Backing up your important documents and files is vital and there are various ways to do so. Computers will always eventually fail and often this will happen when you least expect it. We recommend backing up data at least once a week.

## Common Backup Options

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
<th>Size Range</th>
<th>Portability</th>
<th>Durability</th>
<th>Ease of Use</th>
<th>Archive Quality*</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Hard Drive</td>
<td>Stores lots of data; semi-portable</td>
<td>128GB - 4TB</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
<td>Medium</td>
</tr>
<tr>
<td>Flash Drive</td>
<td>Plug into any computer with a USB port; very convenient</td>
<td>1GB - 128GB</td>
<td>High</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
</tr>
<tr>
<td>Mapped Google Drive</td>
<td>Available online; can be configured with either Wharton Gmail or personal</td>
<td>15GB (free personal account) or Unlimited (Wharton Gmail)</td>
<td>High</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
</tr>
<tr>
<td>MyWharton Drive (Y:)</td>
<td>Online Storage space provided by Wharton while you are a</td>
<td>5GB</td>
<td>Medium</td>
<td>High</td>
<td>Medium</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Cloud Storage (e.g. Box.net, DropBox, OneDrive). See Options.

Automatically backed up; usually provides plenty of space.

<table>
<thead>
<tr>
<th>student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloud Storage (e.g. Box.net, DropBox, OneDrive). See Options.</td>
</tr>
<tr>
<td>Varies</td>
</tr>
</tbody>
</table>

*Archive quality denotes the ability of the media to be used as a long-term (many years or decades) archival medium for data.

Additional Considerations

Mapped Google Drive

- As a student, you have unlimited space in your Wharton Google Drive.
- Your Wharton Google Drive is only available while you are a student.
- You can map any Google Drive (personal or Wharton) to the Public Computers by following the instructions provided here.

MyWhartonDrive (Y:)

- This space is available from the Wharton computers, or online.
- This option is only available while you are a student.

Cloud Storage

- Some people have concerns about having their data stored in the cloud.
- For a list of options, see Cloud Storage Options.

Hard Drives

- There's a variety of inexpensive external hard drives available.
- Many external hard drives come pre-loaded with software to schedule automatic backups.
- Mac computers come with a program called Time Machine, which backs up your data to another place on your hard drive.
Flash Drives

• Convenient, but easy to lose.
• Works with any computer that has a USB port.
• Widely available for sale at sizes starting at 1GB.
• Also known as a thumb-drive, Jump Drive, or memory key.

Questions?

Contact: Wharton Student Computing located in SH-DH 114 Monday through Friday from 9 a.m. to 5 p.m.

Phone: (215) 898-8600

Email: support@wharton.upenn.edu