

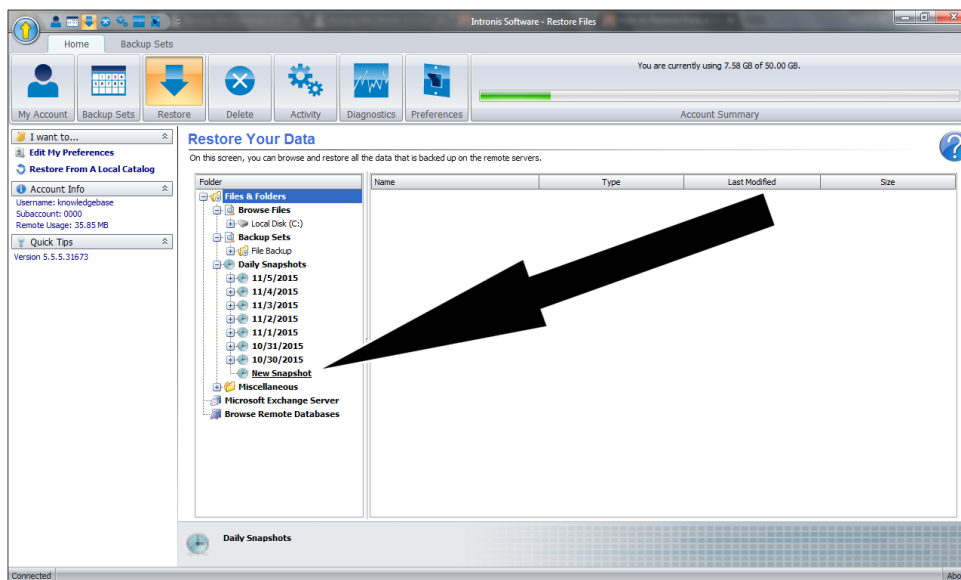
## Restoring From a Daily Snapshot Older Than a Week

<https://campus.barracuda.com/doc/93197457/>

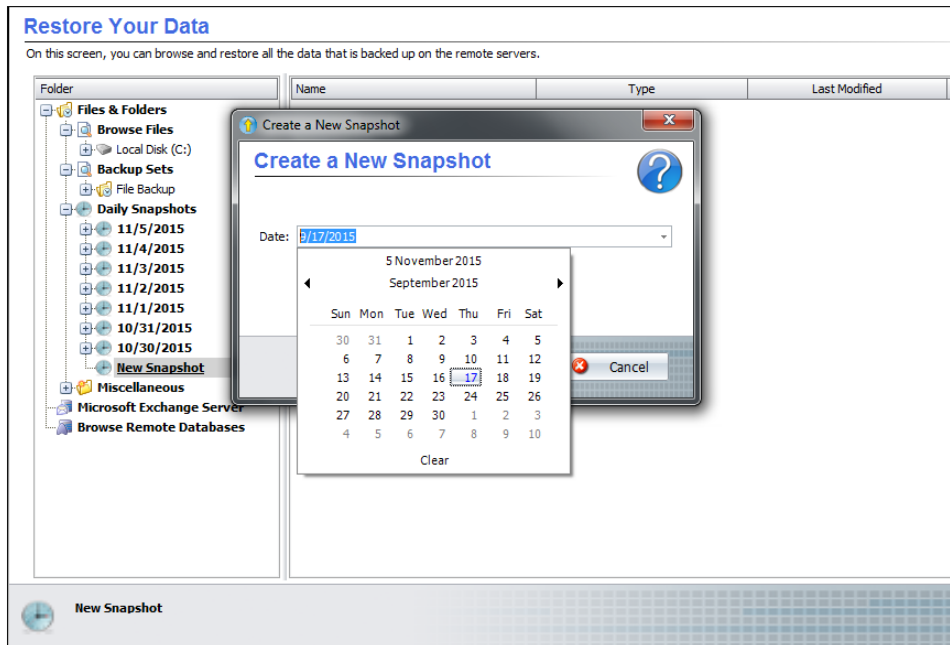
In the event you want to restore files from a snapshot older than a week, you will need to go into the backup software and create a snapshot manually. These instructions will show you how to do that. The ability to restore from a snapshot older than a week is not present in the management portal.

### Directions

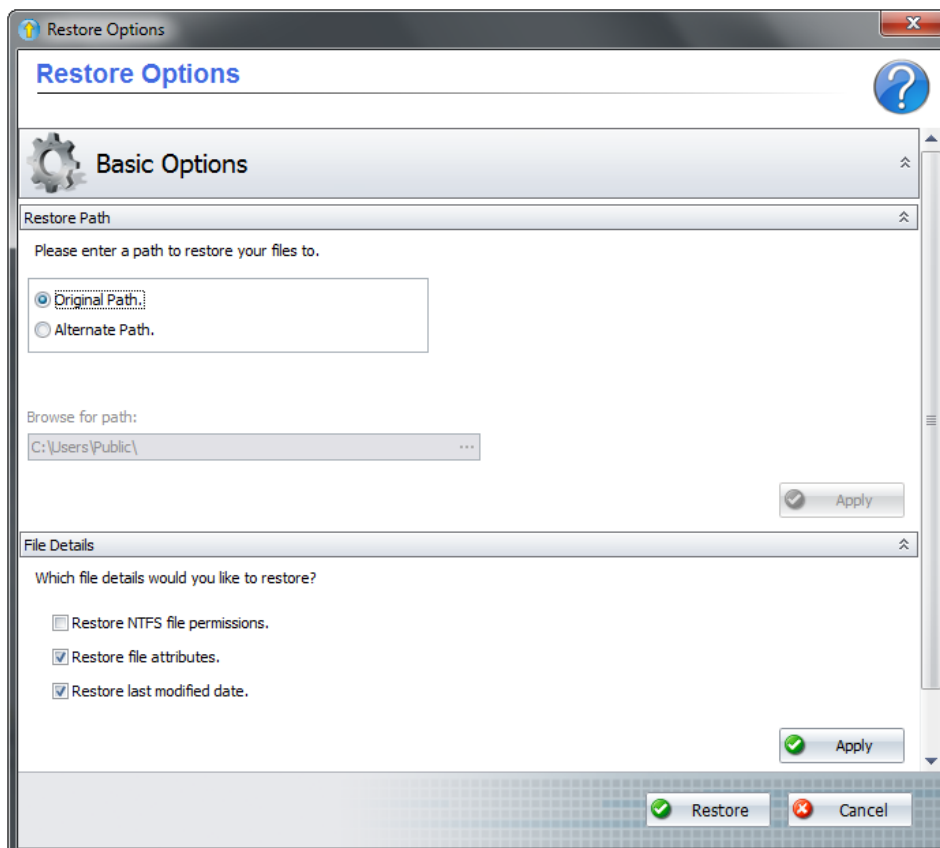
1. Open up the Backup Monitor and go to the **Restore** tab.



2. In the **Daily Snapshots** section under **Files and Folders**, click on the **New Snapshot** option.
3. A **Create a New Snapshot** window will appear allowing you to choose the date of your snapshot. When you have picked the date, click **Apply** and a new snapshot will appear on the list titled **Older Than...** for you to use.



4. Expand the snapshot you just created to navigate to the files and folders you want to restore. Select those items from the right-hand panel and select **Restore** at the bottom.
5. In the **Restore Options** window that appears, choose where to restore the files as well as what file details will be restored. Click **Restore** to initiate the restore.



## Figures

1. dailysnapshots1.png
2. dailysnapshots2.png
3. fileandfolderrestoreoptions.png

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