

## How to Recover your Own Files from Your Network Storage

Once your network drive has been moved to the new storage devices daily snapshots will be taken of the contents. These snapshots are accessible by you to recover your own data, snapshots are kept from the previous day. If you require data to be restored from prior to this it will still have to be recovered from tape in the traditional way with a request to [helpdesk@bangor.ac.uk](mailto:helpdesk@bangor.ac.uk).

To be able to use this feature you must have had your M drive moved to the new storage devices, this will be evident by looking in My Computer, if you have been migrated you will have a link similar to *issxxx on home-serv-002\homes002*. If your M drive still references your departmental server your files have not been migrated yet and you will have to request your restore via an email – [helpdesk@bangor.ac.uk](mailto:helpdesk@bangor.ac.uk) If this is the case bear with us, we hope to have all home directories migrated by September and Group directories will follow shortly.

### ***Finding the File to Recover***

- Open My Computer (*Start -> My Computer*)
- Navigate to the required Network Drive (*M*)
- Right click and select Properties
- Click onto the Previous Versions tab
- Select the date and time you wish to recover the file from
- Click View
- Navigate to the file through the structure of your Network Drive to find the required file or folder

### ***Once you have found the file you wish to restore***

- Open another My Computer window from the Start Menu (Start -> My Computer)
- Open your M drive and navigate to where you want the file restored to

You should now have two windows open, one with the current version of your M drive and of the backup window.

- Drag the file from the Backup window, which should have the backup date appended to the Address at the top of the windows, to the current version of your M drive.
- Once the egg timer disappears the file is recovered.
- **Close** the Backup window with the Cross before continuing with work to avoid confusion
- Click **OK** on the Properties window to close.

Work with and update the file as you would any other, this is now stored on your current M drive.