CREATING PERSONAL RECOVERY & BACKUP STRATEGIES
Creating back-up copies of important files is the responsibility of each individual computer owner, or in the case of university owned computers, the responsibility of the primary user of that computer. This presentation is a guide to creating a personal recovery and backup strategy.
The first step to creating a personal recovery and backup strategy is to organize your computer so that it is easy to identify those files that need to be recovered.

Strategies for organizing your files should include:

- Creating a separate directory (i.e. My Documents) where all critical files are stored.
- Locating software installation disks for all software running on the computer.
- Reviewing the PC Checklist to identify options in use on the computer, including printers and devices that are regularly used.
Location of Backup

- Backups should not be located in the same building as the primary computer.

- If Backup CDs, zip drives, secondary internal drives of, or similar devices are not valid backups unless they are physically removed from the primary location on a daily basis.

- The Dodge Hall Datacenter (220 DH) has facilities for backup storage on an arranged basis, including a fire-proof vault.

- Reasonable materials for backup include:
  - Backup Files
  - Installation Disks
  - A Copy of the PC Checklist (paper or digital)
Windows Explorer provides an easy way to create a backup of selected files. You can open two Explorer windows, one with the source area and one with the backup destination, and simply drag-and-drop the files you want to copy into the location where you wish to store the backup.
If you are using an IMAP or POP email account with MS-Outlook, you can backup your email using the built-in “Import and Export” feature of the program.

- Open MS-Outlook and select “Import and Export” from the file menu
- Select “Export to a file”
- Select “Personal Folder File (.pst)”
- Check “Include subfolders” and select the mail folders you wish to backup.
If you are using MS-Outlook to store your contacts you can use the “Import and Export” feature of the program to back them up.

- Open MS-Outlook and select “Import and Export” from the file menu
- Select “Export to a file”
- Select “Personal Folder File (.pst)”
- Select the “Contacts” option in your personal folders
Connecting to the OUCA / UNIX Server using WinSCP

- Start WinSCP
- In the Host Name box, type “homefs.oakland.edu” and be sure port 22 is selected and that the SFTP option is chosen.
- Enter your OUCA username and password in the Username and password fields and click “Login.”
- You may get a message stating the server’s host key is not cached in the registry. Click yes to continue.
- Use the WinSCP interface to navigate to and select the files which are being backed up and copy them onto the server.
Navigate to the “Backup” utility located in the Start Menu, under Programs, then Accessories, then System Tools.

Open the program and choose “Next”

Choose the option to Backup Files and Settings

Choose “Let Me Choose What to Backup”

Select the files you wish to backup and click “Next”

Select the backup location and give the backup a name

Click “Finish” to start the backup

Once the Backup has finished, click “Close”
For further assistance, please email the helpdesk at helpdesk@oakland.edu or call at (248) 370-4357