

Metropolia backup practice

Two different backup procedures

1. Volume Shadow Copy - VSC

The primary backups of network drives are made on weekdays automatically, using volume shadow copy technology. Volume shadow copy is a Windows integrated backup technology that allows users to retrieve deleted files using the Volume Shadow Copy feature while logged in on a Metropolia workstation.

Backup location	Backup time	Retention days	Restored by
share-p	18.05	5	user
share-m	18.10	5	user
share-u	9.55	7	user
	13.55	7	user
	17.30	15	user
share-w	18.15	5	user
share-t	17:20	5	user
scratch (S:)	17:35	5	user
Home drive (Z:)	10.00	5	user
	14.00	5	user
	16:00	10	user

2. External backups

External backups are made to ensure longterm data retention. They work as a good additional safety measure when added security is needed in data storage and when data recovery from a earlier time long in the past must be possible.

All the above listed network drives (excluding scratch) and home drives are backed up daily also in the Powerprotect system and these backups are stored for 3 months.

Data restore from Powerprotect is done by System Maintenance. A restore request can be sent to Helpdesk. However, the above mentioned restore from a shadow copy should be tried first, before making a service request.

Exchange (e-mail) is not actually backed up

Deleted emails are moved to the Deleted Items folder, and they stay there until the folder is emptied. Items removed from the Deleted Items folder are moved to dumpster (Recoverable Items folder) from where the user can still recover them during 90 days.

Users can [backup their e-mail](#) and use the backup e.g. at the end of studies or employment and transfer the backup to their home computer.

- [Recover deleted email](#)
- [Restore files from a network drive](#)

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