

## Backing Up the Archive Folder

Once an archive folder has been created, it is a good idea to make a backup copy of the folder. The best way to accomplish this is to burn the file to a CD. If you have a CD burner on your computer, this can be accomplished from your computer. If you do not have a CD burner on your computer, you will have to copy the folder to the Network and then go to a computer that has a CD burner.

### Displaying Hidden Files and Folders

Your computer may be configured so that system folders are hidden from view. In order to access the Archive Folder, it may be necessary for you to allow these hidden folders to be displayed.

† To make these folders available, do one of the following:

- ✦ Right-click the **Start** button on the **Task Bar**.
- ✦ Choose **Explore** from the menu that appears.
- ✦ This will open the **Windows Explorer** program.
  - ❑ A list of folders located on your computer will appear in the left frame of the window.
  - ❑ When a folder is selected, a list of files and folders will appear in the right frame.

or

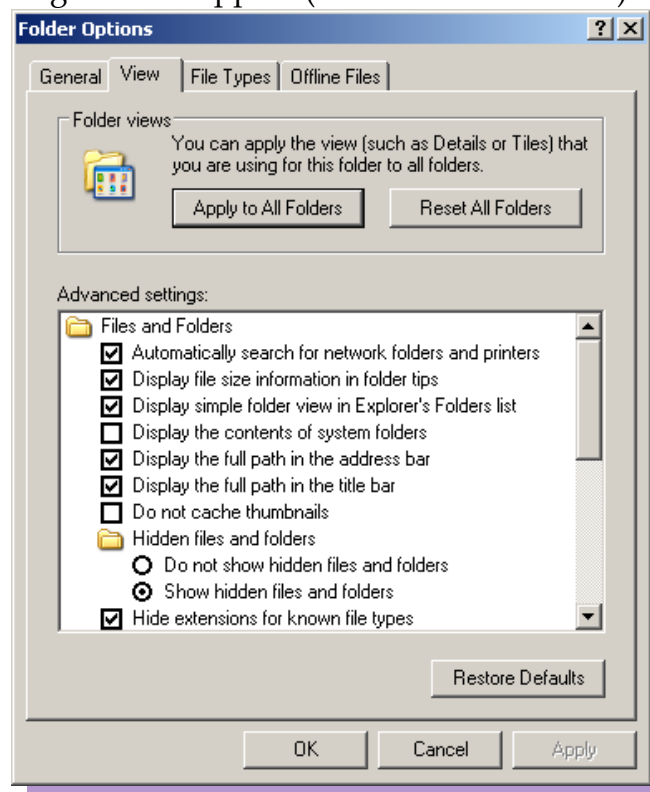
- ✦ Click the **Start** button on the **Task Bar**.
- ✦ Click the **My Computer** option.
- ✦ Click the **Folders** button on the toolbar (see illustration at right).
  - ❑ This will display a list of folders in the left frame that are located on your computer.
  - ❑ In the right frame, a list of files and folders located in a selected folder will appear.



† Click **Tools** on the **Menu Bar**.

† Click **Folder Options** from the list.

† The **Folder Options** dialog box will appear (see illustration below).



- ✦ Click the **View** tab that appears at the top of the window.
- ✦ Under **Advanced Settings**, look for the **Hidden Files and Folders** option.
- ✦ Click the **Show Hidden Files and Folders** option button, if necessary, to select it.
- ✦ Click the **Apply** button.
- ✦ Click the **OK** button to exit the **Folder Options** dialog box.

### Locating the Archive Folder

Once the files have been archived to your local computer, it is a good idea to make a backup copy of the archived file in case something happens to your computer. To do this you first need to locate the files that were just archived. To do this:

- ✦ Place a **CD** into the **CD burner** drive.
- ✦ Do one of the following:
  - ✦ Right-click the **Start** button on the **Task Bar**.
  - ✦ Choose **Explore** from the menu that appears.
  - ✦ This will open the **Windows Explorer** program.
    - A list of folders located on your computer will appear in the left frame of the window.
    - When a folder is selected, a list of files and folders will appear in the right frame.

or

- ✦ Click the **Start** button on the **Task Bar**.
- ✦ Click the **My Computer** option.
- ✦ Click the **Folders** button on the toolbar (see illustration at right).
  - This will display a list of folders in the left frame that are located on your computer.
  - In the right frame, a list of files and folders located in a selected folder will appear.
- ✦ Click the **Folders** button on the toolbar (see illustration top right).



- ✦ Click the **Expand** button for **Local Disk (C:)**. This is the plus sign that appears on the left side (see illustration bottom right).



- ✦ A list of folders will appear.
- ✦ Click the **Documents and Settings** expand button.
- ✦ Click the **Expand** button for the folder with your username.
- ✦ Scroll down to the **Local Settings** folder.
- ✦ Click the **Expand** button for this folder.
- ✦ Complete the same process for the **Application Data** folder.
- ✦ Once again, click the **Expand** button for the **Microsoft** folder.
- ✦ Click the **Outlook** folder to display the files in the folder.

### Moving Files to a CD

These instructions are for writing to a CD using the Windows Explorer option. You may have another type of software installed on your computer. If so, you will have to follow the instructions for that software. Outlook must be closed before the Archive folder can be copied or moved to a different folder

- ✦ Use the scroll button to locate the **CD drive** in the list of folders. Do not click on this folder, just locate it.
- ✦ If a new folder was created, click that folder. This should be the folder where the archive was stored.
- ✦ Click with the left mouse button and then drag this folder over to the CD folder.
- ✦ When the link for the CD folder appears in blue, release the mouse button.

- † This will copy the file to the CD.
- † After the file has been copied to the CD, click the folder for the CD.
- † A copy of the file that you copied should appear under, **Files Ready to be Written to the CD**.
- † Click the **Folders** button again.
- † Click the option to **Write these files to CD**.
- † The **CD Writing Wizard** will appear.
- † In the first step, you will be provided with the opportunity to name the CD. This can remain the default name or you could name it something like **Archive Backup (date)**.
- † Click **Next** to move to the second step in the Wizard, which will prepare the disk for the files.
  - ✦ This process will take a few minutes.
  - ✦ The status of the process will appear in the bar in the window.
  - ✦ The status will display in minutes and seconds below the bar.
- † When the process is completed, the last step in the Wizard will appear.
  - ✦ When the process is complete, the CD drive will open.
  - ✦ In this window, you have the opportunity to choose whether to write the material to another CD.
  - ✦ If you don't need to create another CD, click the **Finish** button.
  - ✦ If you need to create another CD, click the check box for **Yes, write these files to another CD** and then follow the directions.

**NOTE:** It is a good idea to make two backup copies of the Archive folder in case something happens to both the computer drive and the CD.