



## Backing up Data – End User Checklist

There are a number of ways to back up your data. ITS suggest that users back up their data to their One Drive, a USB thumb drive, or an external hard drive. When transferring data to personal devices, please take into consideration that users of College information resources – especially faculty and staff – have a responsibility to protect sensitive information and College financial data.

### Finding Data Stored on the Local (C:) Hard Drive


- If your Start button and Task Bar look like this, click the arrow  next to [Windows 7](#) below

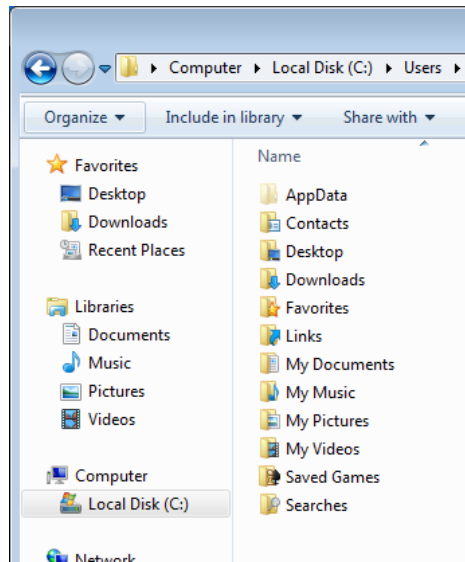


- If your Start button and Task Bar look like this, click the arrow  next to [Windows 10](#) below




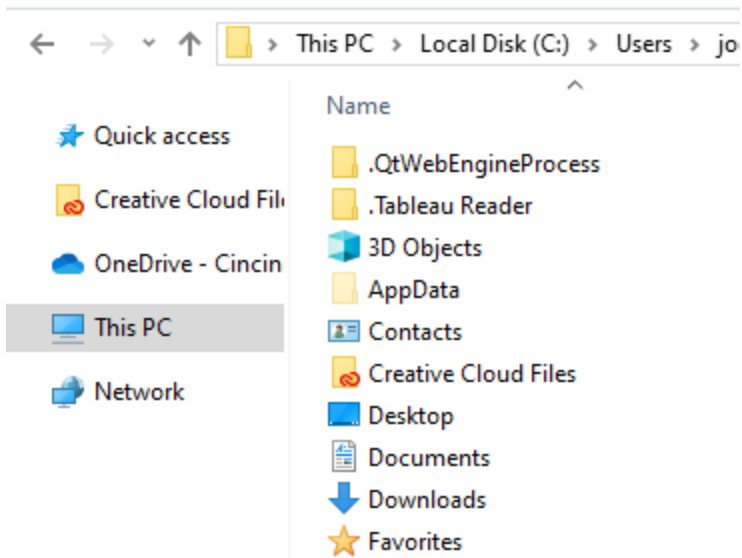
#### Windows 7

- Open **Windows Explorer** by clicking the file folder icon 
- Click on **Computer**
- Click **Local Disk (C:)**
- Click the **Users** folder
- Click the folder with your Username (ex. john.smith)
- Check the following folders and copy the contents to the backup location you are using
  - C:\Users\*first.last*\Documents
  - C:\Users\*first.last*\Desktop
  - C:\Users\*first.last*\Pictures
  - C:\Users\*first.last*\Favorites --These are Internet Explorer favorites
  - C:\Users\*first.last*\AppData\Roaming\Signatures
    - If you do not have e-mail signatures, the **Signatures** folder will not exist or will be empty
  - Check for .pst files and export as necessary
    - C:\Users\*first.last*\AppData\Local\Microsoft\Outlook
    - Since the upgrade to O365, it will be rare to find a.pst file
- If you do not see the **AppData** folder listed, you will need to display it
  - With Windows Explorer open, click **Organize** in the top left corner
  - Choose **Folder and search options** from the list
  - Click the **View** tab
  - Select **Show hidden files, folders, or drives** under the Hidden files and folders section
  - Click OK
  - The AppData icon should now display at the top of the list within the Users folder for your username



## Windows 10

- Open **Windows Explorer** by clicking the file folder icon 
- Click on **This PC**
- Click **Local Disk (C:)**
- Click the **Users** folder
- Click the folder with your Username (ex. john.smith)
- Check the following folders and copy the contents to the backup location you are using
  - C:\Users\*first.last*\Documents
  - C:\Users\*first.last*\Desktop
  - C:\Users\*first.last*\Pictures
  - C:\Users\*first.last*\Favorites --These are Internet Explorer favorites
  - C:\Users\*first.last*\AppData\Roaming\Signatures
    - If you do not have e-mail signatures, the **Signatures** folder will not exist or will be empty
  - Check for .pst files and export as necessary
    - C:\Users\*first.last*\AppData\Local\Microsoft\Outlook
    - Since the upgrade to O365, it will be rare to find a.pst file
- If you do not see the **AppData** folder listed, you will need to display it
  - With Windows Explorer open, click the **View** tab at the top of the Ribbon toolbar
  - Locate the **Show/hide** section toward the right side of the Ribbon toolbar
  - Check the box next to Hidden items
  - The AppData icon should now display at the top of the list within the Users folder for your username



## Exporting Bookmarks from Mozilla Firefox or Google Chrome Browsers

- If you have Bookmarks in Firefox, click the link for instructions to export Firefox Bookmarks to your backup location. When exporting, name your file Firefox Bookmarks

<https://support.mozilla.org/en-US/kb/export-firefox-bookmarks-to-backup-or-transfer>

- If you have Bookmarks in Chrome, follow the link for instructions to export Chrome Bookmarks your backup location. **Use the instructions marked Move bookmarks to another browser.** When exporting, name your file Chrome Bookmarks

<https://support.google.com/chrome/answer/96816?hl=en>

## Recording Printers and Shared Department Drives

- Make note of the following items so they can be mapped on your new computer
  - Printers
    - If you have multiple printers, identify your Default printer
  - Shared Department Drives
    - You may have access to multiple shared network drives
    - Identify the drive letter and the folder name

## Migrating Your Data to OneDrive

OneDrive allows users to access their files from anywhere, at any time, on any device, without the need for a VPN that slows down network performance.

Users can move their personal Z: Drive folder data or the hard drive to OneDrive on their own or by completing an eform for help from ITS.

This effort will reduce the cost of storage for the college while providing a better user experience for faculty, staff, and student employees.

## FAQs

### **When do I put files in OneDrive?**

OneDrive is the equivalent to your personal folder in the Z: Drive.

OneDrive is used for documents that you would consider “for your use only” and/or are shared with a few collaborators.

### **How do I migrate my personal Z: Drive folder?**

Migrating files from the Z: Drive, or the hard drive, to OneDrive is as easy as drag-and-drop or copy-paste. Microsoft has created a short video that can be found at [Upload photos and files to OneDrive](#). You can also visit [What is OneDrive?](#) for other information about OneDrive. If you are unable to migrate your data on your own, you can complete this form and we will work with you to help perform the migration.

### **Isn't it less secure to put our data in the cloud?**

It is a common misconception that cloud services are less secure than traditional, on premise, services.

### **Are there any limitations to OneDrive?**

All faculty, staff, and students have 1TBs of storage in OneDrive. OneDrive allows files sizes of up to 100GB each and filenames of up to 255 characters.