

SETTING UP AUTOMATIC BACKUP

Each Library employee has a “backup” space on the Clarion Shares server. Look for a folder named: **Home Directory – username**.

Although files and folders in Clarion Shares are backed up regularly by Computing Services, the Home Directory backups are *not* backed up. Home Directory files serve as a backup of a computer’s hard drive. In case of a system crash, these are the files that are used to rebuild an employee’s computer.

To set up an automatic backup, follow these steps:

1. Click the “Windows Start” button and search for *backup*.
2. Click *Set up backup*
3. Fill in the network location, like: **\\libfilesrv1\username\$**
4. Enter username as... *clarion\username*
5. Enter user’s password
6. Click *OK*
7. Change option to *Let me choose what to backup*
8. Click *Next*
9. What to backup? ...Click the carets next to *(User’s) Libraries* and *Additional Locations*
10. **Checkmark ONLY:**
 - Documents Library
 - Music Library
 - Pictures Library
 - Videos Library
 - AppData folder
 - Contacts
 - Desktop
 - Favorites
 - If there are other folders where data from specialized programs reside, be sure to add these as well.
11. **REMOVE CHECKMARK** from *Include a system image of drives: WINDOWS (C:)*
12. Click *Next*
13. Under “Review your backup settings, click: *change schedule*
14. Set frequency, day, and time.
 - DAILY backup is recommended.
 - Frequent backups are quicker since there is less information to overwrite/update.
 - Select a time when user does not need computer access.
 - Leave computer “on” all the time, but RESTART at least weekly.
15. Click *OK*
16. Click *Save settings and run backup*
 - The first backup may take considerable time to run.
 - Although the computer can be used during the backup, it may be sluggish.

Woohoo! You’re Done!