



Exclusions Page

You can create exclusion rules that use pattern matching to identify directory or file names that are not to be backed up. Files which are typically excluded from backups include temporary files, music, movies and other files which are not essential for business needs.

Use the following steps to create an exclusion rule:

1. Log in to the Barracuda Backup web interface, and select the associated Barracuda Backup Server in the left pane.
2. Go to the **Backup > Exclusions** page, and click **Add an Exclusion**.
3. Fill in the information on the **Add an Exclusion** page:
 - **Exclusion Rule Name** - Enter a descriptive label to identify the exclusion rule.
 - **Add Exclusions to Reports** - Specify whether to include exclusions in reports.
 - **Apply Recursively to Sub Directories** - Specify whether to apply the exclusion rule recursively to sub directories.
 - **Where to Exclude** - Specify whether to apply the exclusion rule to all computers and data sources for the selected Barracuda Backup appliance.
4. In the **What to Exclude** section, specify the excluded file types:
 - From the **Preset Expressions** menu, select the content you want to exclude, for example, **Audio files**, then click **Add**.
 - In the **Expressions** field, enter a search string to exclude, for example, ***.mp3**, then click **Add**.

For example, a school organization does not want to back up music files located in user home directories. To exclude these music files, they create an exclusion rule, select the directory, select the preset expression **Audio files**, and enter the types of music files they want to exclude in the **Expressions** field.

5. Click **Save** at the top of the page to add the exclusion rule.

To edit an existing exclusion rule, go to the **Backup > Exclusions** page in the Barracuda Backup web interface, and click **Edit** following the exclusion rule you want to edit. Make the desired changes, then click **Save**.

To delete an exclusion rule, go to the **Backup > Exclusions** page in the Barracuda Backup web interface, and click **Remove** following the exclusion rule you want to remove. Confirm that you want to remove the rule.

