

TO BACKUP YOUR FILES ON THE SERVER

Log-on using your password

Double click on Windows Explorer

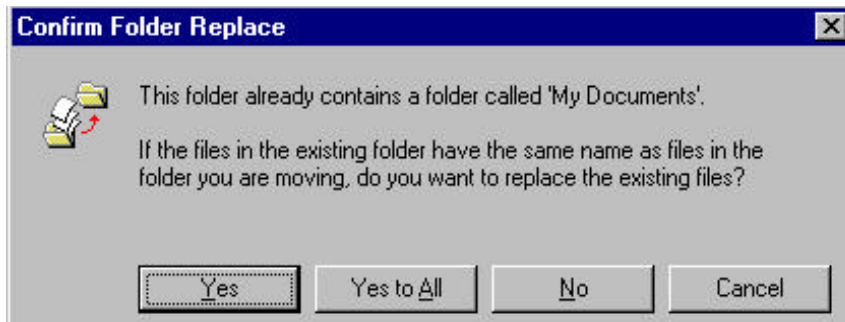
Right click on “My Documents” and select “Copy”

Double click on Network Neighborhood

Double click on “Emed01”

Find you personal directory under the applicable folder. Right click in the right hand panel (click onto any blank space) and select “Paste”.

The message below will pop up:



Select “Yes to All”