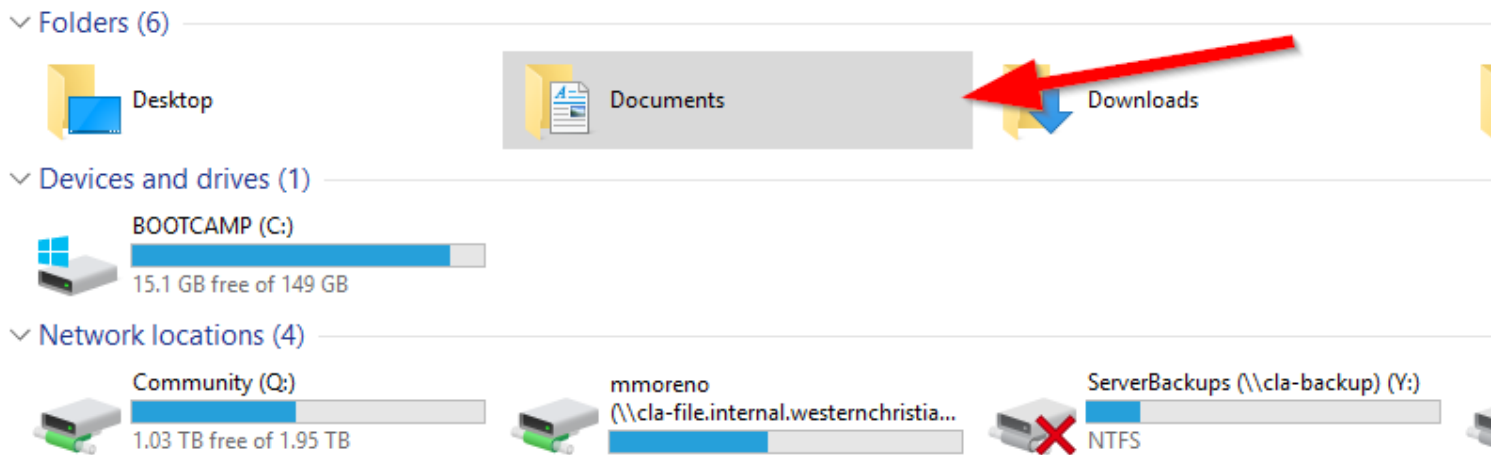




## Document Backup

In order to insure that you do not lose any documents, the IT Department has set up your computer to automatically save anything in your documents folder to the school backup server.



Items stored in your Documents folder will not be viewable by anyone else, but if something should happen to your computer, we will be able to recover your documents and restore them for you.

\* Remember, this only applies to your documents folder. Files stored outside this folder, such as on your desktop, are not backed up.

If you need assistance, please submit a help desk ticket by emailing [techsupport@westernchristian.org](mailto:techsupport@westernchristian.org)

We are here to help!