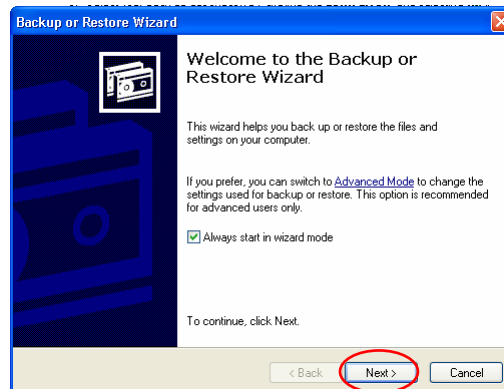


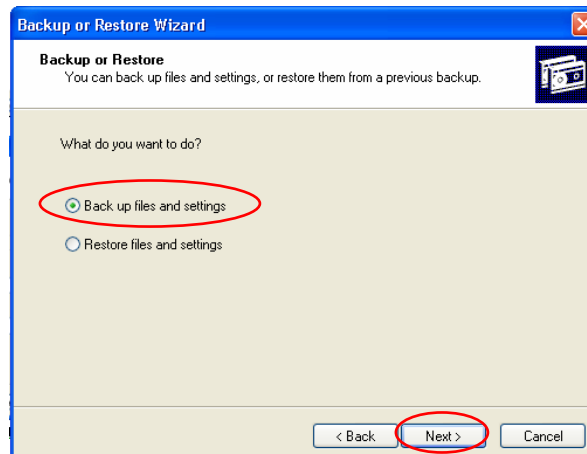
Microsoft Backup for Windows XP

Setting up an immediate backup job to ESS

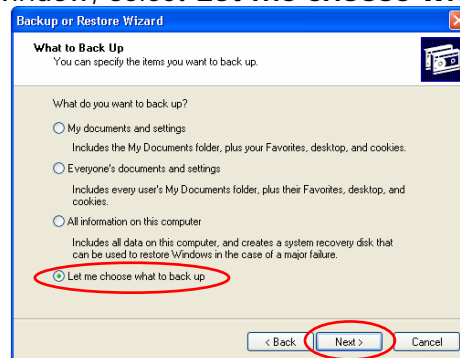
1. Click on **Start**.
2. Select **All Programs**, then **Accessories**, then **System Tools**, and then **Backup**.
3. When the **Backup or Restore Wizard** window appears, click **Next**.



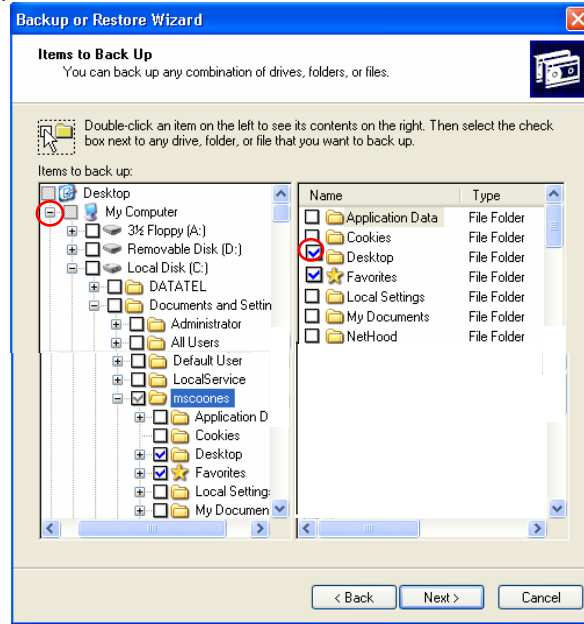
4. In the **Backup or Restore** window select **Back up files and settings** and click **Next**.



5. In the **What to Back Up** window, select **Let me choose what to back up** and click **Next**.



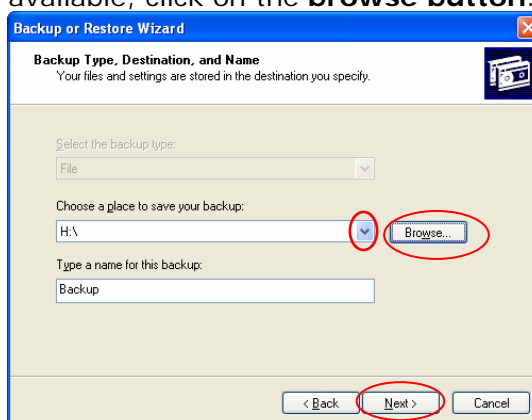
6. In the **Items to Back Up** window that appears, you need to select the file and/or folders that will be backed up.



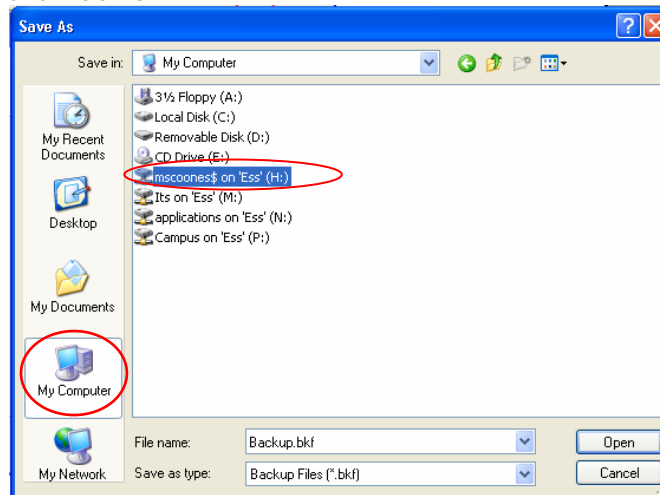
7. In the left window, click on the "+" sign to navigate through the directory structure. If you want to select a file or folder, click on the square box next to it. A blue check mark indicates that the entire folder will be backed up, while a black checkmark indicates a part of the folder will be backed up. The recommended files and folders to be backed up on a Windows XP machine are:

Desktop	C:\Documents and Settings\user\Desktop
Documents – Exclude downloads, My Pictures, and My Music	C:\Documents and Settings\user\My Documents
Thunderbird Folder (includes address book, signatures, and settings)	C:\Documents and Settings\user\Application Data\Thunderbird
IE Favorites	C:\Documents and Settings\user\Favorites
Microsoft Office Templates	C:\Documents and Settings\user\Application Data\Microsoft\Templates
FileMaker Pro or PalmSync files?	Other data you have filed outside of the My Documents folder

8. In the **Backup Type, Destination, and Name** window, select your back up destination by clicking the **down arrow** and selecting **H:**, then click **Next**.
 - a. If the H: drive is not available, click on the **browse button**.

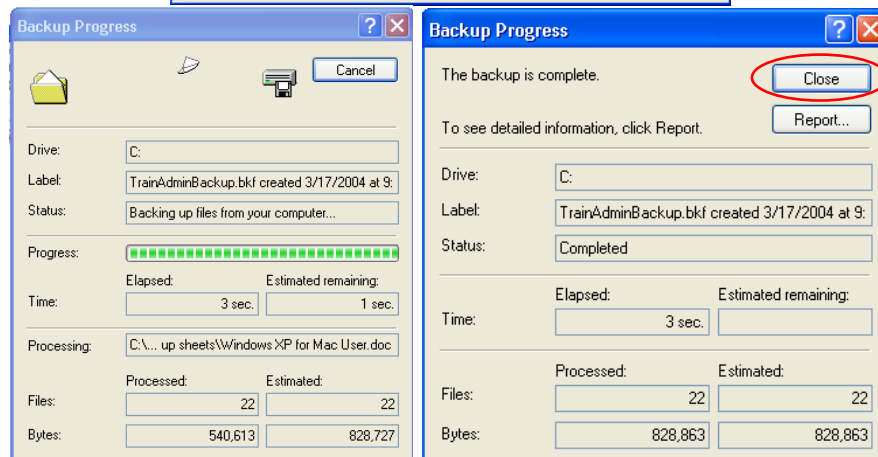
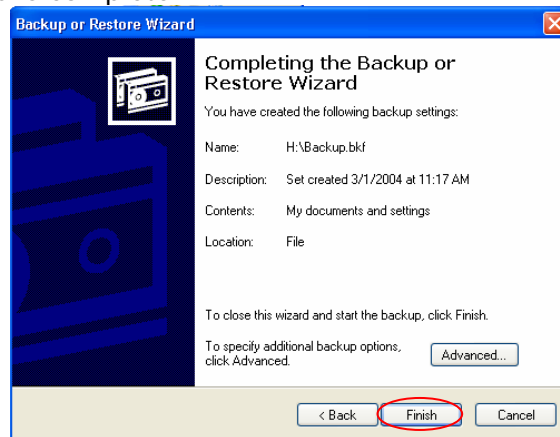


- b. When the **Save As** window opens click on the **My computer** icon (on the left). Then double click the **H: drive** so that it appears in the **Save in** box.
- c. Click **Open** and then **Save**.



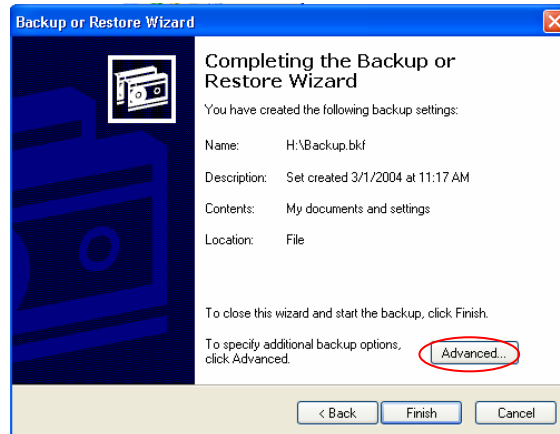
NOTE: When the **Completing the Backup or Restore Wizard** window appears, you need to decide if you are going to immediately start the back up process or continue on to *Setting up a scheduled backup job on ESS* on the next page.

9. If you only want to back up your data once click, **Finish**.
10. The backup process will begin and a window will appear showing the progress. Click on **Close** when the backup is complete.

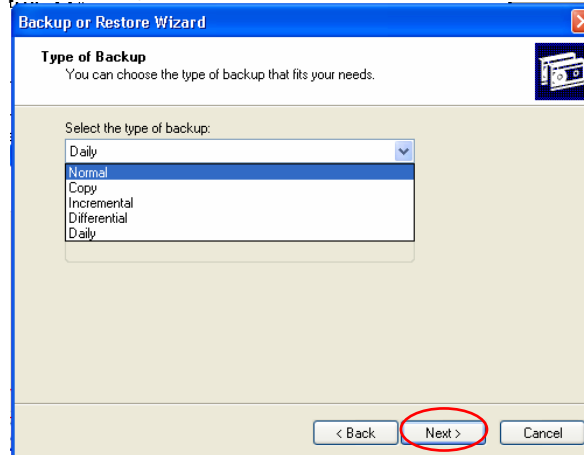


Setting up a scheduled backup job to ESS

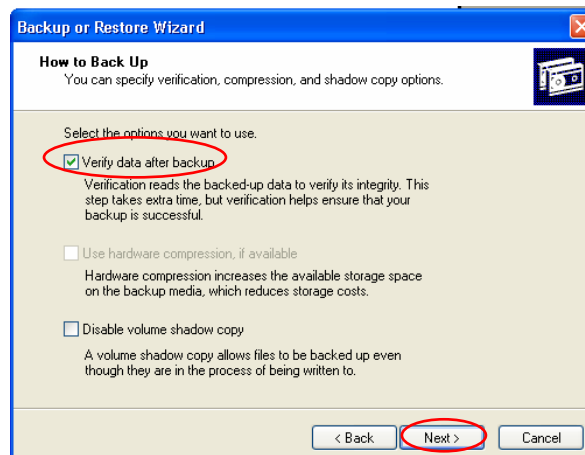
1. Click on the **Advanced** button.



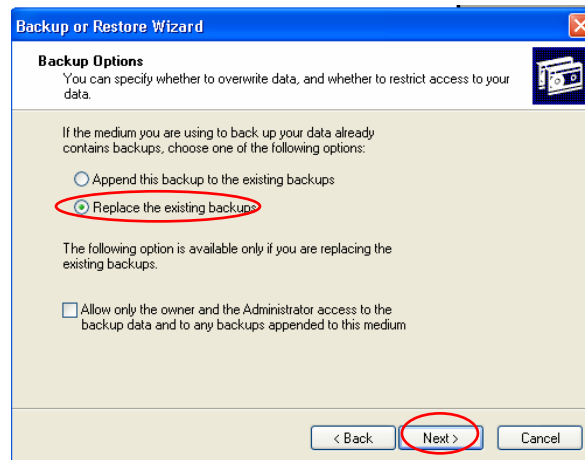
2. In the **Type of Backup** window, leave the choice as **Normal**.



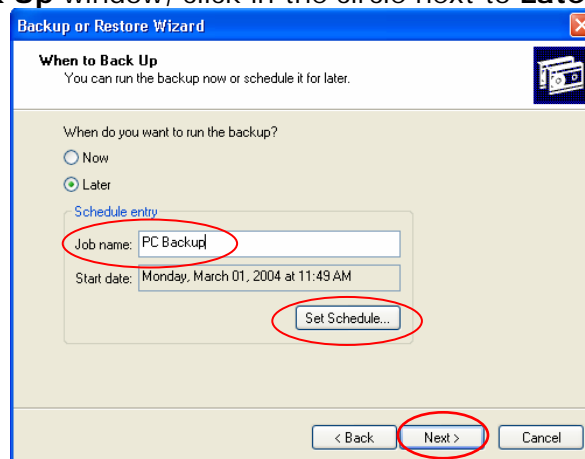
3. Click **Next**.
4. In the **How to Back Up** window, check the box next to **Verify data after backup**.



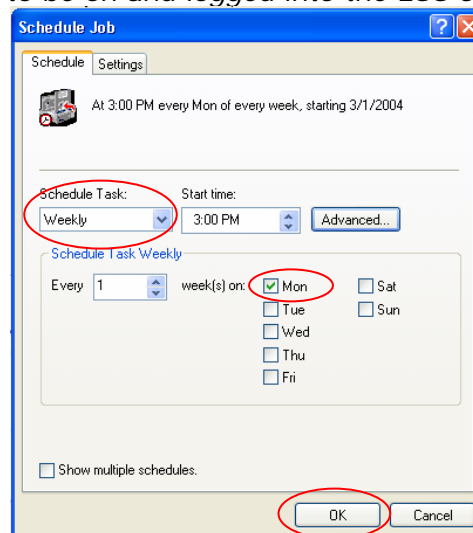
5. Click **Next**.
6. In the **Backup Options** window, click in the circle next to **Replace the existing backups** and click **Next**.



7. In the **When to Back Up** window, click in the circle next to **Later** to activate the schedule.

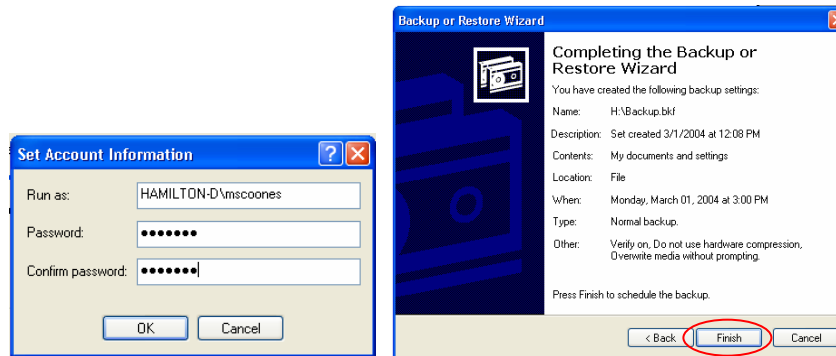


8. Give the scheduled task a name by typing in the *Job name* text box (such as PC backup)
9. Click on **Set Schedule** button to open the **Schedule Job** window.
10. Select the frequency of the back up by clicking on the **down arrow** under *Schedule Task*. Then click on the desired task frequency and choose a time.
11. Place a **check** in the box of the day(s) you would like the back up to run on your computer.
Note: *Your computer has to be on and logged into the ESS server.*



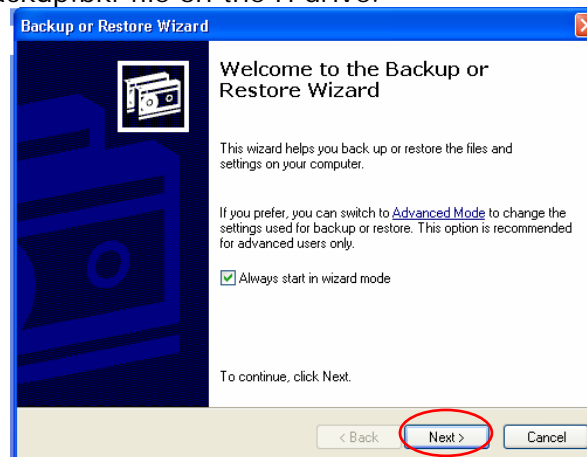
12. Click **OK**.
13. Click **Next**.

14. Type in your **ESS password** in both boxes and click **OK**. **Note:** *The ESS password is normally what you use to login to your computer.*
15. Click **Finish**.

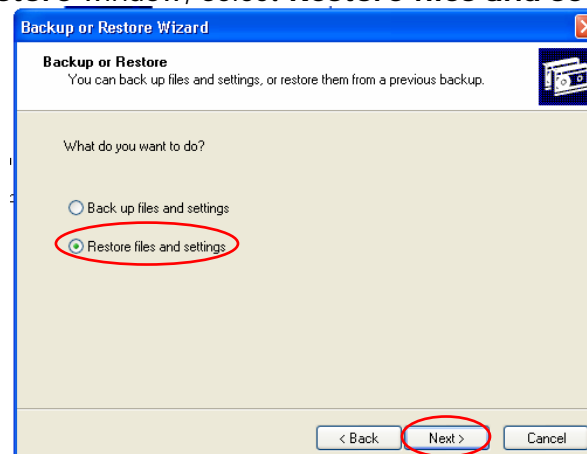


Restoring all or part of the backup

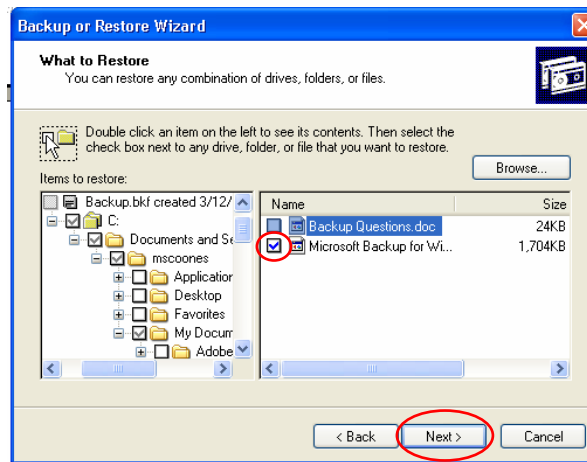
1. Double click on the backup.bkf file on the H drive.



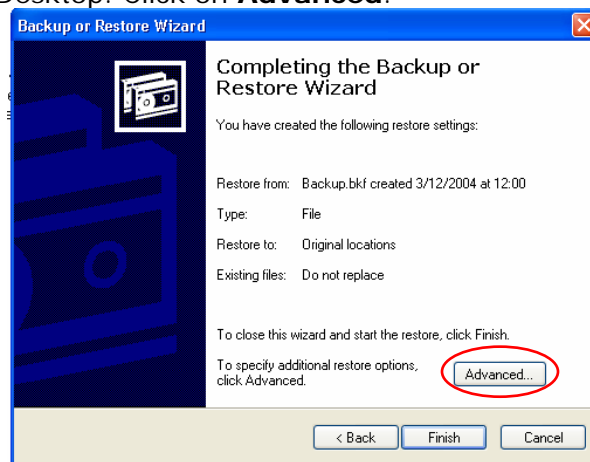
2. Click on **Next**.
3. In the **Backup or Restore** window, select **Restore files and settings** and click on **Next**.



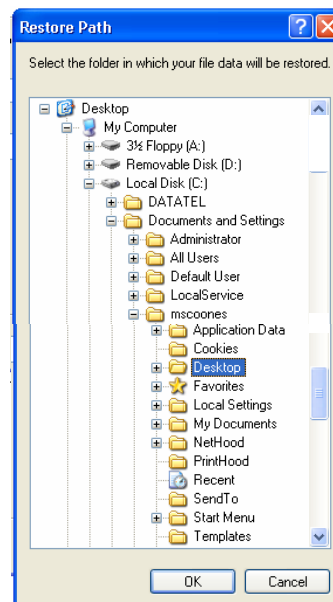
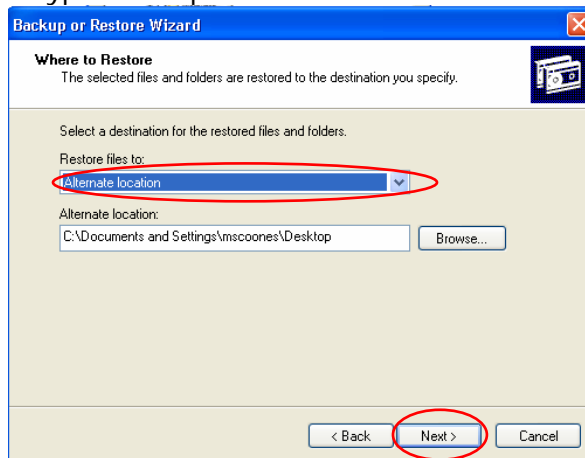
4. In the **What to Restore** window, double click on folders on the left to see their contents and then select the any drive, folder, or file you want to restore by clicking in the box next to it. A blue check mark appears if you have successfully selected the item. When you have made all of your selections, click on **Next**.



5. It is recommended that you restore the file(s) to a location different from the original location, such as the Desktop. Click on **Advanced**.

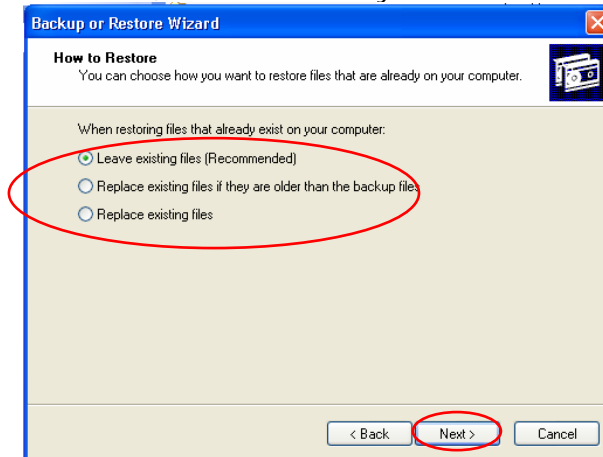


6. In the **Where to Restore** window, select **Alternate location** under *Restore files to:* and then either type in the path name or browse to the desired destination.



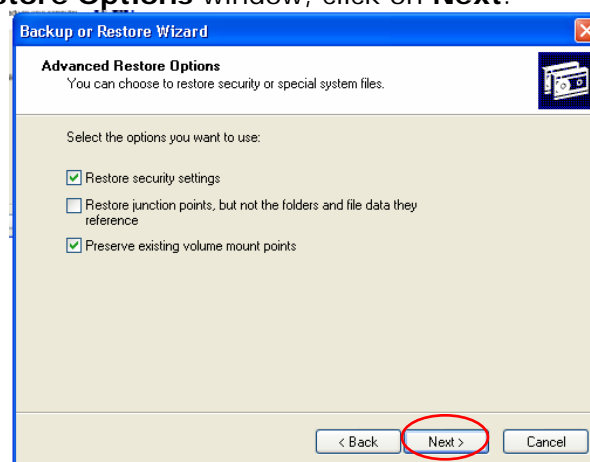
7. Click on **Next**.

8. In the **How to Restore** window, select whether you want to leave or replace existing files.

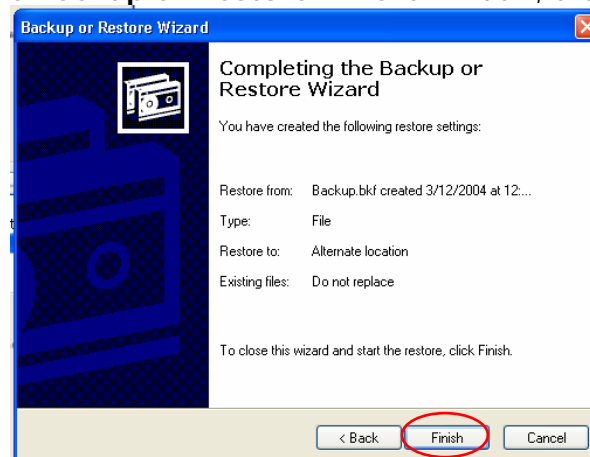


9. Click on **Next**.

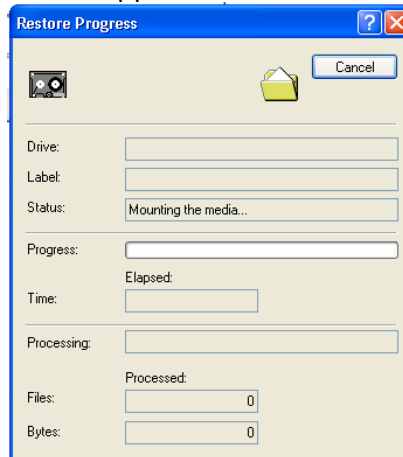
10. In the **Advanced Restore Options** window, click on **Next**.



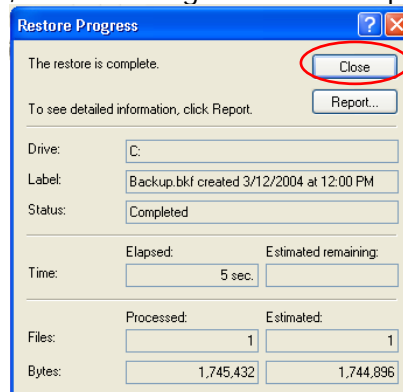
11. In the **Completing the Backup or Restore Wizard** window, click on **Finish**.



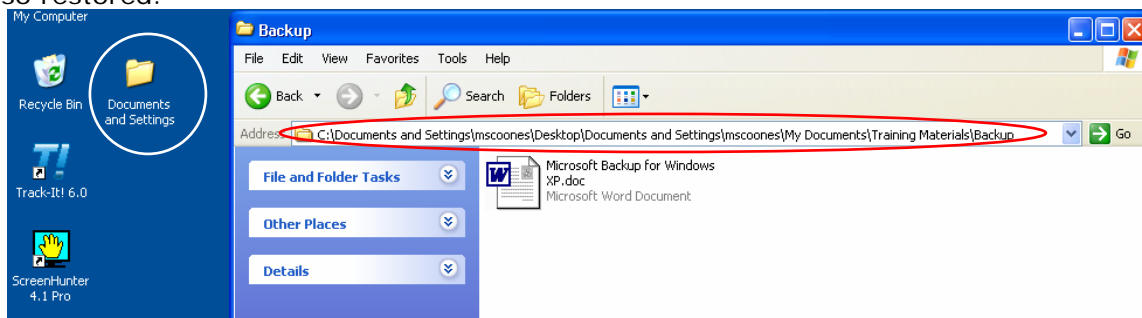
12. The **Restore Progress** window will appear.



13. When the restore is complete, the following window will appear. Click on **Close**.



14. If a single file or folder is restored to an alternate location, the complete folder structure is also restored.



For questions or comments regarding this document, please e-mail docxteam@hamilton.edu.