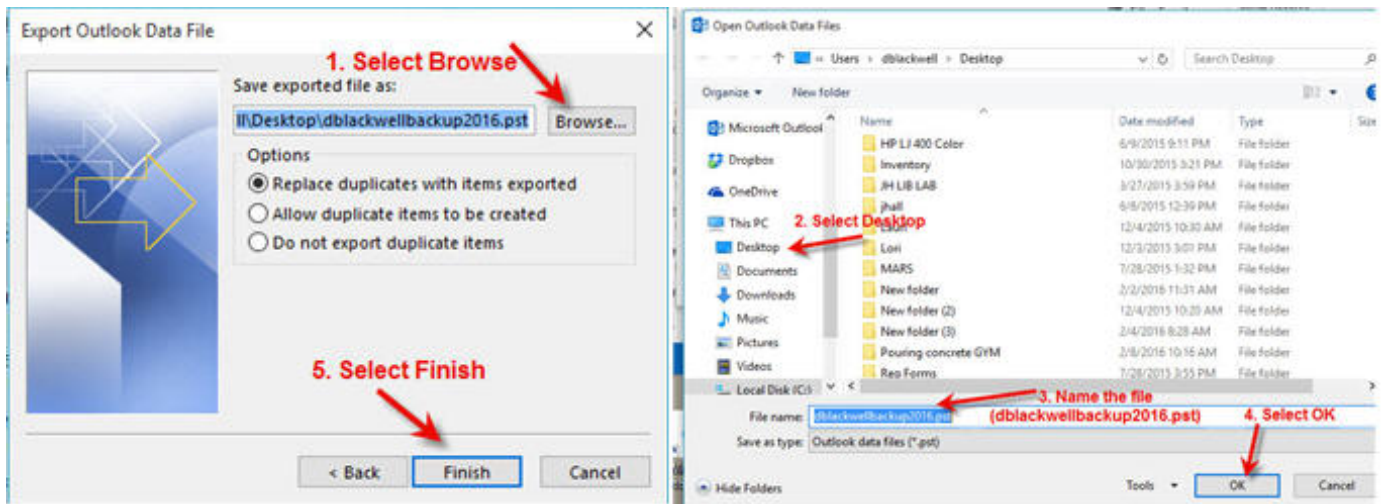
11. On the next screen you will choose Outlook Data File (.pst) and then Next



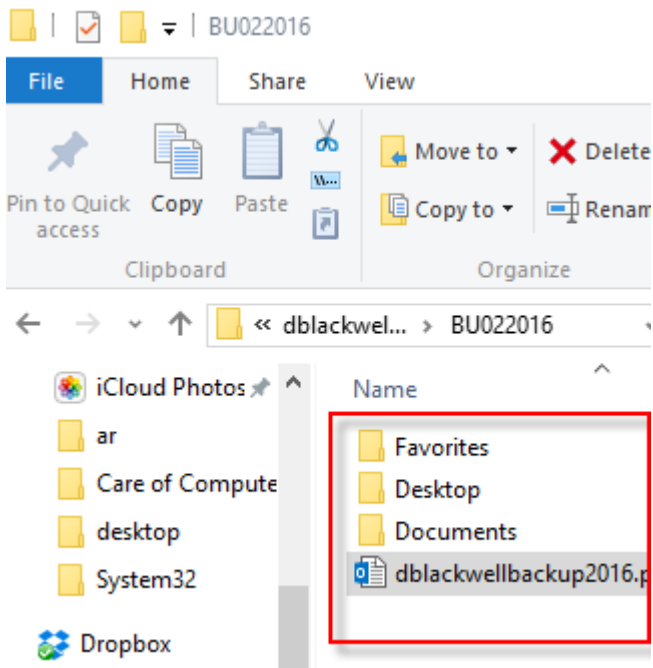
12. On this screen you need to be sure to highlight your email address at the top of the list and check the box for Include Subfolders and select Next



13. At the next screen you will be asked where you want this file to be exported. You will choose the browse button, select the desktop in the side window, name the file (dblackwell022016), select OK and then select Finish. If another screen pops up, just select OK.



14. After it completes creating the backup file, you can find it on your desktop, “right click” on the backup file, drag and copy it to your new folder on the server. After the copying completes your folder on the server should look like this:



15. Please be sure and delete old backups and keep your folder on the server to a minimum in size. As mentioned before, there is a limited amount of space for each individual.

