

## SET UP AUTOMATIC BACKUPS

Manual backups are easy to make. Just copy and paste folders to the external hard drive. In most cases, copying the My Documents folder will save what you need.

However, manual backups are also easy to forget. That's one reason why an automatic backup schedule makes sense. Another is the time you save as the computer does all the work.

Windows XP includes its own Backup utility. If you're using Home Edition, you may have to install it from your XP discs. There are other tools for backups. You can find an [alternative backup program](#) by searching on [www.google.com](http://www.google.com).

Before you set up automatic backups, find out where Outlook Express stores your e-mail. You'll have to tell the backup program where to find it. Start by opening Outlook Express. Click Tools>>Options.

Select the Maintenance tab. Click Store Folder. You'll see the file path to your e-mail folder. Write the address down so that you can guide Backup to the folder.

### Set up the automatic backups

Here's how you set up Windows Backup. Click Start>>Run. Enter "ntbackup" (without the quotes) and click OK. The Backup Wizard will appear. If not, click the Backup Wizard button.

On the welcome screen, click Next. Select "Back up selected files, drives, or network data."

On the next window, you can browse the files on your computer. Use the checkboxes to indicate which files or folders you want to back up. If you've followed my recommendation to save everything in My Documents, you won't have to search.

After you've selected the files, click Next. Click the Browse button to select a location for your backup. You can also set a name for the backup.

Next you'll be prompted to select a type of backup. The choices include normal, copy, incremental, differential and daily. I recommend normal for starters. A description accompanies each choice.

The next two windows offer extra options for the backup. Each includes a description. After making your choices on each window, click Next.

Now you can finally set your automatic backup schedule. On the "When to Back Up" window, select Later. Click the Set Schedule button. You can choose daily, weekly, monthly or other routines.

Under "Start time," pick a time during which the computer is usually undisturbed. For example, I have my backups scheduled late at night. After you've set a schedule, click OK.

Finally, you'll be prompted for your account password, if you have set a password. Your password allows Backup to do its work while you're away from the computer. After you've entered the password, click OK. Then click Finish on the next window.

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