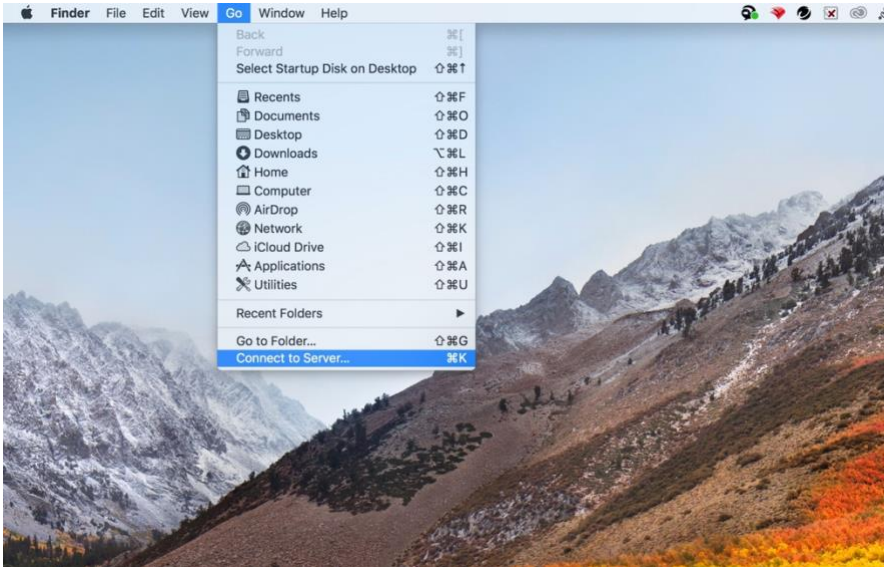


Backing Your Computer Up

19-20 Instructions

Per policy EHAAF (below) all staff with a computer are asked to back up their computers every month. <http://fmps.sw1.k12.wy.us/SuperContainer/RawData/DocuBin/2018/09/06/V-05068F8B-A9AA-4D97-B157-5BD2B19063EE>

1. To back your machine up, start by closing or minimizing all open windows.
2. Under the top Apple bar, select Go, and then select “Connect To Server. . .”



3. Enter in the backup server for your school, and select “Connect”. The server list for each school is as follows.

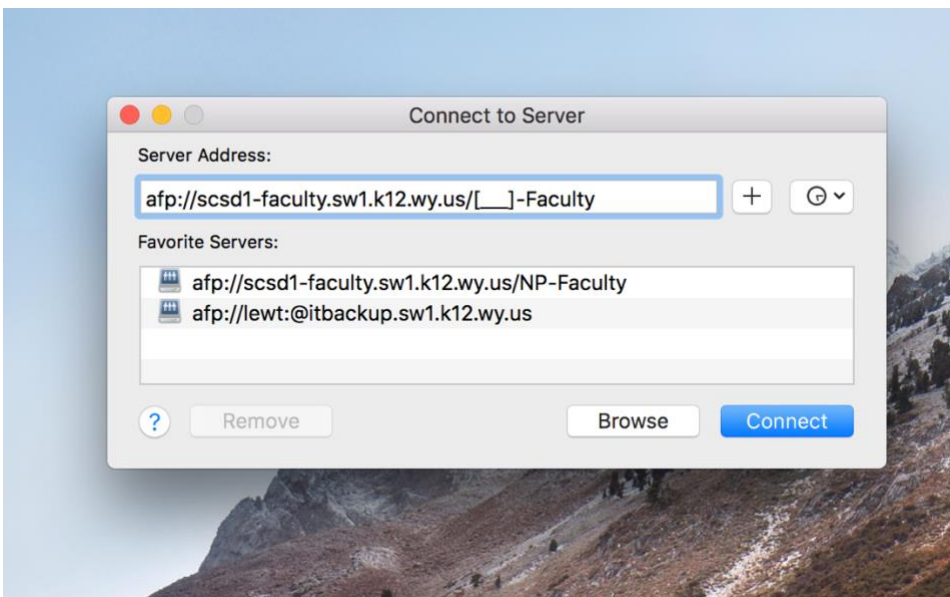
In Town – `afp://scsd1-faculty.sw1.k12.wy.us` (See Below-Add your school Abbreviation-Faculty)

Headstart – `afp://hs-osx.sw1.k12.wy.us`

Farson – `afp://feg5.sw1.k12.wy.us`

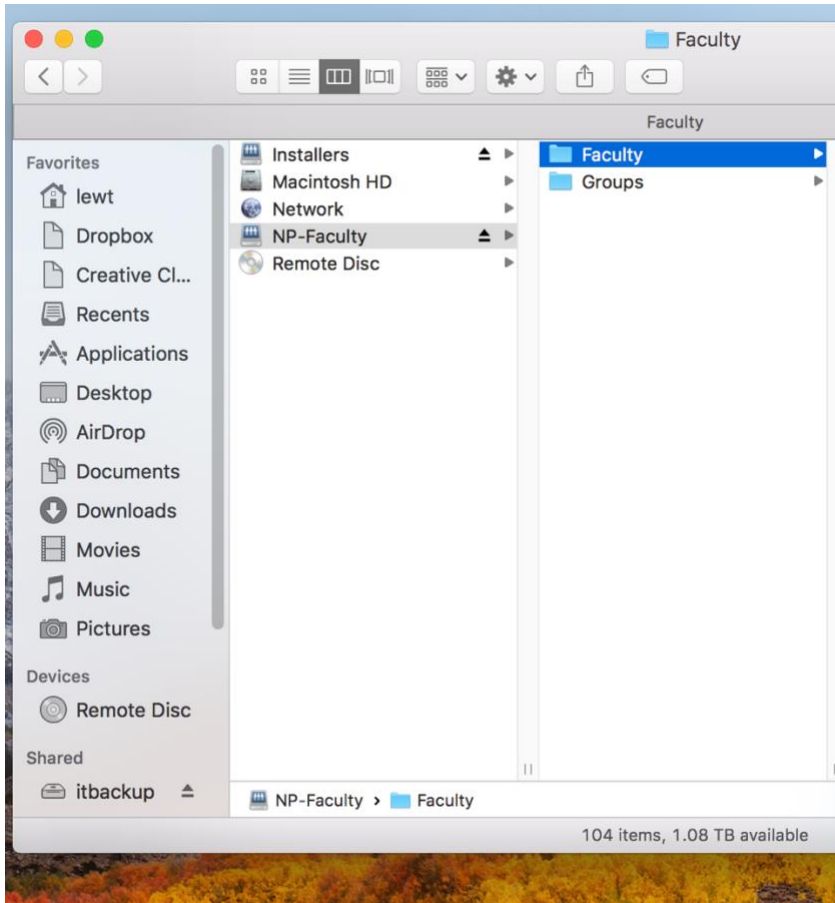
Wamsutter – `afp://wamg5.sw1.k12.wy.us`

CAB – `afp://cab-osx.sw1.k12.wy.us`

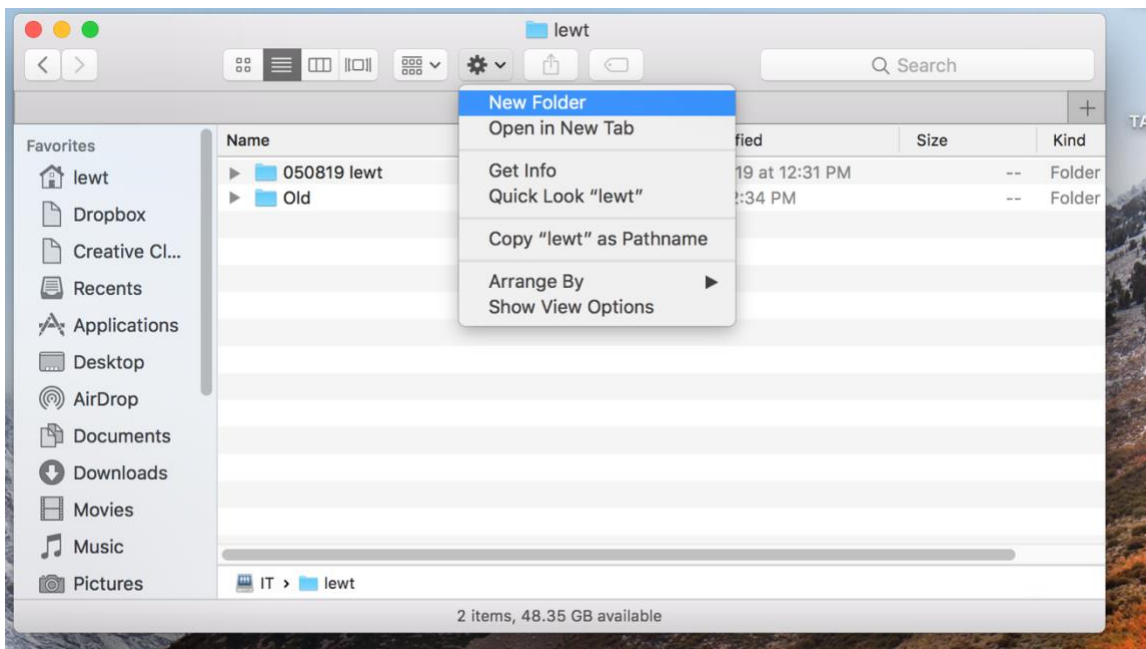


4. On the screen that appears, please select [Building Abbreviation]-Faculty/Faculty/ and then Double Click on the folder with your email username. (ex. lewt)

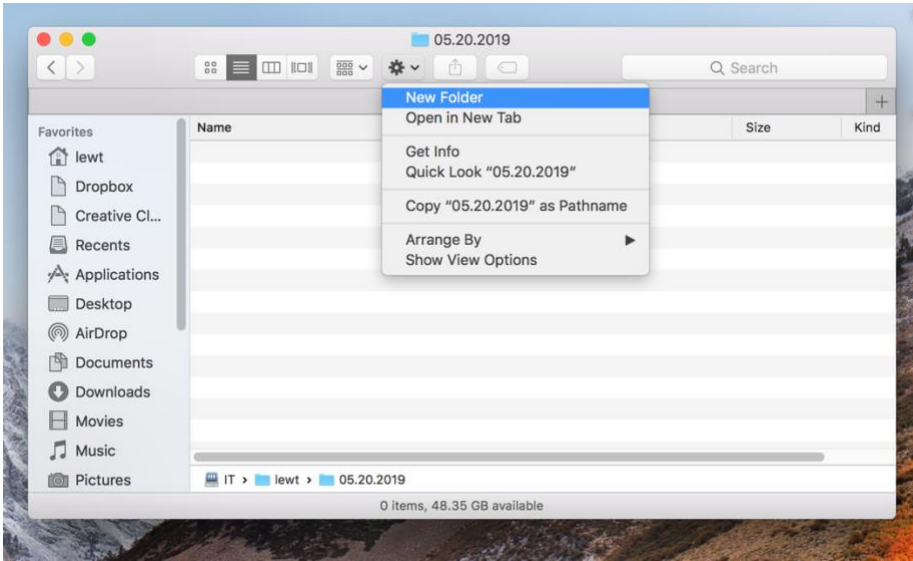
*** If you do not have a folder, please open a ticket so we can create one for you!



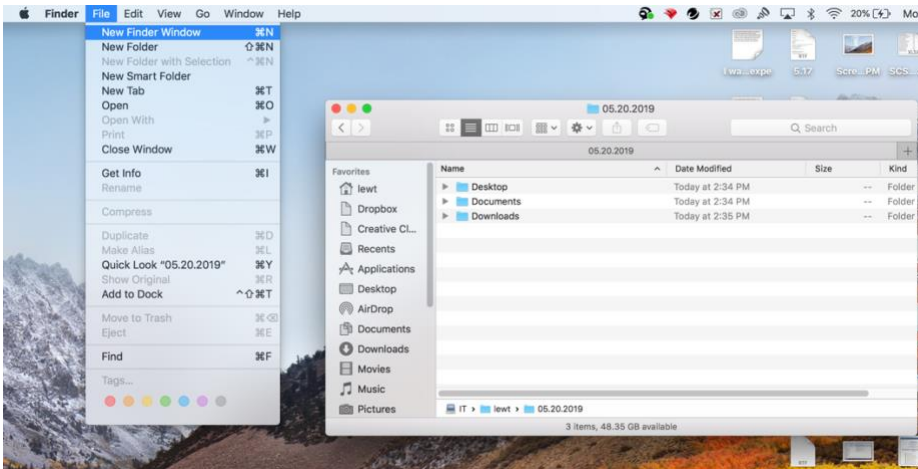
5. Once you are in the folder with your name, create a new folder, and title the folder with today's date:



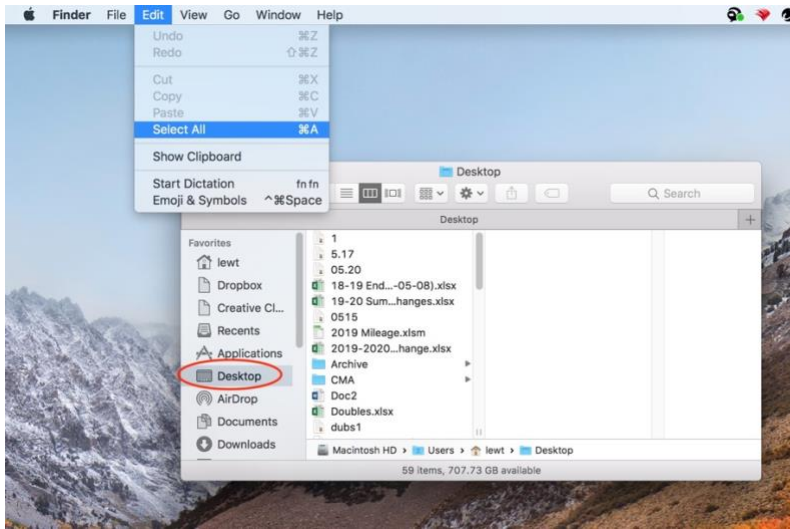
6. Open/Double click on the folder with today's date. Create three new folders: one titled "Desktop", one titled "Documents", and one titled "Downloads".



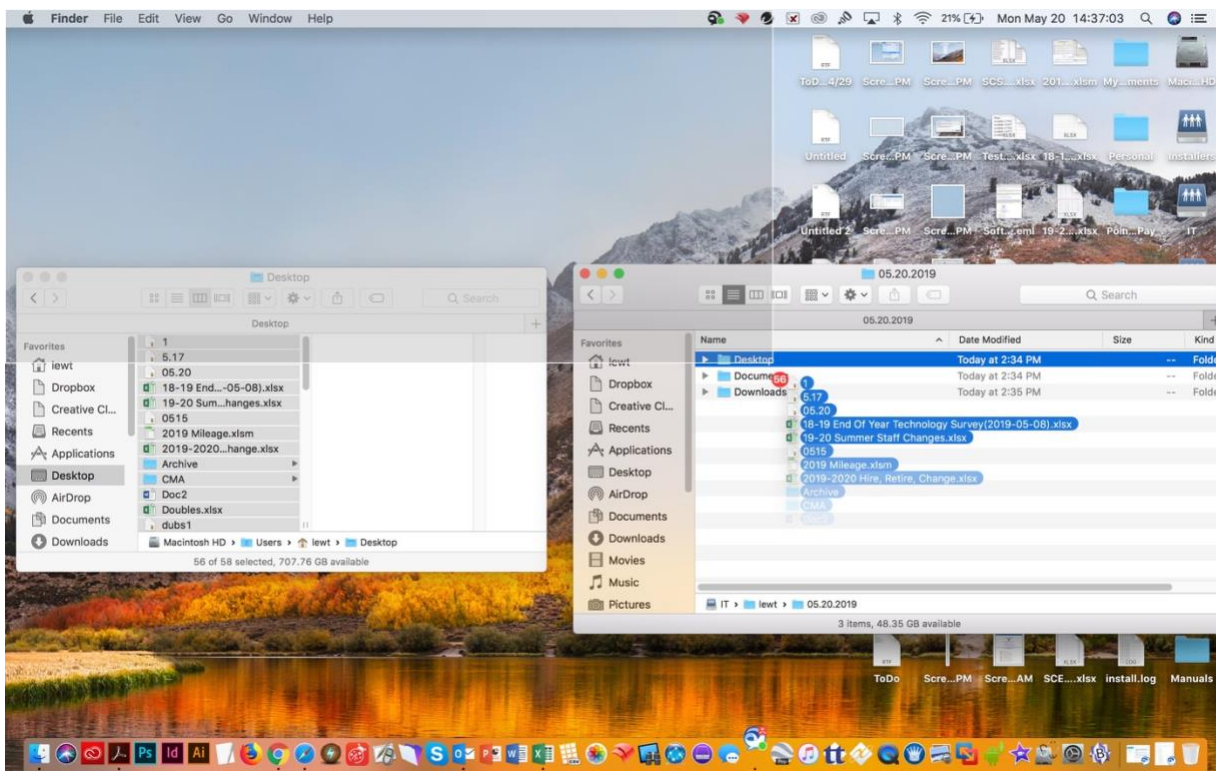
7. After the folder is created, go to File in the Apple Bar, and select, "New Finder Window"



8. In the new window, select "Desktop" in the left-hand sidebar. Then go to the Apple Bar, under Edit, and select "Select All".



9. Next, you'll drag the selected files into the folder title "Desktop" in the original window.



10. Complete the same steps for "Documents" and "Downloads".
11. If you have any further questions on how to backup, please open a helpdesk ticket!
12. We would be glad to help if you have any questions.
13. Back-up any and all information you do not want to lose, or re-create.