

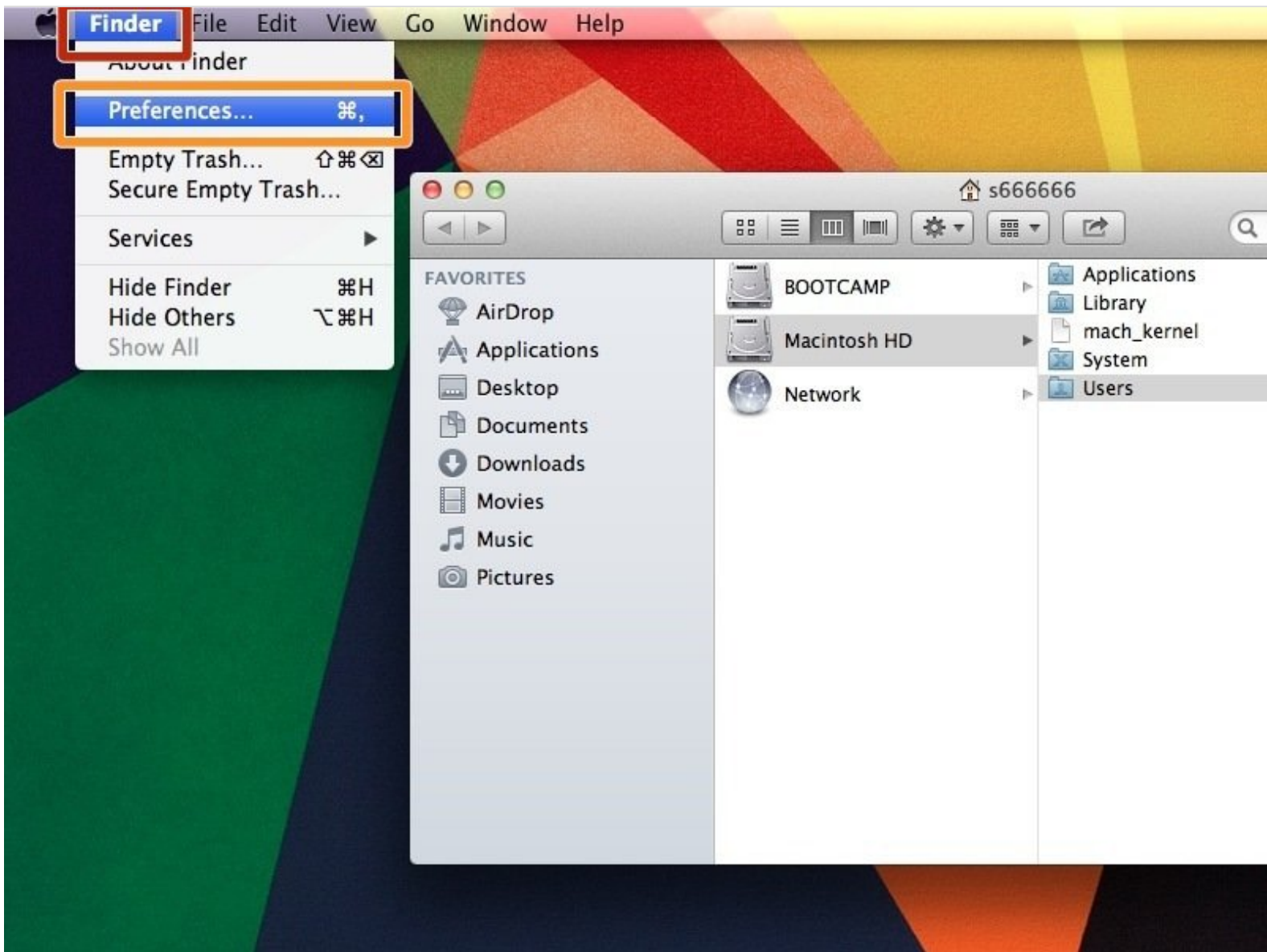
BIS Help Guides

How to backup your really important files using the school server

Learn how to backup your extremely important files (e.g. school work) using the school server.

This can only be done from school

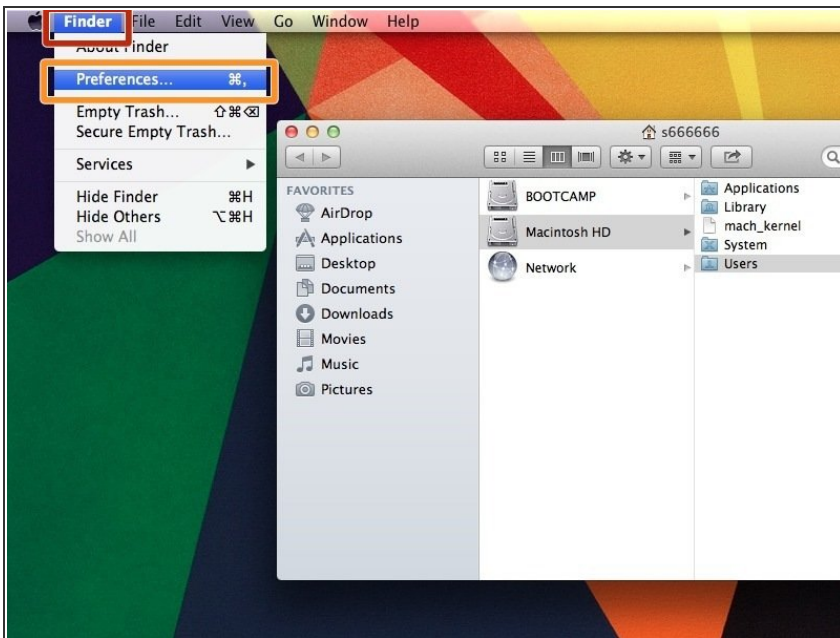
Written By: BIS Edtech Team



INTRODUCTION

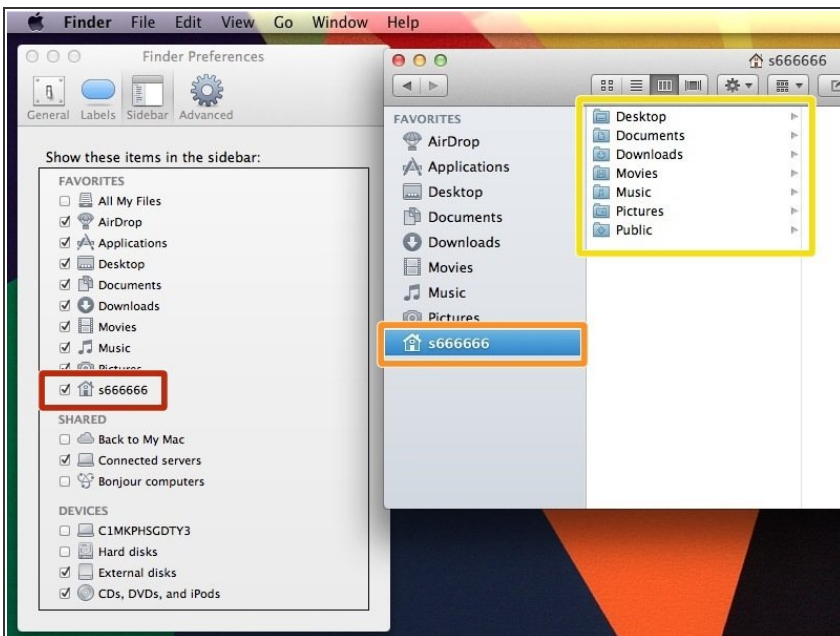
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Step 1 — Change the display preferences of your 'Finder'



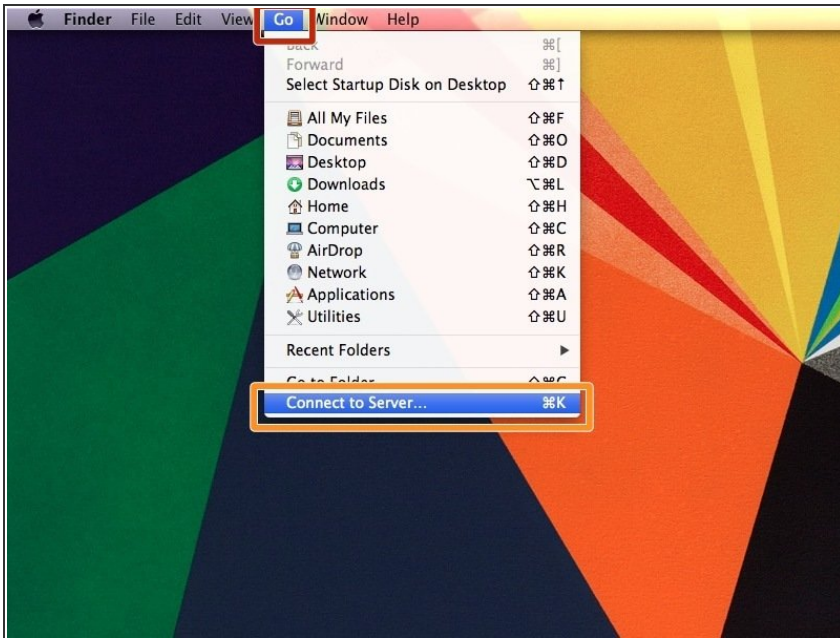
- Click on 'Finder'
- Click on 'Preferences'

Step 2 — Display 'Home' Folder in Finder sidebar



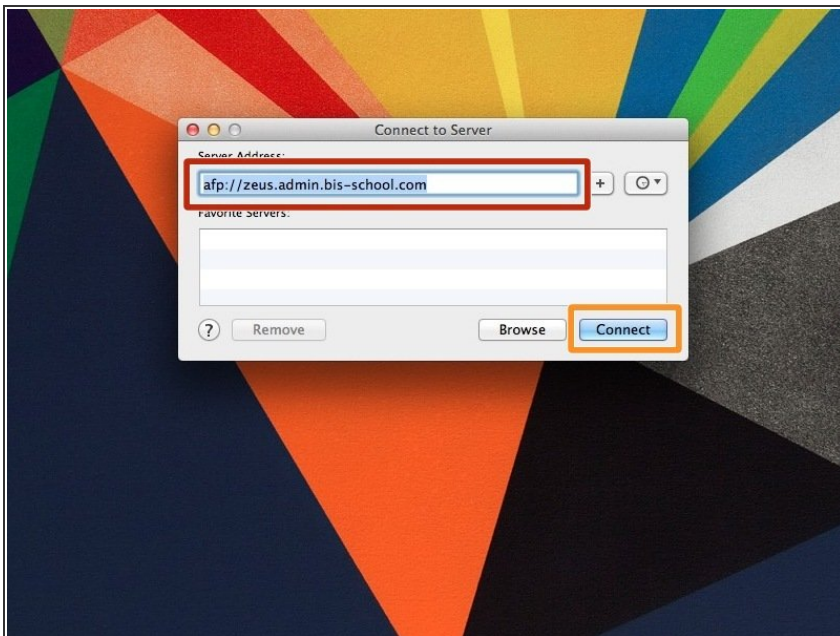
- Find your 'Home' folder (look for the icon that looks like a house)
- In a new Finder window, you should now see the 'Home' folder on your sidebar
- You can now see all of the folders and documents on your computer

Step 3 — Connect to server



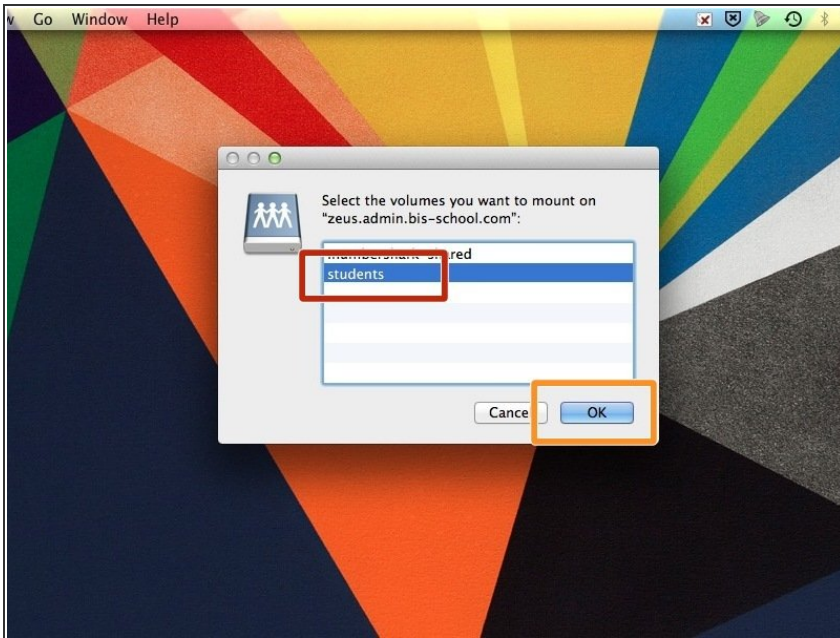
- In the Finder, click on 'Go'
- Click on 'Connect to Server'

Step 4 — Enter the server address



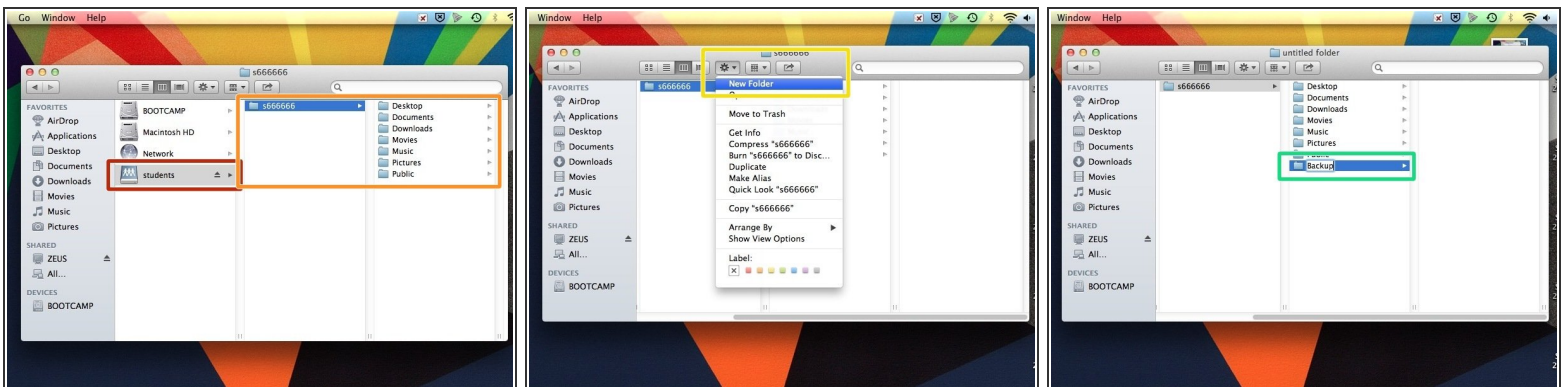
- In the 'Server Address' box, type `afp://zeus.admin.bis-school.com`
- Click 'Connect'

Step 5 — Select the right folder



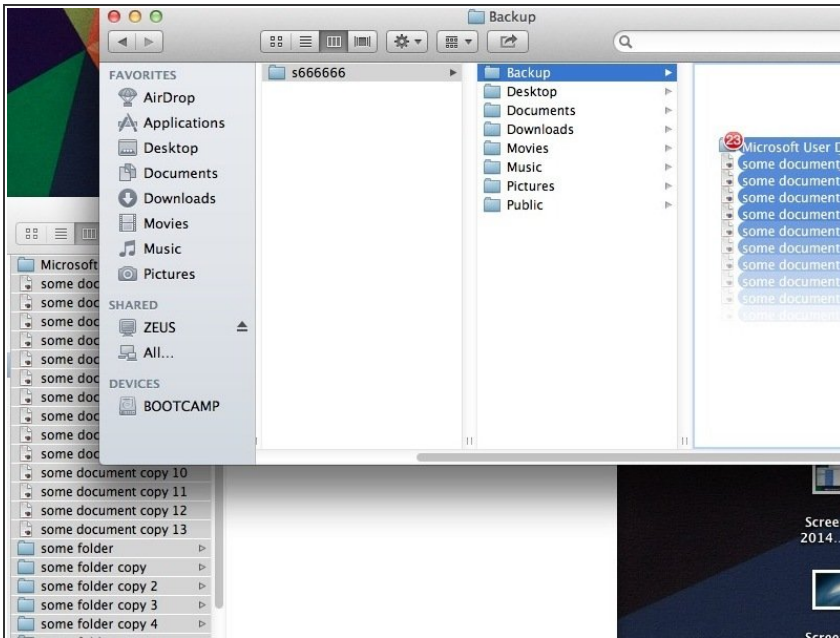
- Click on 'Students'
- Click 'OK'

Step 6 — Prepare a new folder



- Make sure you are on the server. You know because the 'Students' drive shows up
- You only have access to your files that are on the server. Do not be confused by the folder structure, we don't need to use it
- Click on the 'cogs' icon and click on 'New Folder'
- Name your new folder something obvious, like 'Backup 2014'

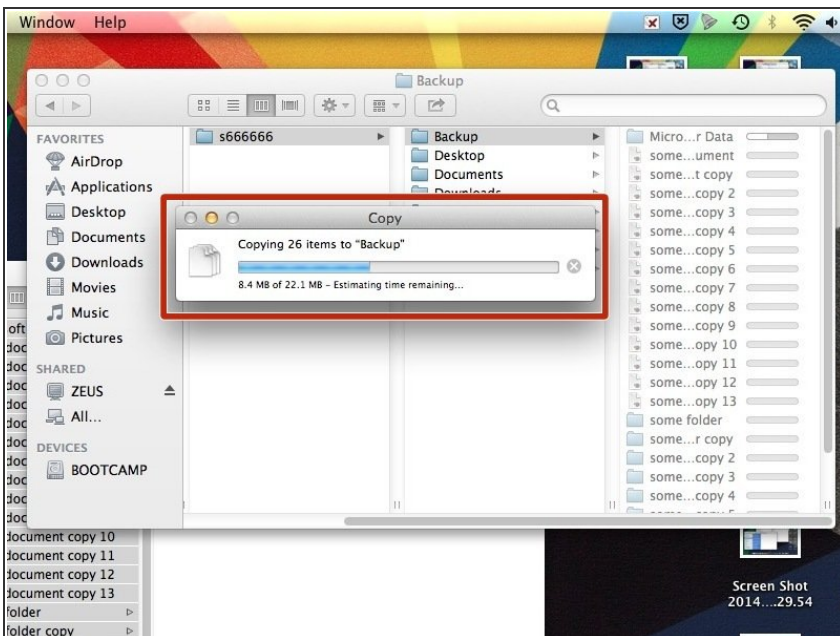
Step 7 — Copy files



- You can now copy files onto the school server

⚠ Important: do not copy large files that you use for personal purposes. For example, do not copy music, movies, or videos that you use for personal reasons. Only use this for your school work

Step 8 — Be patient



- This process can take a while due to the sheer number of concurrent connections to the server. Keep looking at the progress bar

⚠ You should make sure you have plenty of time before attempting to copy files

- You might want to copy one folder at a time