

Offsite Backup install and configuration instructions



1. Download the setup file above and run it
2. Follow the instructions on the installation wizard to complete installation
3. When finished, a new icon (Server Backup / Personal Backup) will be installed to the system tray (near the clock) automatically and Server Backup / Personal Backup will be launched automatically.
4. (optional) Enter the backup server name in the [Address] field and press the [Next] button.
5. If you are using a proxy server to access the internet, please fill in the [Proxy setting] section and press the [Next] button.
6. If you don't have a backup account, register a trial user by the following steps
7. Enter the [Login Name], [Password] and [Confirm Password] of your choice
8. Enter your [Email] in the text field provided
9. Press the [Submit] button
10. You should now be logged onto the backup server already (if the [Login Name] of your choice is already taken by another user, try a different login name)
11. If you have a backup account already, select [already a user?] and logon to the server with your existing username and password.
12. If this is your first time logging into the server, you will be guided to create a backup set
13. Enter a backup set name of your choice in the [Name] field, choose the type of backup set in the [Type] field and then press [Next] button.
14. Select the files that you want to backup and press the [Next] button.
15. For Server Backup user, press the [properties] button to review or make changes to the default backup schedule setting and then press the [Next] button. (please note that you can add multiple backup schedules to a backup set by pressing the [Add] button and please select the "Run scheduled backup on this computer" checkbox if you would like to run Continuous Data Protection (CDP)).
16. For Personal Backup user, enter a backup schedule for unattended backups and then press the [Next] button. (please select the "Run scheduled backup on this computer" checkbox if you would like to run Continuous Data Protection (CDP)).
17. Setup the encryption setting for your backup set (if you don't know much about encryption, just accept the default values here)
18. Press the [OK] button to complete the configuration of backup set
19. Scheduled backup will run automatically if you leave your computer on.
20. To run a backup immediately,
21. For Server Backup user, click [Backup] button on the left panel, select the backup set and press [OK] button.
22. For Personal Backup user, click [Backup] button on the left panel.
23. Setup completed.
24. To restore your files, please do the following steps
25. Click [Restore] button on the left panel
26. Select the backup set containing the files you want to restore and then press [Next] button.
27. Select all files that you want to restore using the file explorer on the right panel.
28. If you want to restore your files to a folder other than the original folder, please make changes to the [Restore files to] section.
29. Press the [Start Restore] button.

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