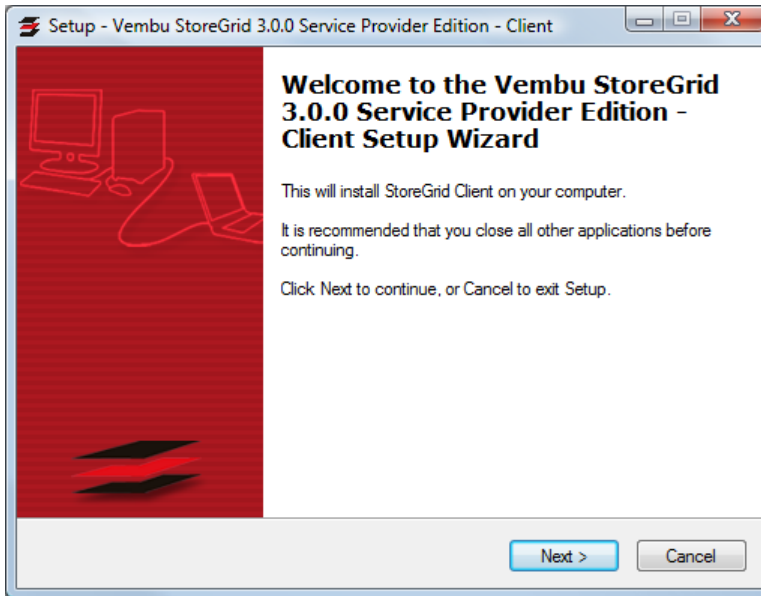


# Client Software Installation

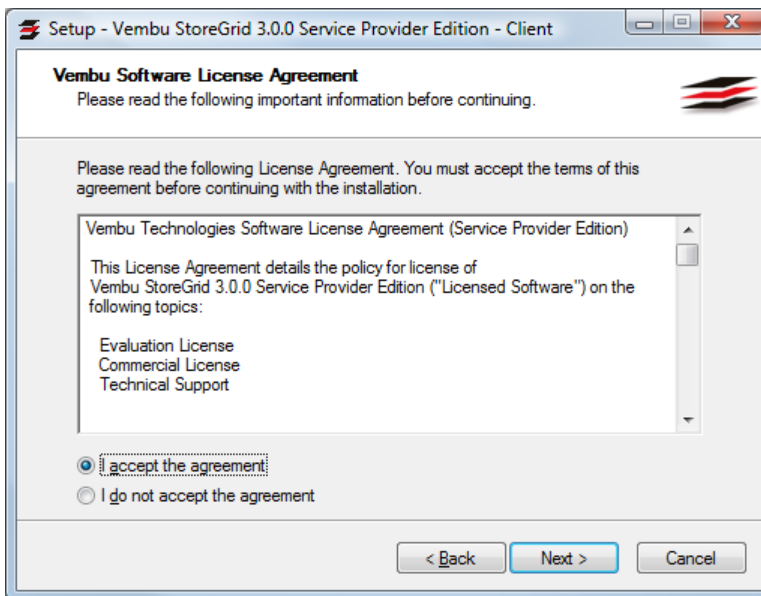
Follow these simple steps to get started with OffsiteDataBackup.ca

1 – Download the installation file by clicking [this link](#). Choose Run, then follow the steps below.

Click Next



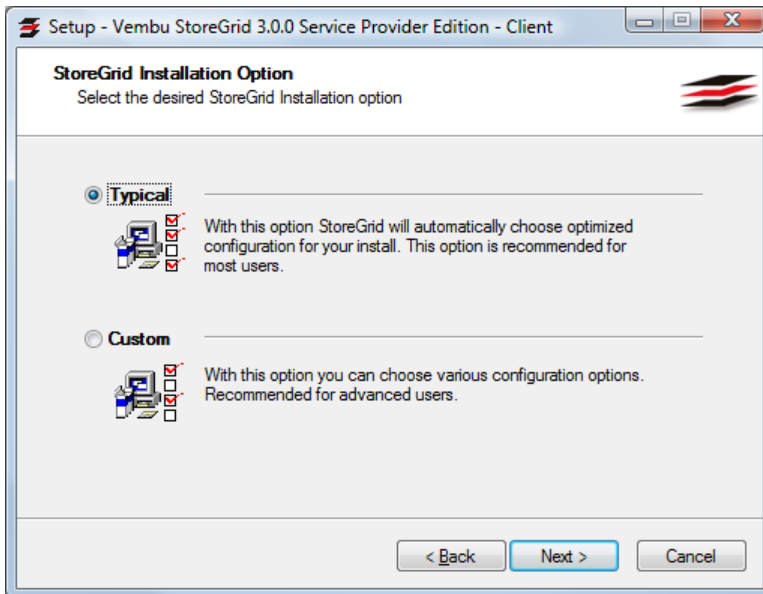
Accept the agreement and click Next.



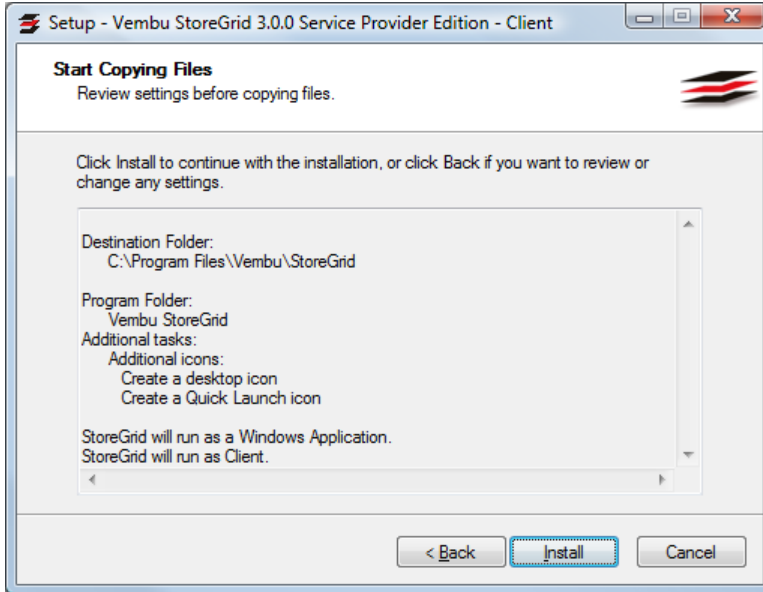
Enter **Your** email address and click Next. If protecting multiple computers each one will need something unique here, so you can use multiple email addresses if available, or use any unique identifier (for example: frontdesk.yourcompany, server1.yourcompany, kids.yourfullname, study.yourfullname, etc.)



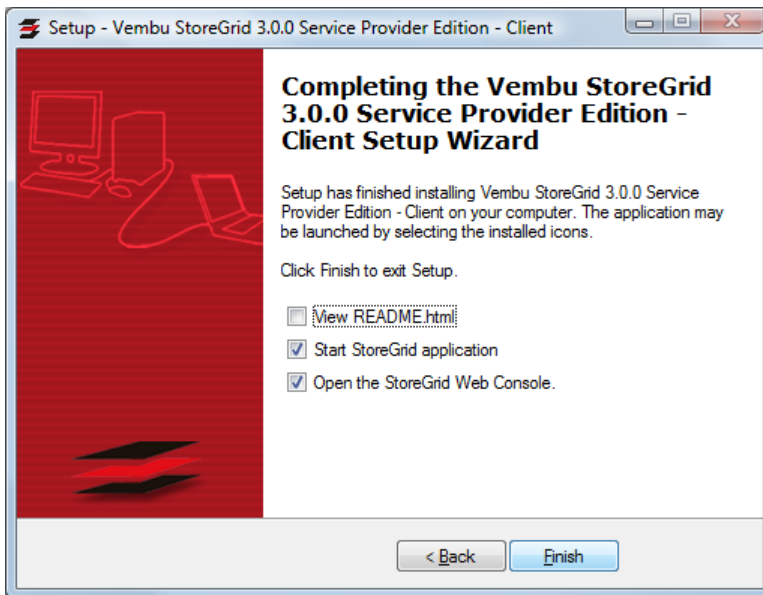
Select Typical and click Next.



## Click Install



When the installation process completes, uncheck "View README.html" and click Finish.

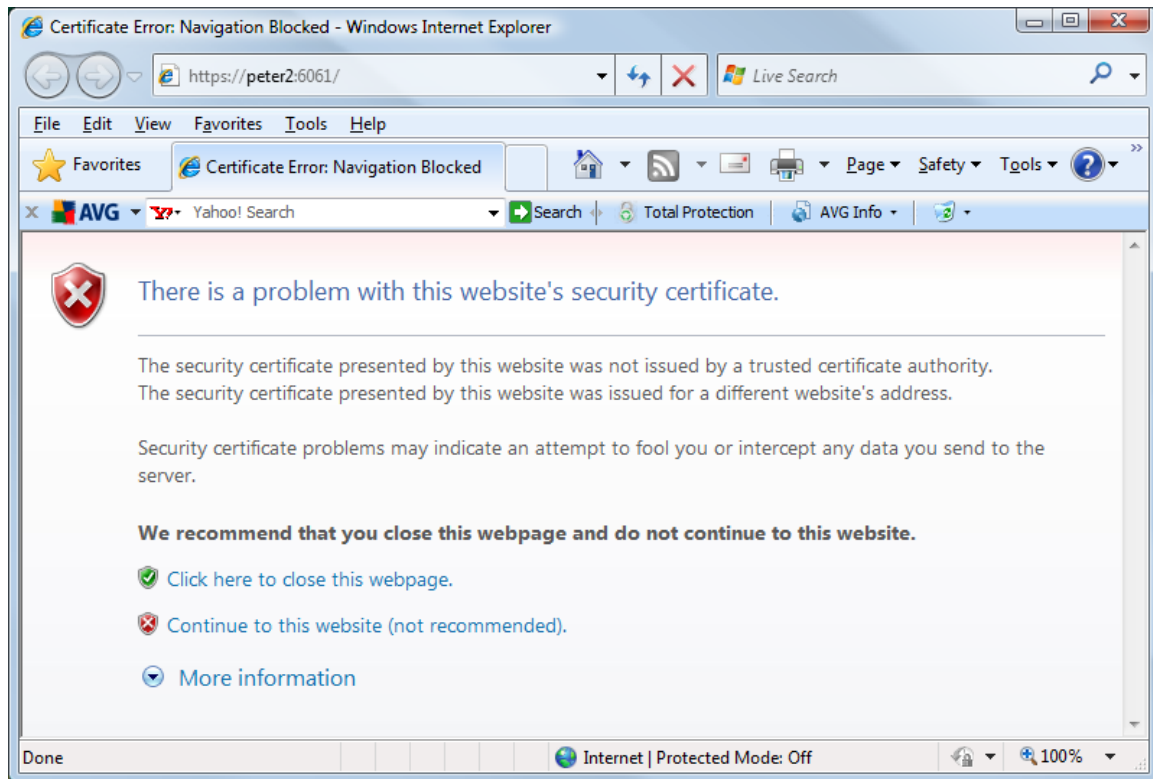


That's all there is to it! Now proceed to configuring your first backup.

## Configuring your first backup

From the Start menu, go to Programs (or All programs) then Vembu Storegrid, then Storegrid Web Console. Or, double click on the new StoreGrid Web Console icon on your desktop.

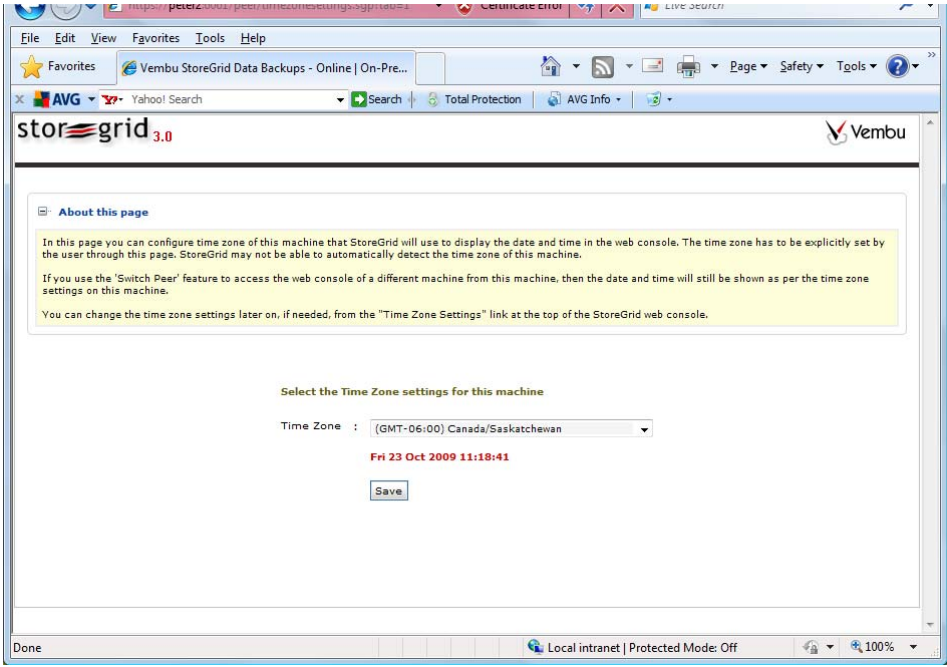
If you get a security error, you can safely ignore it. Although it looks like you're being taken to a page on the internet, it's actually a special internal webpage on your computer only (notice your computer name in the address bar?). It's completely safe – please click "Continue to this website".



On the next screen enter the default login (admin) and password (admin). These can be changed later if you wish.



Select your timezone and click Save.



Step 1: Enter a name for this backup. You can configure multiple backups to run sequentially, for example your My Documents followed by your Internet Explorer settings followed by several critical folders on your C: drive.

Step 2: Select the item(s) to backup. Note that the non drive letter items (My Documents, etc.) can only be selected 1 per backup schedule. Create multiple schedules if required. Advanced users: you can click on Files/Folders filter to exclude subfolders (such as My Music), specific files, file types (.mp3, .wmv), etc.

Step 3: Normally, the defaults here should be fine. Advanced users can adjust to compensate for a slow / busy computer.

Step 4: Either change to Disable or set a password. PLEASE do not lose this password, if you forget it when you need access to your backups we will NOT be able to help you.

Step 5: Set a schedule. We strongly recommend you choose "Run Daily" and set it for the earliest time in the day that backup operations will not impact you. For example, if this is for personal use and you normally aren't using the internet past 10pm, set it for 11pm or midnight. If you are a small business that closes at 6pm and people usually don't work late, set it for 7 or 8 pm. Selecting continuous or choosing a time during the working day will of course slow down your internet connection.

When finished, click on Save Backup, then click OK to confirm. Note that you can go back and edit this any time you like.

