

## Step 3 - Configure Backup Jobs

<https://campus.barracuda.com/doc/43224376/>

Backup jobs are created from the **Tasks** view or the **Jobs and Media** view using the **New** command. When a new job is created the Administrator opens the job's **Properties** page for configuration. The **Property** page can be reopened at any time, even when the job is running. If the job is running, you cannot edit the settings pages.

To configure a backup job,

1. Start the Yosemite Server Backup **Administrator** program.
2. Double-click **Backup**.
3. In the **New Backup Job** dialog box, enter a recognizable name for the job and click **OK**.
4. On the **Properties** page, navigate the **Network** hierarchy to locate the computer, drive, and volume where the folders and files are that you want to include in the backup job.

### In this Section

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