

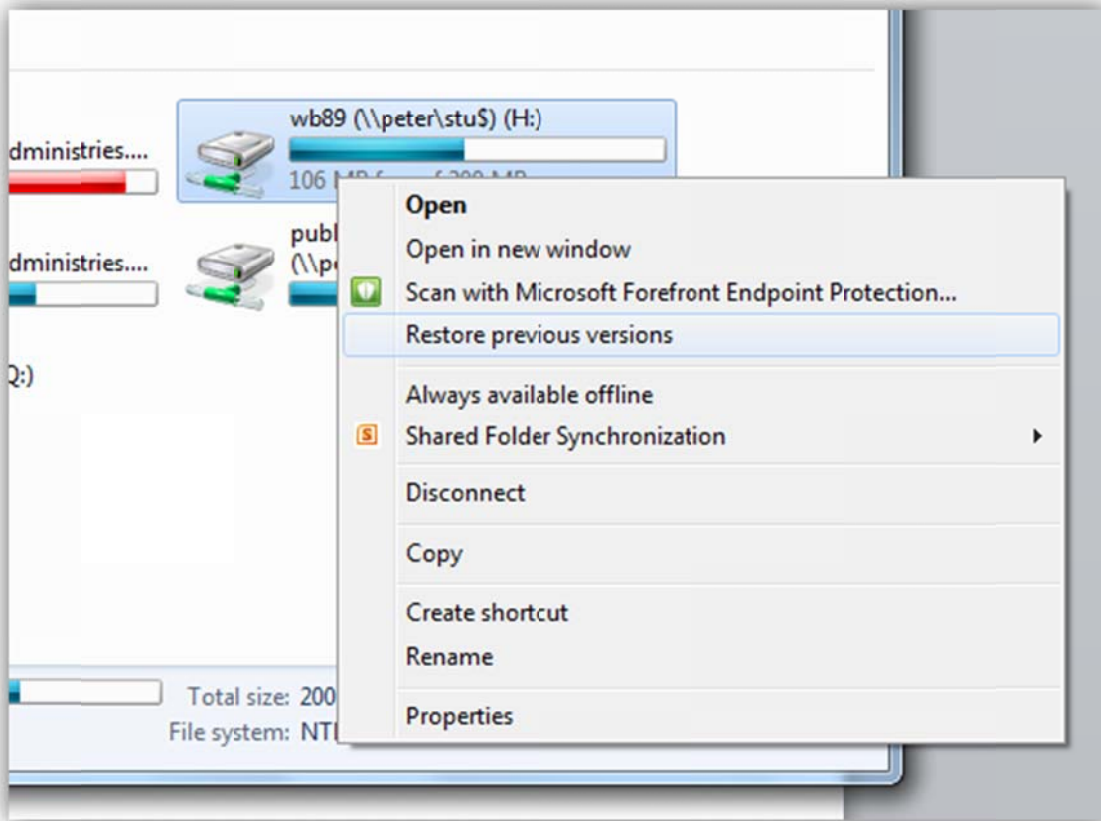


Restoring Files from H: Drive

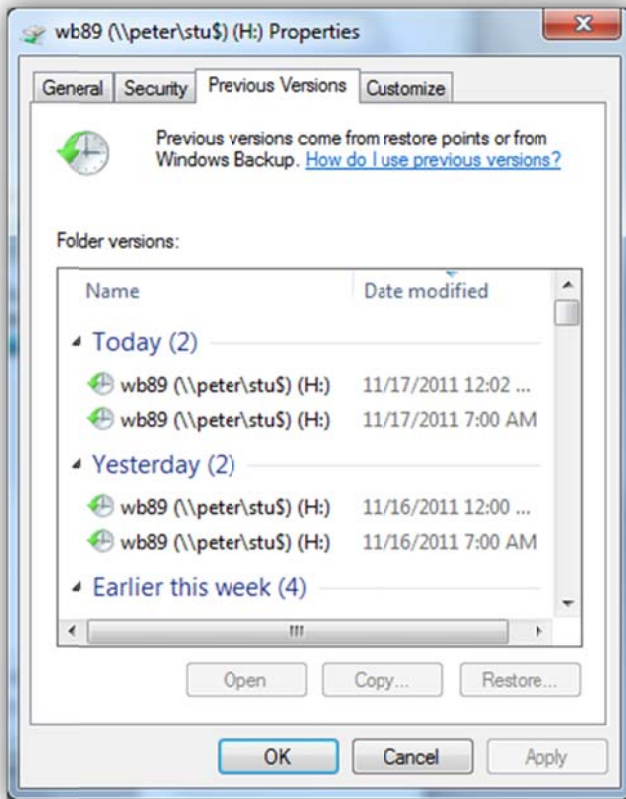
Our automatic backup system allows users to recover files from many past snapshots of their H: drives. This allows you to easily recover an accidentally deleted file or to recover an old version of a file. This is useful if you accidentally save a bad version over a good version. You can only restore a file if the file was present long enough to be included in a backup.

You can recover files from any Windows computer that has your H: drive mapped on it. The instructions below are written for Windows 7, but the process is very similar on older versions of Windows.

1. Right-click the H: drive and select ***Restore previous versions***.



2. You will see a list of all the snapshots on the server.



3. Select a time when the file or folder was present.

4. There are three ways to restore files.

- Click **Open** to see what your H: drive looked like at that time. Another window will open showing your H: drive at that time. You may copy individual files or folders out.
- You can also press **Copy** to copy the entire snapshot to a different location, such as your desktop or a flash drive.
- Clicking **Restore** will restore your H: drive to that particular date. Be very careful with the last option as it will overwrite your current H: drive! It is much safer to use the copy method.

