Userdata Back-up via Network to ARTSERV

1. Prior to back-up clear out TRASH and SENT folders in your e-mail program
2. If you are using Mozilla mail backing up the old Netscape folder is unnecessary (burn it to a CD and then Delete it from Userdata)
3. Close all programs
4. Start – Run

5. Type - \artserv

Click “OK”

6. You will see a list of folders

Double Click on yours to Open it

7. Then Open your Userdata
8. Place windows side by side Select the contents of Userdata and Drag n’ Drop them into your folder on Artserv

If you already have Data on ARTSERV you will want to click YES to when prompted to OVERWRITE the old with the new.

9. When the transfer is complete

Close all windows

10. Resume your normal work
If you have questions or need assistance call me 4803 or e-mail me marleyps@wfu.edu