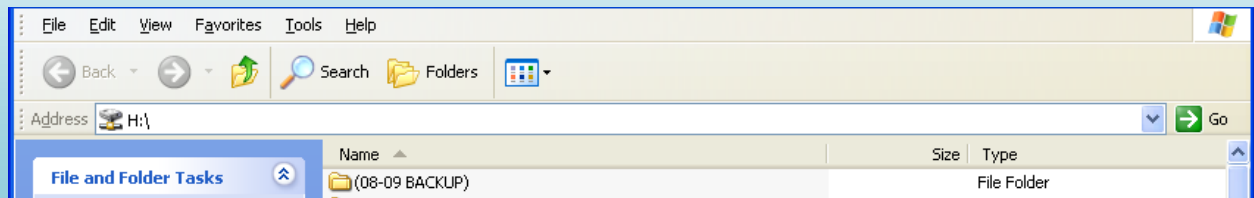


This process will back up your Desktop, Favorites, Documents (stored on the C drive), cached email addresses and email signatures. **Pictures, audio and movie files WILL NOT BE BACKED UP, you should consider an alternate method to backup those file types.** A folder is created on the H drive labeled (08-09 BACKUP)

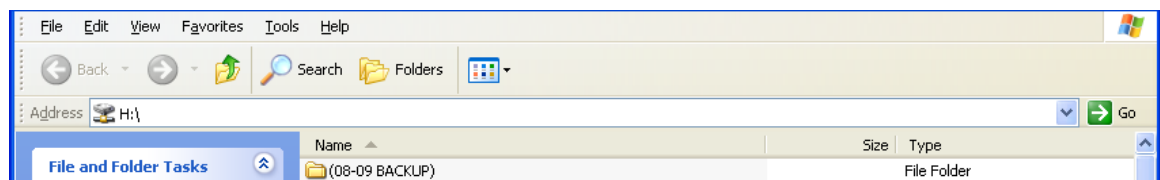


After a reimage, a restore script will restore those files accordingly. **You need to open Outlook on a newly imaged PC prior to applying the restore** since the files for Outlook are not created until the initial use. The restore script will recreate the signature file but you will need to go to the options tab and reapply it.

Upon completing the backup a file will appear on your H drive labeled (08-09 Backup). You will not have to do anything with this file until you return to your computer after the break.

Before your computer is re-imaged

- 1- Go to your school's P: drive by double clicking My Computer and clicking the network drive labeled P:. In the folder labeled Teams, open the subfolder called Computer Backup and Restore. Double click on the file labeled "08-09 backup". A black window with white lettering will appear in the center of your screen; this is the backup process. This may take a few seconds to a few minutes. When the process has completed you will be prompted to press a key to continue. Please go to your H: drive and ensure you see a folder labeled as shown in the image below. If you do not see the folder log off your computer, log back on and re-run the backup script.



After your computer has been re-imaged

***Note that you might not perform these steps until you return in the fall, if you don't intend to check out a laptop for the summer.

- 1- Log onto your computer, open Outlook and wait until the configuration has completed, close Outlook, go to your P: drive, open the Teams folder and find the folder labeled Computer Backup and Restore. Then, double click the file labeled "08-09 restore" this will restore the file from your H: Drive. Once again you will be prompted to press a key when the restore has completed.
- 2- Lastly, ***IF*** you use a signature in your email open Outlook, click on Tools, Options, Mail Format (tab), signature; select the signature that was restored.
- 3- You are now ready to use your computer!