

BACKUP PROCEDURES

It's ALWAYS good to have a back up! Periodically EVERYONE needs a reminder of the importance of backups. If YOUR computer's hard drive were to totally crash...would you have everything of importance backed up? This only pertains to the data on your C: drive... if it's on H: or U: then it is already protected and can be accessed from any computer you log onto on campus.

You can save data to your U: drive. It is recommended that you save a copy of all important **current** data there. Remove older out of date data regularly. There is not room here for all of your music or videos - but it is the place for a second copy of your **current critical** data.

Since many of the PCs/laptops are no longer including CD/DVD drives, the preferred way to backup is to use an external USB device such as a memory stick or external hard drive. Pricing on these items have come down, making them very affordable.

NEVER KEEP ONLY ONE COPY OF ANYTHING CRITICAL!!!

Where is my data? The usual default file locations are:

My Documents – C:\Users\‘USERID\My Documents (or USERID Documents)

Outlook data - C:\Users\‘USERID\local settings\application data\microsoft\outlook

If you do not see a Local Settings folder, go to Tools → Folder Options... → View
Click the circle next to Show Hidden Files or Folders...Click OK...you should now see the Local Settings folder.

The files you want to backup are: Outlook.pst, Archive.pst or Archive1.pst
(the Outlook.ost file are files on the Exchange Server and do not need to be backed up)

Desktop - C:\Users\‘USERID\desktop

Favorites - C:\Users\‘USERID\favorites (your favorites in Internet Explorer)

If you need your bookmarks from Firefox or Chrome, then you need to export them to a file from within the program. (Do this and save it to your Desktop.
Then when you backup your Desktop data, it will be there)

And any other files you may have saved to an alternate location on your hard drive.

Backups should be made at least every couple of months...more often, depending on what projects you may be working on. If you need assistance making a backup, please contact the TSP in your area.