**Lab Assignment 11**

**Server Backup and Outlook Backup**

**Dr. Abraham**

**Due: April 12, 2018**

This assignment has two parts:

**PART 1**

Install windows backup utility into the server and run a backup and save your files to an external drive. You may use a DVDR, if you do not have a suitable thumb drive or external hard drive.

You may run into some trouble accessing your external drives. You need to do some reading how to overcome this problem (I am purposely not giving you the solution). You can do a onetime backup of selected files or entire computer.

Some students asked about using virtual drive. Yes, you can use virtual drive if you have a large enough hard drive in your system.

**PART 2**

Most businesses use Exchange Server and/or outlook. Losing emails can cause serious interruption to business activities. Exchange server is backed up at the network administrator level. All IT personnel should be fluent in backing up and restoring outlook. For this assignment, please go to outlook , File, import/export. Export to a pst file. **If you want to learn to restore, create a new user and import the file you backed up the new user (this is optional). This way you won’t mess up your original files.**