



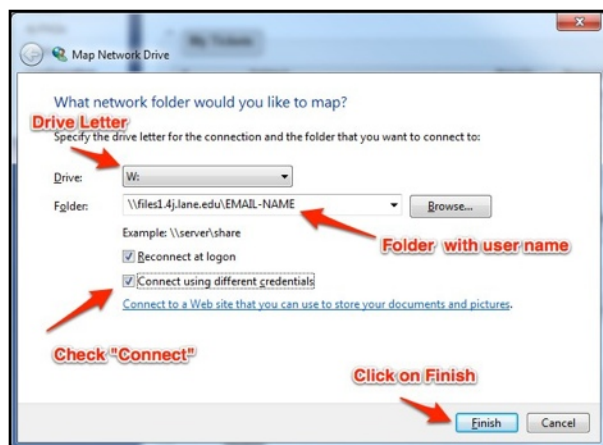
# Windows: Backing up with Files1

## What is Files1?

Files1 is a place where every employee can save their important work documents. Everyone has a files1 folder that is private and backed up.

## Finding files1 on a Windows computer:

- Files1 must be “mapped” to your computer. This only needs to be done once
- Click on the Start button, then “right-click” on “Computer” and select “Map Network Drive”
- Make a note of the Drive letter for the drive
- In the "Folder" box, enter in:  
`\\files1.4j.lane.edu\username`  
(Your user name is the first part of your email address, the part before @4j.lane.edu)
- Put a check in “Connect using different credentials”



- Click on Finish
- A new dialog box opens
- Enter your user name in this way  
`ad4j\username`
- Enter your password (the same one you use for your email)
- Click on “OK”



- A new window with your files will open

## Back Up Your Files

- If you do not already have a folder called Backups in your Files1 account, create one now
- Open your Backups folder. If you wish to save multiple backups arranged by date, please create a new folder inside of Backups and name it with today's date
- Locate the important files that you wish to copy from your computer. Usually these will be stored either on your Desktop or in your Documents folder
- Drag your files from your computer to the server.
- To keep a single current backup on your server, drag files directly to the Backups folder. You will be asked if you wish to replace your old files with the new versions.
- If keeping multiple dated backups, open the folder you titled with today's date, and drag your latest files into it.

## Retrieve Data From Backups

- Click on Start and then Computer
- Click on your files1 drive
- Go to your Backups folder
- Find the files or folders you want to recover.
- Drag them to your computer's Desktop

## Other Notes on Backup

- Remember to back up frequently
- Only work-related files should be stored on files1
- It is safest to keep multiple dated backups. That way you have the option to recover different versions of your data in case it takes a while to find that a certain file is missing or damaged.
- Don't put all your eggs in one basket – save your files on a thumb drive, CD or DVD, too.