

How to install DoubleBackup

Download and Run the DoubleBackup Installer File

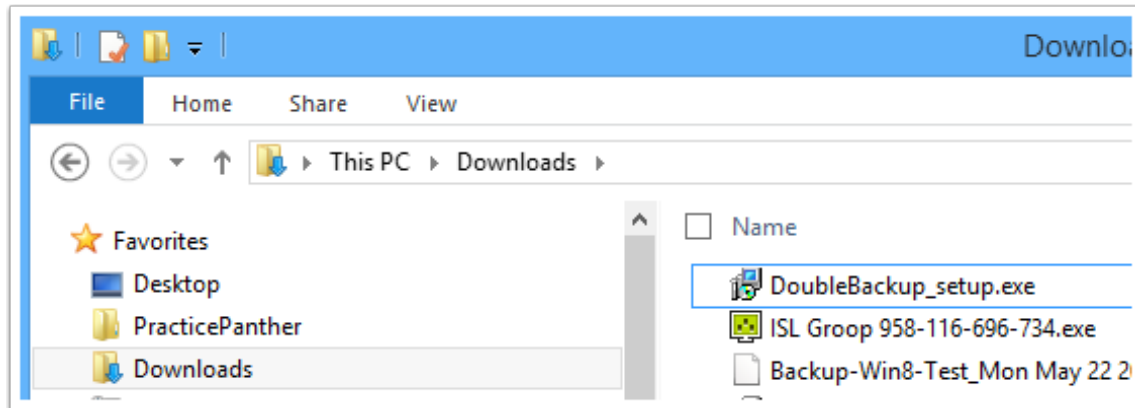
Click on one of these links to download the installer:

DoubleBackup2:

<https://delivery.shopifyapps.com/-/2e5d801865766a4b/bfc395430dd67d81>

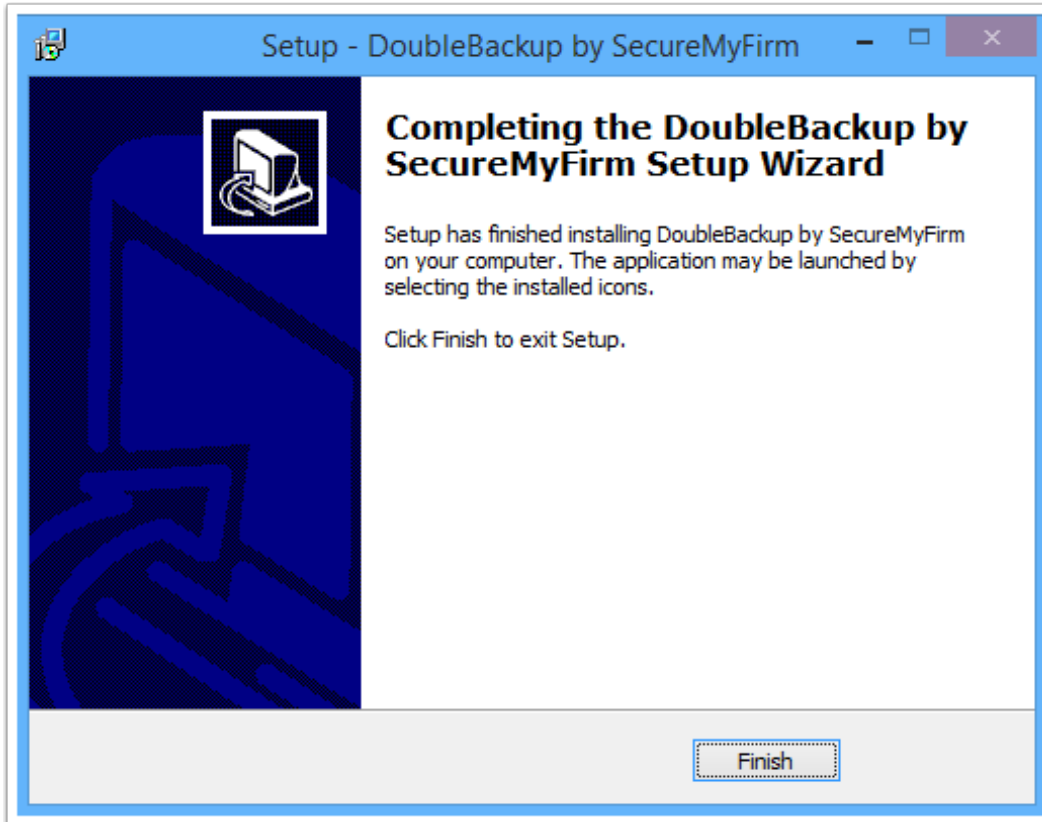
Double-click on the downloaded file, **DoubleBackup2_setup.exe**.

Continue through the installation steps to the Finish window.



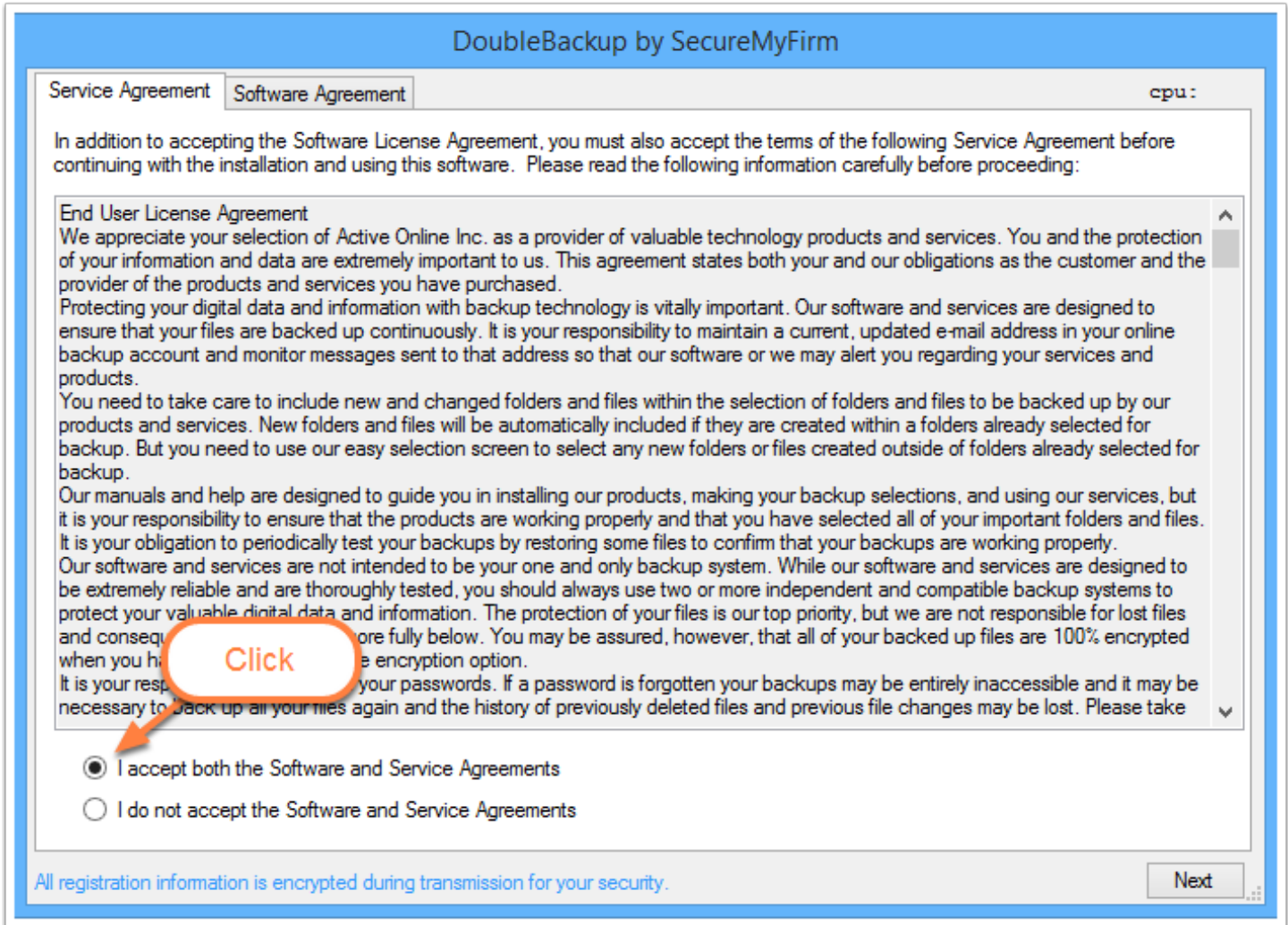
Finish

Click **Finish**.



Next

Click **I accept...** and then click **Next**.



Enter Contact Information

Fill in **Name, Firm, 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**

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.

The screenshot shows the 'DoubleBackup by SecureMyFirm' registration window. The 'Account' tab is active, and the 'cpu:' label is in the top right. The form is divided into two sections: 'Contact information' and 'Desired account name/password on remote BACKUP server'. The 'Contact information' section includes fields for First Name (Robert), Last Name (Brown), Organization (Brown Campos & Howell), Phone number (612-958-1200), and E-Mail address (rbrown@browncampos.com). The 'Desired account name/password' section includes fields for Account name (browncampos), Account password (masked with dots), and Confirm password (masked with dots). A checkbox is checked, with the text: 'Allow backup service provider (host) to recover your password (encryption key) if you forget it. You must have this password to recover your data and your backup service provider cannot reset or retrieve it unless you check this box.' A legend indicates that a red asterisk (*) indicates a required field. A 'Next' button is located at the bottom right of the form. Below the form, a blue status bar contains the text: 'All registration information is encrypted during transmission for your security.' A separate dialog box titled 'DoubleBackup registration succeeded' is open, showing an information icon and the message 'New account registered.' with an 'OK' button.

Account cpu :

Contact information:

- * First Name: Robert
- * Last Name: Brown
- * Organization: Brown Campos & Howell
- * Phone number: 612-958-1200
- * E-Mail address: rbrown@browncampos.com

Desired account name/password on remote BACKUP server:

- * Account name: browncampos
- * Account password: ●●●●●●●●
- * Confirm password: ●●●●●●●●

Allow backup service provider (host) to recover your password (encryption key) if you forget it. You must have this password to recover your data and your backup service provider cannot reset or retrieve it unless you check this box.

* indicates a required field.

All registration information is encrypted during transmission for your security. Next

DoubleBackup registration succeeded ×

i New account registered.

OK

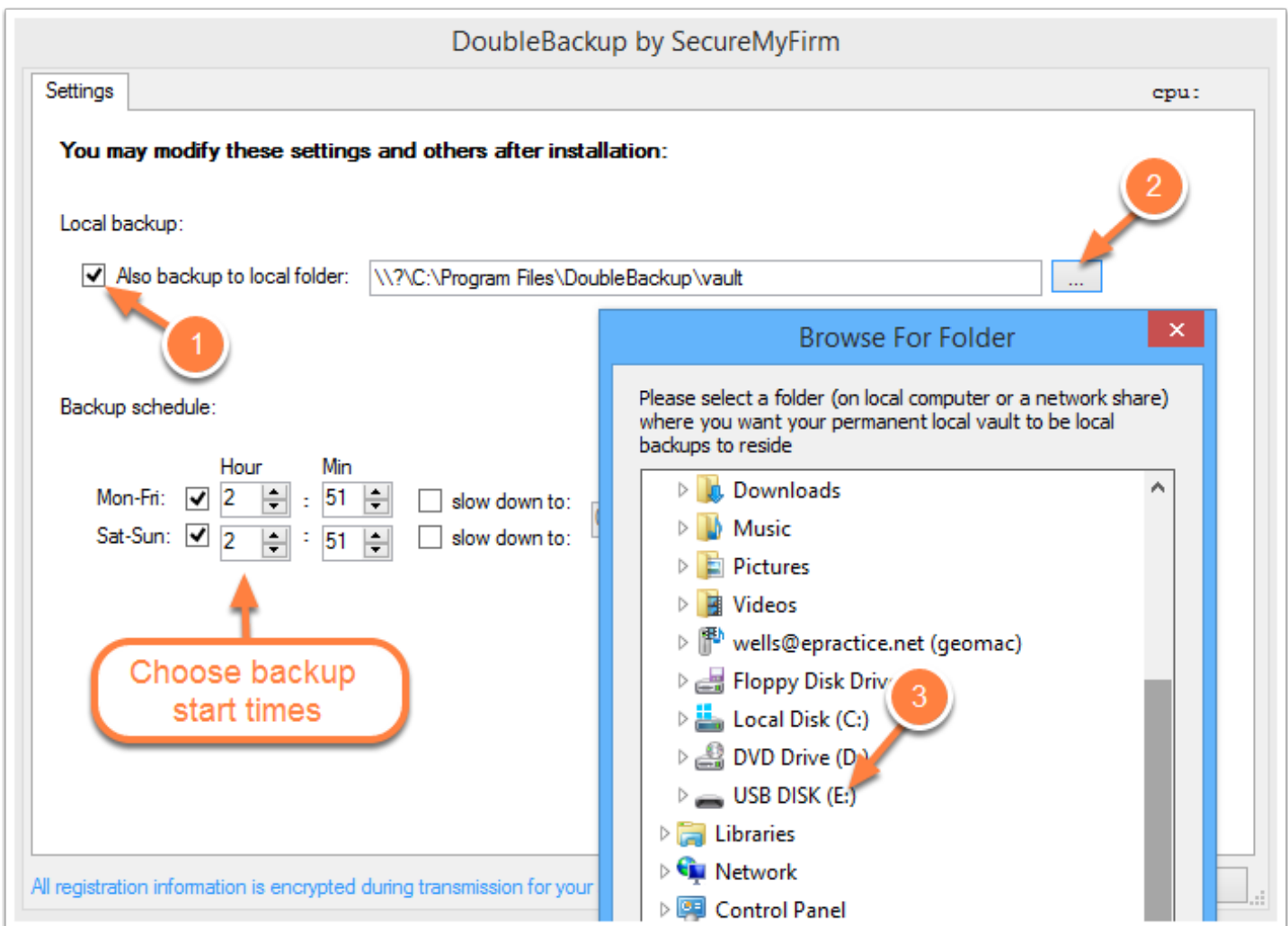
Set the Backup Time and optional local USB drive

Optional:

1. If you have a USB drive for local backups, check the box for **Local backup**.
2. Click the lookup button and
3. Select the USB 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.

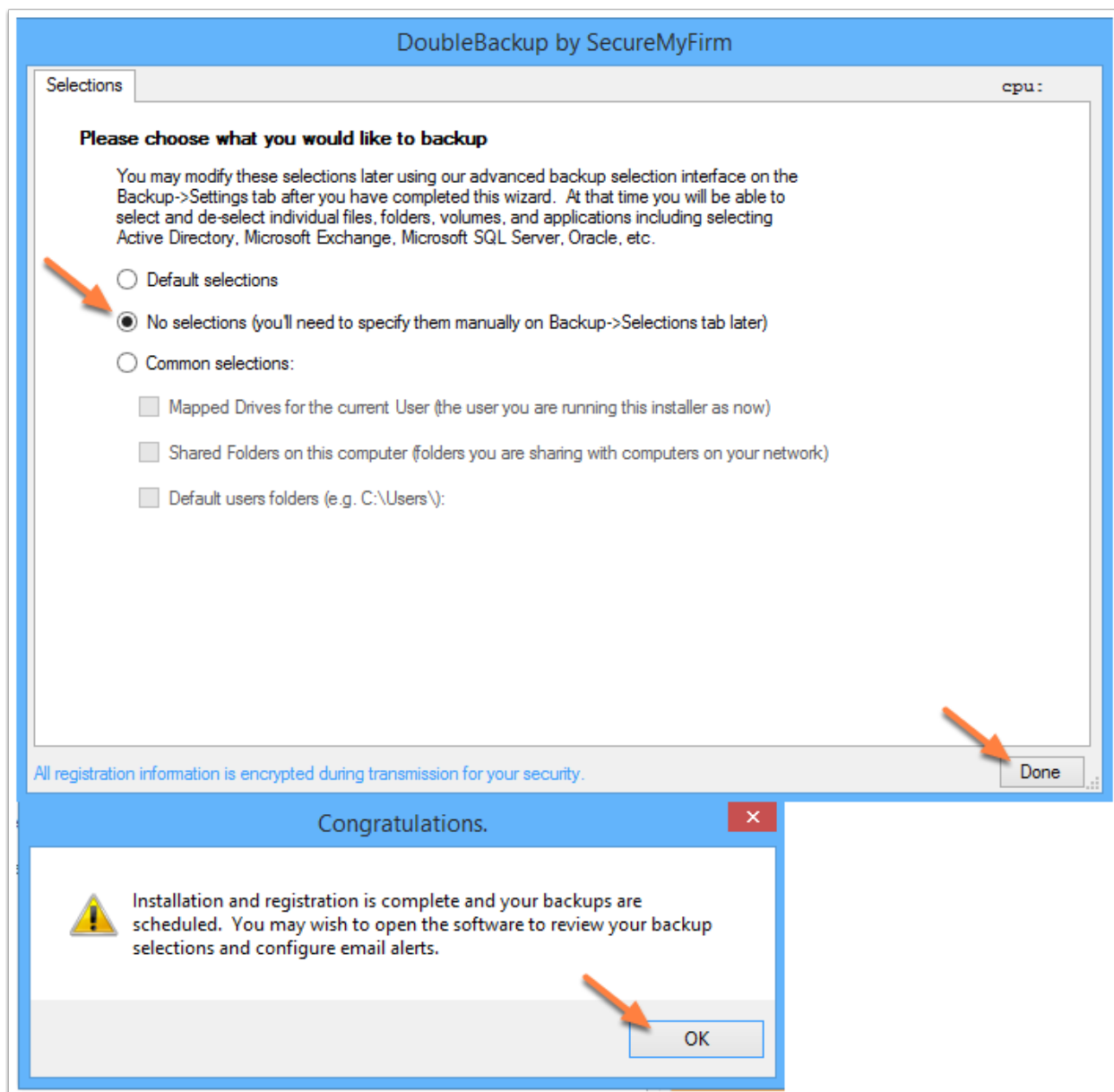


Choose No Selections

Click **No selections**

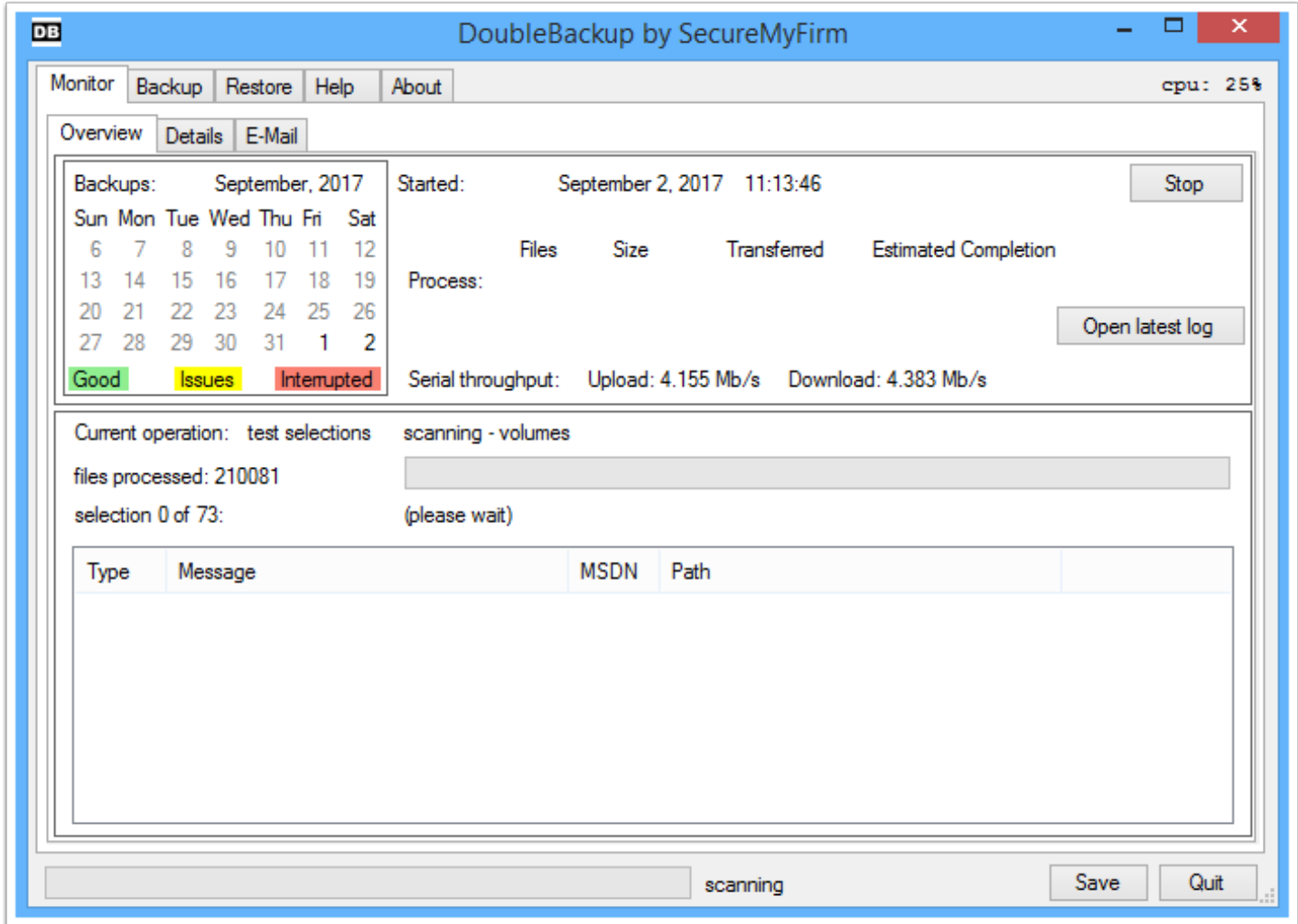
Later you will choose the drive(s), folders and network drives to be backed up.

Click **OK**. The window will close.



Open the DoubleBackup Program

Find the **DB** icon on the Desktop and double-click it to open DoubleBackup.



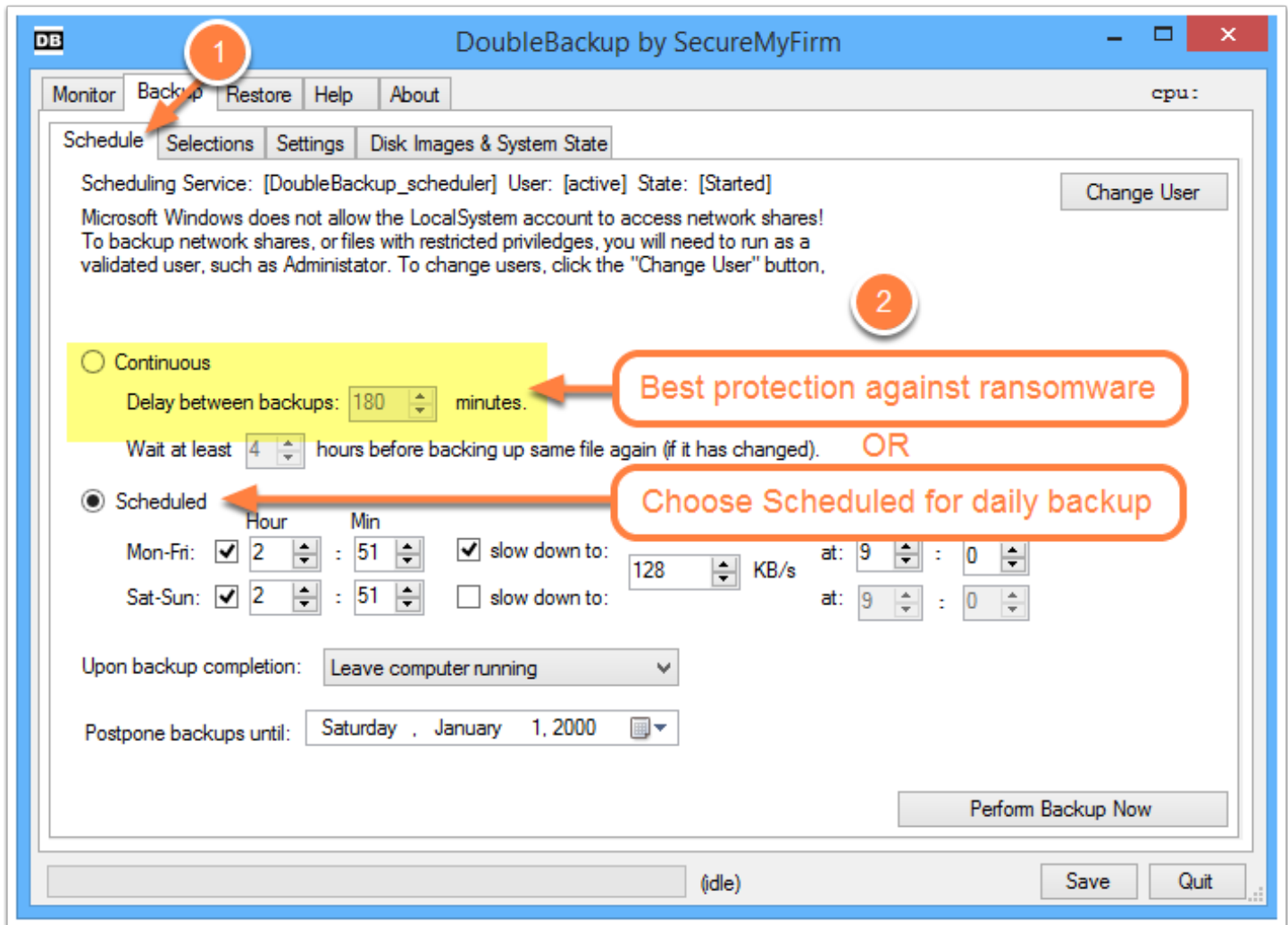
Set the Backup Schedule

1. Click the **Schedule** tab.
2. Choose **Continuous** or **Scheduled**.

Use the **Continuous** option for the best protection against ransomware and other threats, Set the **Delay between backups** to 30 minutes.

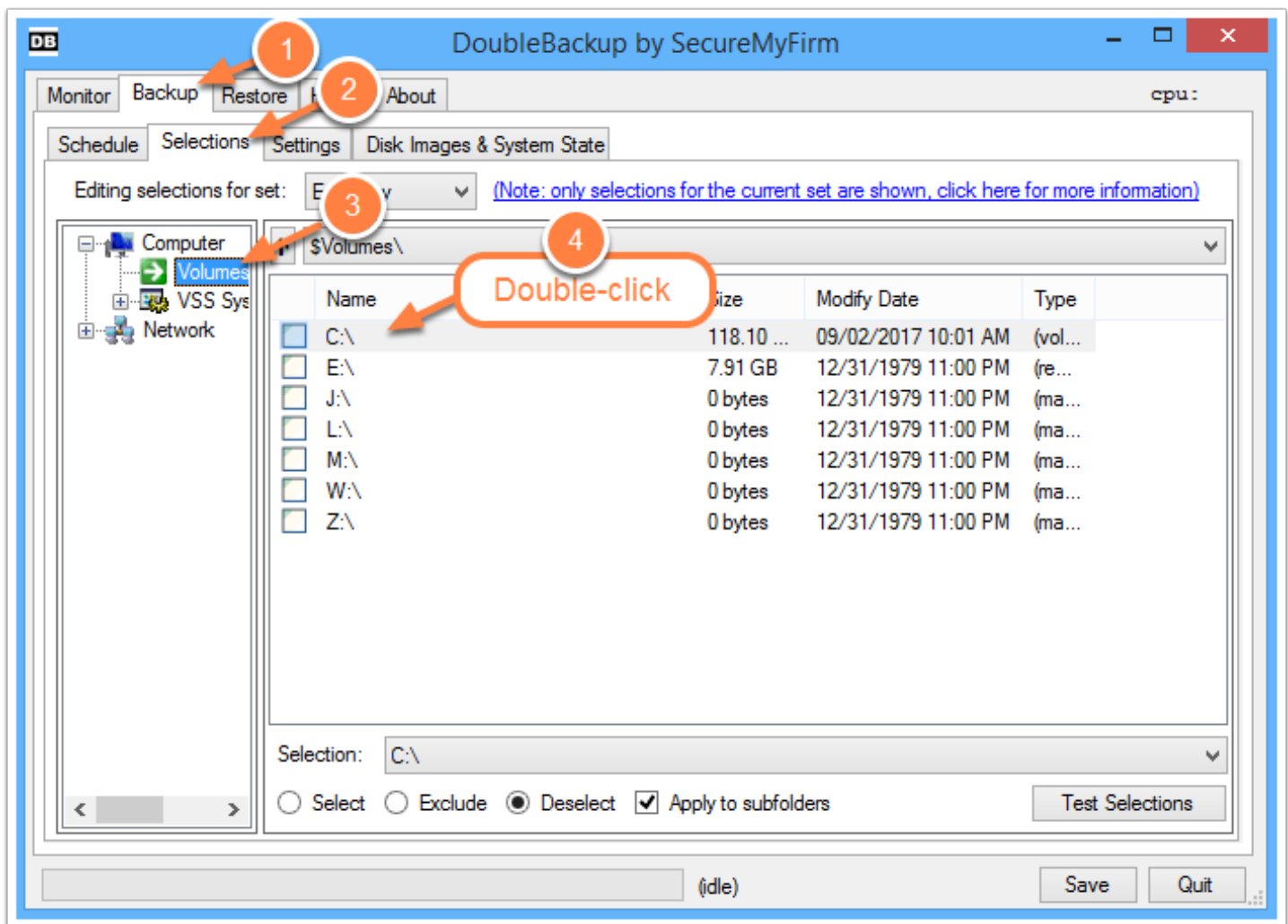
OR:

Use the **Scheduled** option for once-per-day backups.



Select Folders to Back Up

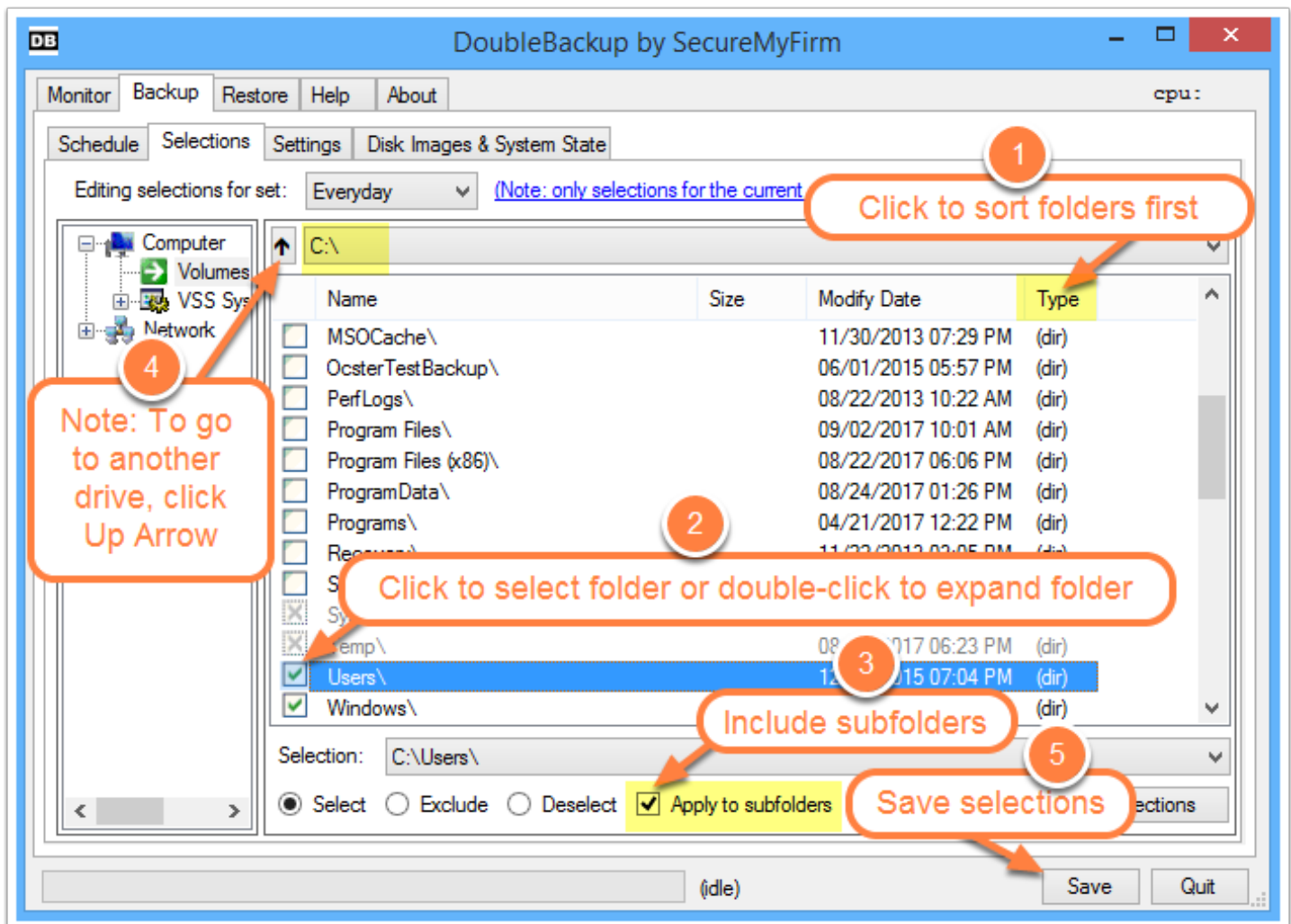
1. Click **Backup** tab.
2. Click **Selections** tab.
3. Click on **Volumes**.
4. **Double-click** on a drive letter.



Select Folders to Back Up

In this example, the **C:** drive was selected. To select folders:

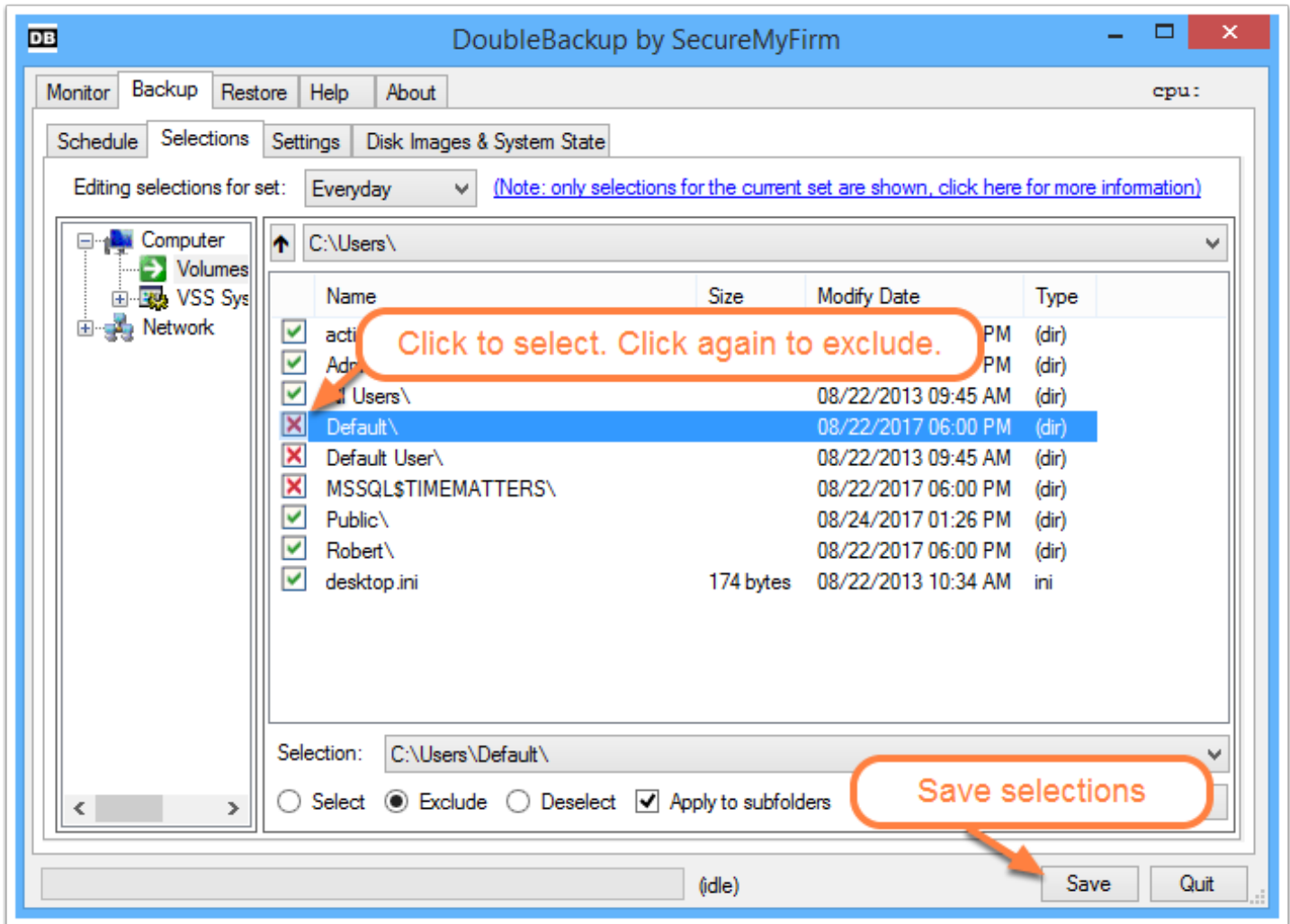
1. Click on **Type** header to sort folders alphabetically.
2. Click each folder you want to protect.
3. Click the **Apply to subfolders** box.
4. To back up more drives, use the Up Arrow to return to **Volumes** and double-click another drive.
5. Click **Save**



Option to Exclude Folders

Optional:

DoubleBackup lets you precisely control the folders 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 it with a red X.



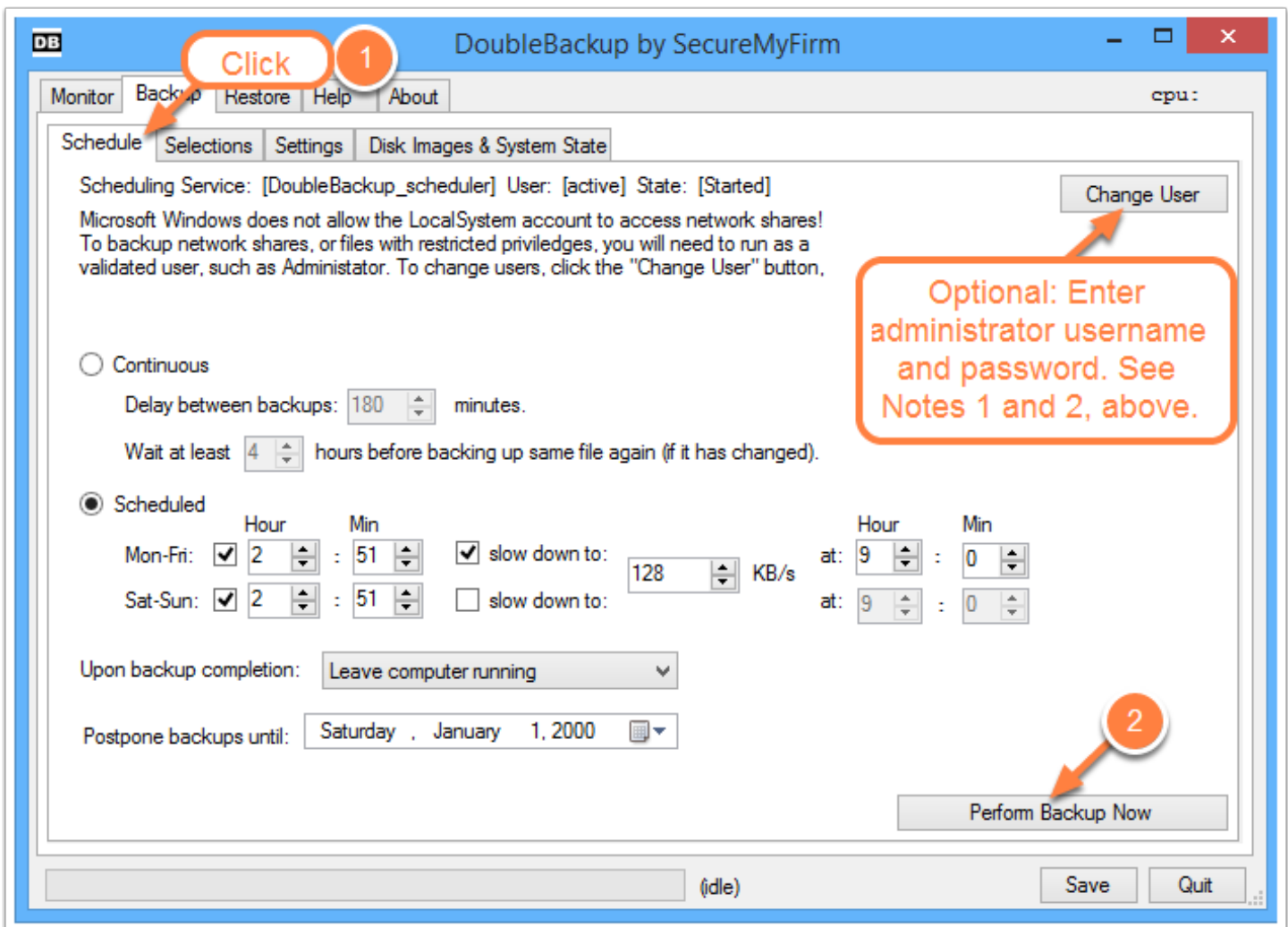
Launch the Backup

To start the backup immediately:

1. Click the **Schedule** tab.
2. Click **Perform Backup Now**

Note 1: On some computers, you need to **Change User** to Administrator to allow the scheduler to run automatic backups. After DoubleBackup2 is installed, we monitor your backups and will let you know if the scheduler is not running. You can also check the **Monitor** tab for the history of your backups. To change the user, click on the **Change User** button and enter the administrator username and password. If you change the administrator password in the future, return to this screen and update it.

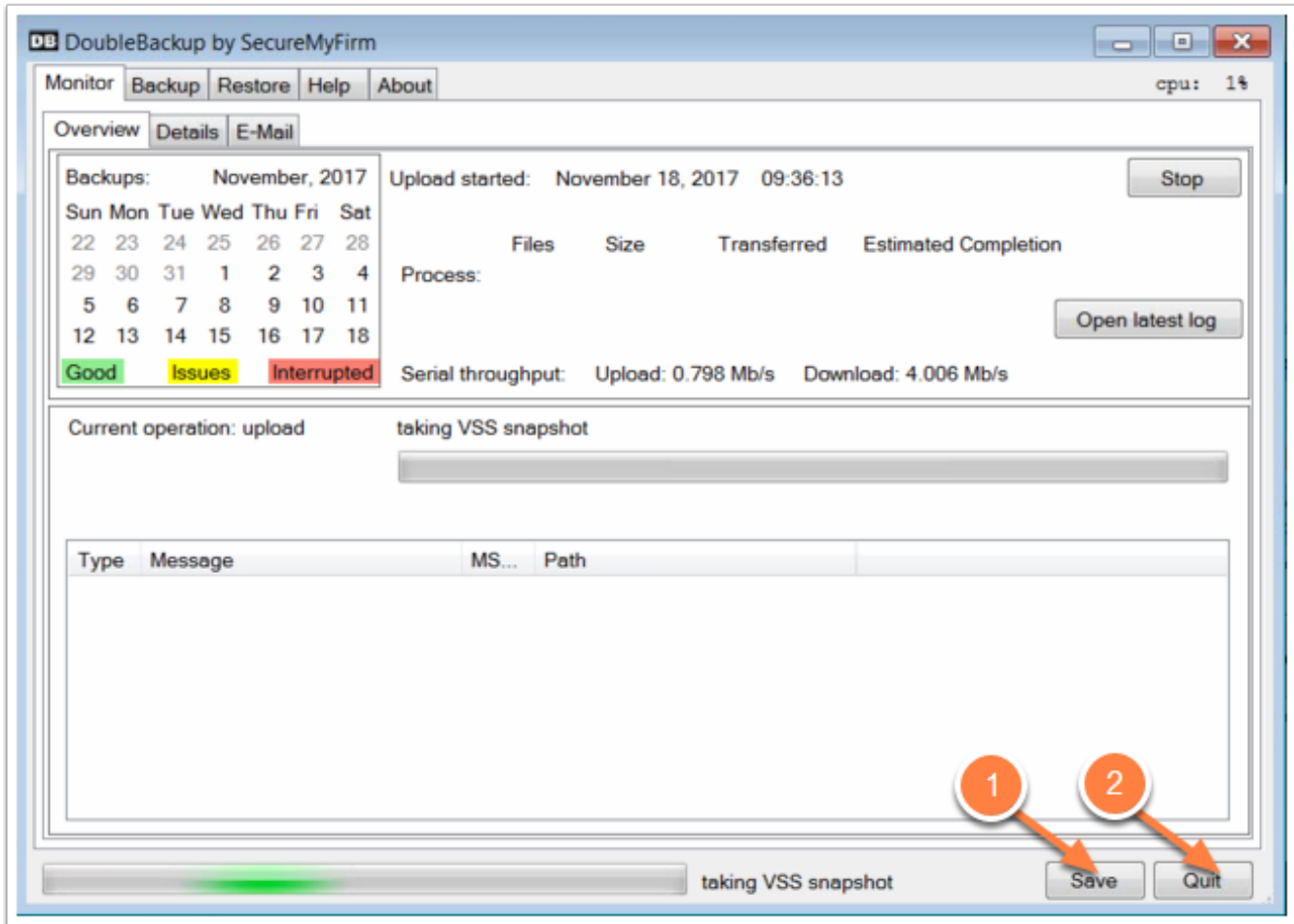
Note 2: Change User is also necessary if you want to back up network shares on other machines. To change the user, click on the **Change User** button and enter the administrator username and password. If you change the administrator password in the future, return to this screen and update it.



Close the Program

Click **Save** and **Quit**.

Click **OK** in the small windows that appears.



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