

## Backing Up Your Data Files Check List

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All of the information found on this check list (including this list itself) can be found on the TechHelp web site at <http://www.techhelp.eu.dodea.edu/> . This check list is intended for classroom teachers. Depending upon your job and responsibilities you may have to back up more than is listed here.

1. Organize any messages want to keep in your *Personal Folders*. If you don't already have a personal folder set up in Outlook, see the How-To labeled [MS Outlook2003: Setting Up Your Personal Folders](http://www.techhelp.eu.dodea.edu/ms_office/outlook2003_setting_personal_folders.doc) ([http://www.techhelp.eu.dodea.edu/ms\\_office/outlook2003\\_setting\\_personal\\_folders.doc](http://www.techhelp.eu.dodea.edu/ms_office/outlook2003_setting_personal_folders.doc)).  
If you need to know how to use your personal folders, see the How-To labeled [MS Outlook: Saving Messages in Your Personal Folders](http://www.techhelp.eu.dodea.edu/ms_office/outlook_using_personal_folders.doc) ([http://www.techhelp.eu.dodea.edu/ms\\_office/outlook\\_using\\_personal\\_folders.doc](http://www.techhelp.eu.dodea.edu/ms_office/outlook_using_personal_folders.doc))
2. Back up your entire Outlook mailbox to a *pst* file. See the How-To labeled [MS Outlook 2003 Professional: Backing Up Your Mailbox Data](http://www.techhelp.eu.dodea.edu/ms_office/outlook2003_backup.doc). ([http://www.techhelp.eu.dodea.edu/ms\\_office/outlook2003\\_backup.doc](http://www.techhelp.eu.dodea.edu/ms_office/outlook2003_backup.doc))
3. Close Outlook and any other files that you may have opened.
4. IE Favorites: Copy your Internet Explorer *Favorites* from c:\documents and settings\username\favorites to H:\favorites.
5. Copy all files from your H:\drive onto a CD. If you need to know how to prepare a blank CD for drag and drop access just like your hard drive, please see the How-To document titled "[Roxio Easy CD Creator: Backing Up Your H Drive With DirectCD](http://www.techhelp.eu.dodea.edu/how_to/roxio_easy_cd_creator.doc) .” ([http://www.techhelp.eu.dodea.edu/how\\_to/roxio\\_easy\\_cd\\_creator.doc](http://www.techhelp.eu.dodea.edu/how_to/roxio_easy_cd_creator.doc))
6. If you have any data on the Common drive (K Drive) that you want to save, add it to the CD.