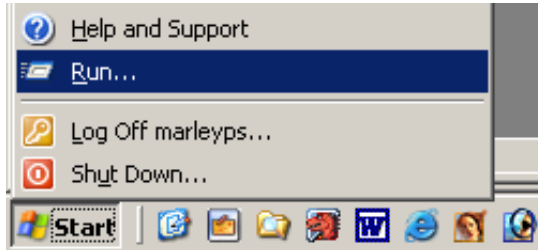
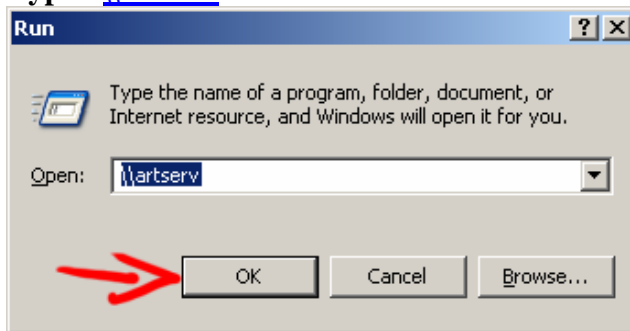


# Userdata Back-up via Network to ARTSERV

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**

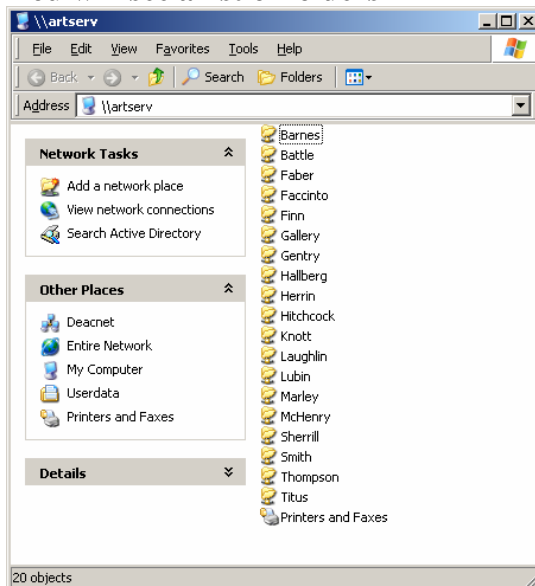


5. Type - [\\artserv](#)



Click "OK"

6. You will see a list of folders

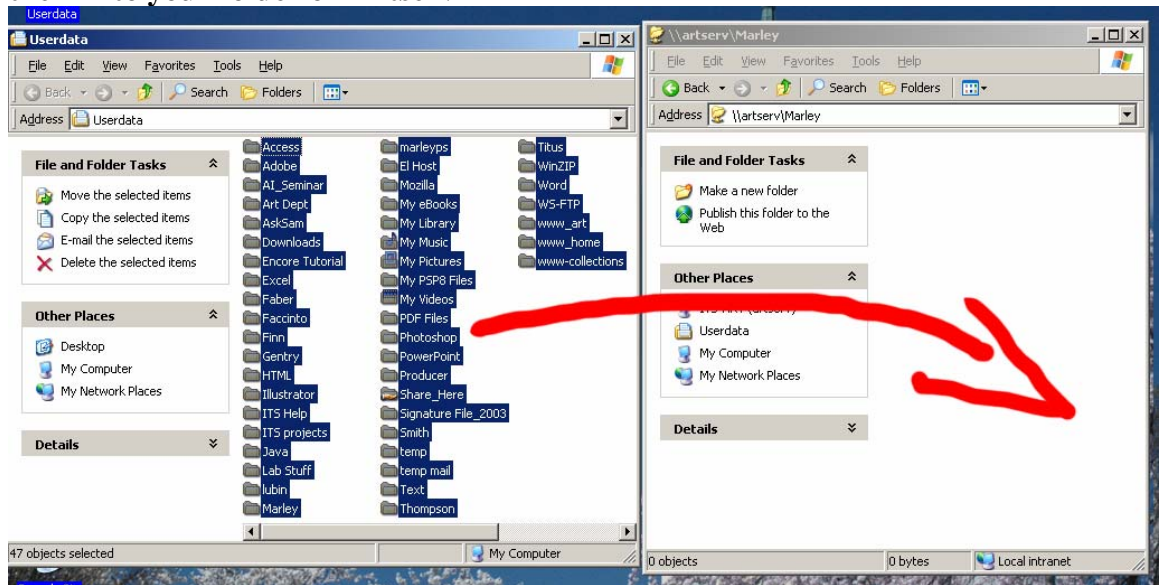


Double Click on yours to Open it

7. Then Open your Userdata

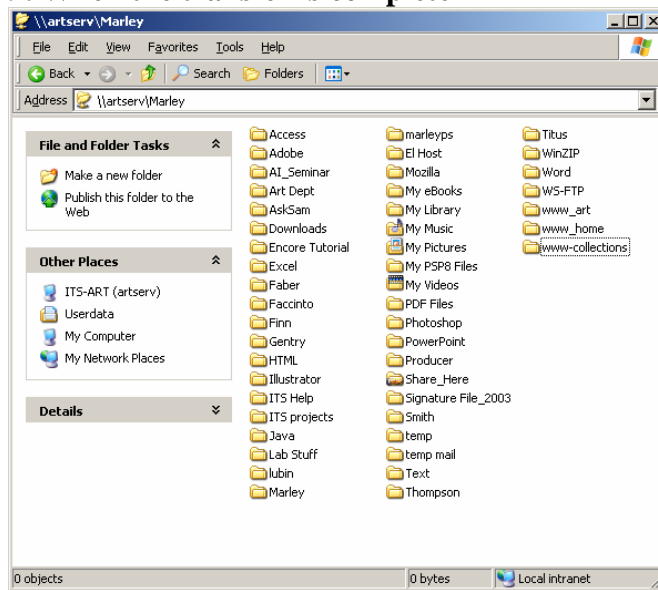


**8. Place windows side by side Select the contents of Userdata and Drag n' Drop them into your folder on Artserv**



**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 [marlevps@wfu.edu](mailto:marlevps@wfu.edu)**