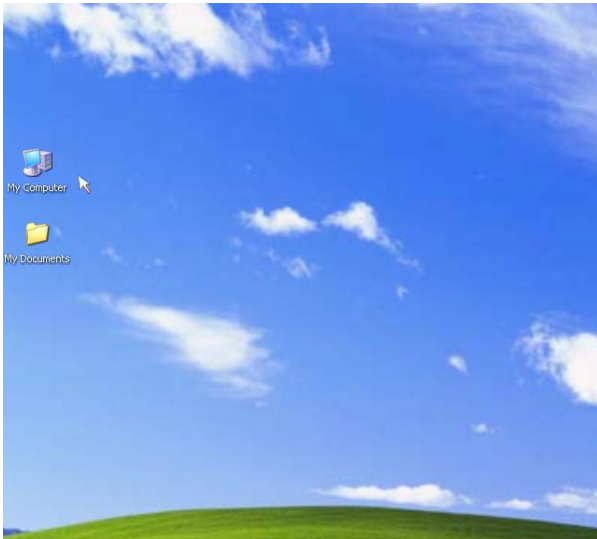


# HOW TO BACK-UP TO A NETWORK DRIVE

*Step #1:* Double-click on “My Computer” on your desktop

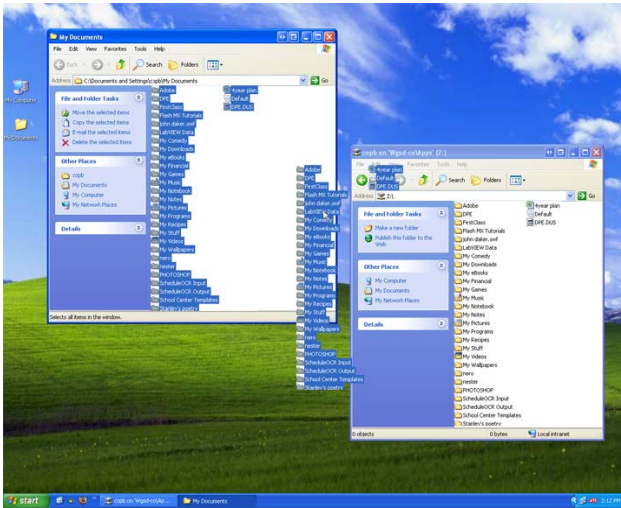


Or, click on “start”, scroll up to “My Computer”, highlight “My Computer” and click on it.

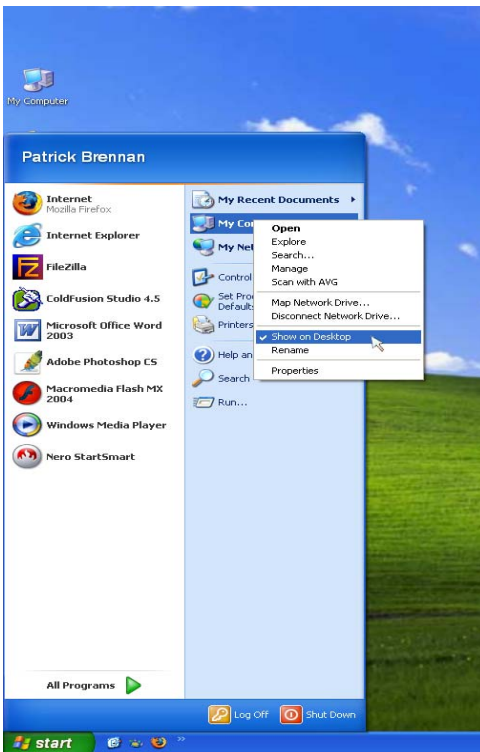




“Drag” the contents of your “My Documents” folder to your Z: drive window and “drop” them as shown below.



(If your “My Documents” folder does not appear on your Desktop and you would like it to, click on “start”, scroll up and then highlight “My Documents”, right click on it and scroll down to “Show on Desktop”; click on “Show on Desktop”)



**NOTE:**

Your backup network drive folder is private. No one can access it but you and the administrator of your network.