**Using Home Folders to Keep Files Backed Up**

As an administrator for a large network, one of my primary responsibilities is to

make sure that all data is backed up daily. This has become difficult because daily

backup of each user’s local hard drive is impractical. You can also have problems

with employees deleting important corporate information as they are leaving the

company.

After examining the contents of a typical user’s local drive, you will realize that most of

the local disk space is taken by the operating system and the user’s stored applications.

This information does not change and does not need to be backed up. What you are primarily

concerned with is backing up the user’s data.

To more effectively manage this data and accommodate the necessary backup, you

should create home folders for each user and store them on a network share. This allows

the data to be backed up daily, to be readily accessible should a local computer fail, and

to be easily retrieved if the user leaves the company.

Here are the steps to create a home folder that resides on the network:

**1.** Decide which server will store the users’ home folders.

**2.** Create a directory structure that will store the home folders efficiently (for example,

C:\HOME).

**3.** Create a single share to the user’s home folder. (You can do this by right-clicking the

home folder and choosing Properties.)

**4.** Use NTFS and share permissions to ensure that only the specified user has

permissions to their home folder.

**5.** Specify the location of the home folder through the Profile tab of the user’s

Properties dialog box.