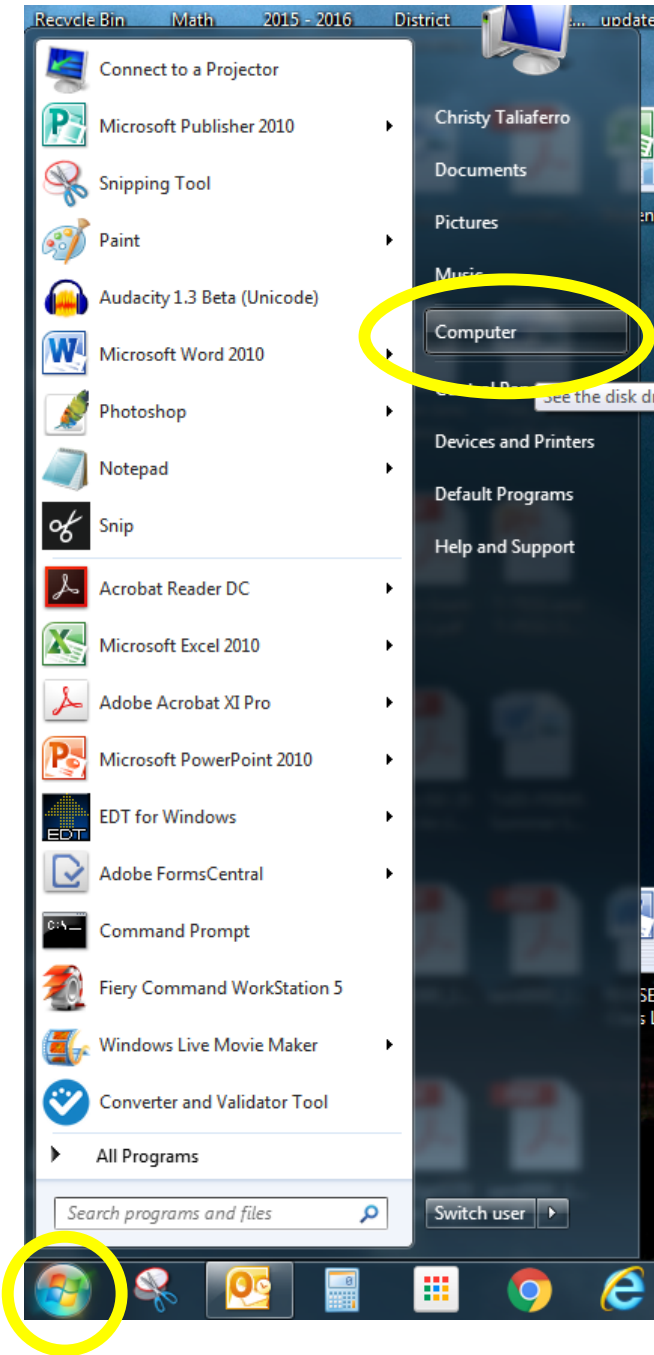
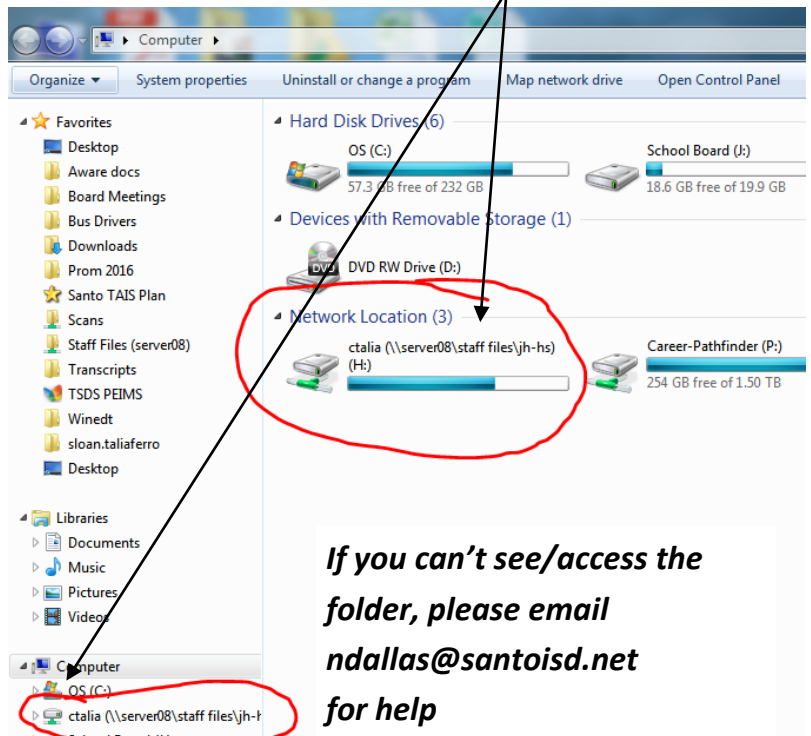


How to Backup Your Files on the Server

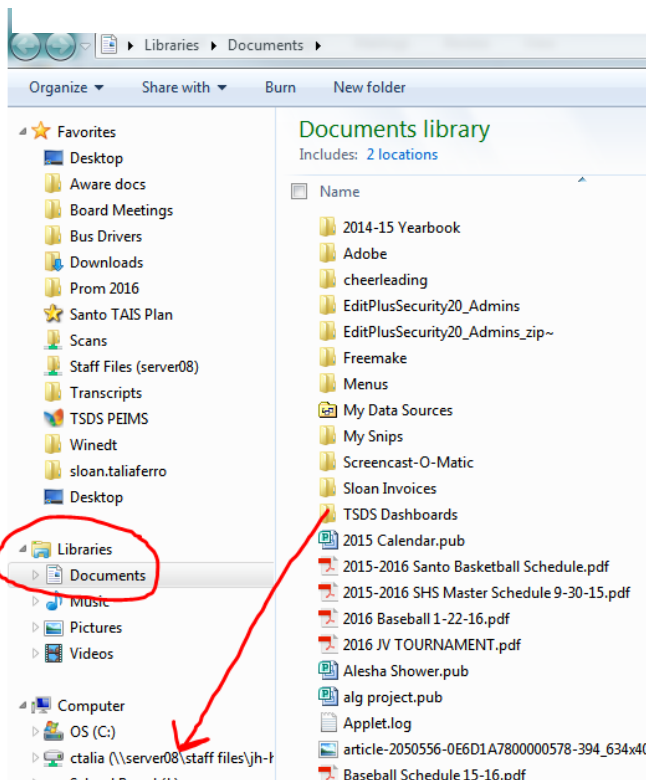
1. On your Desktop, go to “Start” and choose “Computer”



2. Your network folder should show up in 2 locations



3. Drag any files you want to backup from Documents/My Documents to your network folder.



Why should I do this?

1. If your computer crashes, everything in your computer's documents folder could be wiped out. Backing it up on the server (or simply saving it there in the first place) allows you to get it back.
2. If you need to access your files from another district computer, the files in your network folder will be available to you when you log in with your username and password.
3. It is a miserable feeling to lose 4 months—or 4 years—worth of work!