How To Backup Data to a removable USB flash Drive:

1. Insert the USB drive into an available USB port on your Desktop or Laptop. Below are examples of some USB ports and USB Flash drives.

2. Your PC may automatically detect the USB drive and open a window with its contents. If so, skip ahead to step 4. Otherwise:

3. Open up My Computer from either your Desktop or the Start Menu.

   OR

Your USB drive should appear as a new Removable Disk, most likely with the drive letter E:. Double-Click this drive to open it.

This provides you with the window where you can drag and drop your files to be backed up:
4. In the event that data is already present in this folder, you may wish to create an additional folder to keep the backup separate. To do this, Right-Click on an empty space in the folder, go to New, and then click on Folder. Name the Folder with today’s date.
5. Copy and Paste or Click-and-Drag your important files and folders from their location on your PC to the flash drive. Note: Depending on the size of the files and folders, copying the data may take several minutes.

6. To backup files to your network folder, the process is similar except you would access your U: drive from My Computer instead of a Removable Disk drive. **IMPORTANT: DO NOT** backup personal files such as music, pictures, etc. to the network, as these files take up large amounts of space and storage space is limited!