

Tip -Best Practices for User File Backups

To prevent loss of data in the event of a hard drive failure, it is extremely important to store your documents on the file server. Documents stored on the file server can be transferred to your new hard disk or computer.

Examples of files that can be lost are anything on your C: drive including those documents saved in the My Documents folder that is not on the file server.

DLS users with a network logon account have a mapped U: drive on the network for user data. The U: drive is a private network directory for secure storage of documents you create. No one else has access that drive. Your U: drive is found in the list of available drives under My Computer, e.g. username on 'ca1\uis-users-a' U:.

All U: drive directories on the network are backed up nightly for all DLS client departments. Any files on your local computer's hard drive are not backed up nightly, unless your department has purchased Connected, the desktop backup utility. For more information, please see the [Desktop Backup](#) page on the Support Services website.

If you need assistance with saving files onto the network, please contact the Help Desk at 617-495-8411, or via email to dls@harvard.edu.