

DATA Backup Options:

Computer users should be aware that backing up their data is important. If data is not backed up regularly then there will be a big chance of losing them if their laptop is (broken, being repaired, lost),

There are **three** backup options available:

1. Google Drive: (recommended)

- www.Google.com/drive
- “Go to Google Drive”
- Email address: username@k12albemarle.org (School’s email address)
- User name: is the school’s user name
- Password: User’s school password

This is a private storage, nobody can access it unless being shared with another user.

2. Server home folder (Drive H):

A secure folder on the server that is backed up on a daily basis.

This folder is only accessible by the user. Size limit is 2GB.

To access it: go to “This PC” icon on the desktop and you will find it under “Network locations” under the user’s name.

3. USB drive: memory stick or external hard drive (you will need to use your personal USB drive)

Please feel free to contact the service desk or WAHS Squad members if you need help or have questions.

Client Service Specialist / DART