



Backing Up Your Files & Folders With Windows XP

Backing Up Your PC & Outlook Files to a Zip, Floppy or Network Storage Account

Backing up your computer files to your network storage folder:

You can back up your personal PC files from My Documents to a floppy disk, zip disk or network storage area (Catbert).

You can use the Drag and Drop method or Copy and Paste method to transfer files to this network folder or to a floppy or zip disk.

To access your personal storage folder on the network, do the following:

To access your network storage folder, you must be logged onto the network with your PC/NT username and password. Students have 30 megabytes of storage, while faculty and staff have 300 megabytes of storage.

Your network storage can easily be accessed by following these simple steps if you have a Windows XP Professional or Windows 2000 operating system:

1. Click on **My Computer** on your desktop.
2. Click on the **N: drive**.
 - Your Northwest "S2" username should be listed next to this drive.

Or, *right* click on **My Network Places**, and then follow these steps:

1. Click on **Search for Computers...**
2. Type **CATBERT** in the textbox entitled Computer Name.
 - Two computers entitled Catbert, Catbert Core Server 4 (Stone) will appear.
3. **Double**-click on the one entitled simply **Catbert**.
4. **Double**-click on the appropriate folder you need.
 - If you are a student double-click on **Student**.
 - If you are faculty double-click on **Faculty**.
 - If you are staff double-click on **Staff**.
5. When the folder opens, do the following if you are a *student* (skip to step 6 if you are faculty or staff)
 - If you are a student, **double**-click

on the folder that displays the last two digits of your username.

- Next, **double**-click on the folder that displays your username. This will open your student storage folder for usage, and all other windows may now be closed.
6. When the folder opens, do the following if you are *faculty* or *staff*:
 - If you are a faculty or staff member, double-click on the folder that displays your username. This will open your faculty storage folder for usage, and all other windows may now be closed.

Backing up your Outlook 2003 personal folders:

1. To backup personal folders click on **Start**.
2. Click **Search**.
3. Click **Files or Folders**, and type ***.PST** in the textbox. This method works well for backing up email folders to another storage site.
4. Use the Copy and Paste method to backup your most recent file to your backup storage site (zip, floppy or network [N:drive] storage folder).

Backing up Internet Explorer Favorites:

1. To backup Favorites in Internet Explorer, click on **My Computer**, click on the **C: drive**, and click **Documents and Settings**.
2. Find the folder with your "S2" username and click on it to open.
3. Next, find the Favorites folder and right-click on it. A pull-down menu will appear.
4. **Left**-click on **Copy**.
5. Next, go to your network [N:drive] storage folder.
6. Paste the Favorites folder into your personal network storage folder by clicking on **Edit** on the standard toolbar and then click **Paste**.

If you have questions about backing up your files and folders, contact the Client Computing—Information Systems **Help Desk** at 660-562-1634.