

# Protecting Your Work (Students)

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Whether you're on Wharton's Public Computers or your own computer, saving your work is very important. Any computer is susceptible to damages that could lead to data loss so backing up your work is highly advised. There are various ways to save and or back up your work.

## Before You Start

You might need one or more of the following before you can complete this task:

- Wharton account
- Public or personal computer
- PennKey account

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## On Wharton's Public Computers

### Before You Start

**Lab computers automatically reboot every day at 3am.**

Pay attention to any warning messages about rebooting -- this is a good time to save so you don't lose any work.

**You can't save files locally.**

Come prepared: bring a flash drive or use your preferred cloud storage service to save, or save to your MyWhartonDrive .

### As You Work

**Save e-mail attachments before editing them.**

Save your document to either a flash drive or your MyWhartonDrive before editing. **DO NOT** open the attachment from your email and make changes – **you will lose your work.**

**Save your work often.**

Save as you're working! You also have access to 5GB of storage via your MyWhartonDrive (Y:). This save location is accessible from any lab or hallway computer, or from any web browser on or off campus. To learn more about your

Cloud Storage Options, please see our article [here](#).

**TIP:** Office 365 web applications auto-save as you work. If you happen to be working in MS Office consider using the web version of the application in question to better protect your work!

## When You're Finished

### Make sure you save your work.

Double-check that your work is saved either to a flash drive, your MyWhartonDrive, or a cloud storage service. For information about the different backup solutions available, see [Backing Up: What Are the Best Solutions For You?](#) **Regardless of where you save, make sure your file(s) is intact and up-to-date at its new destination!**

**TIP:** Don't forget your flash drive when you leave. You might want to label it so it can be identified. If you do forget your drive, you can check with the security desk in Huntsman Hall to see if it was turned in.

### Sign out of the public computer.

Remember to log out of public computers. Why? If you forget to log off, people could access your information on Canvas, MyWharton, or your email. Single sign-on between these services is a convenience but requires caution when sharing computers. Public workstations are forced to logout after standing idle for 30 minutes, but do not rely on this, always log out!

## At Home or on a Personal Computer

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### Have backups!

Don't wait until it is too late to make sure you have copies of any important documents or files! Laptops are not immune to theft, hardware failures, viruses, or corruption. It is very important to make backups of your files, pictures, videos, music, etc on a regular basis. For more information on backup solutions, see [Backing Up: What Are the Best Solutions For You?](#)

### Protect Yourself with Antivirus

Viruses and other malware can sometimes steal or corrupt files stored in common user directories like Documents and Desktop. Protect yourself by using updated antivirus software and scan your device regularly. For more information on avoiding viruses, see [Antivirus Software: How To Protect Yourself Against Viruses](#).

## Questions?

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Contact: [Wharton Computing Student Support](#)

Email: [support@wharton.upenn.edu](mailto:support@wharton.upenn.edu)

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