

# Backing up your files to a USB Flash Drive

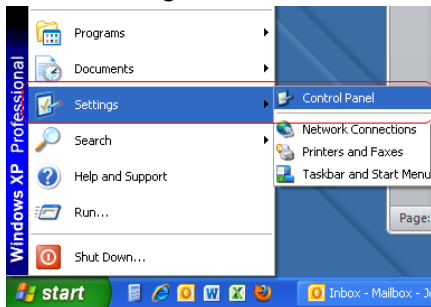


This document explains one way to backup files to your USB Flash Drive. Possible files to back up would include files in **My Documents**, **files or folders saved to your desktop**, **Favorites (IE)** and **other data files** (like **.pst file** which contains your Outlook personal folder).

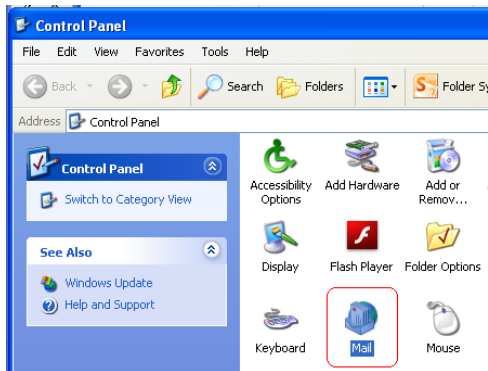
**Note:** Do not back up **Programs or Applications**

## Finding your .pst (Outlook personal folder)

- Click Start
- Go to Settings, then Control Panel

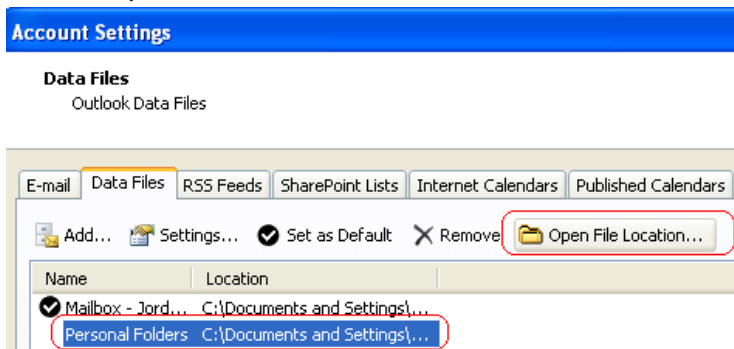


- Double click the Mail icon



- Click on Data Files
- You should see your personal folder listed (if you had one created). Highlight your personal folder

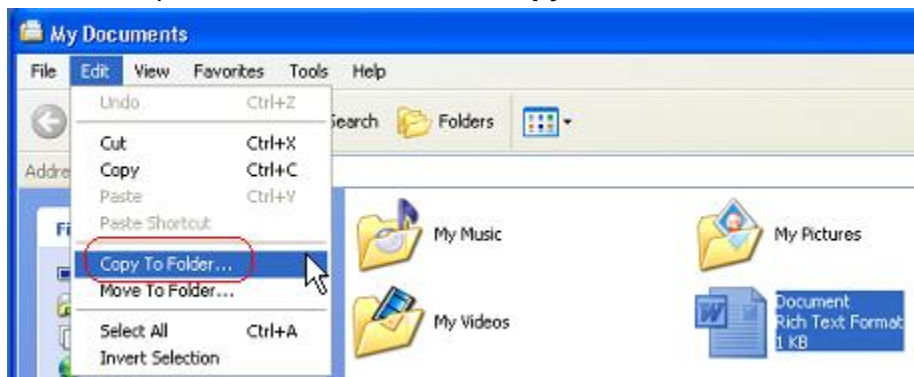
- Select “Open File Location”



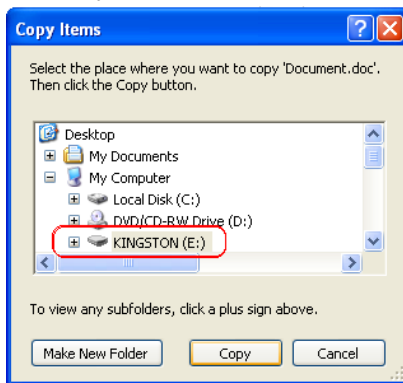
- This will take you directly to the location of your .pst file. You can copy the file directly from here on to your USB flash drive.

### Backing up files with Copy to Folder

- First open the folder where your files are stored (that you want to copy)
- Select the document(s) you want to copy.
- From the top menu, select **Edit**, then **Copy to Folder**



- Scroll down until you find the flash drive folder. (titled KINGSTON)
- Select your flash drive and click **Copy**



- This will copy the file on to your flash drive.

**\*\*\*Make sure to *EJECT* your flash drive once finished. Right click on the KINGSTON drive under My Computer and choose Eject. This will help prevent data corruption.\*\*\***