How to Restore Your Back up File (WIN XP)

These instructions will assist you in restoring your data files that were originally backed up to your Personal Folder using the Windows Backup or Restore Utility. You will normally use the Restore Utility only to restore files back to your computer if your original files were accidentally deleted or destroyed.

Things to be aware of when using this Restore utility:

- Should the TMU network be unavailable, your files will not be available for restoration at this time.
- Once backed up, the files are not readable except by using the Windows Restore Utility.
- Because these files are compressed during the backup, these files cannot be accessed or restored from off campus.
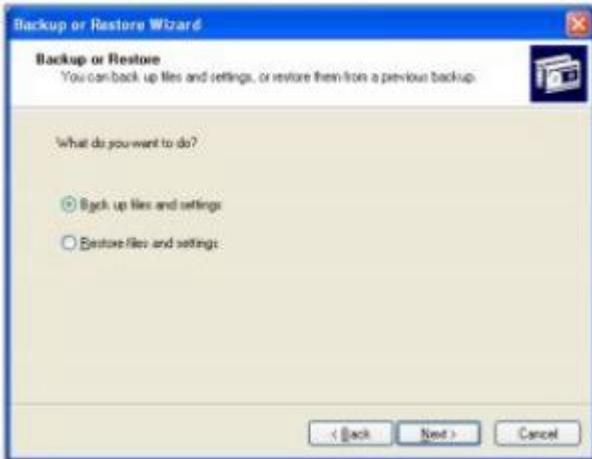- The restoration process can only restore files that have been backed up.

Step 1

Click on **Start** > **All Programs** > **Accessories** > **System Tools** > **Backup**. At the resulting screen, click on **Next.**

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Step 2

At the **Backup or Restore** screen, ensure that **Back up files and settings** is selected. Click on **Next**.

Step 3

At the **What to Restore** screen select, locate and select the backed up file(s) that you wish to restore to your computer. Click on **Next.**

Step 4

At the **Completing the Backup or Restore Wizard** screen, click on **Finish.**

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Step 5

At the Restore Progress screen, click on **Close**. Your files have now been restored to PC.

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