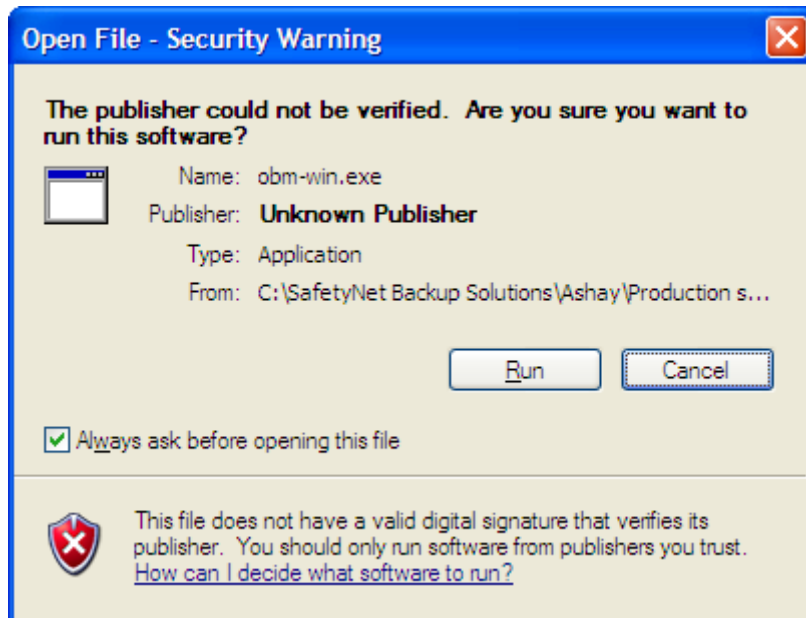


## QUICK INSTALL GUIDE TO ONLINE BACKUP MANAGER V5.5.X

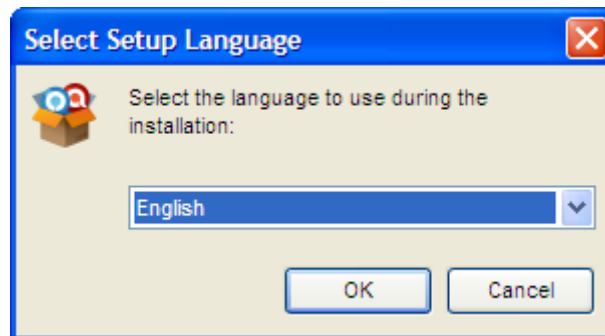
### Step 1

Doubleclick on the obm-win.exe file. When the following screen appears click 'Run'.



### Step 2

Click 'OK' on following screen to accept English as the language to use.



If, at this point, there is a prompt by any anti virus or firewall program to allow installation to continue click on the answer that will allow you to continue i.e. answer in the affirmative - click OK, yes, run etc..

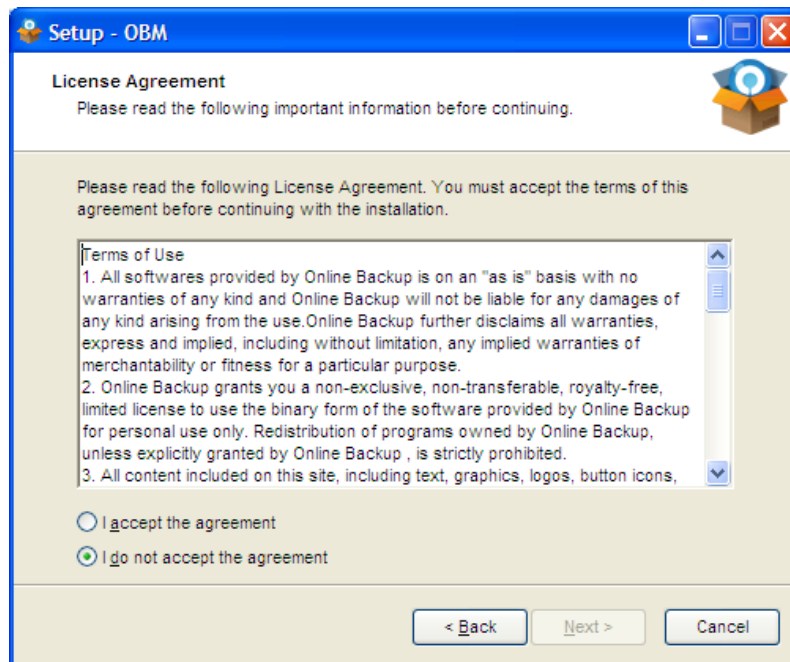
### Step 3

Click 'Next'



### Step 4

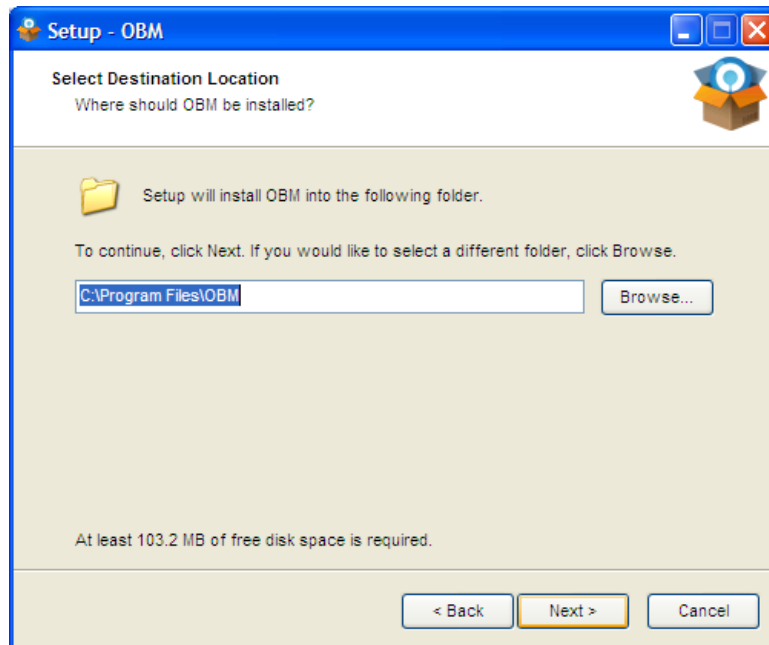
Click on 'I accept the agreement' and then click 'Next'



## Step 5

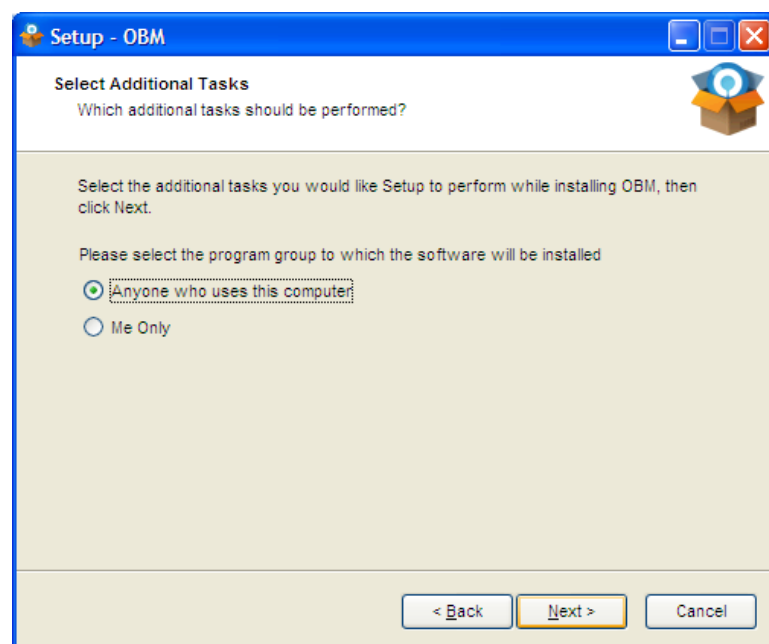
The default location for the program to be installed in is C:\Program Files. If this is OK, click 'Next'. If an alternative location is required, click on 'Browse', find the preferred location and then click 'Next'

Please note that approx 200mb of space is required for installation.



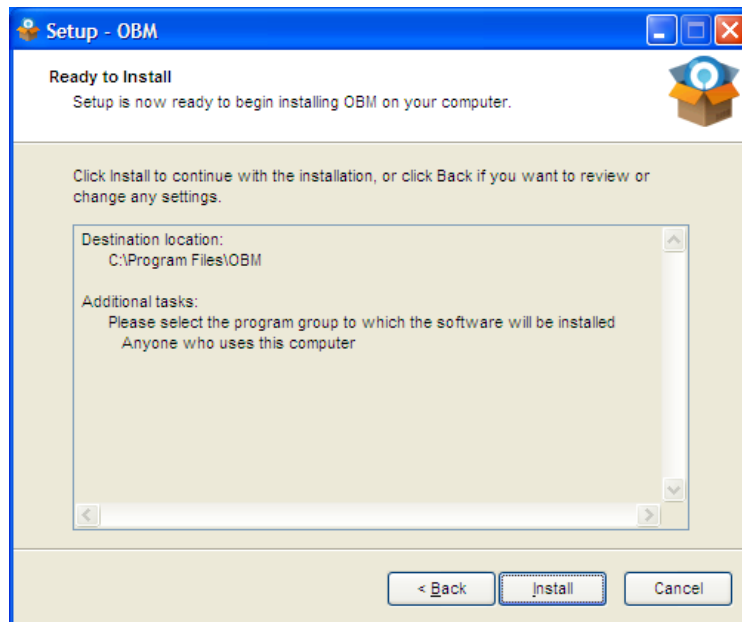
## Step 6

Click 'Next' on the following screen.



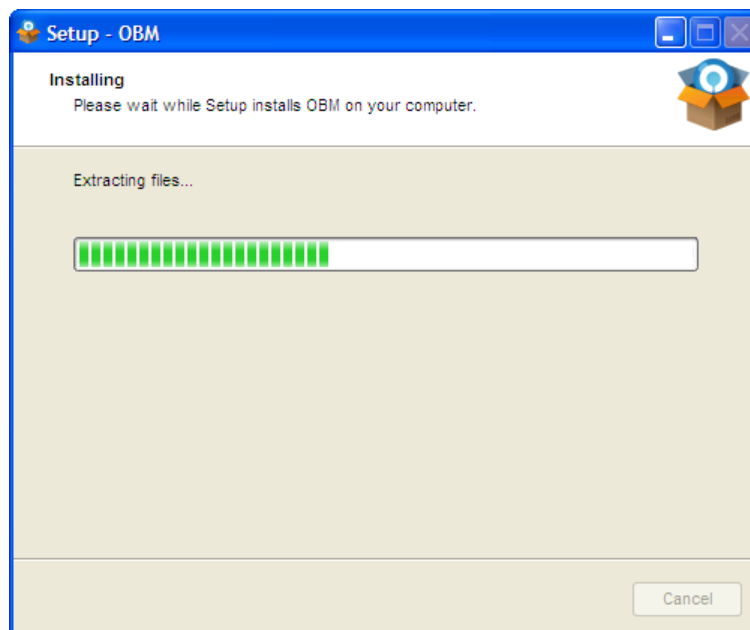
## Step 7

At this point, summary of the previous choices will be given before installation begins, if these are correct, click *'Install'*. Alternatively click *'Back'* to make the necessary changes and then follow instructions in previous steps to get back to this point and click *'Install'*



## Step 8

A progress bar will display until install is complete.



## Step 9

Once completed the following screen will appear. Ensure that the 'Launch OBM' checkbox is checked, this will open OBM and start the New Backup Set wizard. Click 'Finish'.



At this point either an antivirus or firewall program may warn you that:

### **Java™ Platform SE Binary is trying to access the internet**

Click on whatever answer allows access to the internet and given the option make this a permanent rule. Different firewall programs handle access differently so if there is an issue when you try to run a backup at a later stage it may be necessary to make sure that the correct firewall access is in place.

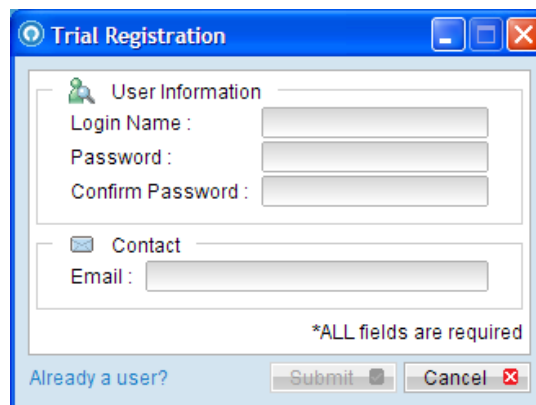
## Step 10

Before the screen below displays, you may be prompted with a screen showing the offsite server, if so, just click 'Next'.

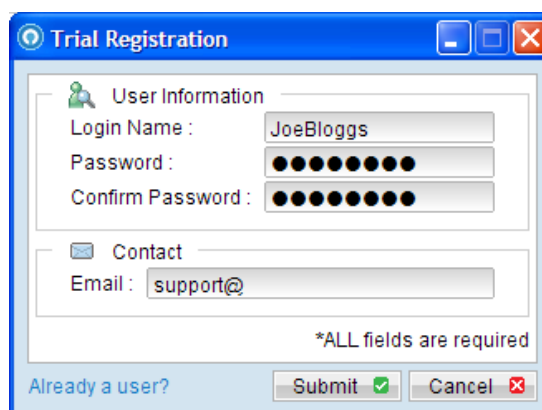
As this is the first time that the software is run on the PC/server, the Trial Registration wizard will start. Enter the following details:

- a username that easily identifies your business or organization, keep it to alphanumeric characters and hypens
- choose a password that is secure but one that will be easily remembered and re-enter it a second time for confirmation
- enter an email address where all daily reports of backups will be sent to

**Please note that the password is very important as it is this password that encrypts the data before it is transferred to the offsite server and more importantly it is this password that will be required to decrypt the data if a restore ever has to be done.**



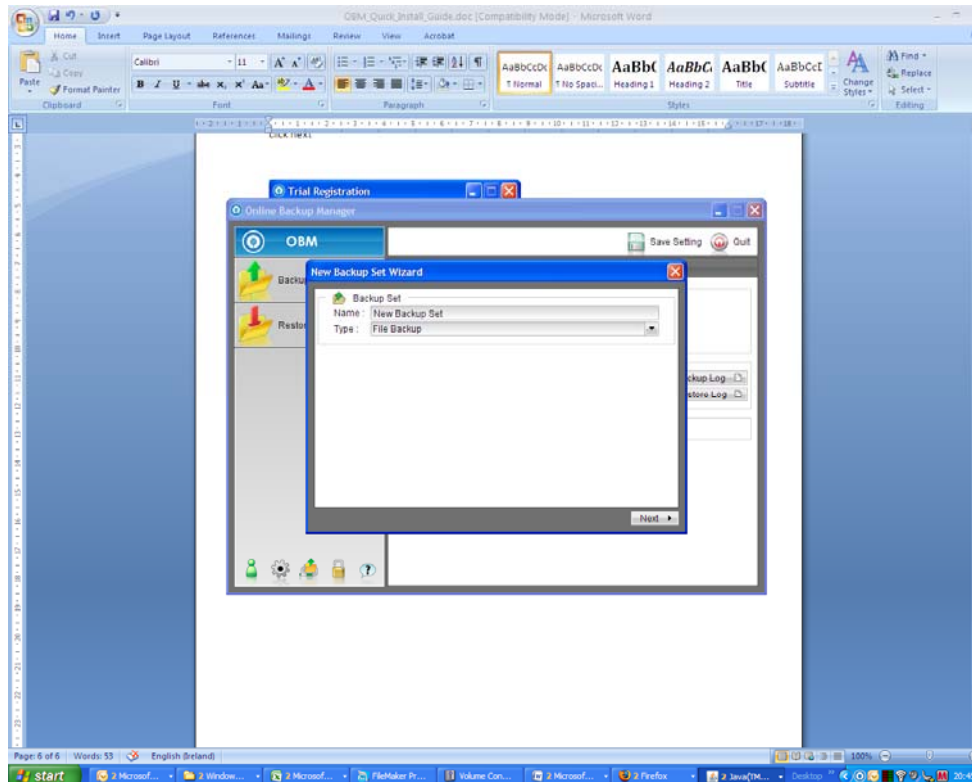
Once the data has been entered, as in this example, click 'Submit'



If the username is unique and doesn't already exist then the screen in Step 11 will appear. But if the username exists already then another name will have to be tried and so on until a unique name is found.

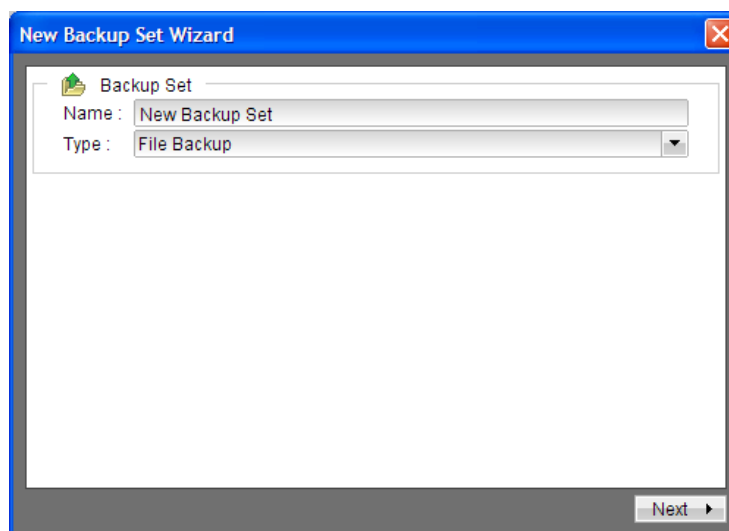
## Step 11

The following screen appears with the OBM software in the background and the 'New Backup Set Wizard' screen in the foreground.



Change the name of the backup set so that it identifies the PC/Server being backed up e.g. "File Server Backup". The default setting is for a file backup but if you require an MS Exchange, MS SQL, Oracel or any other type of backup click on the dropdown box to choose the appropriate one. For the purpose of this example we will use a simple 'File Backup'.

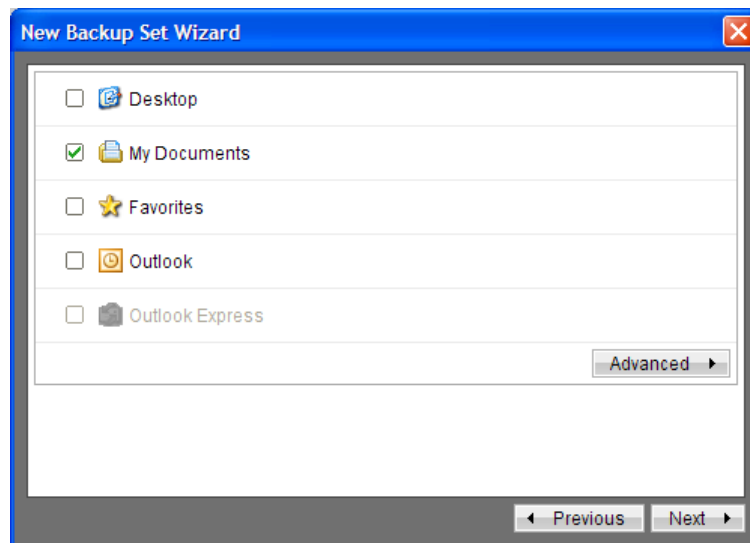
Click 'Next'



## Step 12

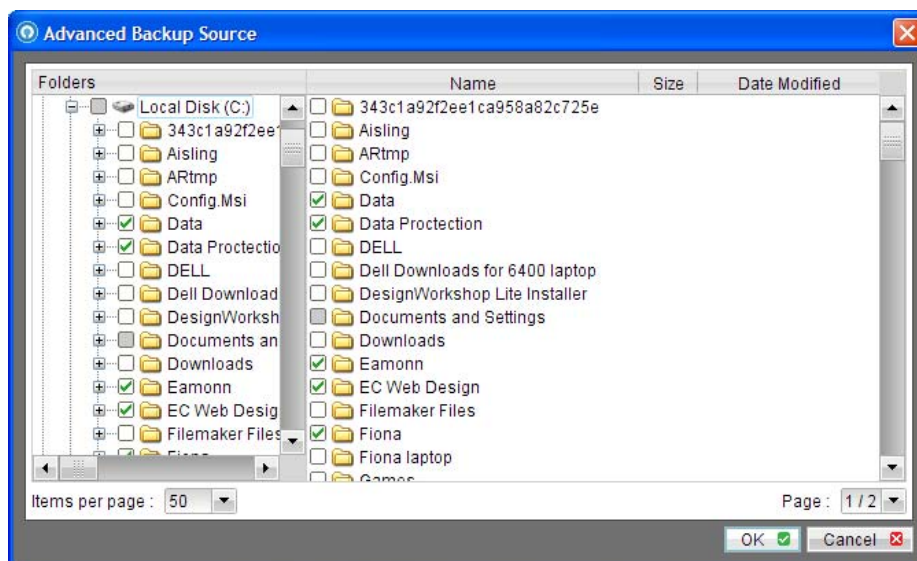
The option to choose just you email, My Documents or desktop to backup is given – this would suit many desktop users. If this meets your needs, click on the appropriate checkbox to include it in the backup and then click 'Next'. In the screenshot below only 'My Documents' has been included in the backup. If that is all

For a more detailed view of your PC/Server, click on 'Advanced'.

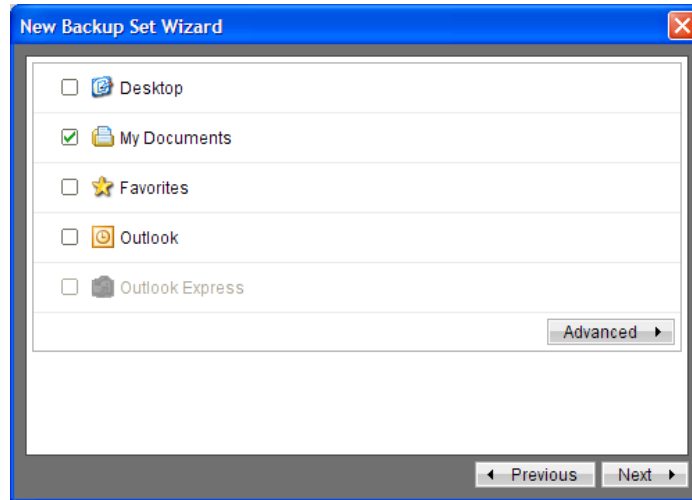


This will bring up the full listing of folders/ directories and files on your pC/Server. To include a specific folder or directory in the backup, click on the checkbox beside that folder/directory or file. In the example screenshot, Data, Data Protection, Eamonn, EC Web Design and Fiona are all included in the backup.

Once you have chosen the folders/directories or files to be included click on 'OK'.

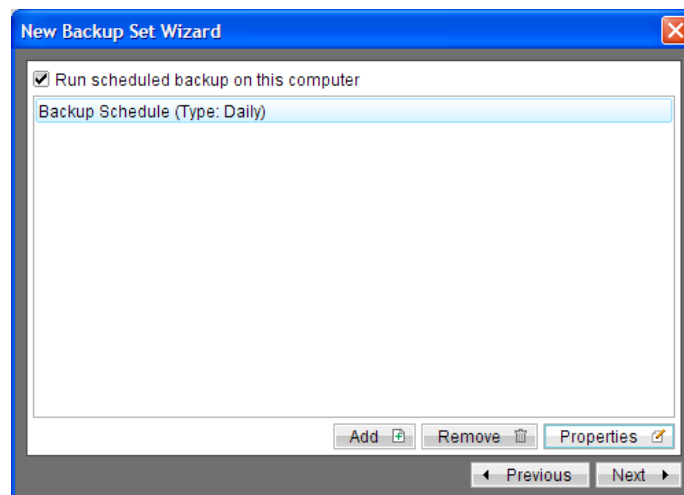


This will display the previous screen, click 'Next'.



### Step 13

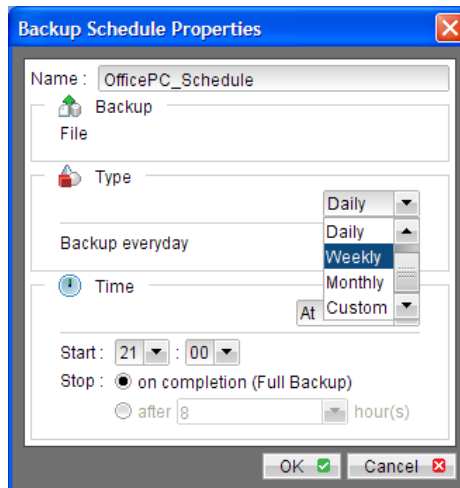
The following screen appears. This screen allows access to schedule your backup. To set the time for the backup click on 'Properties'.



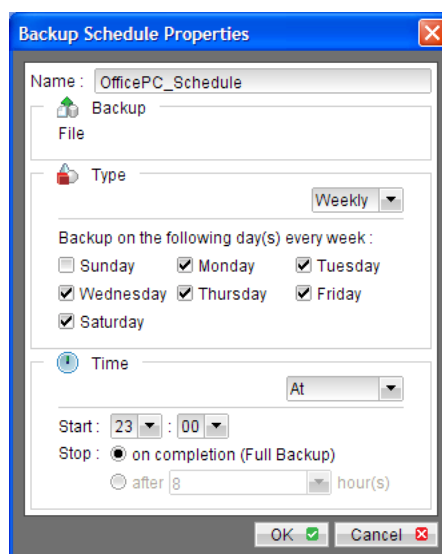
## Step 14

In the screen below choose the type of backup schedule that suits your needs.

- Name the schedule, in the example below the schedule is called 'OfficePC\_Schedule'
- Next choose the frequency of the backup in the dropdown menu of the 'Type' section, options are Daily, Weekly, Monthly or Custom. In the example below Weekly is chosen. This will bring the option to choose the days of the week that you want to run a backup. In this example every day except Sunday is chosen (this can be seen in the next screen shot)
- Finally choose the time that you want the backup to run and whether you want the backup to run until it is finished or only to run for specified time each night e.g. 10 hours so that it doesn't interfere with the day to day running of the PC. In this example, The backup begins at 23.00 and runs till it is completed this can be seen in the next screen shot)

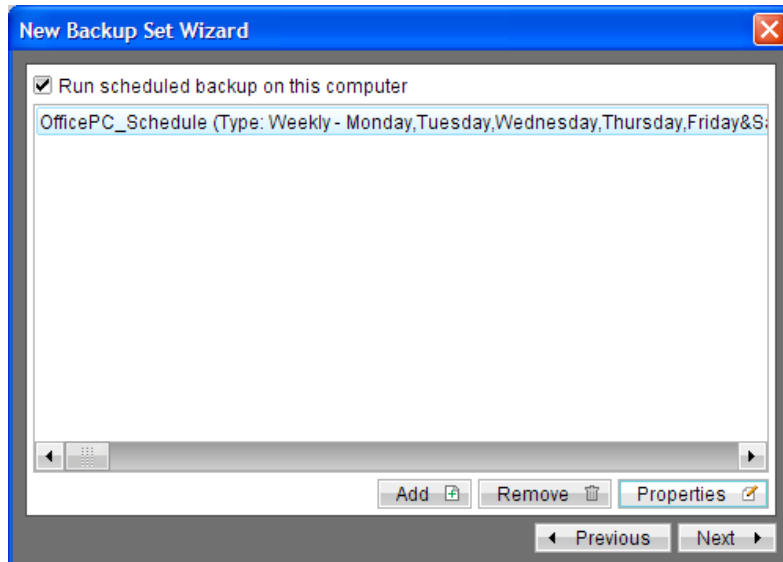


This is the screen after we have made our changes. Once correct, click 'OK'



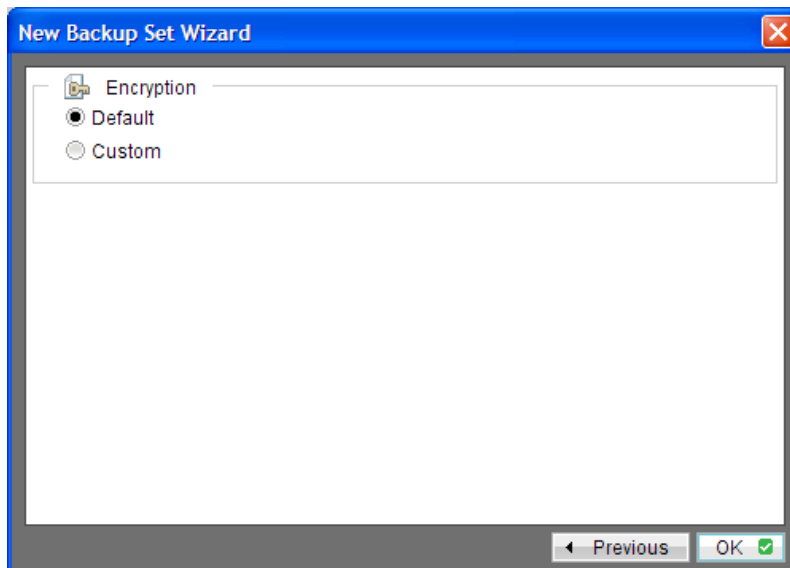
## Step 15

This will display the screen shown in Step 13 but with the updated schedule. Click 'Next'.



## Step 16

Click 'OK' on this screen to accept the default encryption key. This is the password that you input along with your username in Step 10.



## Step 17

The following screen will appear. This is the main screen of the software i.e. when you log on this is the one that appears. Click on 'Quit' and when prompted 'Save backup set settings to backup server' click 'Yes'.

The software has now been installed and a backup set created which will now run automatically at the time scheduled thereby ensuring that you will always have your crucial data backed up.

**Please note that for the backup to run at the scheduled time that the PC/Server has to be on and connected to the internet.**

