

How to install DoubleBackup

Download and Run the DoubleBackup Installer File

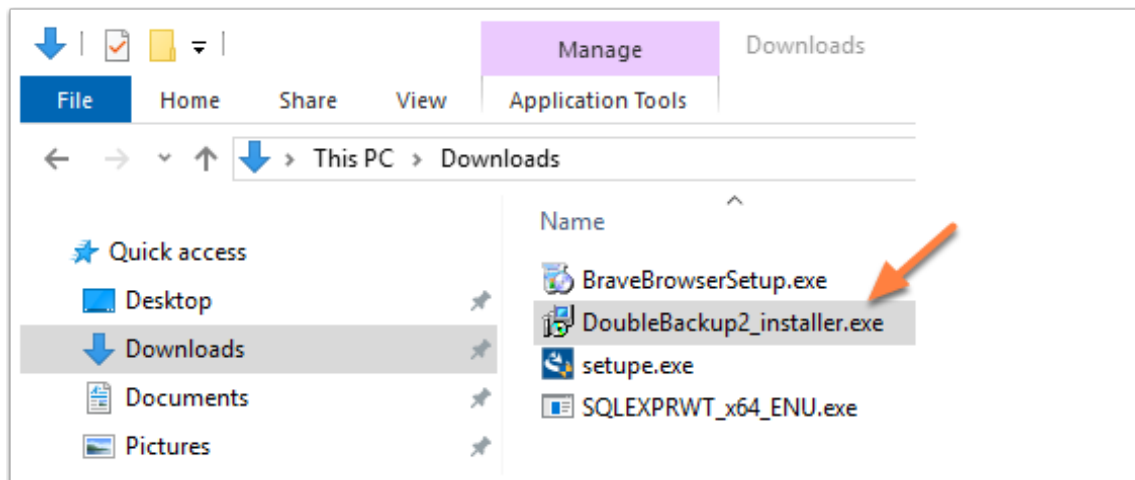
Click on this link to download the installer:

DoubleBackup2:

http://downloads.backupops.com/4Windows/DoubleBackup2_installer.exe

Double-click on the downloaded file, **DoubleBackup2_installer.exe**.

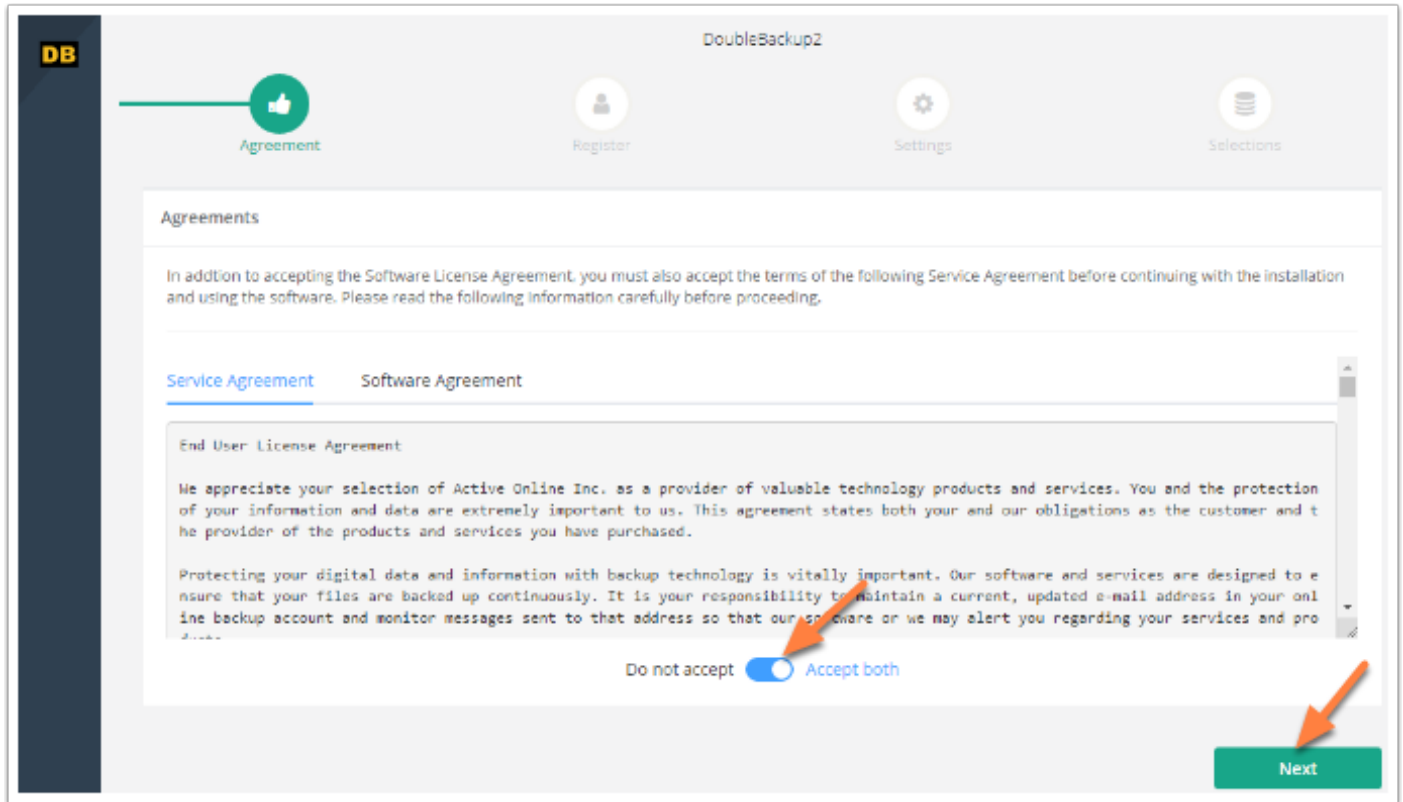
Continue through the installation steps to the Finish window.



Accept Both

Click **Accept Both**.

Click **Next**.



Enter Contact Information and Password

Fill in **Name, Organization, Phone, Email, Account Name** and **Password**,

Account Name: Use the firm's **domain name** without the .com (no spaces or special characters)

For example, if your website is www.browncampos.com use **browncampos**

For multiple computers, use the **same Account Name** on each one.

Note: Use **the same account name and password** on every computer you want to back up. Each firm has just one Account Name.

Password: Please choose a strong password of 10 or more characters.

Write down the password and save it in safe places onsite and offsite. It is needed to restore files.

Click **Yes** to allow Password Recovery.

Note: For "zero knowledge," click No, but be aware that the password cannot be reset or recovered.

The screenshot shows the 'Enter Account Information' step of the DoubleBackup2 registration process. The form is titled 'Enter Account Information' and has a progress bar at the top with four steps: Agreement, Register (current), Settings, and Selections. The form fields are as follows:

- First Name:** Robert (Great.)
- Last Name:** Brown (Nice.)
- Organization:** Brown Campos and Howell (Okay.)
- Phone:** 612-958-1200 (Got it.)
- Email:** rbrown@browncampos.com (Thanks.)
- Account:** browncampos (Good.)
- Account Password:** [Redacted] (Good.)
- Confirm Password:** [Redacted] (Success.)
- Allow Password (Encryption Key) Recovery:** Yes (selected)

Annotations on the screenshot include:

- An orange box at the top center says "Fill in Contact Info & Password".
- An orange box on the right says "Your Domain Name without .com Use same one on all computers", with an arrow pointing to the Account field.
- An orange box at the bottom right says "Click Yes", with an arrow pointing to the Yes radio button in the Password Recovery section.

A green 'Next' button is located at the bottom right of the form.

Registration Processing

It will take a couple of minutes for your account to be registered in our data center.

<input type="text"/>	✓	Phone	<input type="text" value="952-922-1120"/>
		Got it.	
<input type="text" value="ebackup.com"/>	✓	Account	<input type="text" value="activepractice"/>
		Good.	
Processing registration. One moment please.			
<input type="text"/>	✓	Confirm Password	<input type="password" value="....."/>
		Success.	

Set the Backup Time and Optional Local Backup

1. **Optional:** If you have a USB drive for local backups, click: **Backup to local folder**.
2. **Optional:** Click the destination field and choose the local backup drive (and folder).
3. Set the Mon - Fri and Sat - Sun backup starting times.

Note: A best practice is to choose an external drive and **never the C drive**. The local backup should be on a drive different from the source drive.

Choose the start times for weekday and weekend backups.

You don't need to use the **slow down** option unless you have a very slow Internet upload speed.

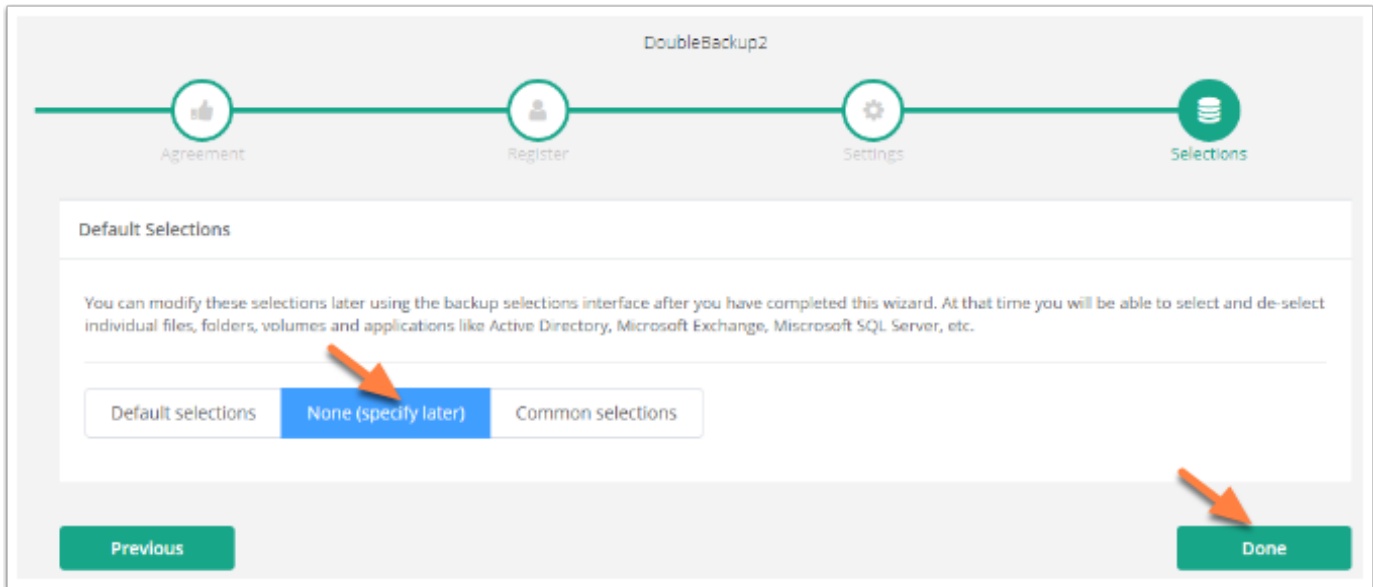
The screenshot shows the 'Settings' window for DoubleBackup2. The window has a progress bar at the top with four steps: Agreement, Register, Settings (current), and Selections. The 'Default Settings' section includes a 'Backup to local folder' toggle (checked) and a text field for the destination path, 'C:\Program Files\DoubleBackup2\vault'. The 'Backup Schedule' section is highlighted with an orange box and contains two rows: 'Mon - Fri' and 'Sat - Sun'. Each row has a toggle switch (checked) and two input fields for 'Starting hour' (set to 1) and 'Starting min' (set to 30). The 'Throttle Settings' section is optional and currently collapsed. A green 'Next' button is located at the bottom right.

Choose None

Click **None (Specify later)**

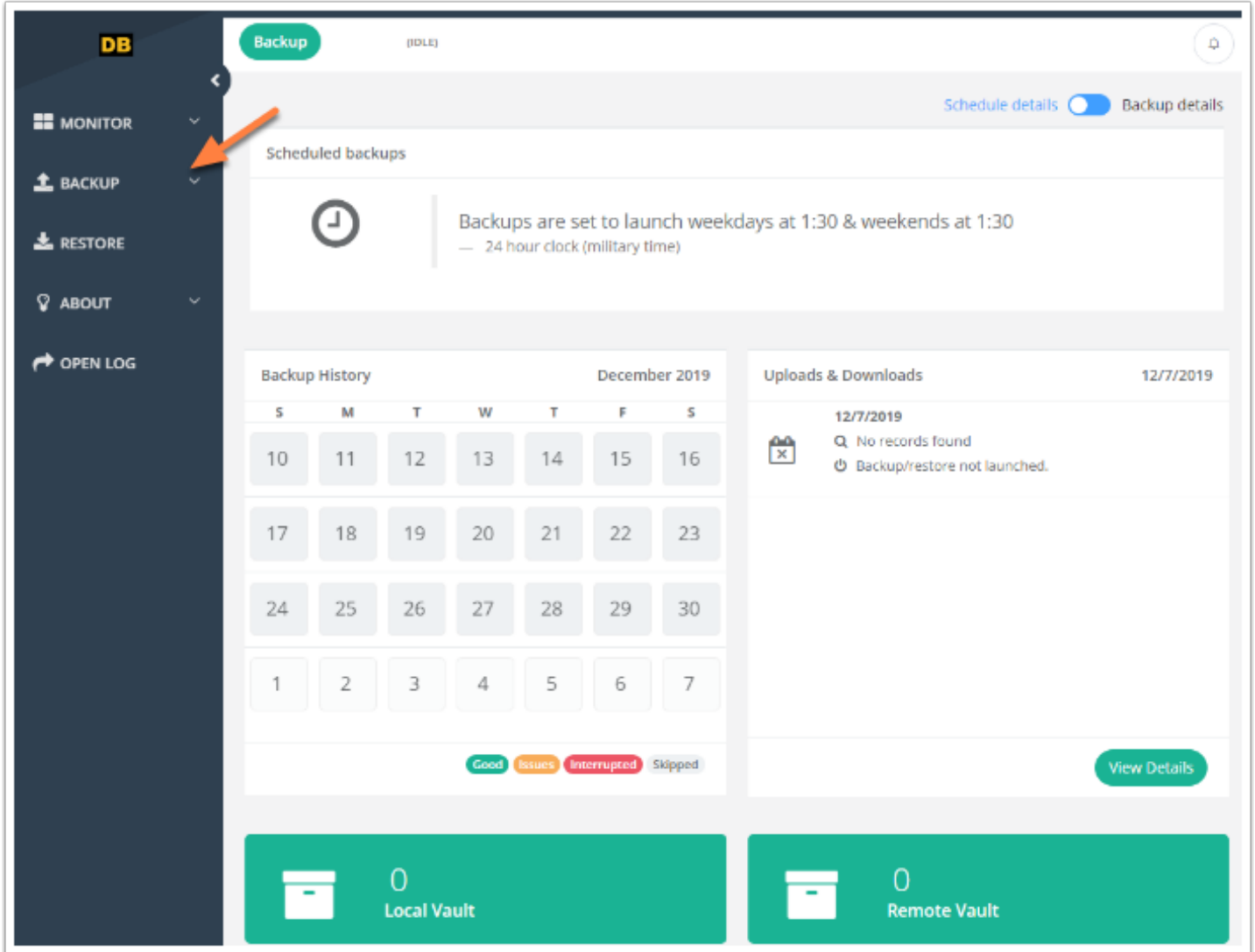
Later you will choose the drive(s) and folders to be backed up.

Click **Done**.



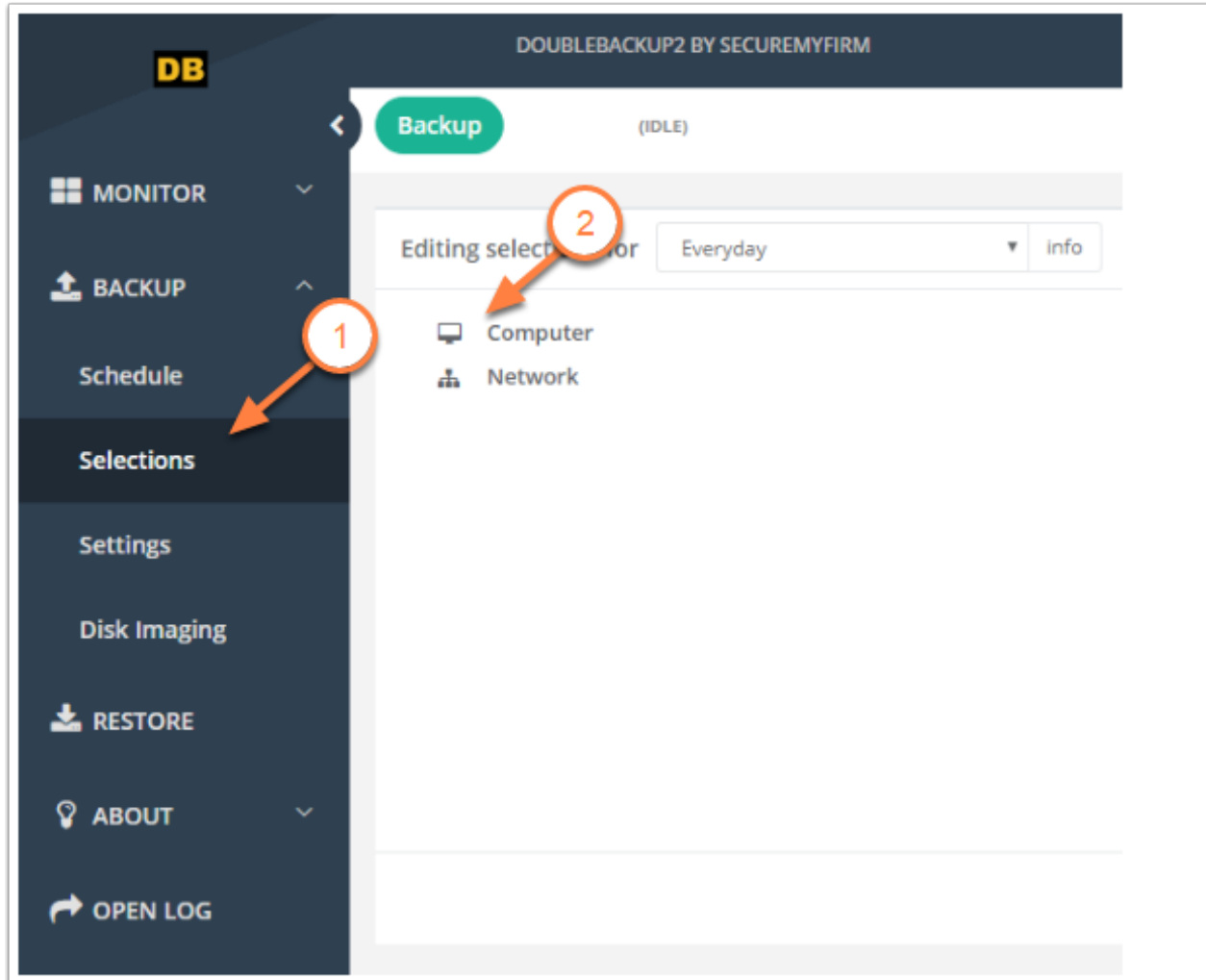
Click Backup

Click the **Backup** menu item.



Click Selections and Computer

Show the list of drives by clicking **Selections** and then **Computer**.

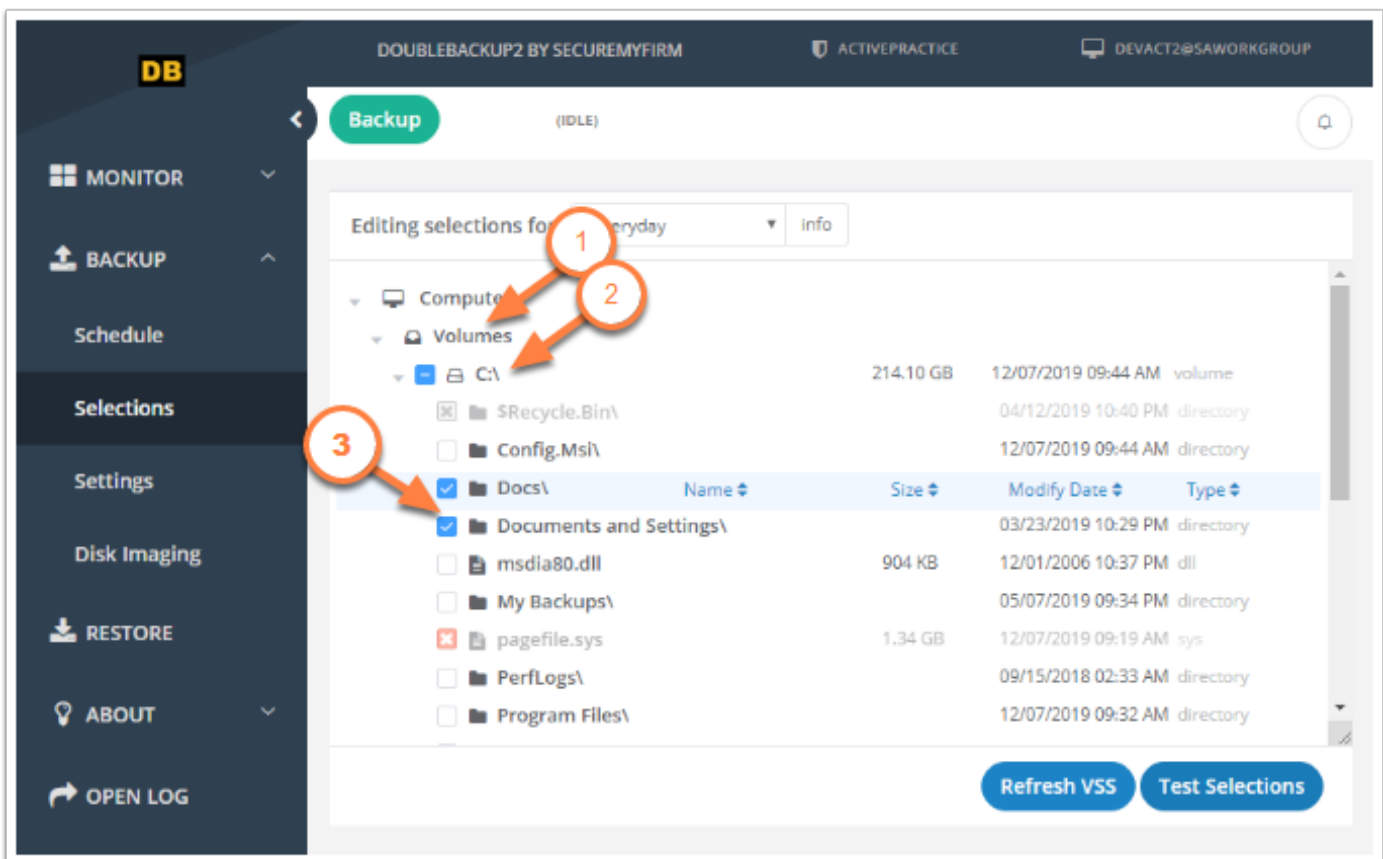


Select Folders to Back Up

1. Click on **Volumes**.
2. **Click** on a drive letter.
3. **Click** on the checkbox next to one or more Folders.

You may select entire drives or folders within drive in any combination. Subfolders are automatically selected.

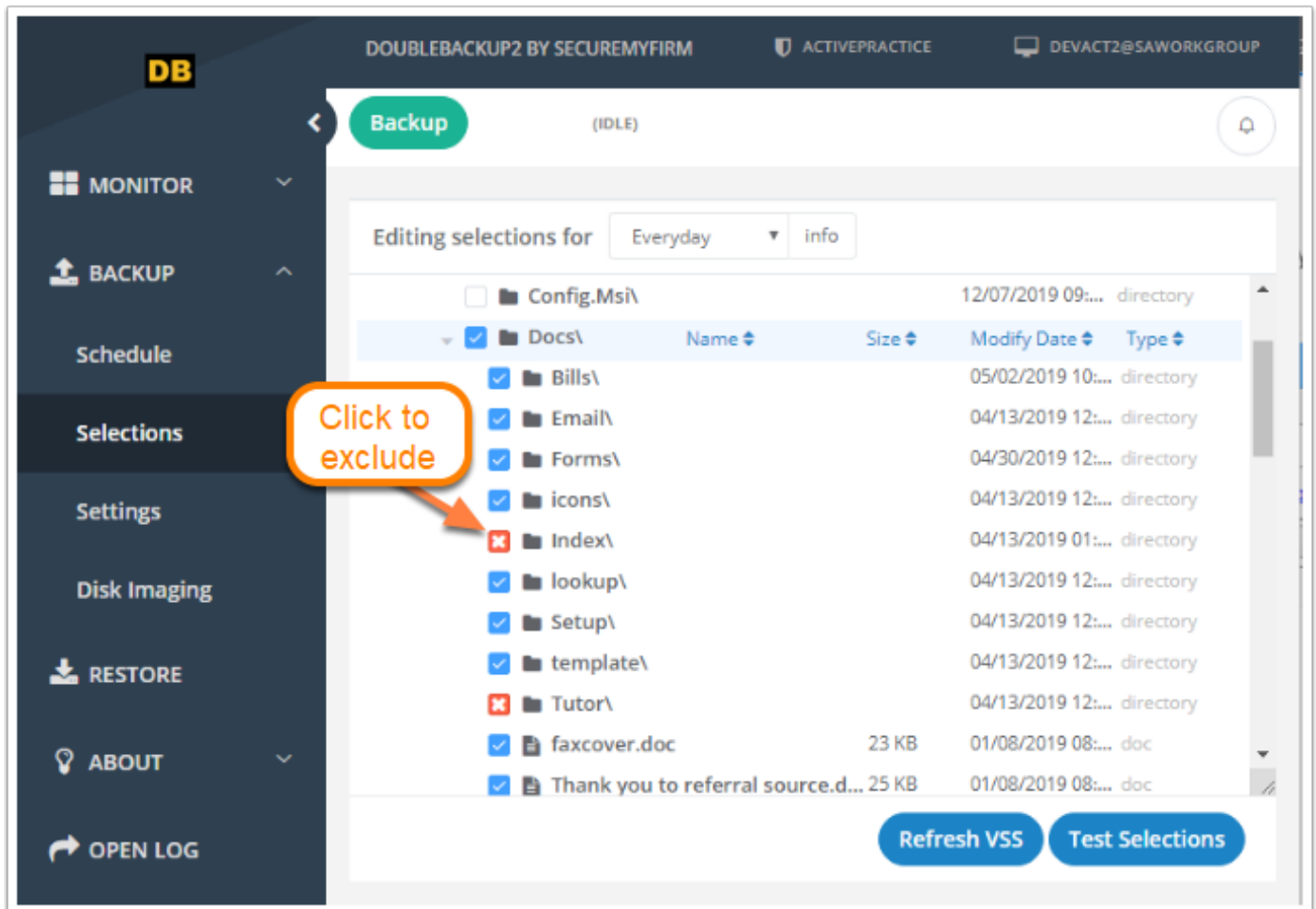
If you select an entire drive or entire folder, any new subfolders will be automatically selected in the future.



Option to Exclude Folders

Optional:

DoubleBackup lets you precisely control the folders and files to include or exclude. For example, if you have selected the C:\Users folder and its subfolders, you can open that folder and choose to Exclude one or more files or folders by marking them with a red X.



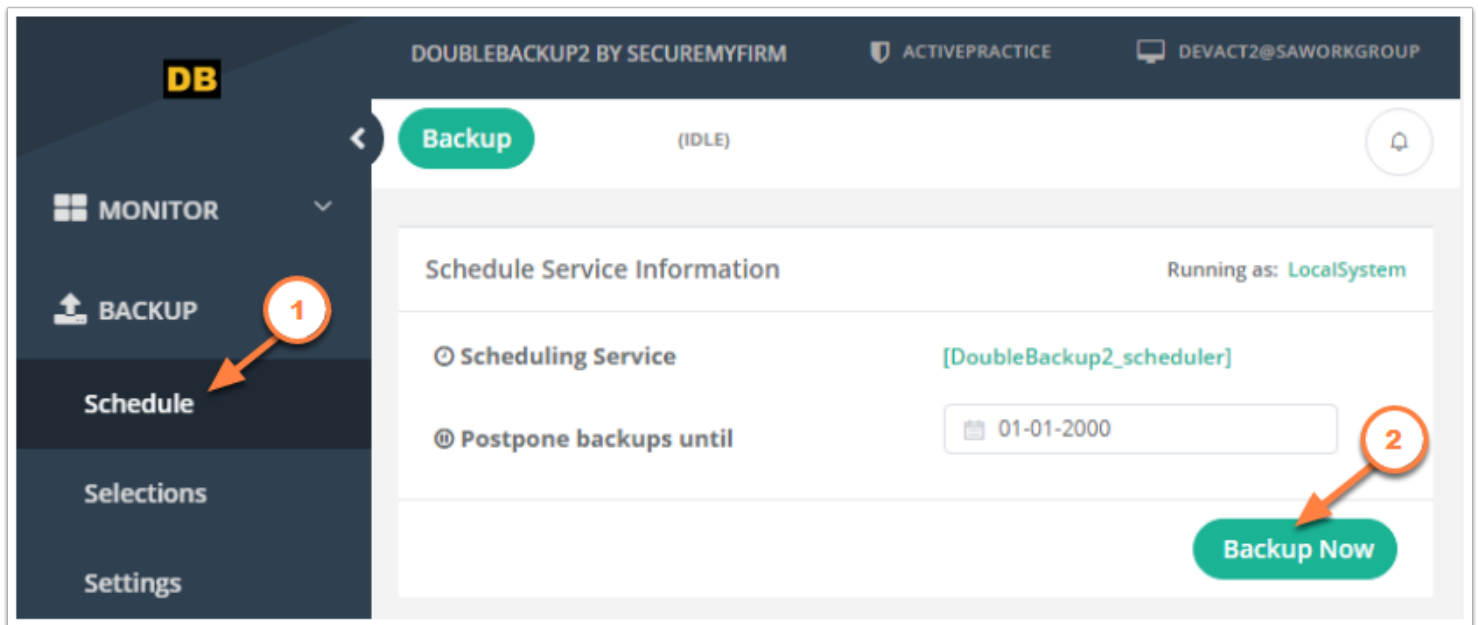
Launch the Backup

To launch the backup immediately:

1. Click **Schedule**.
2. Click the **Backup Now** button.

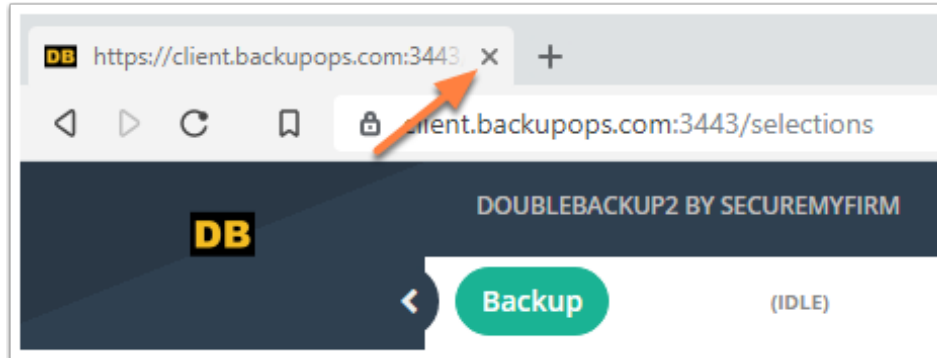
You don't need to start the backup immediately. It will run automatically at the scheduled time.

The first backup may take hours or days to finish. After the first one, backups will be much faster.



Close the Program

Click the **X** in the top tab.



Author

Wells H. Anderson, J.D., CEO

SecureMyFirm, a division of Active Online Inc.

888.922.1120 - Direct: 952.922.1120

<https://www.securemyfirm.com>

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