



## Recovering Lost Files

[About Barret](#)

[Research Sources](#)

[Library Services](#)

[Technology Services](#)

[Need Help?](#)

[Ask Us!](#)

[Search](#)

The Rhodes File Server is backed up regularly. If you accidentally delete or overwrite a file from your Student Folder or Faculty Folder (or other networked folder), contact the Help Desk at 843-3890 or [helpdesk@rhodes.edu](mailto:helpdesk@rhodes.edu) or use our [Ask Us](#) form.

### SEE ALSO:

[When is a Backup Done for My Computer?](#)

Provide us with the following information:

- Your name, phone number and email address
- Name of the file you lost or messed up
- Directory where the file was usually stored
- Last date/time that you remember saving the file successfully or noticing that the file was intact

We may be able to restore the file for you. In some cases, our restoration may not reflect your latest changes, but at least some of the content will have been recovered.

The D: drive of faculty and staff computers is also backed up. Remember to save important files to your D: drive, **not** to the Desktop or to your C: drive!

If you have accidentally deleted or overwritten a file on a faculty or staff computer, please contact us with the same information detailed above. It is possible that we will be able to recover the file for you.