# Mac OS X: Backing Up With Files1

Connect to Files1

1. If you are using wireless, log in first using Safari or Firefox.
2. Click anywhere on your Desktop.
3. Click on the **Go** menu, then **Connect to Server…**.
4. In the **Server Address** field, type **files1.4j.lane.edu**
5. Click the **+** (plus) button. This will save the files1 address in your **Favorite Servers** list for future use.
6. Click the **Connect** button.
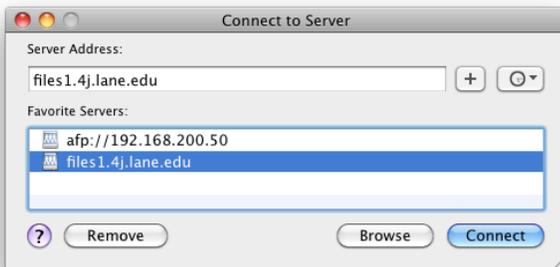
7. Enter your 4J username and password when prompted.
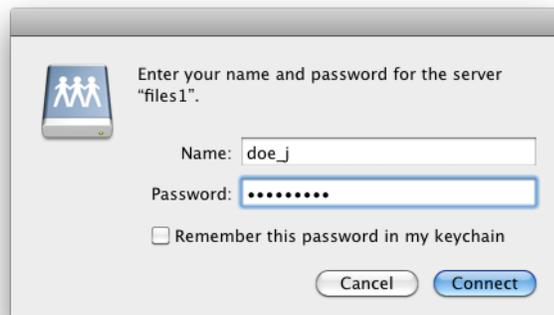
Note: If the connection window mentions Kerberos, please click **Cancel** and enter your information in the next screen.

8. You should now see the contents of your files1 account. If you have a 4J website you may see a folder titled **public_html**. Please do not delete, move or rename this folder. Doing so will take your website offline.

9. If you do not also see an icon for the server on your desktop, click on the **Finder** menu, then **Preferences**. In the **Finder Preferences** window that appears, check the box labeled **Connected Servers**. Your files1 server account should now appear on on the desktop.

Back Up Your Files

1. If you do not already have a folder called **Backups** in your Files1 account, create one now.
2. Open your **Backups** folder. If you wish to save multiple backups arranged by date, please create a new folder inside of **Backups** and name it with today's date.
3. Locate the important files that you wish to copy from your computer. Usually these will be stored either on your **Desktop** or in your **Documents** folder.
4. Drag your files from your computer to the server.
   - If keeping a single current backup on your server, drag your files directly into your **Backups** folder. You will be asked if you wish to replace your old files with the new version.
   - If keeping multiple dated backups, open the folder you titled with today's date, and drag your latest files into it.

Retrieve Data From Backups

1. If you ever find you are missing a file and wish to recover it from a backup, please start by following the steps for **Connecting to Files1** in this document. Then...
2. Navigate to your **Backups** folder.
3. Locate the files or folders you want to recover.
4. Drag the desired files or folders to your computer's **Desktop** or **Documents**.

Other Notes on Backup

- Remember to back up frequently.
- It is safest to keep multiple dated backups. That way you have the option to recover different versions of your data in case it takes a while to find that a certain file is missing or damaged.
- Don't put all your eggs in one basket – save your files on a jump drive, CD or DVD, too.