How to Set a Daily Back Up (WIN XP)

CFAPS Backup Instructions

These instructions will assist you in making a backup copy of your data files to your central network personal folder using the Windows Backup Utility. Once set up, your data will automatically be backed up daily.

A backup of your data is insurance against accidental loss. Use of the Windows Backup utility is fast and easy. If needed, your data can be quickly restored to your TMU computer using the restore utility.

Things to be aware of when using this backup utility:
- Should the TMU network be unavailable, your files will not be available for restoration at that time.
- The backup files are not readable except by using the Windows Restore Utility.
- Because these files are compressed during the backup, these files cannot be accessed off campus.
- If you work from TMU-VPN, you might just choose to store all of your files on your shared or personal folders for easy access off and on campus. You DO NOT need to back up files that exist on your shared or personal folders. These are your network folders that get backed up automatically.
- To copy files or folders directly from your computer (C: drive) to the personal (U: drive) or shared (S: drive) right click the **file or folder**, select **Copy**, then go to your CFAPS folder, right click and select **Paste.**

Step 1

Click on **Start** > **All Programs** > **Accessories** > **System Tools** > **Backup**. At the resulting screen, click on **Next.**

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Step 2

At the resulting screen, ensure that **Back up files and settings** is selected. Click on **Next.**

Step 3

If the **Insert Disk** window appears, click on **Cancel.**

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Step 4

At the resulting screen select **Let me choose what to back up**. Click on **Next**.
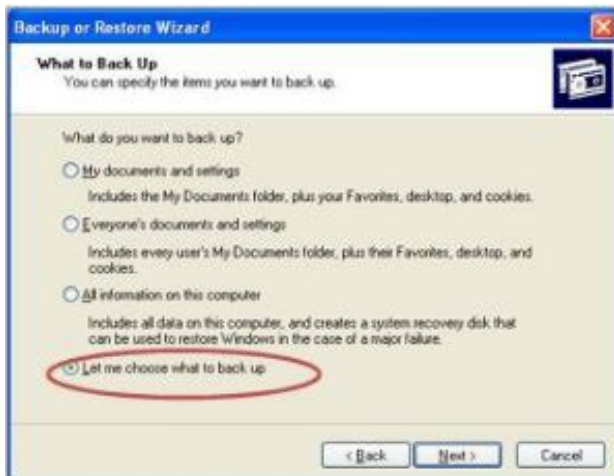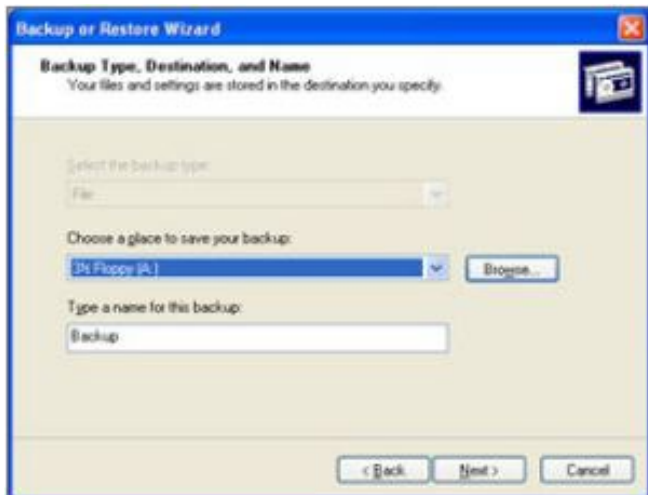

Step 5

In the resulting screen, locate the folder(s) you wish to back up, in the left pane, and ensure that you select the box next to it. Once you have selected all of the folders you wish to back up, click on **Next**.

Note: This service must NOT be used to backup your whole hard drive! Due to the limited space, ONLY your data files are to be backed up using this method.
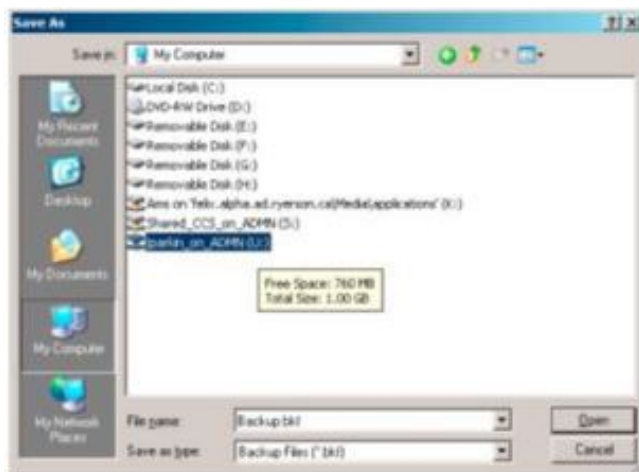
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Step 6

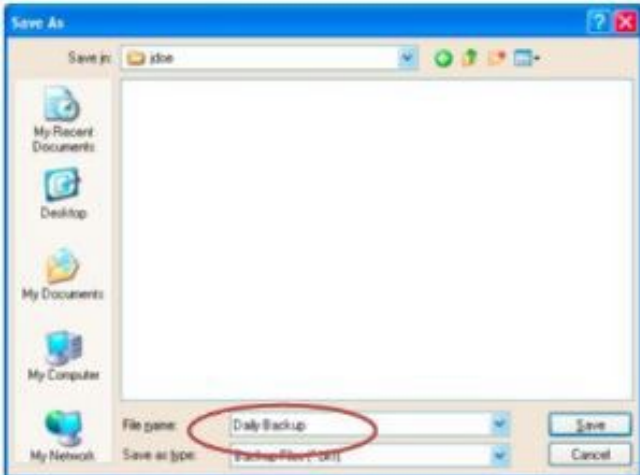In the resulting Window, click on the **Browse** button.

Step 7

In resulting window, navigate to your CFAPS folder by double-clicking on **My Computer**. Double-click on the department CFAPS folder that you want, for a backup, you'll be selecting your personal network folder **userid_on_ADMN** (for most departments, this is your **U:** drive). Either double click, or click **Open**.

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Step 8

In the resulting window, type **Daily Backup** in the File name box. Click on **Save**.

Step 9
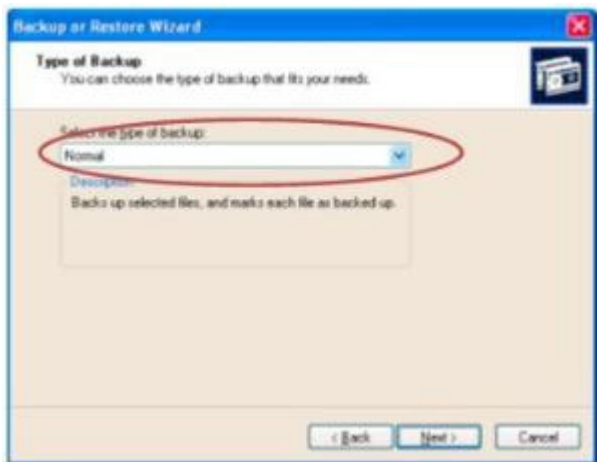
In the resulting screen, click on the **Next** button.

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Step 10

At the resulting screen click on **Advanced…** button.

Step 11

In the resulting window, ensure that **Normal** is selected. Click **Next**.

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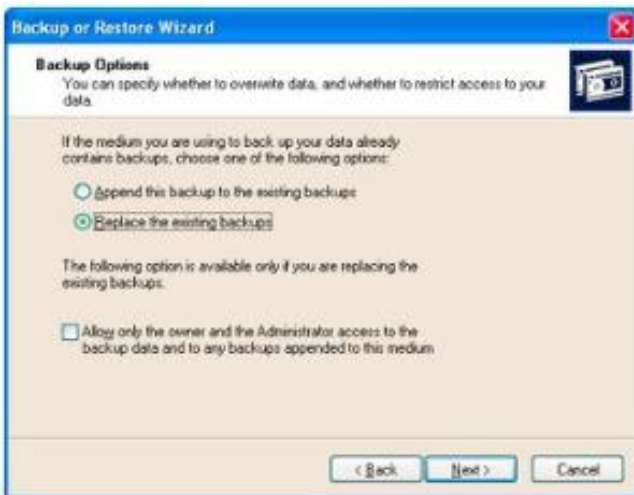
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Step 12

Ensure that **Verify data after backup** is selected. Click **Next**.

Step 13

At the resulting window, ensure that **Replace the existing backups** is selected. Click **Next**.

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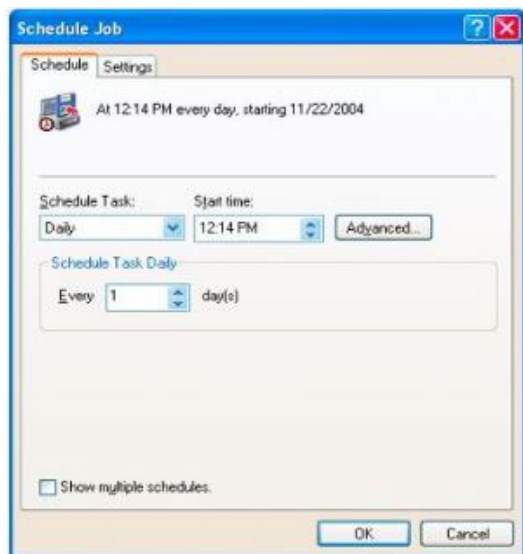How to Set a Daily Back Up (WIN XP)

Step 14

At the resulting window, ensure that **Later** is selected. In the **Job Name:** area, type **Daily Backup.** Click on **Set Schedule** button, in order to schedule your task.
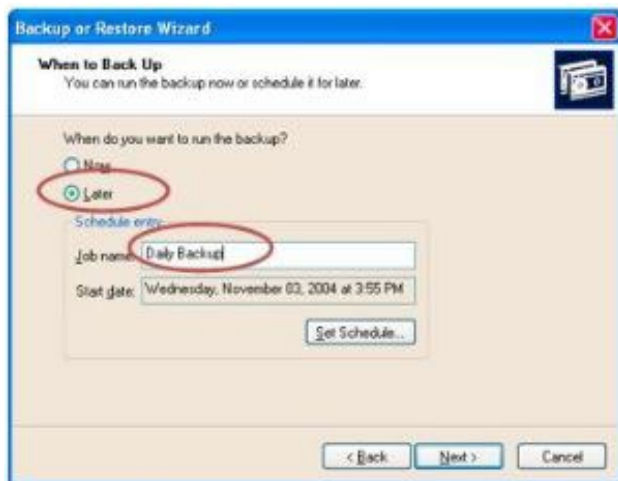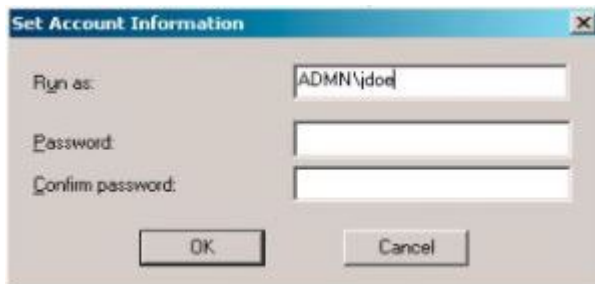

Step 15

Select the desired frequency of the backup by clicking on the arrow in the **Schedule Task**: area and select **Daily**. Under Start time, select a time you want this daily backup to start. Click **OK**.

Note: Select a time of the day when your computer is usually turned on (usually between the hours of 8 am to 5 pm). Do not choose the hours between 6:20 am and 7:30 am when CCS does server maintenance.

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Step 16

In the resulting window enter your CFAPS password in the Password box and again in the Confirm password box. Click **OK.**

Step 17

On the next screen, click **next**

Step 18

Click **Finish**

To check if this task has been set up correctly, you can view your newly created task by clicking on **Start > Control Panel > Performance and Maintenance > Scheduled Tasks**. You should see a task called **Daily Backup**.

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