

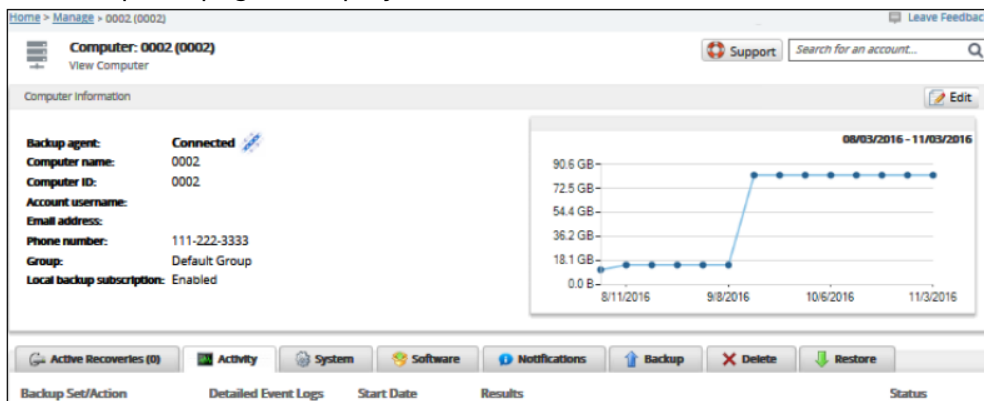
## Backing Up Files and Folders

<https://campus.barracuda.com/doc/68357624/>

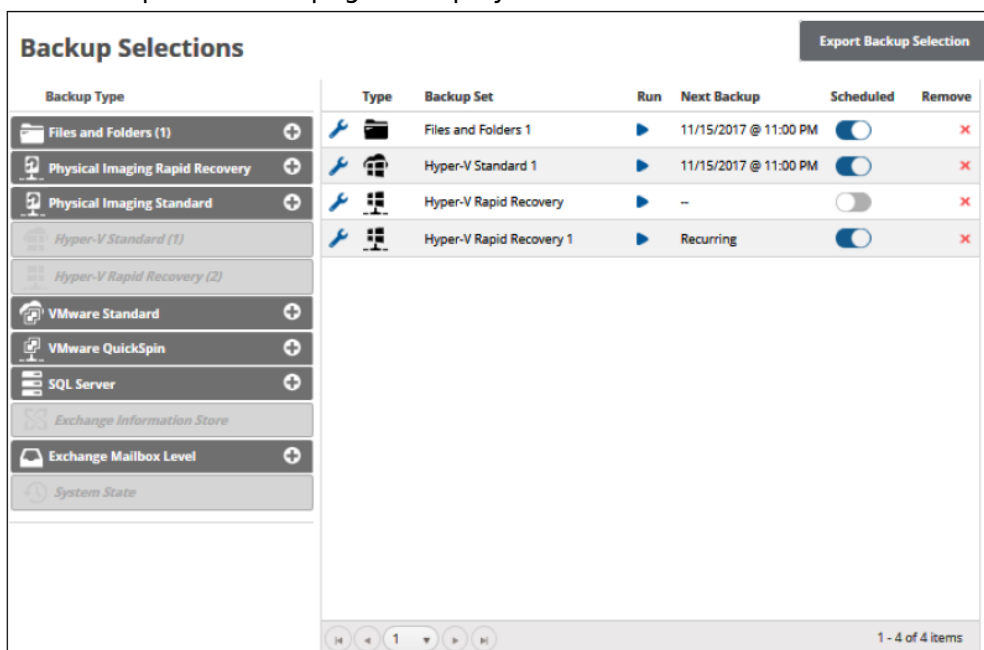
### How to Create a Files and Folders Backup

Before creating a files and folders backup set, make sure that you are familiar with the backup type [restrictions and recommendations](#).

1. Navigate to the Computer page. See [Navigating to the Computer Page](#) for instructions. The Computer page is displayed.

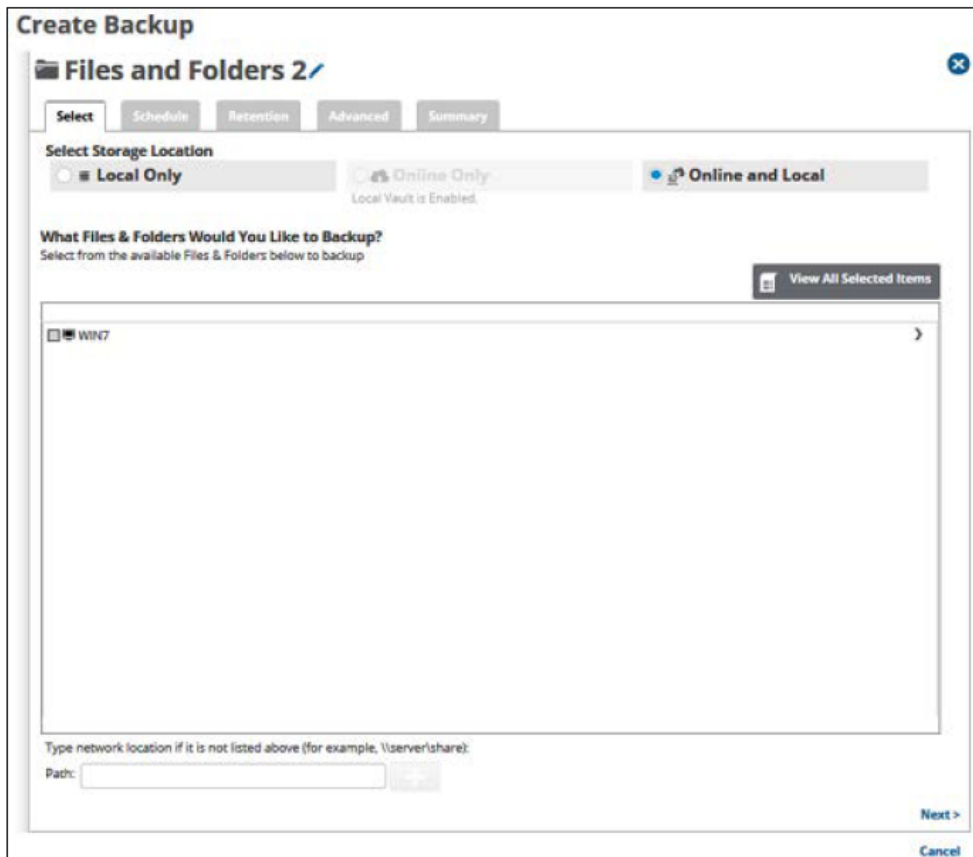


2. Click the **Backup** tab. The Backup Selections page is displayed



Backup Type	Type	Backup Set	Run	Next Backup	Scheduled	Remove
Files and Folders (1)	Files and Folders 1	Files and Folders 1	▶	11/15/2017 @ 11:00 PM	<input checked="" type="checkbox"/>	✕
Physical Imaging Rapid Recovery	Hyper-V Standard 1	Hyper-V Standard 1	▶	11/15/2017 @ 11:00 PM	<input checked="" type="checkbox"/>	✕
Physical Imaging Standard	Hyper-V Rapid Recovery	Hyper-V Rapid Recovery	▶	--	<input type="checkbox"/>	✕
Hyper-V Standard (1)	Hyper-V Rapid Recovery 1	Hyper-V Rapid Recovery 1	▶	Recurring	<input checked="" type="checkbox"/>	✕
Hyper-V Rapid Recovery (2)						
VMware Standard						
VMware QuickSpin						
SQL Server						
Exchange Information Store						
Exchange Mailbox Level						
System State						

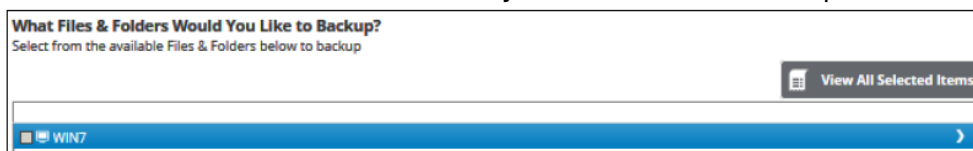
3. In the Backup Type pane, click **Files and Folders**. The Select page is displayed.




4. Click the Backup Name to provide a new name for the backup set or accept the default. See [Changing Backup Set Names](#).
5. At the Select Storage Location section, click one of the following options:
  - Note:** This procedure applies to all options. See [Backup Options](#) for more information.
  - **Local Only** (Local Vault must be enabled, and a local subscription is required. Data is not backed up to the cloud.)
  - **Online Only** (An enabled Local Vault disables this option.)
  - **Online and Local** (Local Vault must be enabled.)

The selection is highlighted, and the file and folders are displayed.

6. Select the row of the files and folders you would like to back up, as shown below.



The computer where the agent is installed, and the available files and folders for backup are displayed.


Clicking the arrow  at the right of the items displays more files and folders.

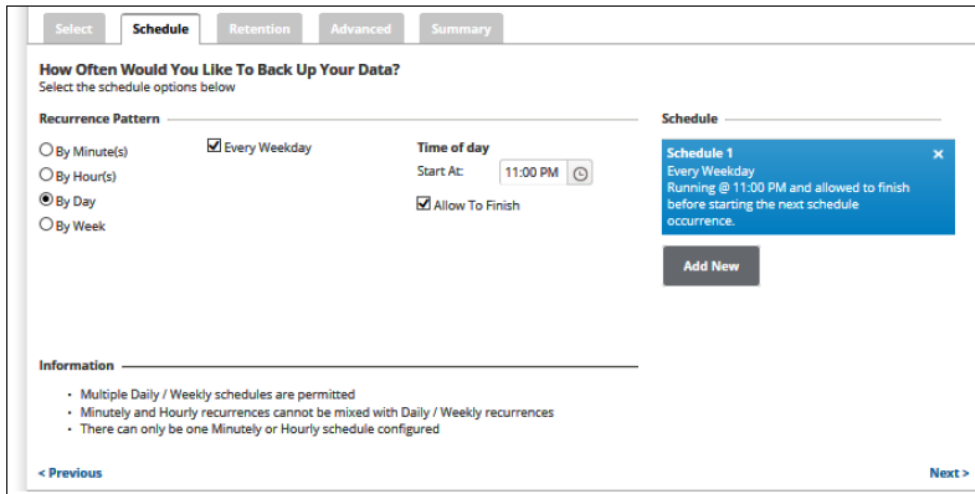


7. To back up files and folders on another network location that is not listed, see [Adding a Network Location](#).
8. Click the **View All Selected Items** button, to display and remove any selections. The All Selected Files and Folders Items pop-up is displayed.



**Note:** Green text indicates that new items are automatically backed up. By default, selecting a folder displays green text. Red text indicates items that are excluded from the backup. Black text indicates items that are not automatically backed up.

9. Click the remove icon  to remove items from your selection.  
**Note:** You may only remove items from the list.
10. To apply changes made in the pop-up, click the **Save** button.  
**Note:** Clicking Save commits the changes, closes the pop-up, and returns you to the Selection page.  
Clicking the **Cancel** button ignores changes made in the pop-up list and returns you to the Selection page.
11. After making your selections, click **Next**.  
The Schedule is displayed.



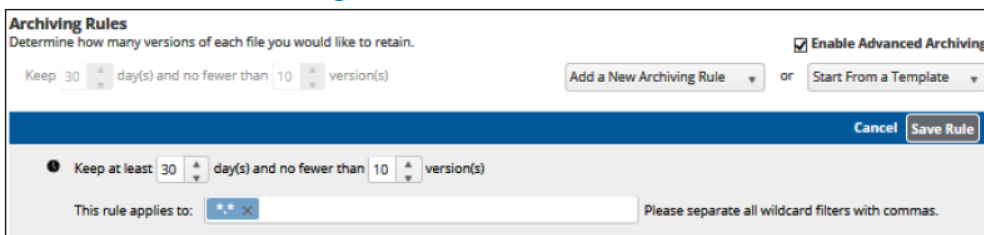
12. Accept or edit the default schedule. See [Schedule Page Interval Start and End Time Options](#) for more information.

#### Notes:

- Multiple daily/weekly schedules are permitted (as long as they do not overlap).
  - Minutely and hourly recurrences cannot be mixed with daily/weekly recurrences.
  - Only one minutely or hourly schedule can be configured.
  - The default schedule is daily every weekday starting at 11 p.m. and the **Allow to Finish** check box is enabled.
13. Clearing the **Allow to Finish** check box allows you to assign an End time to cancel a running backup the following day. You must select a time before the next scheduled Start time. The schedule is displayed in the Schedule column.
14. After setting the schedule, click **Next**.  
The Retention page is displayed.



15. Optionally, select the number of days and versions you wish to archive.  
**Note:** The default is 30 retained versions and no fewer than 10 versions.
16. Optionally, select the **Enable Advanced Archiving** check box. For Advanced Archiving information, see [Archiving Rules](#)



The Advanced Archiving fields are displayed.

**Example:** The setting of a daily backup kept for 30 days and no fewer than 10 versions mean that 30 versions are kept. However, a setting of once a week means that after 10 weeks, 10 versions are kept.

17. Make your selections, click **Save Rule**, and then click **Next**.

The Advanced page is displayed.

**Temporary Folder**  
 Define where the temporary folder that's used in backing up files & folders resides. Manually type in a path or browse to the desired location.

Path:  **Browse...**

---

**Snapshot Mode**  
 Snapshot mode ensures all files are backed up from the same volume snapshot (recommended).

☒ Enable Snapshot Mode ☐ Cancel Backup if Snapshot Mode fails

---

**Failed File Behavior**  
 Determine how you want your backups to handle failed files.

☒ Retry Failed Files ☒ Retry Locked Files

---

**Wildcard Inclusions**  
 Set wildcard inclusions to back up only certain file types. Separate each phrase with commas. Commit each phrase by pressing Enter.

Include:

---

**Archive Bit**  
 The agent skips files with an unset archive bit.

☐ Enable Archive Bit

18. Use the following table to help make optional selections.


<b>Temporary Folder</b>	Optionally, specify where the temporary folder that is used in backing up files and folders resides. <b>Requirement:</b> You must specify a temporary folder located on a disk with enough space.
<b>Snapshot Mode</b>	Snapshot mode ensures all files are backed up from the same volume snapshot (recommended).
<b>Failed File Behavior</b>	Specify how you want backups to handle failed files by retrying failed files and/or retrying locked files.
<b>Wildcard Inclusions</b>	Set wildcard inclusions to back up only certain file types.  Separate each phrase with commas. Commit each phrase by pressing <b>Enter</b> . <b>Example:</b> To include files that have the .jpg extension or have file names that end with 2016, enter the following filter: *.jpg, *2016.
<b>Archive Bit</b>	When disabled, the agent skips files with an unset archive bit. Select the <b>Enable Archive Bit</b> check box to enable archive bit.

19. At the Temporary Folder field, accept the default, type a new path, or click the **Browse** button to locate the temporary folder that is used in backing up. See [Browsing to a Folder](#)..

20. After making your selections, click **Next**.

The Summary page is displayed.

Select Schedule Retention Advanced **Summary**

**Select** Contains: 12,353 File(s) selected, size: 7.44 GB  
 Destination  Online

**Schedule** **Schedule 1** Every Weekday  
 Running Backups are allowed to finish before starting the next schedule occurrence.

**Retention** Keep at least 30 day(s) and no fewer than 10 version(s). Apply this rule to All files.

**Advanced** Temp Location: C:\Windows\TEMP\BackupAgent  
 Enable Snapshot Mode  
 Retry Failed Files  
 Retry Locked Files

< Previous

Cancel **Create Backup Set**

21. Verify your selections, and then click **Create Backup Set**.

If you did not change the default backup set name when creating a new backup set, the following confirmation pop-up is displayed after clicking the **Create Backup** button.



A confirmation pop-up dialog box with a light gray background. At the top, it says "Name and confirm your backup:". Below this is a text input field containing "Files and Folders 1" followed by a blue pencil icon. To the right of the input field is a horizontal line. At the bottom right of the dialog are two buttons: "Cancel" in blue text and "Confirm" in white text on a dark gray background.

This feature allows you to create a unique name for the backup set. If you already changed the default backup set name, the pop-up is not displayed.

Optionally, change the backup set name, and click **Confirm**.

The Backup Selections page is displayed with your latest backup set.

## Figures

1. image2019-7-15 10:5:48.png
2. FF\_Selections.png
3. FF\_Select.png
4. FF\_Select Files.png
5. arrow.png
6. FF\_more files.png
7. FF\_Selected Items.png
8. image2019-7-15 10:42:29.png
9. image2019-7-15 10:43:40.png
10. EB\_Files9.png
11. image2019-7-15 10:48:25.png
12. EB\_Files11.png
13. image2019-7-15 14:51:42.png
14. image2019-7-15 11:44:27.png
15. FF\_name.png

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