ITS Resource Center Home

Backup and Restore in Windows 7 for Employees

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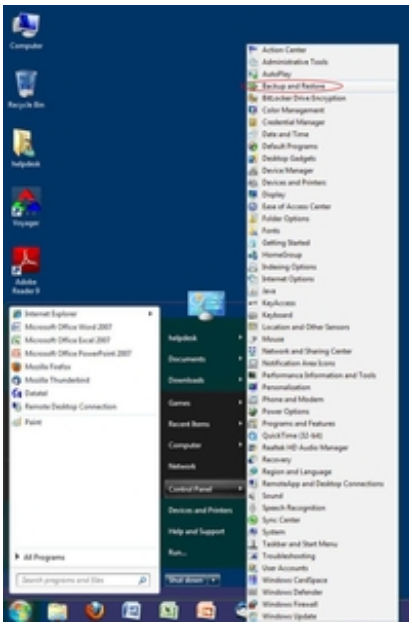
M-F 8 a.m. - 4 p.m.
Sa-Su Closed

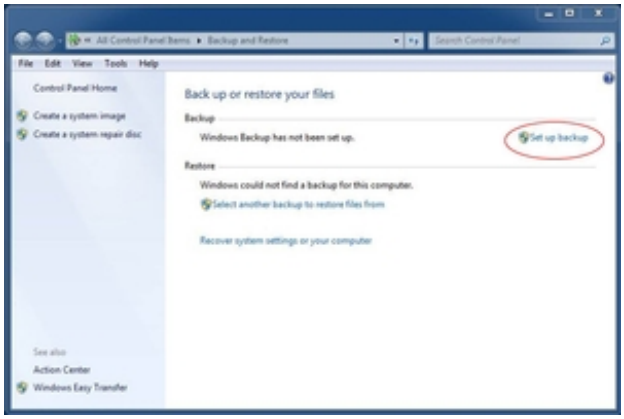
Creating a Scheduled Backup and Restoring Files from Backup

Create a New Backup

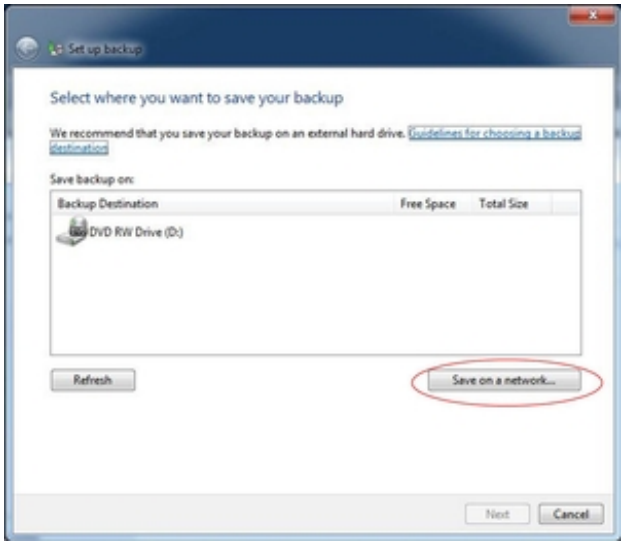
1. Navigate to **Start - Control Panel - Backup and Restore**.



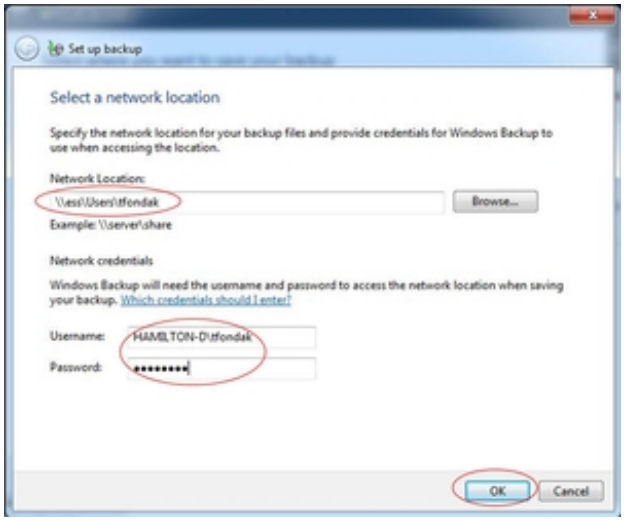
2. In the Backup and Restore Center, click **Set up Backup**.



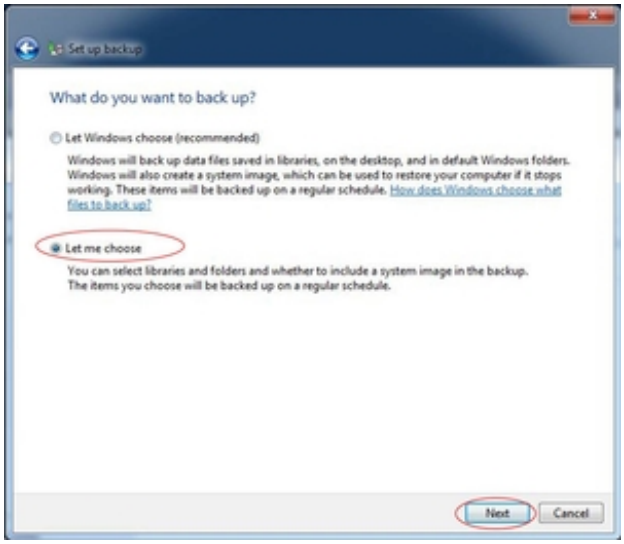
3. Wait a few seconds for the program to initialize.
4. When the **Set Up Backup** Wizard appears, select the **Save on a Network** button.



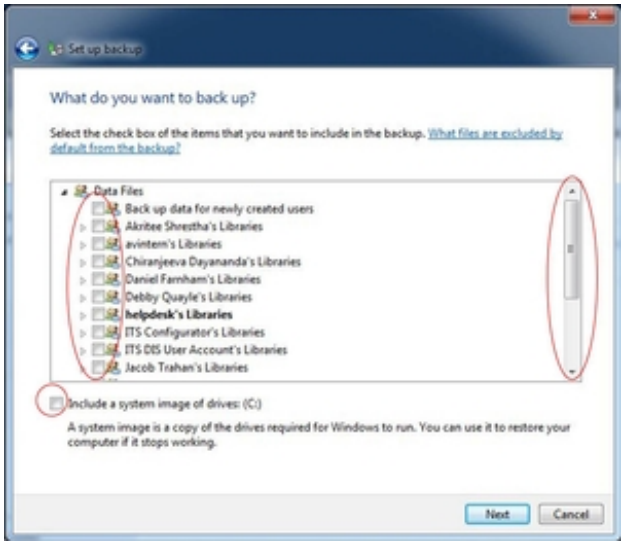
5. In the *Select a network location* screen:
   a. In the *Network Location* field, type "\\ess\Users\<$yourusername>," e.g. *\\ess\Users\tfondak*.
   b. In the *Username:* field, type "HAMILTON-D\<$yourusername>," e.g. *HAMILTON-D\tfondak*. Type your password in the *Password* field.
   c. Click **OK**.



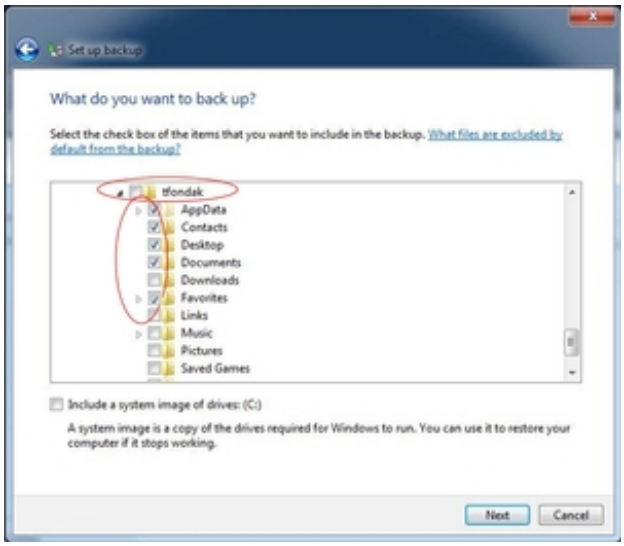
6. On the screen that appears, choose **Next**.
7. On the *What do you want to back up?* screen, select *Let Me Choose*. Then click **Next**.



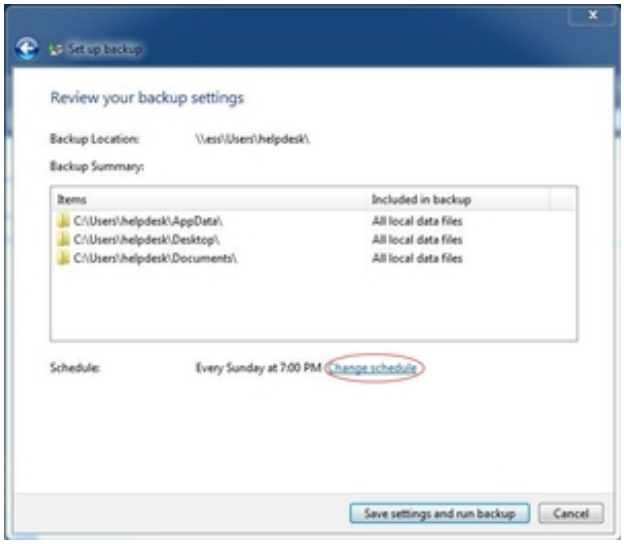
8. **Uncheck all** Data Files and I*nclude a system image of drives (C:)*



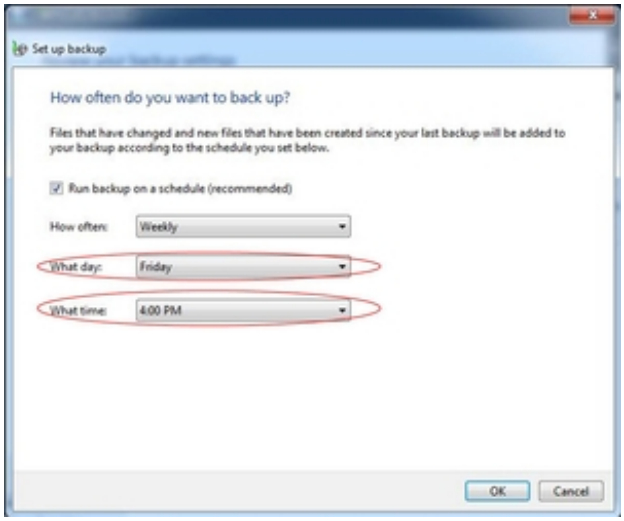
9. Scroll down to *Local Disk (C:)* > *Users* > Your Username.
10. Check “Documents”, “Desktop”, “AppData”, “Contacts,” and “Favorites.”
11. Click **Next**.



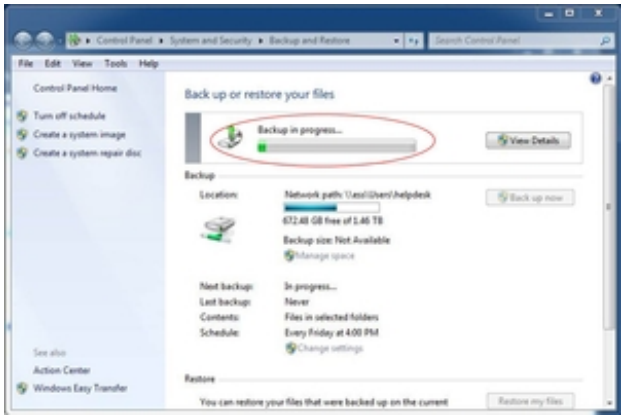
12. In *Review your backup* settings, click **Change Schedule**.



13. Alter the settings to suit your needs. ITS recommends scheduling a weekly backup that runs shortly before you leave on the last day of your business week, e.g. Friday at 4:00pm. The backup process is brief, so you will be able to shut down your computer at the end of the day without a problem.
14. Click **OK**.



15. In the *Review your backup settings* screen, select **Save Settings and Run Backup**.

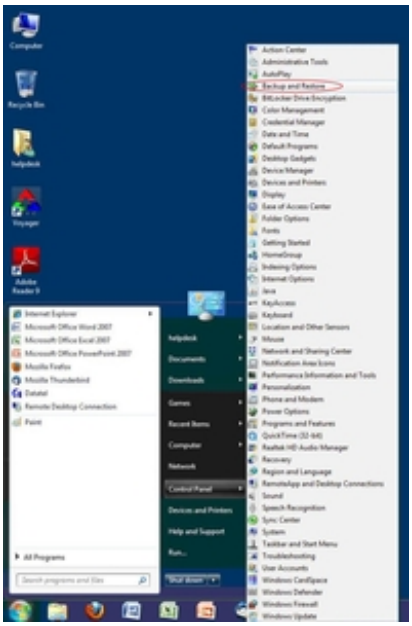


16. Your first backup will start and the wizard will close, presenting you with the **Backup and Restore Center** where you started. You will notice activity: a progress bar will display the

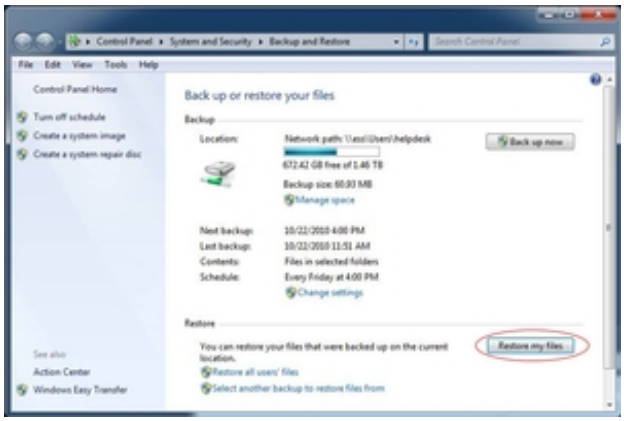
status of your backup. Feel free to close the window and resume your work.

Restoring Files from Backup

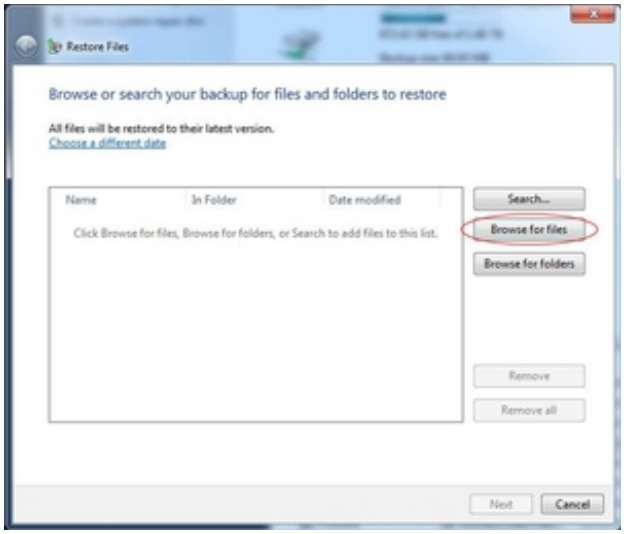
1. Navigate to **Start** > **Control Panel** > **Backup and Restore**.



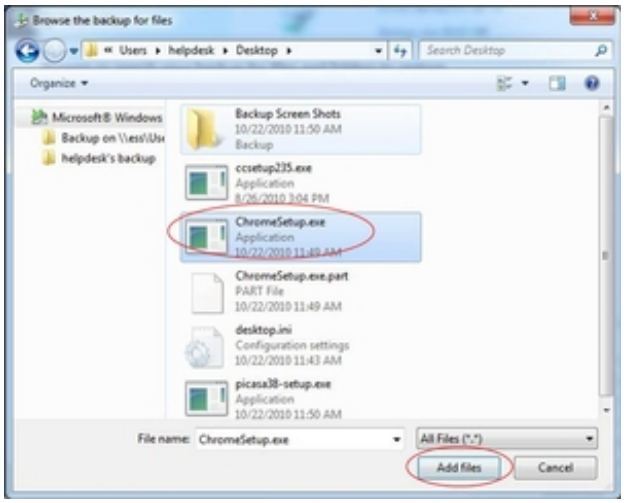
2. In the **Backup and Restore Center**, select Restore My Files.



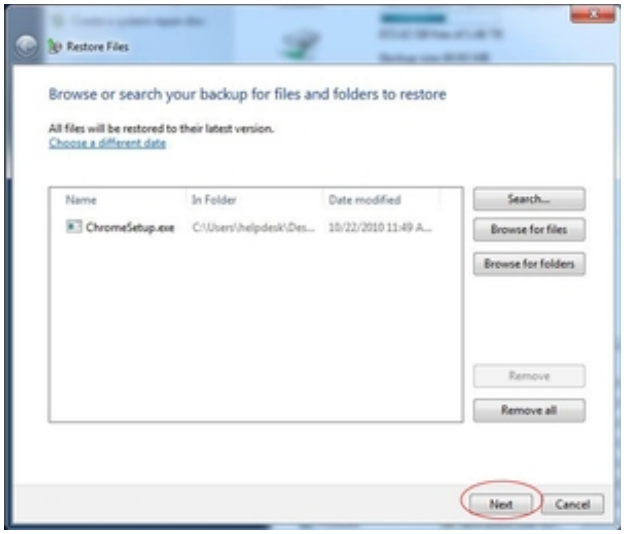
3. In the window labeled *Browse* or *search your backup for files and folders to restore*, select the **Browse for Files** button.



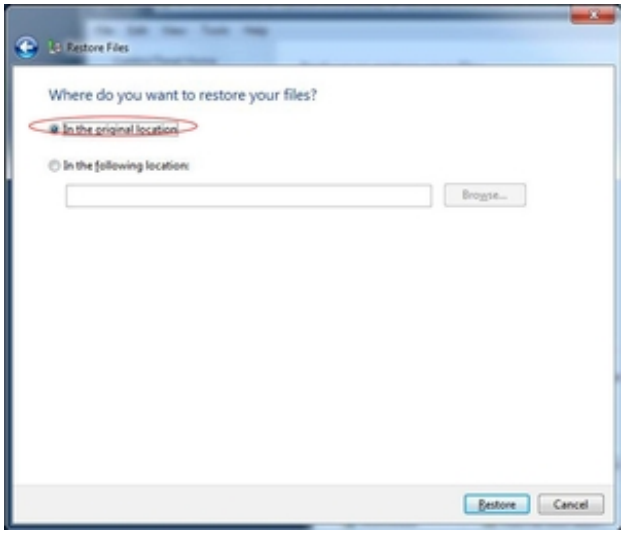
4. Find the file you would like to restore by navigating through the folder structure. In the example provided here, I am restoring the file **ChromeSetup.exe** in my **Desktop** folder. Note the standard Address Bar on top, which will provide a bread-crumb trail for you to follow through the hierarchy.



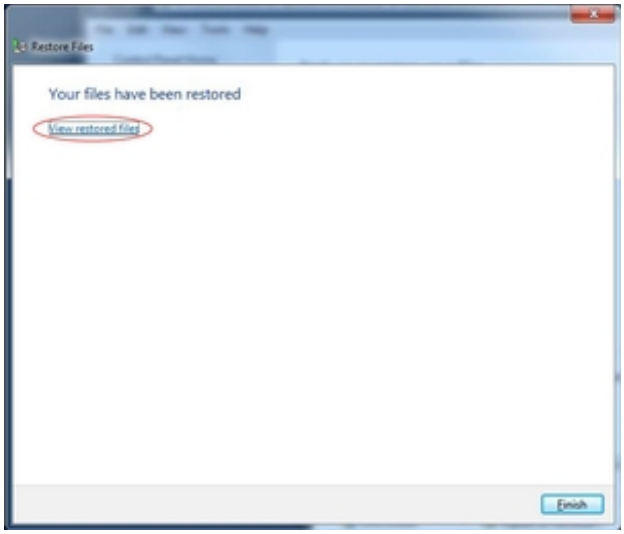
5. *Nota bene:* You may select multiple files at one time. Click **Add Files** when finished.
6. You will return to the *File Restore* screen. If you need to restore multiple files, feel free to click **Browse for Files/Folders** and repeat Step 4 until you have selected all of the files you wish to restore.



7. Click **Next** when you are ready to restore the files.
8. Select **In the Original Location** in response to the question *Where do you want to restore your files*. This will make the items re-appear in the location whence they were removed.



9. Feel free to select **In the following location** and **Browse** should you wish to restore the files elsewhere.
10. Select **Restore**.
11. Your files will be restored. Select *View restored files* to access them.



Last Updated: December 7, 2011