

## Restoring BDP User Profile on Remote Desktop

### BACKING-UP USER PROFILE AT OFFICE & RESTORING YOUR BDP USER PROFILE ON REMOTE DESKTOP

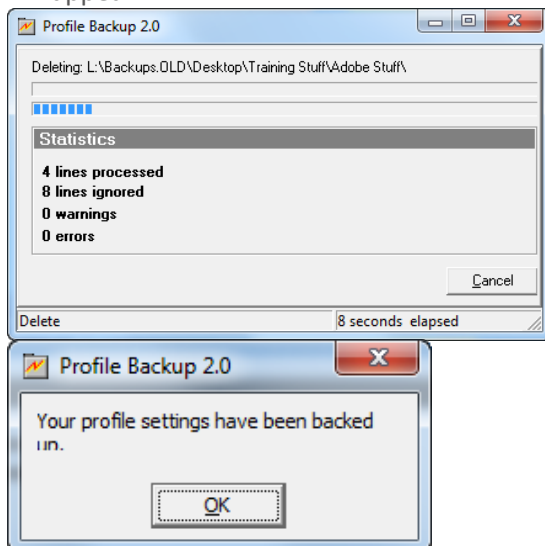
#### GENERAL

When you log on to the new **Remote Desktop**, you may be logging into one of three Remote Desktop Servers. We have created these three Servers to accommodate many users to be logged on.

At our BDP Offices, we create many things on our computers to help us become efficient with our day-to-day work. For example you may have **customized your Quick Access Toolbar** in Word, Excel and PowerPoint, you may have created **Internet Bookmarks** to refer to when browsing, you may have added special words in your **Custom Dictionary** for Office 2007, or you would have probably created your **Outlook Signature**. The above items **should** be **backed** up (first at office) and **restored** back to your Remote Desktop session or on a new PC at work. In order to achieve this, see the next two sections.

### BACKING-UP YOUR BDP USER PROFILE

1. While at **BDP**, on your work PC, click on **Start / Utilities / Backup My User Profile**. The following will appear:



### RESTORING YOUR BDP USER PROFILE ON REMOTE DESKTOP

1. While on **Remote Desktop** or a new PC, click on **Start / Utilities / Restore My User Profile**. All your settings as mentioned on the left are restored to your log in session

**NOTE:** You will have to **restore only** each time you log on to Remote Desktop as you may log into one of three Remote Desktop Servers. Profiles are not transferred