



Massey University

**Data Backup
on
Network Drive
for
Windows 7**

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1.0 Introduction

This document describes how to set up and perform regular backups of your business data on a Network Storage Location.

The document is not intended for creating or restoring a complete system image.

This document is relevant to all editions of Windows7 operating system, however the steps / screenshots may vary slightly depending on the OS edition and system set up.

2.0 Definitions:

- 2.1 **Back up:** Activity of copying files so that they will be preserved in case of hard-disk or equipment failure
- 2.2 **Restore:** Process of copying backup data from storage device to hard-disk , when data is corrupted, or copy/move data to a new location
- 2.3 **Business data:** Any data / information directly or indirectly related to individual end user's role, job description, department and / or Massey University

3.0 Responsibilities

Individual end users are responsible for identifying their business data requiring network backup and correctly backing it up on the network drive.

ITS is responsible for maintaining and protecting backed up data on the network and providing technical support and advice, as necessary for backup and restore.

4.0 Recommendations

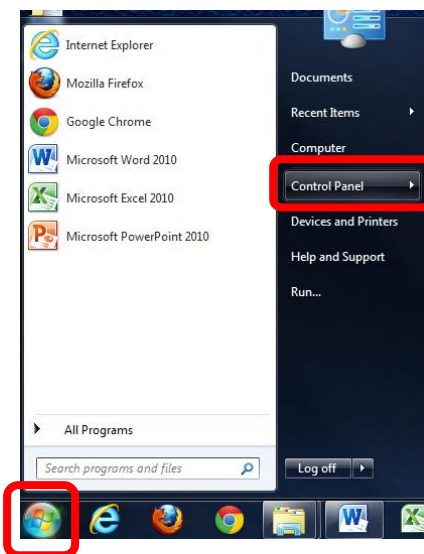
Following recommendations are made to make your backup process efficient and effective.

- 4.1 Data clean-up of big files can improve the system performance.
- 4.2 Organise your business data & personal data separately in such a way that you don't miss any business data, while selecting for back up.
- 4.3 It's advisable to always back up business data on the Network Storage Location, and not on the same hard disk or any external media.
- 4.4 If your data is backed up on external media, for any reason, protect external media properly and place securely to avoid unauthorised access to your data.
- 4.5 Never shut down the computer or disconnect from the network while the backup is running.
- 4.6 Ensure that the backup process is completed.
- 4.7 Check the backup occasionally to ensure the process is correctly working.

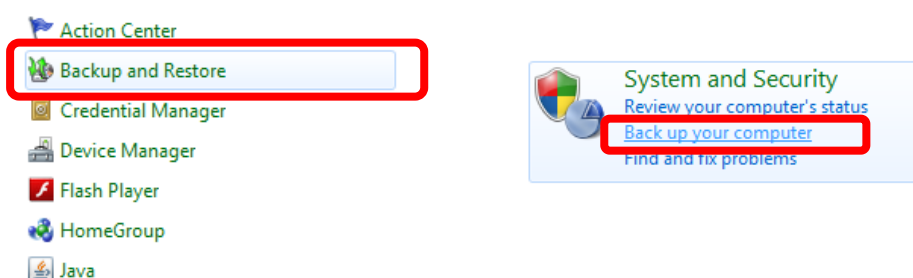
5.0 Instructions to back up data

Before beginning please complete the [Backup Preparation Checklist](#) document. You will have to request a Network Storage Quota to complete this process by applying for the service via the online [Laptop Backup Service Application Form](#). Once you have applied for this service you will then be given the Network Storage Location. You must be an administrator on the machine you are performing the backup on or know the administrators password. Ensure you have no other applications running before you start this process.

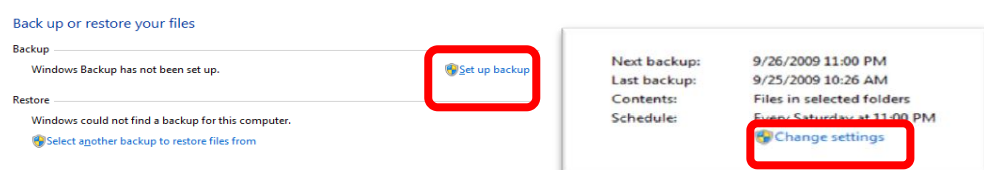
- 6.1 Click on the Start button from the taskbar, then from Start menu select **Control Panel**.



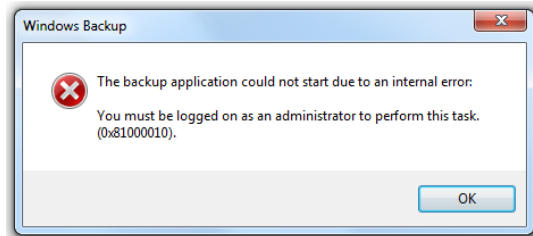
- 6.2 From the **Control Panel** select **Backup and Restore** or Under the **System and Security** category select **Backup your computer**.



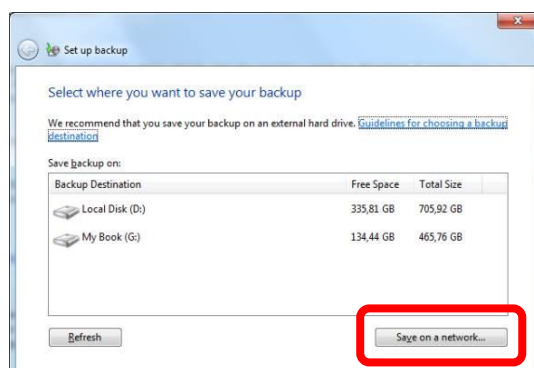
- 6.3 Click **Set up backup** to the right of the screen.
Note: If another user has already run a Windows 7 backup on the machine you are using, the **Set up Backup** option will not be available and you will have to click on **Change settings**.



Important: If you're prompted for an administrator password or confirmation, type the password or provide confirmation. If for any reason the error screen below appears, contact ITS Helpdesk.



6.4 Click on **Save on a network**.



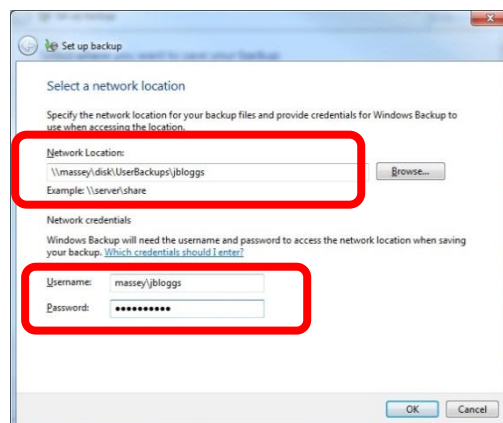
6.5 In the **Network Location** field type in where you want to save your business data. **Note:** you will have been informed of the Network Storage location when you applied for the service, an example of the format and location is below:

\\massey\disk\UserBackups\jblogs

Enter in your Massey username and password in the following format:

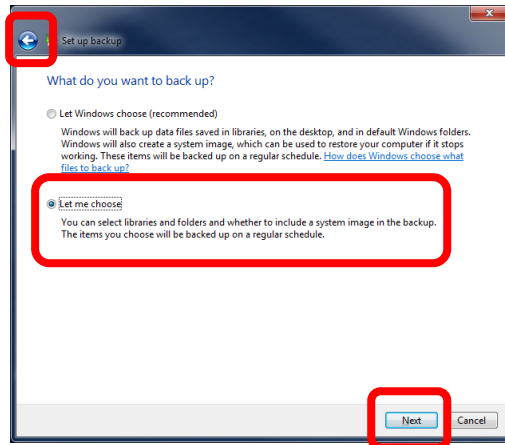
Username: massey\jblogs

Password: your Massey password



6.6 Click **OK** to start selecting the business data you want to backup.

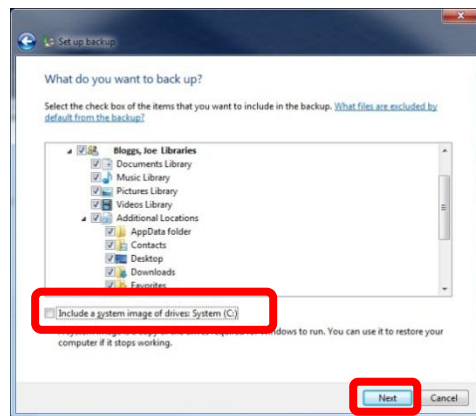
Note: you can click the back button to return to the previous page.



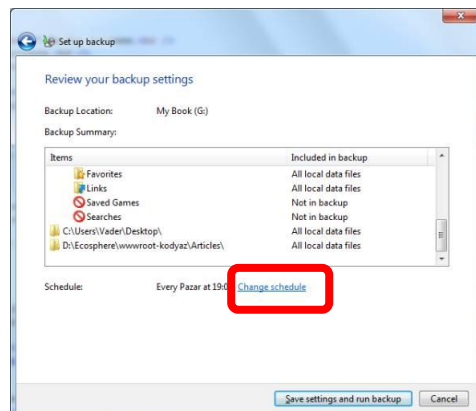
Click on the **Let me choose** radio button and click the **Next** button.

6.7 Refer back to the **Preparation for Backup Check list** document. This will have identified where your business data is. It is suggested that you save your business data in the user's libraries which is the default Windows 7 location. The following instructions will assume the data is saved in this location.

Un-tick all other user's accounts as you are only backing up your business data. Also un-tick the **Include a system image of drives**. Click the **Next** button.

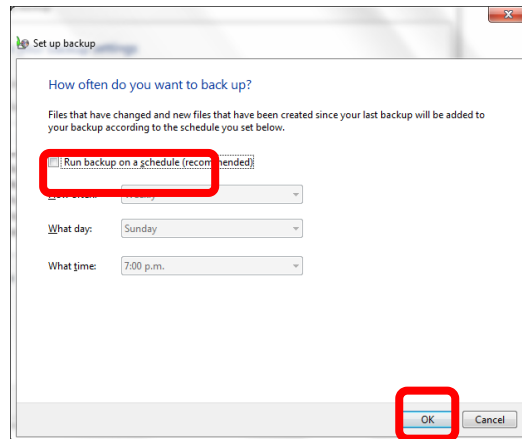


6.8 Click the **Change Schedule** option.



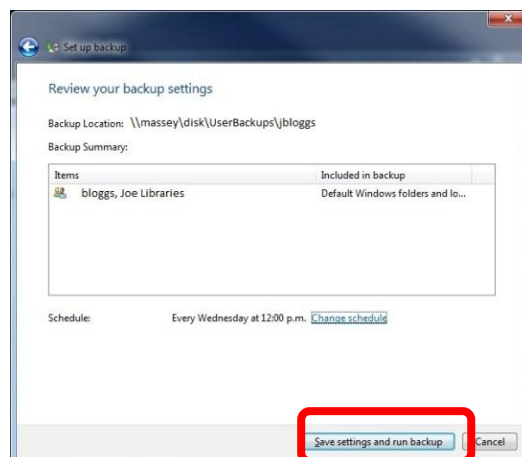
6.9 Un-tick **Run backup on a schedule**.

Note: In the *Preparation for Backup Checklist* document it is suggested that you turn off scheduling and place a reminder in your calendar for every 3 Months.



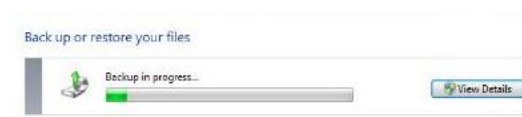
Click the **OK** button.

6.10 Check the backup location is correct and the items selected are correct then click on **Save settings and run backup**.



Warning: Do not turn off your computer or disconnect from network until the backup has finished.

6.11 When windows backup starts, you will see a progress bar at the top of the screen showing progress taken in windows back up task.



6.12 Wait until back up finished. After a successful backup, you will be informed with a message **Windows backup has completed successfully**.

6.0 7.0 Further Help & Information

If you have any trouble with backing up or restoring the files, please direct any queries, or fault reports to the Information Technology Services (ITS) Help Desk

Log a request via AskIT: <http://tur-marval1.massey.ac.nz/webrequestor/>

Phone: ext 82111

Email: help.desk@massey.ac.nz

If you would like to explore further detailed information, it is available online from the following sources.

Backup and Restore (FAQ) – <http://windows.microsoft.com/en-US/windows7/Back-up-and-restore-frequently-asked-questions>