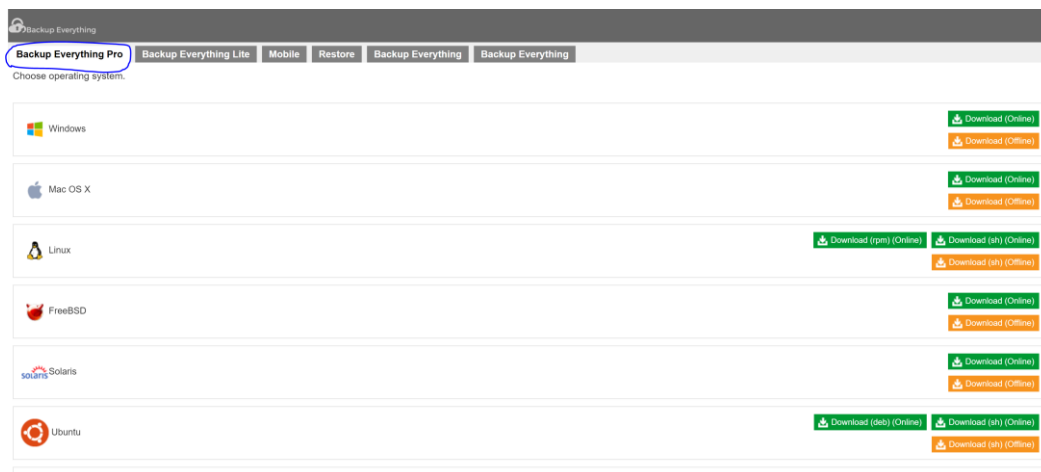# Creating an Account & File Backup Set

This document outlines how to create a simple file backup set using the Backup Everything software, you will need your username and password to hand.
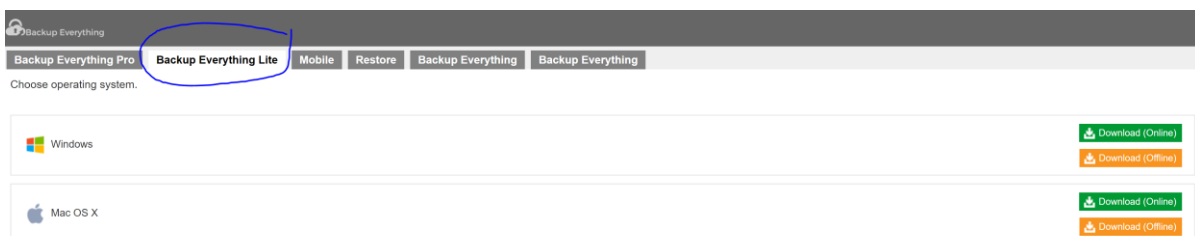
If you do not have login details, please register via the free trial link - https://trial.backupeverything.co.uk/besignup. On the left hand side fill in your details, on the right hand side, create a Backup account and then select either PRO (for Servers) or Lite (for PC/Mac).

1) Once registered download the correct version from https://backupeverything2.onlinedatastorageuk.co.uk/cbs/system/ShowDownload.do and follow the steps as below. *If you're a reseller, please create your customer account via your reseller portal, then download the software from your unique URL which is in the downloads tab, then follow the steps from point 2) onwards.

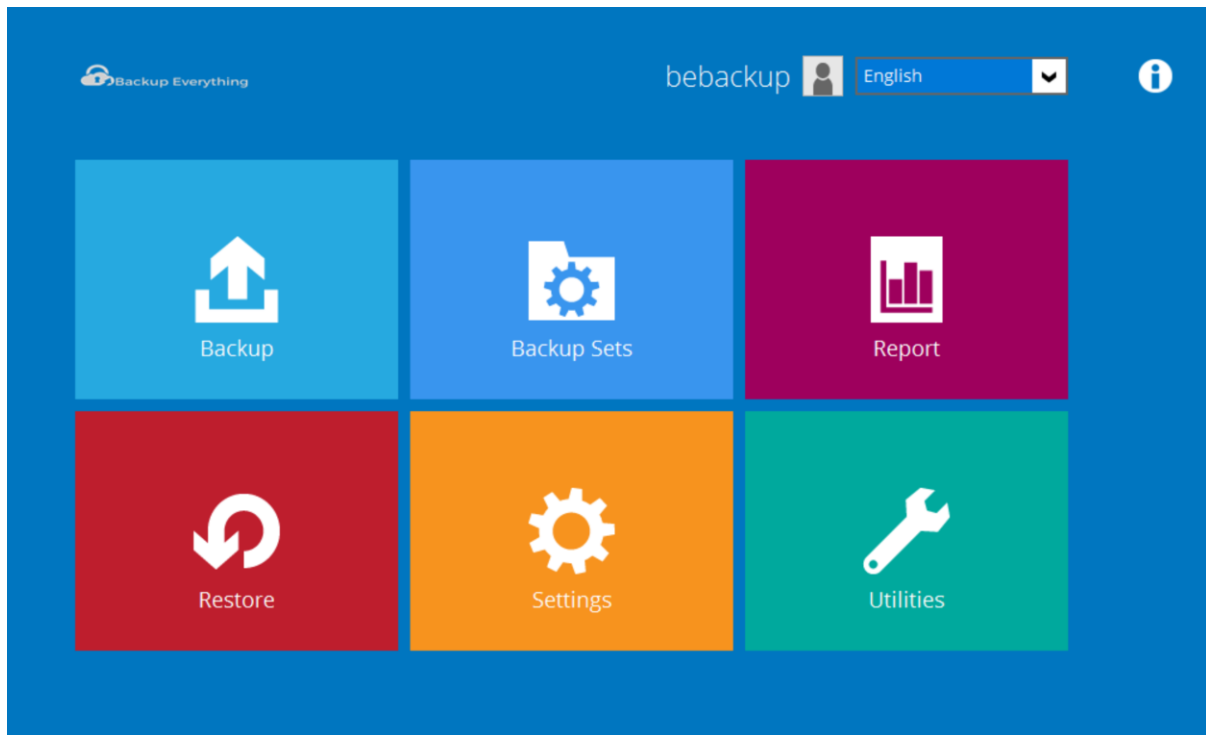PRO Version (Server) – 1st TAB – this tab maybe blank but it is the first one

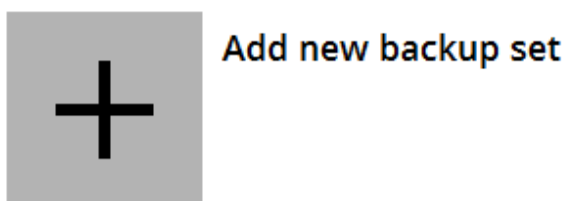LITE Version (PC/Mac) – 2nd TAB – this tab maybe blank but it is the second one

2. Log into the PRO or Lite client - if it says user doesn't exist, this means you have downloaded the wrong version from what you have created i.e. created a Lite account but downloaded the PRO for example.

3. Click on Backup Sets, which is the middle top blue box

4. Add backup Set

5. Name the backup set or you can leave it as the default name already given. Once done go to the backup set type and select File Backup from the list. At this point you can select other types of backup sets, however for the purposes of this article we are showing how to create a standard file backup set.

Create Backup Set

Name

Demo Backup Set

Backup set type

File Backup ⌄

6. Now select the data you require to backup. As a default, there are location options like Desktop, Documents, Favourites and Outlook. If these are not required, remove the ticks and select "I would like to choose the files to backup"

Backup Source

Select the files and folders that you want to backup

☐ 🖥 Desktop

☑ 📄 Documents

☐ ⭐ Favorites

☐ ✉ Outlook

☐ Windows Live Mail

Filter

Apply filters to the backup source

Off

I would like to choose the files to backup

7. Navigate to the folders / files you require to backup and click OK

Backup Everything™

Advanced Backup Source

☐ Show files

8. Click Next to go to the Schedule Page. Here, set the days and time you want your backups to run, the default setting is 8pm everyday.

Schedule

Run scheduled backup for this backup set

On [toggle On]

Existing schedules

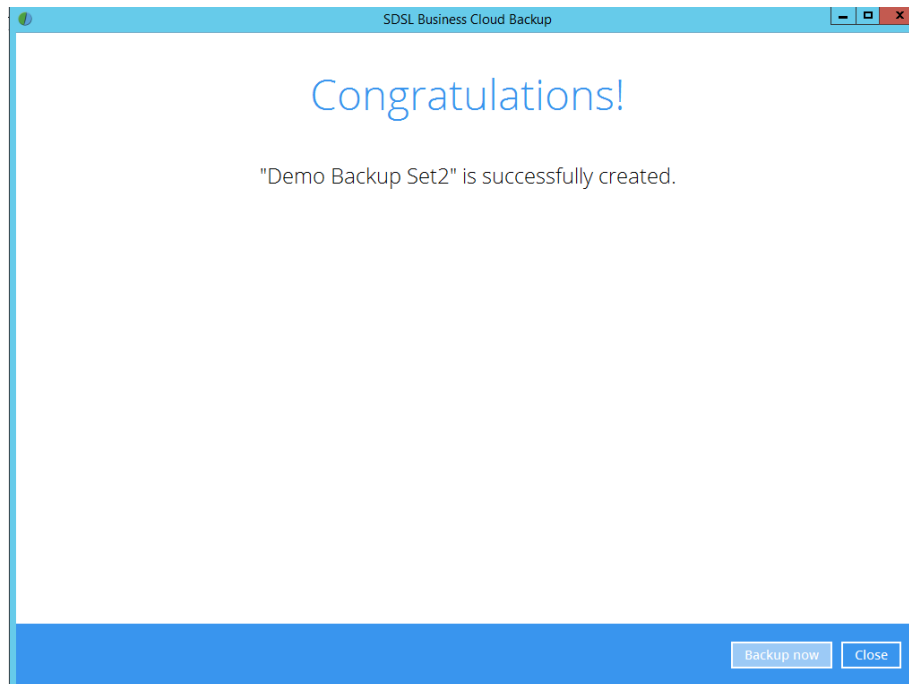📅 **Backup Schedule**
Daily (Everyday at 20:00)

[Add]

9. On the destination page, click "+" to add a destination and select Backup Everything Cloud Storage, you can also create a local backup set as well by repeating this step and adding a local destination

10. If an option displays for Open Direct, turn off and click Next

11. In The encryption window, the default is your User Password. this is the most commonly used option so all data will be encrypted using your account password. NOTE - If you forget your Encryption key, we have no way of restoring your data at a later date!

12. You have now created the backup set ready to send your data to our Data Centres. You can either start a backup now, or click close to go back to the main screen and the backups will run as per the schedule created.

There are plenty of options you can change with regards to your new backup set. Please refer to our other help files to find out more.