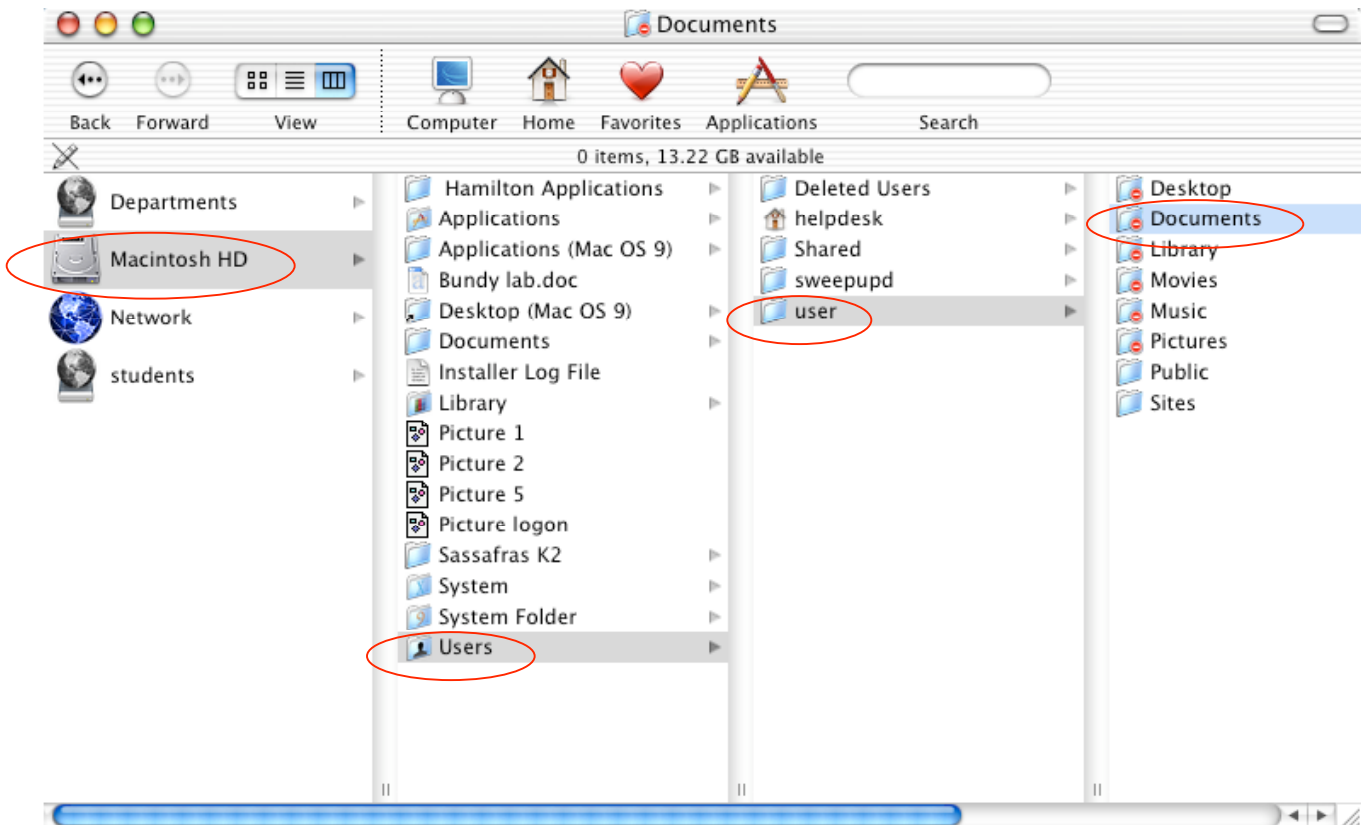


MAC Backup Information

There is only one way to back up your files on your MAC without purchasing commercial software. In order to back up your files and/or folders you must do it manually.

Manual Backup

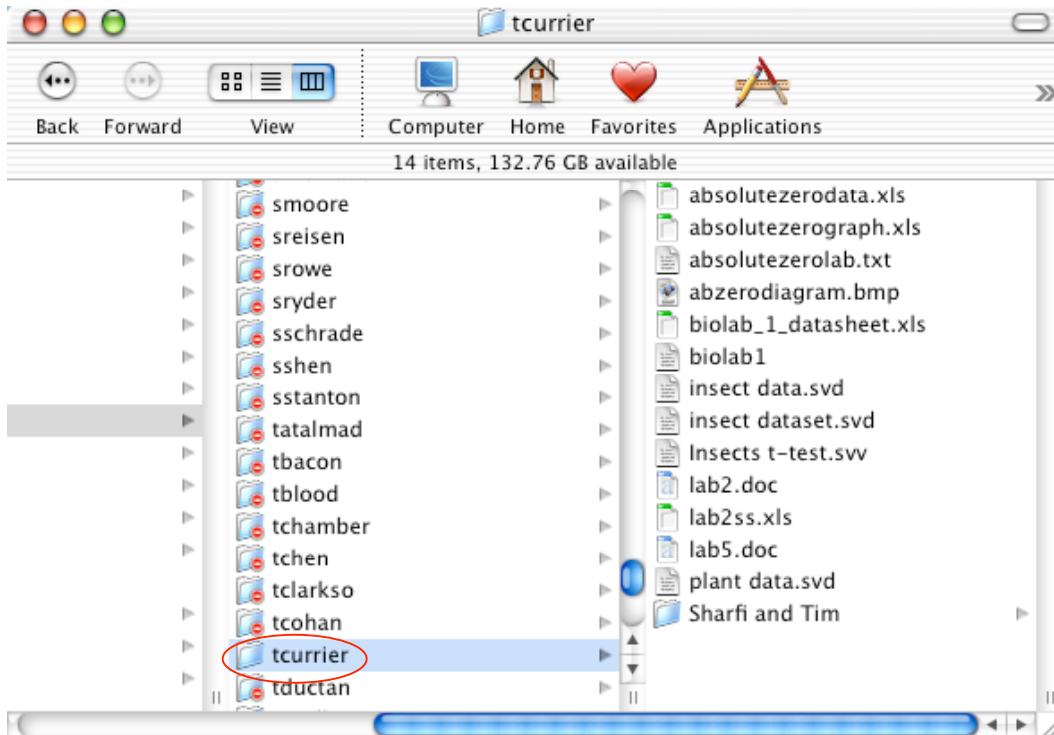
- First, ensure that you are connected to your EES folder. If you are unsure of how to do this, then see the General Info for Macintosh document.
- In order to manually backup your folders all you have to do is click and drag the desired folder(s) from your MAC to your personal folder on the ESS server.
*****DO NOT BACK UP YOUR ENTIRE HARD DRIVE*****
- You will have to do this periodically on your own and whatever you save to the server will be the only files backed up.
- Example of backing up your local Documents folder to your ESS folder.
 - Open up your Macintosh hard drive and select the "**Users**" folder. In "**Users**," select your user name's folder (e.g. "jsmith"). In your user name's folder, locate the **Documents** folder.



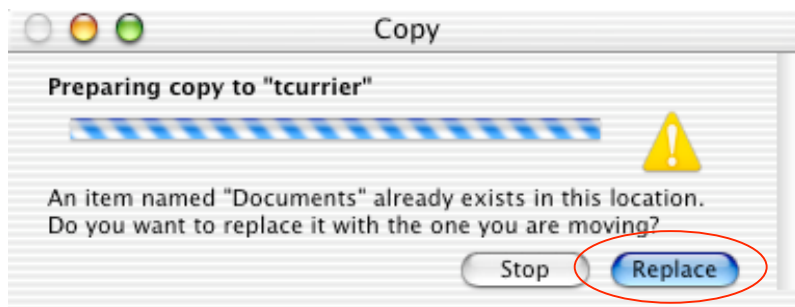
- Open your Macintosh hard drive again by double-clicking the desktop icon. This will create a second window.



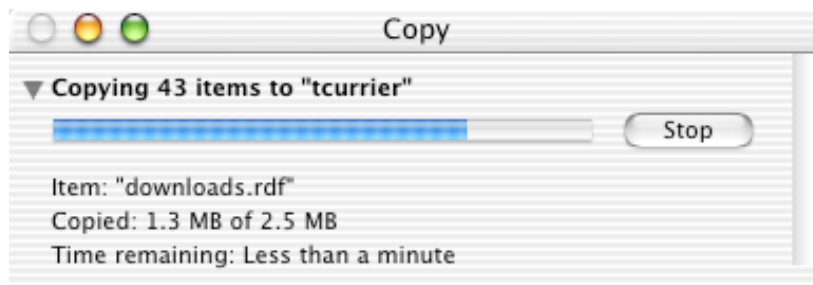
- Click on the ESS **"Users"** icon and locate your folder (the list is alphabetical).



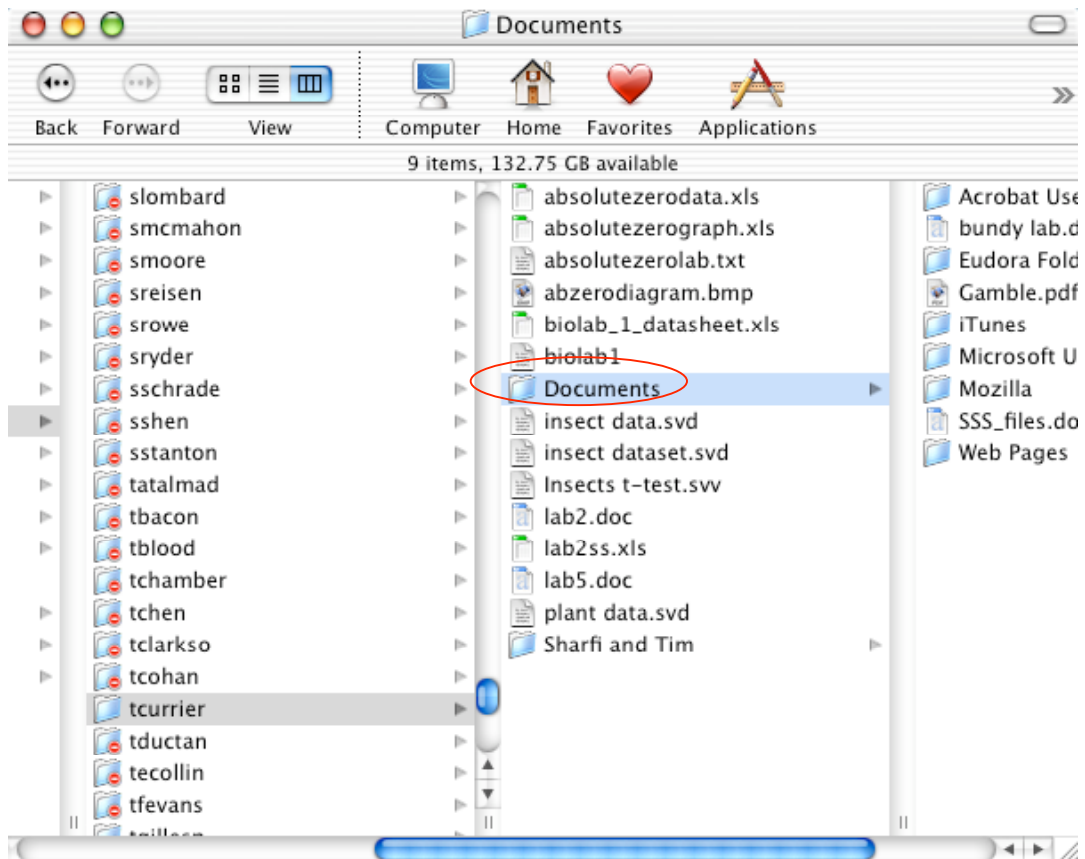
- Drag "Documents" from the first window to your folder in the EES window.
- If you have already saved the local folder to your ESS folder before then you will see the following prompt. Click **Replace**. If this is the first time saving the folder then it will automatically begin saving.



- After you click **Replace** it will begin saving the folder to your *ESS folder*.



- You should now be able to see your **Documents folder** on your ESS share.



- Your files in the **Documents** folder are now successfully backed up on your ESS share.

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