

## SYSTEM BACKUP

### Sign Up and Download

**System Backup** is easy to use. These two pages contain most of what you need to know to back up your computer. The first step is to download and install the software. If you have not done so, go to [www.systembackup.com](http://www.systembackup.com) and click on **Free Trial**, select your backup plan and follow the instructions.

### Start System Backup







To open the application, go to **Start > Programs** and then select **System Backup > System Backup** to open the software.

Once opened, you will see four tabs: **Summary**, **Backup Set**, **Retrieve** and **History**. Most of your time will be spent in the **Backup Set** tab.

### How to Backup

When you click on the **Backup Set** tab, the System Backup software will scan all files on your computer and display your files, folders and directories in the near pane using the familiar Windows structure. See *next page for a step-by-step visual guide*.

Click a folder that contains files you want to backup, and its files and sub-folders will appear in the right pane. Click files or folders to add to your backup set.

-   — the item is selected for backup
-   — some items in folder are selected for backup
-   — the item is not selected for backup

Once you have selected a few files or folders, click the **Back Up Now** button at the bottom right of the application to back up immediately. System Backup will encrypt and compress your data and send it over the internet to our secure data centers.

You can also set your automatic backup schedule... just go to **Tools > Backup Schedule** to set your preferred backup days and times. Your first backup will take the longest to complete depending on the amount of data in your backup set.

### How to Retrieve

System Backup features simple point-and-click file recovery. System Backup stores up to 10 versions of your backup files – this is important in the event the most recent version of your file becomes corrupt, is harmed by a virus or has some other problem.

To retrieve your backup copy of a file:

1. Click the **Retrieve** tab directly below **Backup Set**.
2. **Browse** is the default method to find and select an item. Highlight the desired file or folder in the “Backed-up Files” pane, and then in the next pane, select the file or folder you want to recover with a check mark.
3. Click the **Retrieve** button at lower right and items selected will be recovered to your preferred location.

### History Tab

The **History** tab shows a summary of your backup (and retrieve) activity. Click an event and select **View** to see detailed information. You can check your history logs to make sure your backups run as scheduled.

### Summary Tab

The **Summary** tab displays information on when you last backed up, your backup schedule and has an area for any message updates.

### Your Password

Keep it in a safe place! We recommend you print and store one or two copies of your **Account Number** and your **Password** in a handy location. For security reasons, we do not have access to your password. You will need your password and the email address you used when you signed up for service to log in to the online account management portal.

**Account #** \_\_\_\_\_

**Email** \_\_\_\_\_

**Password** \_\_\_\_\_

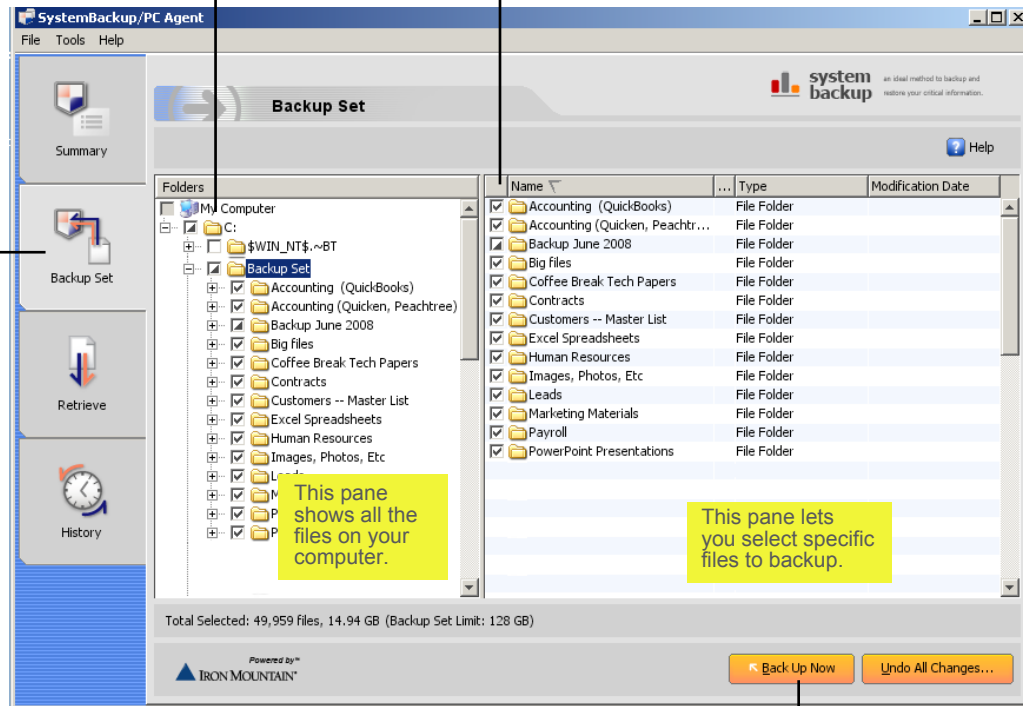
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### Step-By-Step Guide

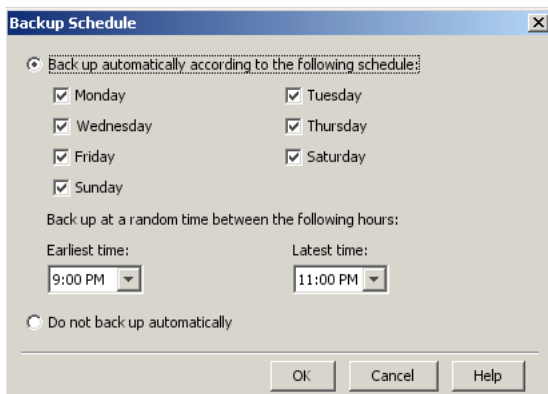
**Step 2.** Select the folders on your computer you want to backup

**Step 3.** If you prefer, select specific files inside your folders for backup

**Step 1.** Click on "Backup Set" tab



**Step 4.** Click on the "Back Up Now" button and a copy of your data is compressed, encrypted and sent to our fully-managed offsite facilities



### Automatic Backups

**Backup Scheduler** allows you to decide exactly when you want to back up your files down to the day and time.

To set your automatic backup schedule just go to **Tools > Backup Schedule** and the configuration box will appear so you can set your preferred backup days and times.