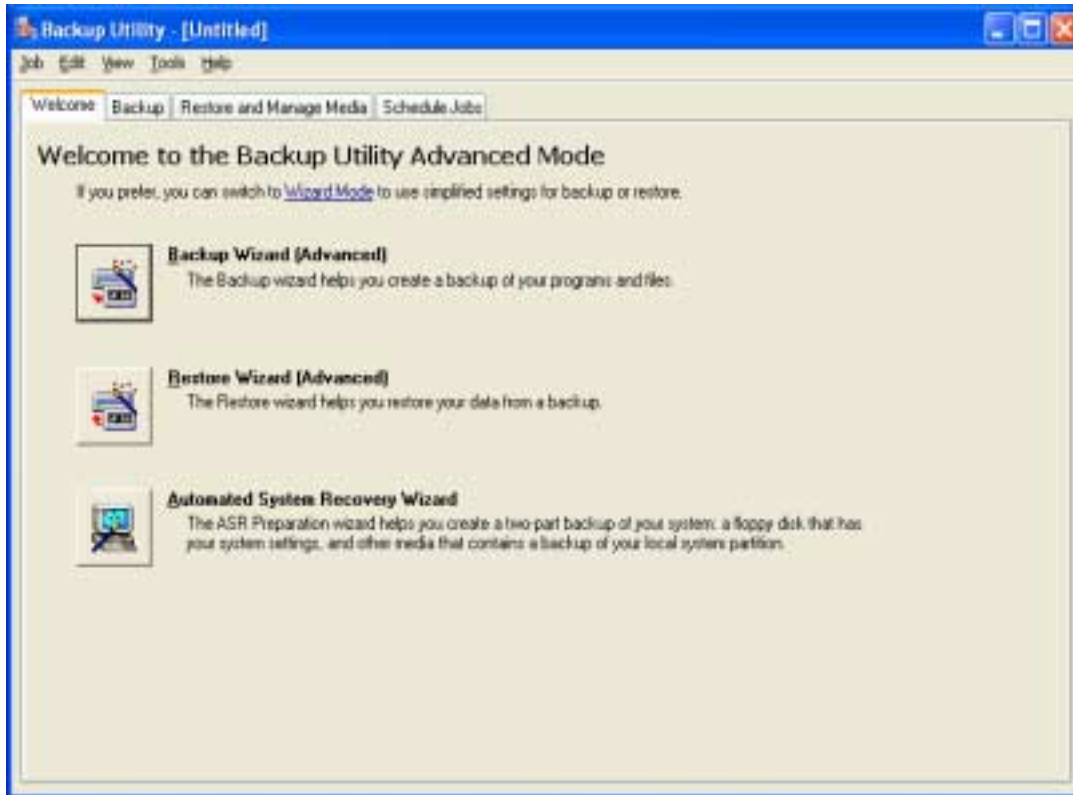


Microsoft Backup for Windows 2000/XP

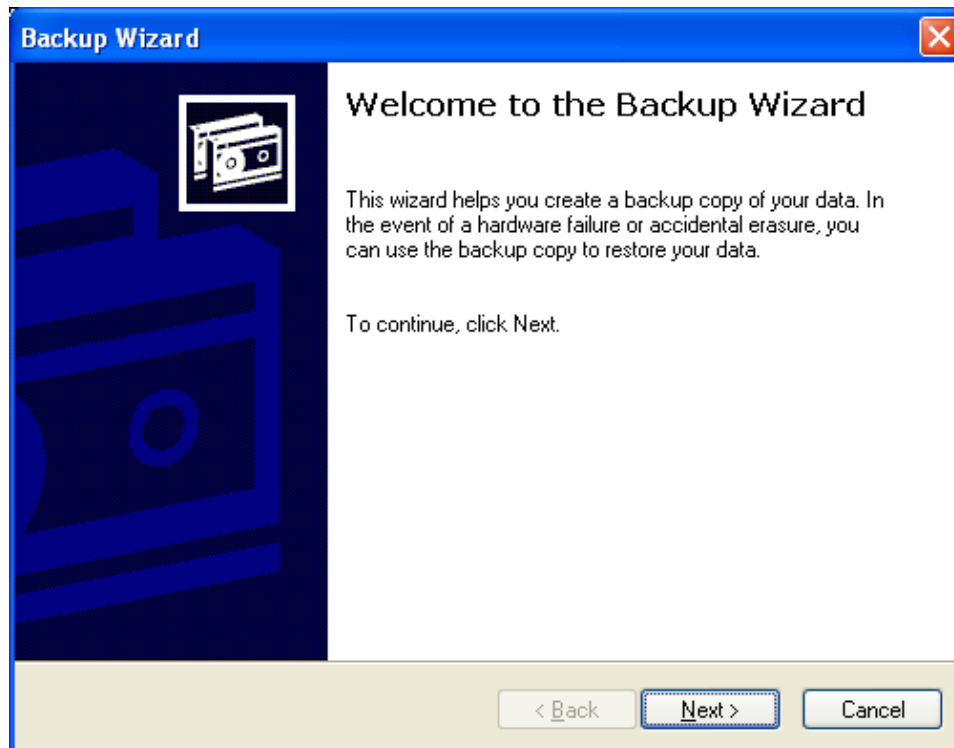
1) Click on **Start > Accessories > System Tools > Backup.**



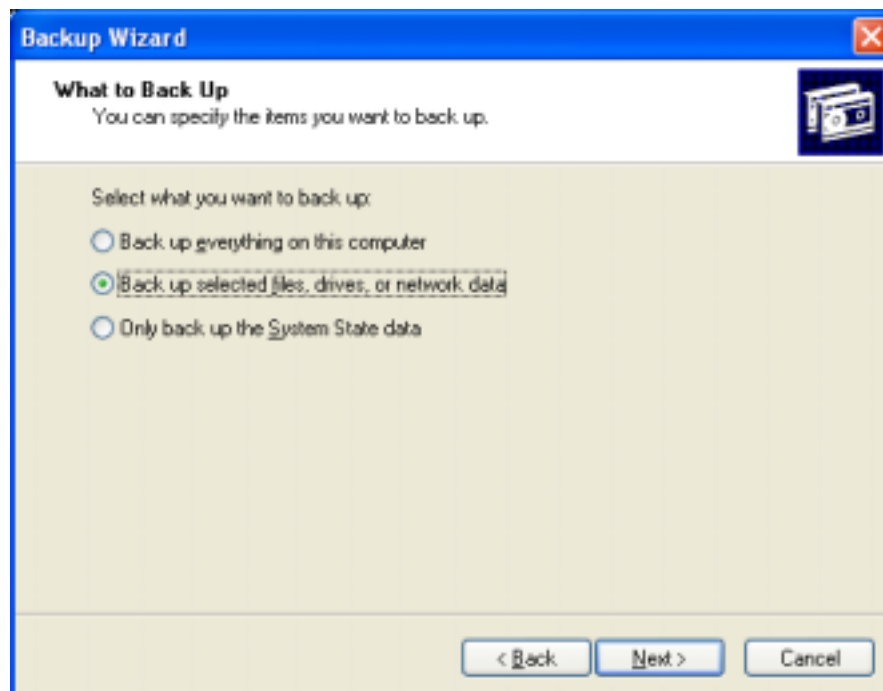
2) Choose **Backup Wizard (Advanced)** then click **Next.**



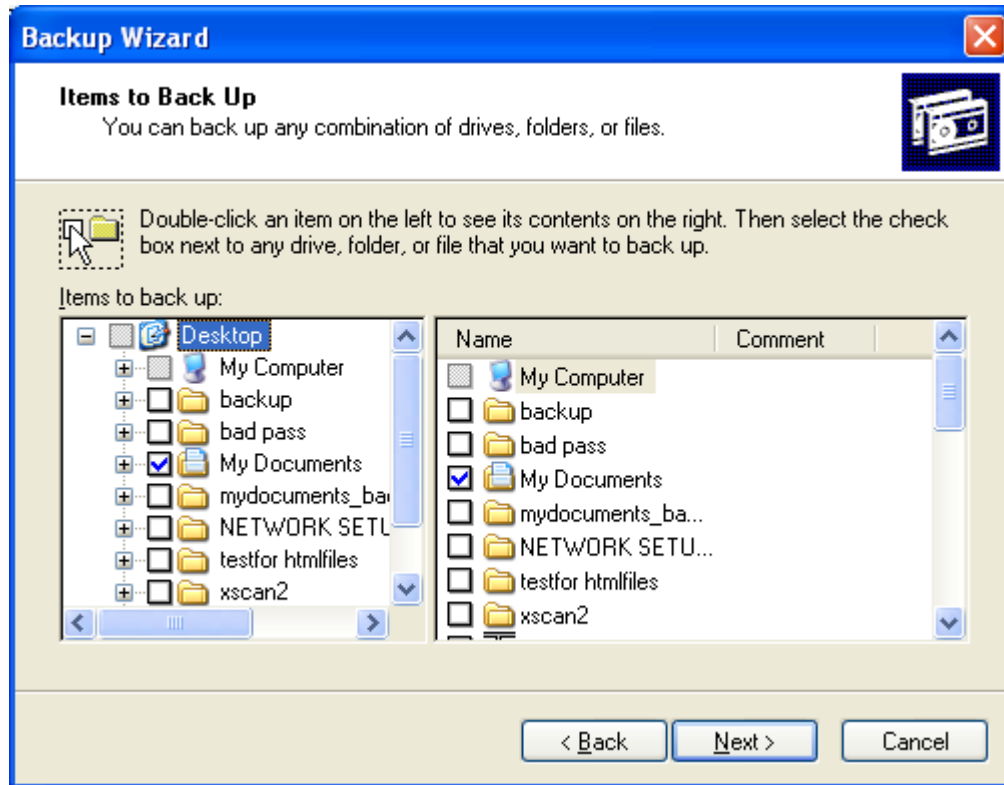
3) The backup wizard opens up. Click **Next** on it.



4) Select **Back up selected files, drives, or network data** then click **Next**.

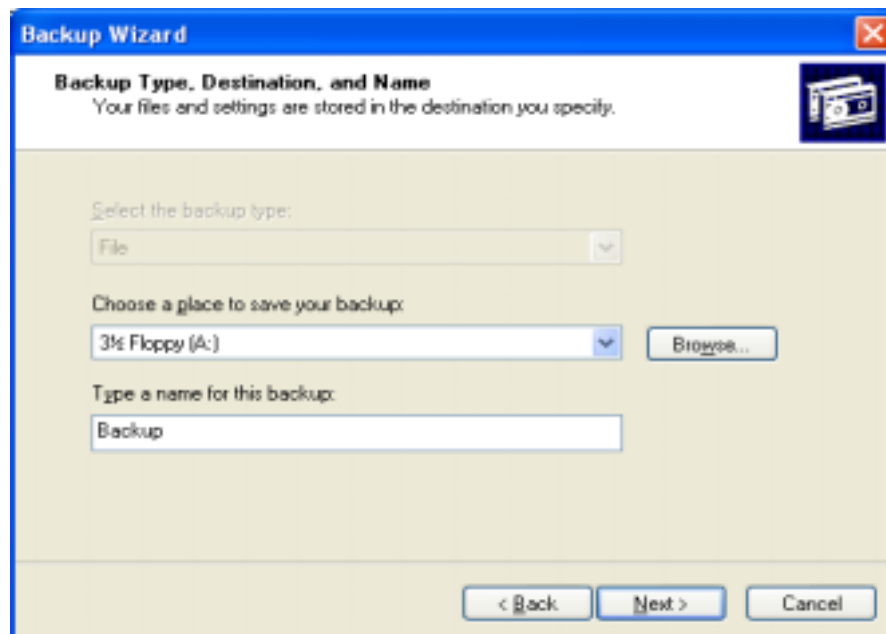


- 5) Check the **My Documents** folder and any other folders you may wish to backup then click **Next**.

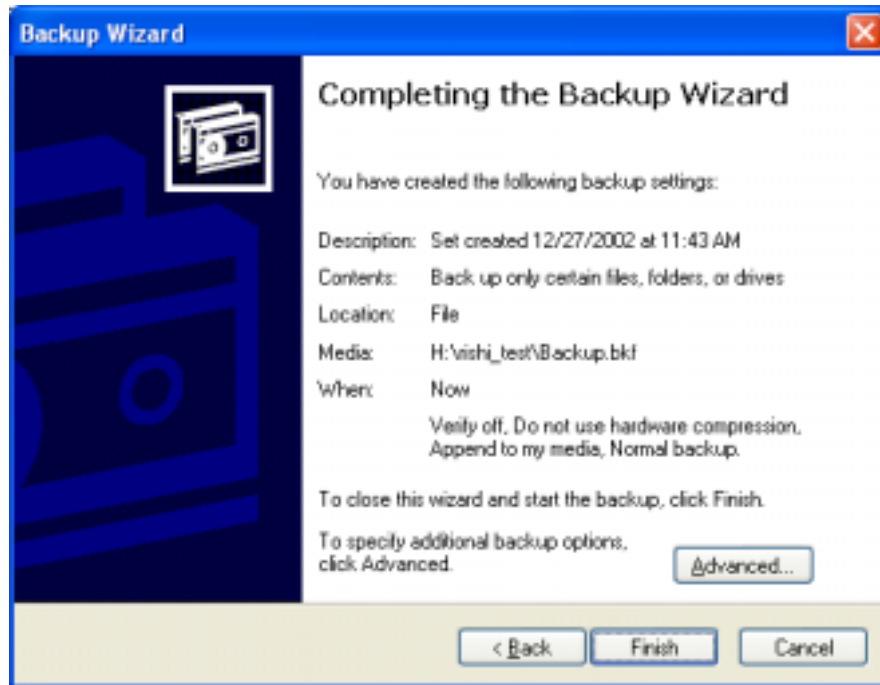


- 6) Under **Backup media or filename** click on **browse** and select your folder on the SSS server and click **Next**.

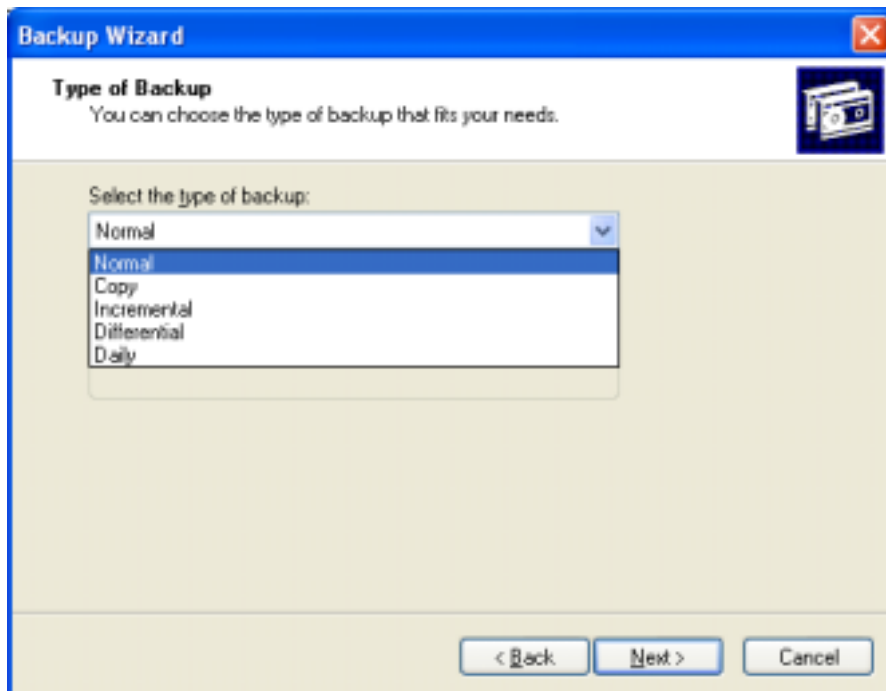
*****DO NOT BACKUP YOUR HARD DRIVE*****



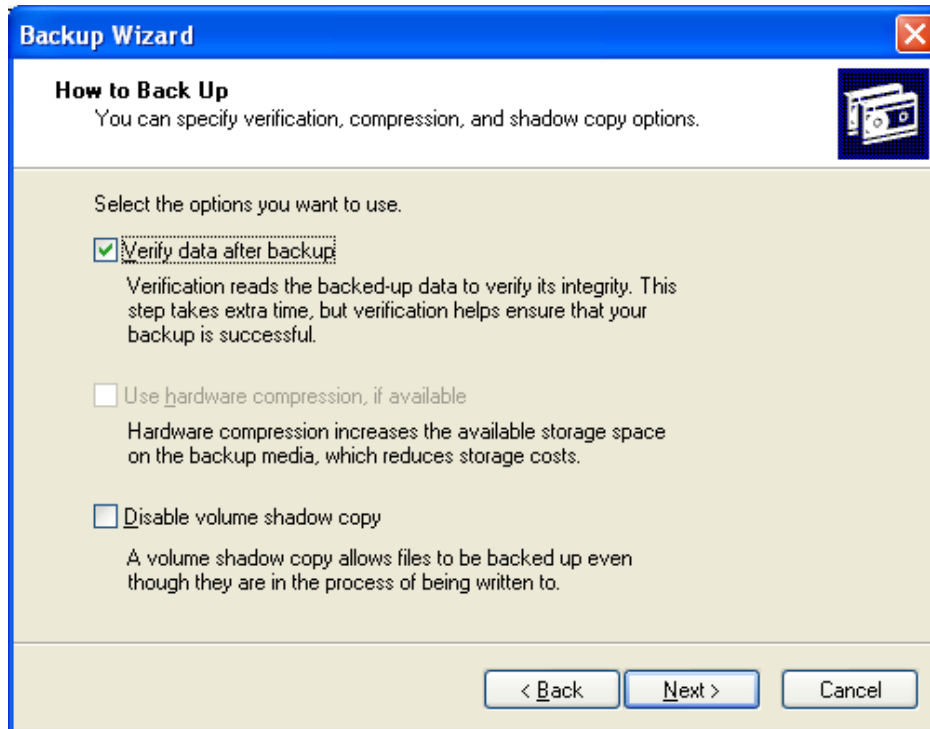
- 7) This will only backup your data this time only! If you would like your files to be backed up daily or every few days then select **advanced**.



- 8) Under **Select the type of backup** choose **daily** then select **Next**.

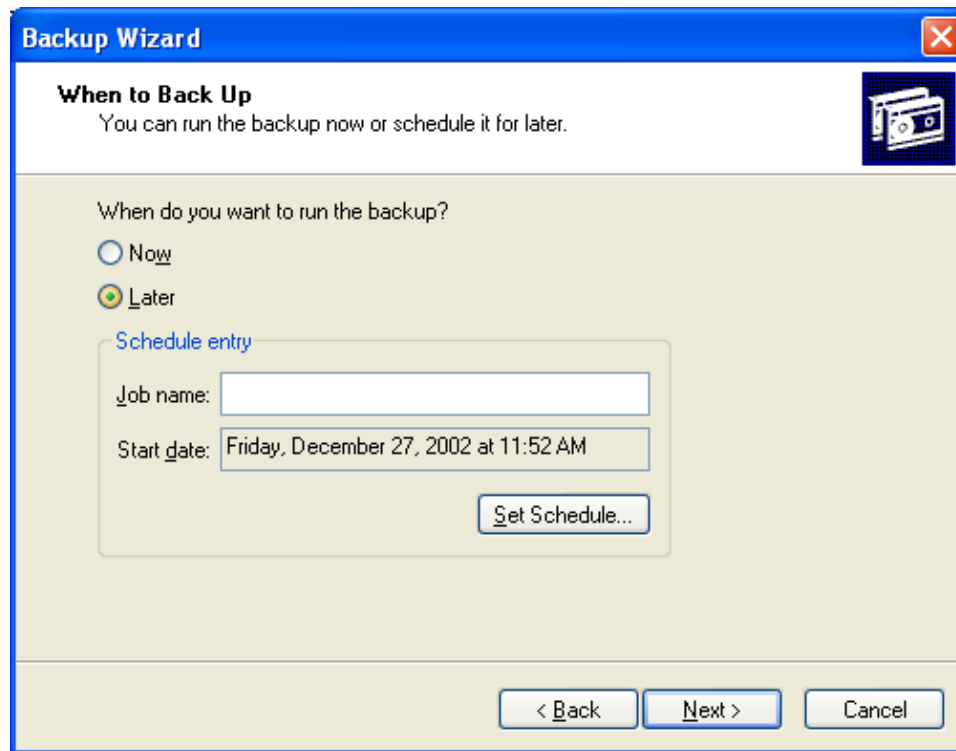


- 9) Check the **Verify data after backup** box to make sure your data is verified when backed up! Click **Next**.

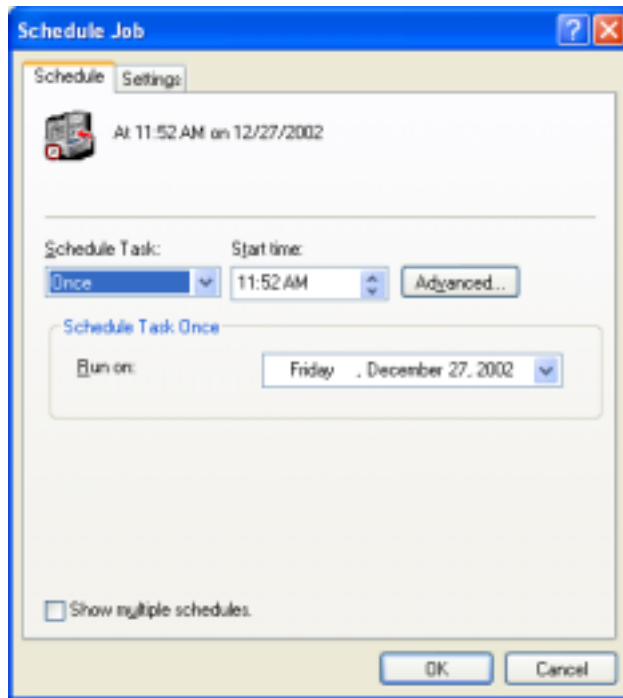


- 10) Under **If the archive media already contains backups choose replace the data on the media with this backup** and click **Next**.
- 11) You can leave the default label if you wish or you can create a new name then click **Next**.

- 12) You can choose **later** and then type in a **Job name** such as PC backup. Then select **Set schedule**.

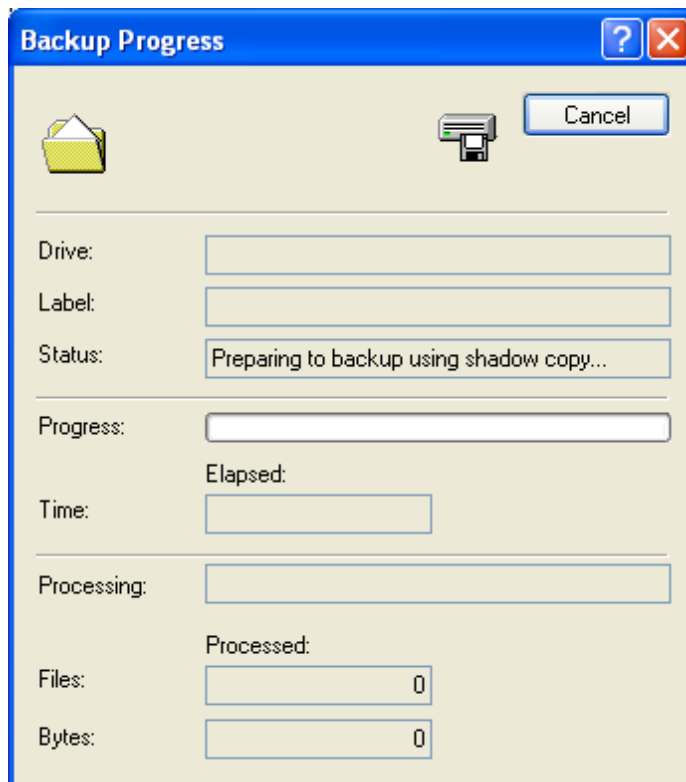


- 13) Here is where you can specify when you wish to create your backups. Choose **daily** and select a time your computer will be on. You can specify how frequently you would like your files backed up under the **schedule task daily** option. Choose every how many days you would like to be backed up. There are more advanced options under the advanced button if you need more. Then select **Next**.

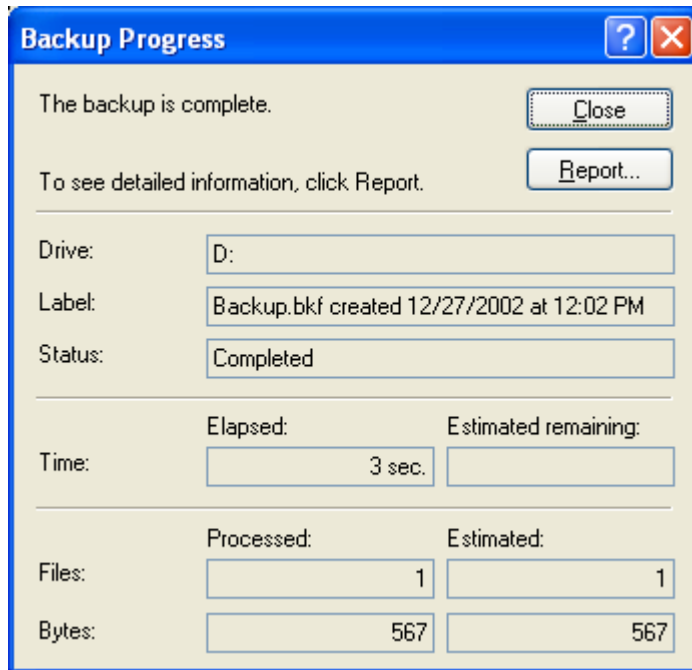


14) Click **Finish** and your computer should be ready to be backed up.

15) **Backup Progress**



16) Backup Completed



*For more information click on the **Start Menu > Help and Support***



