

BackupAssist v6 quickstart guide



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This guide is intended for users that have upgraded to BackupAssist v6 from a previous version of BackupAssist. A basic understanding of how to use BackupAssist is assumed. If you are new to BackupAssist we recommend that you read the help file that comes with the software, as well as the [Documentation](#) section of our website. You can also contact our support team at support@backupassist.com for further assistance.

New features in BackupAssist v6

Operating System & Environment support

- Server 2008 R2 ready, Exchange 2010 ready and SQL 2008 R2 ready.

VSS application backup

- Back up Microsoft applications, such as Exchange Server, SQL Server, and Hyper-V
- Back up VSS-aware applications that use standard VSS backup methods.

System State backup

- Individual System State backup on Windows XP, 2003, Vista, 7, 2008 and 2008 R2 using File Replication, Zip or Windows Imaging (Server 2008 R2).

Restore Console improvements

- File and VSS application restore from any File Replication, Rsync, Zip or Windows Image backup
- System State restore from any File Replication or Zip backup
- Exchange mailbox and public folder restore.

Internet backup improvements

- Fully 'Cloud' ready: back up to any Rsync cloud provider you choose, including Amazon S3 Rsync, RSync.net, or your own Rsync Server.
- Military-grade AES 256-bit encryption and file name obfuscation for backups stored on any Rsync server
- Exact file backups including NTFS security and attributes¹.

Hyper-V backup and restore improvements

- Use the new Hyper-V Config Reporter tool to create a HTML report of your Hyper-V Host setup and Guest VM settings
- Export a Guest VM drive volume to a .vhd file so you can easily rebuild a virtual machine
- BackupAssist VM Granular Restore Console now works with NAS backups.

TrueCrypt-compatible encryption

- Enable TrueCrypt-compatible encryption on any backup destination when using File Replication or NTBackup².

Integrated mailbox backups

- Add Exchange mailbox and public folder backups to any BackupAssist job.

Import/export settings

- Save your BackupAssist job and global settings to a file that can be imported on any machine running BackupAssist v6.

Zip Engine additions

- Schedule full, differential, incremental, and copy backups.

¹ NTFS attributes will only be copied if the backup destination supports NTFS.

² Excludes tape drive destinations

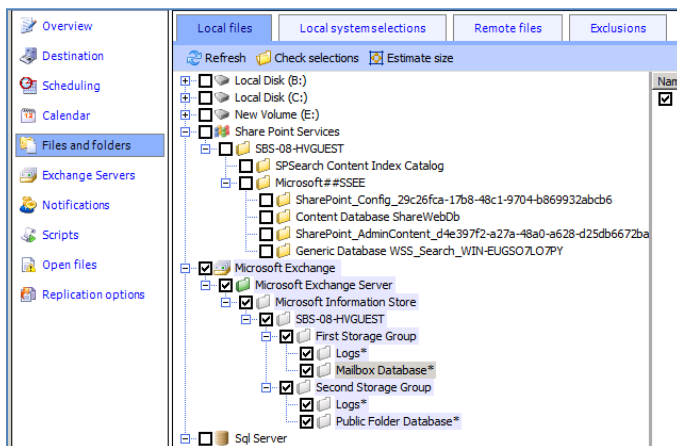
VSS application backup (Exchange, SQL, SharePoint)

File Replication, Zip, Rsync and Windows Imaging

The Microsoft Volume Shadow Copy Service or VSS is a storage management framework designed for Windows to create point-in-time copies or snapshots of drives where files are in use. In summary, VSS works as follows:

1. BackupAssist sends a request to VSS to perform a snapshot of the selected disk volumes
2. VSS communicates with running applications to complete existing transactions and halt new ones
3. VSS takes a snapshot of the selected drive volumes
4. Once complete, VSS communicates with running applications to resume normal operations
5. BackupAssist then backs up the snapshot created, where no open files are present
6. Once the backup of the snapshot completes, VSS removes the snapshot from the system.

In previous versions of BackupAssist, it was possible to back up locally running VSS applications, but it was a manual process that required you to select the relevant files. BackupAssist v6 now includes fully integrated support for local VSS application backup and restore, allowing you to select entire applications or individual components (e.g. specific storage groups in Exchange Server or specific database in SQL Server) to back up. Microsoft applications, such as Exchange Server, SQL Server, Sharepoint and Hyper-V are all fully supported as well as any VSS-aware application that uses standard VSS restore methods.

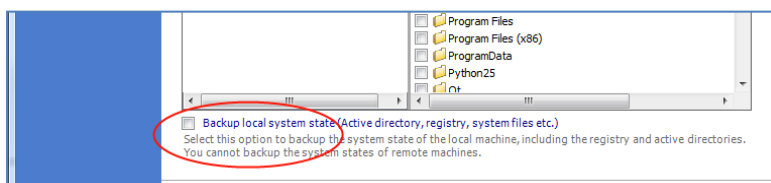


Please note: BackupAssist cannot be used to back up VSS applications running on remote machines.

System State backup

File Replication, Zip, and Windows Imaging³

With BackupAssist v6 you can schedule 'System State only' backups across all modern Windows operating systems, or even back up the System State as part of a larger backup including files and applications, using File Replication, Zip, or Windows Imaging³. A System State backup includes important Windows systems settings, such as the Registry, and is crucial for system recovery.



³ Individual System State backup with Windows Imaging only on Server 2008 R2 where the destination is not rdx/REV or NAS.

Restore files, applications, System State and mailboxes

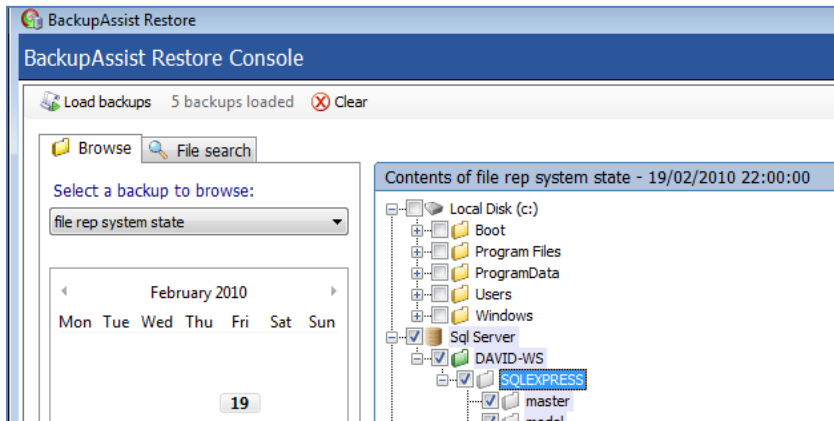
BackupAssist Restore Console

File and folder restore from Windows Image backups

With the BackupAssist v6 Restore Console you can easily restore files from any Image backup either by browsing its contents, or by using the 'free search' facility to find a specific file across all Image backup sets.

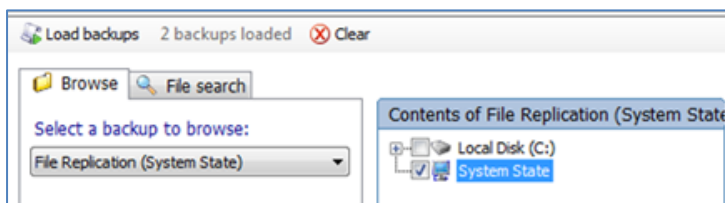
VSS application restore

Restore entire VSS applications or individual components from File Replication, Zip, Rsync or Imaging backups.



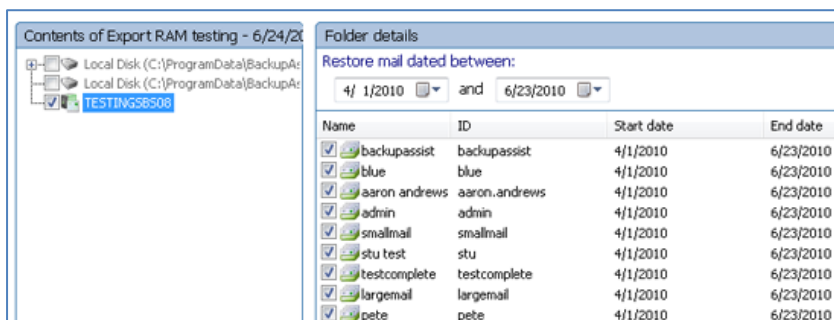
System State restore

Load any File Replication or Zip backup, and browse its contents to restore the System State.



Exchange mailbox and public folder restore

Easily restore Exchange mailboxes and public folders with the BackupAssist v6 Restore Console, specifying the date range of the mail items to recover. You can restore either directly back into the Exchange Server or to an alternate Exchange Server of your choosing.



Fully 'cloud' ready Internet backups

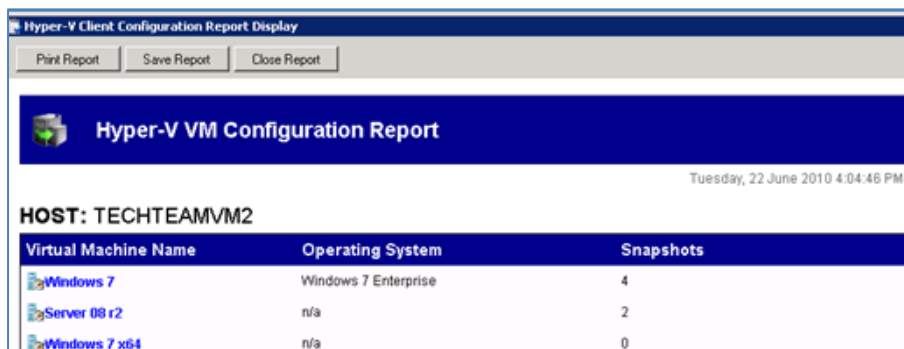
BackupAssist for Rsync (Standalone or Add-on)

BackupAssist for Rsync now provides military grade encryption capabilities, making it fully cloud ready and suitable for use with any data host. Data is encrypted at the Server using AES-256 bit encryption in an Rsync friendly format. File names and directory names are also obscured so that data on the host cannot be read or determine what the data is. Additionally, BackupAssist for Rsync can now be set to back up all NTFS data, ensuring that your security settings can be restored.

Hyper-V backup and restore capabilities

The BackupAssist VM Granular Restore Console Add-on

The BackupAssist VM Granular Restore Console Add-on now includes the Hyper-V Config Reporter, which automates the tasks of documenting your Hyper-V configuration settings. You can generate a HTML report of your Hyper-V Host and Guest Virtual Machine settings, making it easy to recreate an existing VM on a new Host.



Virtual Machine Name	Operating System	Snapshots
Windows 7	Windows 7 Enterprise	4
Server 08 r2	n/a	2
Windows 7 x64	n/a	0

Export VHD files from a backup to a guest

Using the updated BackupAssist VM Granular Restore Console Add-on, you can export Guest VM drive volumes to separate .vhd files so you can easily rebuild a virtual machine in the event of a major disaster scenario.

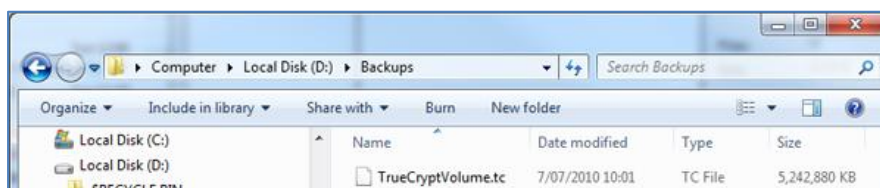
Restore from Image backups stored on a NAS

The BackupAssist VM Granular Restore Console now supports restoring from Image backups of the Hyper-V Host stored on a NAS device.

TrueCrypt-compatible encryption

File Replication and NTBackup

BackupAssist v6 offers TrueCrypt-compatible encryption for File Replication and NTBackup jobs. With TrueCrypt-compatible encryption a password encrypted file is created on your backup destination, which contains a virtual encrypted volume that is used to store backups. Encryption occurs on the fly as BackupAssist copies data to the encrypted volume. Anyone browsing the backup destination will only see a single TrueCrypt-compatible container file, **TrueCryptVolume.tc**, so the contents of your backups will be safe from prying eyes:

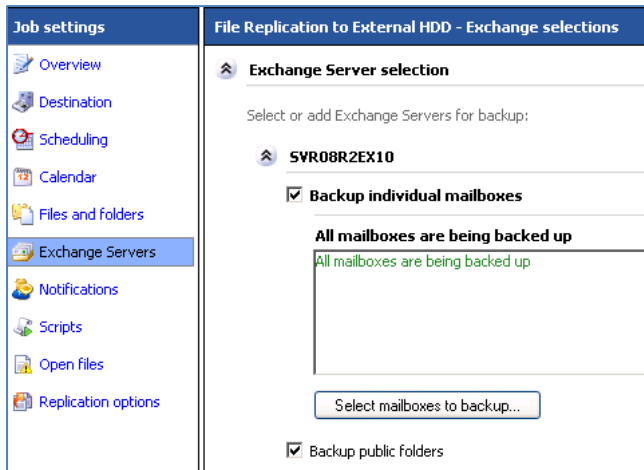


You can retrieve data from a TrueCrypt-compatible volume using the BackupAssist Restore Console.

Integrated mailbox backups

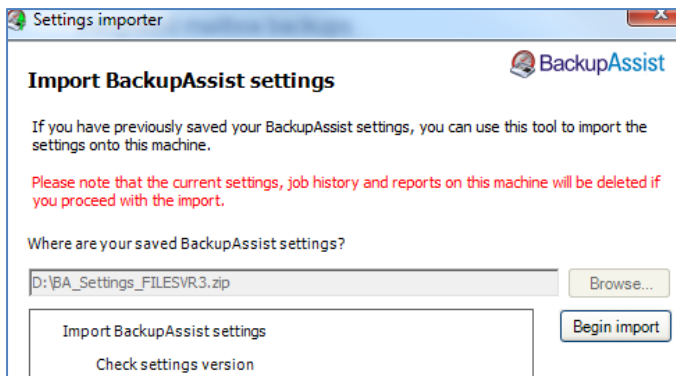
File Replication, NTBackup, Zip, Windows Imaging and Rsync

With BackupAssist v6 you can embed Exchange Mailbox and Public Folder backups to PST⁴ in all BackupAssist jobs via the 'Exchange Servers' tab. Mailbox and Public Folder backups are executed as part of a backup run, and included in your main file selections, which are written to your backup destination in the specified format.



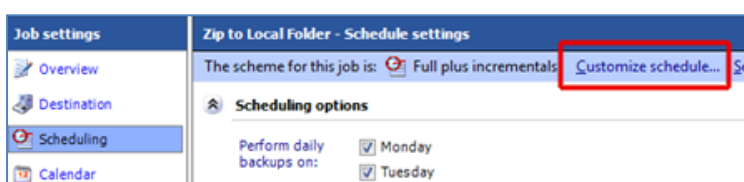
Import and export BackupAssist settings

BackupAssist v6 allows you to export your settings to a file that can be imported back to any BackupAssist v6 installation. This means you can keep a copy of a working configuration that you can return to at a later time, or migrate your setup to a different machine running BackupAssist v6.



Full, differential, incremental and copy backups with the Zip Engine

Zip jobs can now be configured to run full, incremental, differential and copy backups. When a Zip job runs BackupAssist checks each file and takes the appropriate action according to the type of backup scheduled.



⁴ Requires the BackupAssist Exchange Mailbox Add-on

This new capability is available for all Zip hardware destinations, including tape drives⁵. You can also restore from a differential, incremental or copy Zip backup using the BackupAssist Restore Console. Each incremental, differential or copy backup is automatically linked to the previous incremental or full backup, which means that each backup you browse will have a full list of files that can be selected for restore. If you select a file not contained in the active backup set, you will be automatically prompted for the location of the correct backup.

Using the new features in BackupAssist v6

VSS application backup and restore

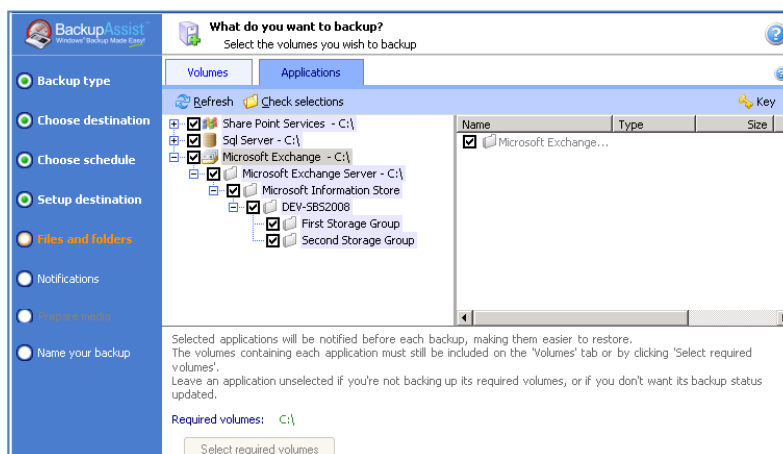
Backing up VSS applications

1. Launch BackupAssist and either edit an existing File Replication, Zip, or Windows Imaging job by selecting **Edit** from the top menu and choosing the appropriate job, or create a new File Replication, Zip or Windows Imaging job by going to **File > New backup job**.
2. If you are creating a new job, select the VSS applications that you want to backup during the Files and folders step.

Note: locally installed VSS applications will be automatically detected and listed for selection. In some cases only applications that are currently **running** will be detected. If an application is not listed in the Files and folders tab, try re-starting it and then click the **Refresh** button in BackupAssist.

Imaging jobs (Server 2008 and REV / rdx drive jobs on Server 2008 R2)

For Imaging jobs running on Windows Server 2008 or jobs backing up to a REV or rdx drive on Windows Server 2008 R2, VSS applications are backed up as part of a full volume snapshot. Volumes containing a VSS application that you want to back up must be selected in the **Volumes** tab. If you choose a VSS application to back up, the volumes that must be selected will be listed in **red**. Click the **Select required volumes** button if a required volume is not in your selections.

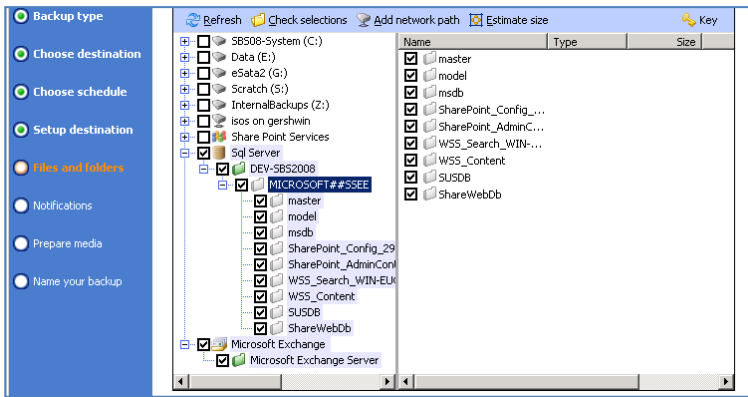


File Replication, Zip and Imaging⁶ jobs

You can select either entire VSS applications to back up or drill down and choose individual components:

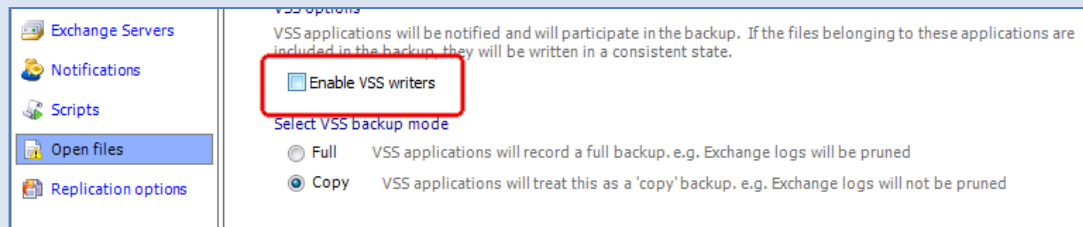
⁵ Requires the BackupAssist Zip-To-Tape Add-on.

⁶ Imaging jobs running on Windows Server 2008 R2 only (excludes jobs backing up to REV / rdx drives)



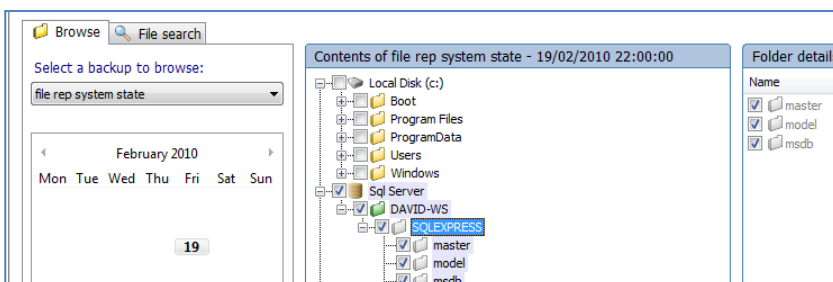
3. If you are editing an existing job navigate to **Volume selection** from the left menu for a Windows Imaging job and **Files and folders** from the left menu for a Zip or File Replication job.

Note: if you have selected VSS applications for backup in the Files and folders tab we recommend disabling the **Enable VSS writers** option in the Open files tab. If the **VSS writers** option is enabled it will cause VSS to contact all applications before and after a backup, which can be slow and may cause the VSS application to register that a backup has been completed when it has not.



Restoring VSS applications

1. In BackupAssist, Click **Restore** in the top navigation bar and choose **BackupAssist Restore Console**.
2. Click **Load all known backups** to load all backup catalogues located in the BackupAssist settings folder. Alternatively, use the **Browse** option to locate the backup set from which you want to restore.
3. Choose the job that corresponds to the backup from which you want to restore a VSS application.
4. Use the calendar to select the date of the backup from which you want to restore.
5. Use the middle pane to expand the loaded backup set and select the application(s) you want to restore.



6. Click the **Restore to** button located on the bottom right and follow the remaining prompts.

How the VSS application restore works

VSS supports live application restore. This means that you do not need to stop a running application before recovering a previous version of it from a backup.

If any Windows services need to be stopped and restarted during an application restore this will happen automatically. If, for example, you are recovering an SQL Server and the SQL database being restored is in use, SQL Server will automatically deny access to the database until the restore is complete. Databases that are not part of the restore will not be affected unless the master database

is being restored. If the master database is being restored, the entire SQL service will be stopped and restarted after the restore has completed.

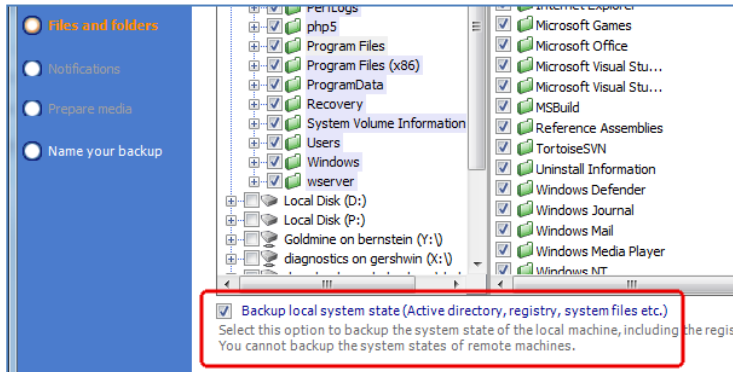
Similarly, during restore of an Exchange database, the Exchange Server will prevent client access to that database. So while we recommend that you notify users to stop using any applications before starting a VSS application restore, the restore process will not be affected if the applications is in use.

System State backup and restore

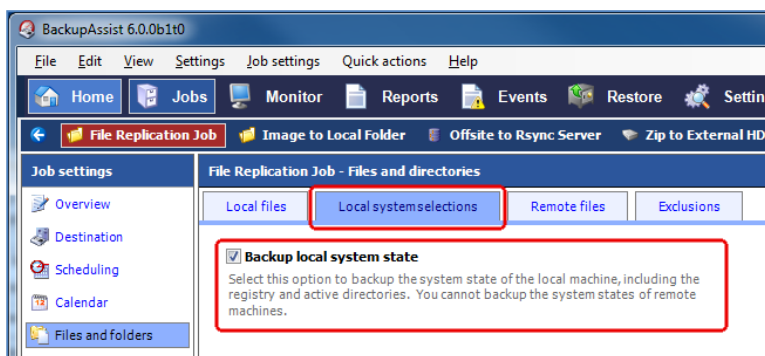
A System State backup includes any installed device drivers and related files, as well as most of the Windows directory. System State backups for Vista and Server 2008 are usually between 7GB and 15 GB when using compression via the Zip Engine. For XP and Server 2003, System State backups are generally much smaller: approximately 200MB to 300 MB.

Many files in the Windows directory have multiple hard links. If you are using the File Replication Engine only a single copy of each unique file will be stored on your backup destination. This data does not need to be backed up on subsequent backup runs, which reduces backup times and saves storage space on your destination. The Zip Engine does not currently support hard linking, and so will store these files multiple times on your backup destination. To back up the System State use File Replication, Zip or Imaging⁷:

1. Launch BackupAssist and either edit an existing File Replication, Zip or Imaging job by selecting **Edit** from the top menu and choosing an appropriate job, or create a new File Replication, Zip or Imaging job by going to **File > New backup job**.
2. If you are creating a new job then check the **Backup local system state** option during the Files and Folders step of the Job Creation Wizard:



3. If you are editing an existing job select **Files and folders** from the left menu, click the **Local system selections** tab, and then enable the **Backup local system state** option.

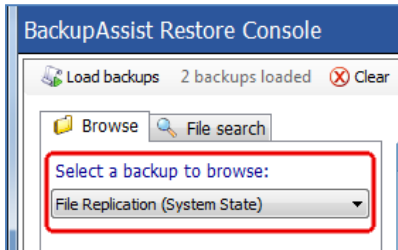


⁷ Imaging jobs running on Windows Server 2008 R2 only (excludes jobs backing up to REV / rdx drives)

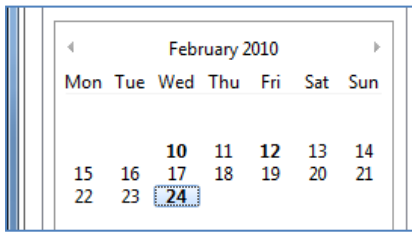
Restoring the System State

Note: you cannot restore the System State from an Image backup using the BackupAssist Restore Console. You must use the built-in Windows tool, **wbadmin**. Visit wbadmin.info for instructions.

1. In BackupAssist, Click **Restore** in the top navigation bar and choose **BackupAssist Restore Console**.
2. Click **Load all known backups** to load all backup catalogues located in the BackupAssist settings folder. Alternatively, use the **Browse** option to locate the backup set from which you want to restore.
3. Choose the job that corresponds to the backup from which you want to restore the System State:

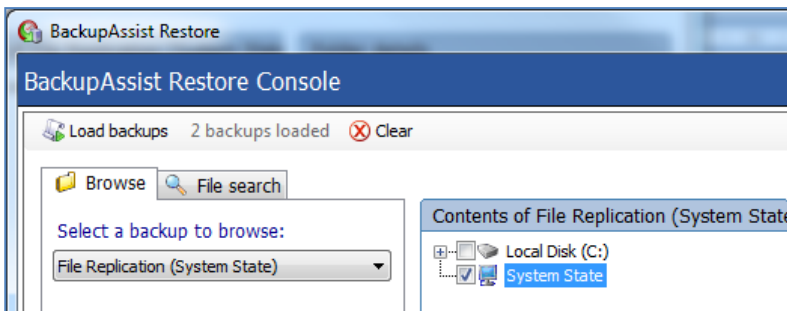


4. Use the calendar to select the date of the backup from which you wish to restore.



Note: dates for which backups are available are marked in **bold** on the calendar.

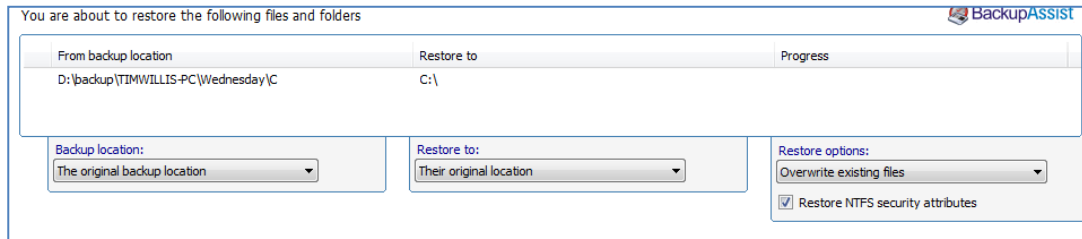
5. Use the middle pane to expand the loaded backup set and select the System State to restore.



Note: files located on the Windows system drive (C: drive in the example above) may be available for restore, even though only the System State was selected for backup. These files are associated with the System State. If you choose to restore individual files from this list and not the System State, the System State will not be restored, and the files themselves may not restore correctly. If you choose to restore these files together with the System State, the System State option will override selections where there is an overlap. If you want to perform a full restore and are unsure which files are included in the System State we recommend selecting **both** the System State and all other files listed.

6. Once you have made your selections click the **Restore to** button on the bottom right of the window.

- The restore confirmation screen will then load:



You can choose to restore the System State either to its original location or to an alternate location of your choosing. If you select an alternate location click [...] to set an alternate restore path.

- Once you have selected where to restore the System State to, click **OK** to perform the restore.

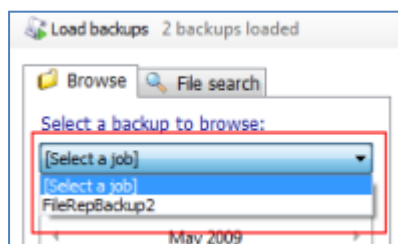
Note: if you are restoring the System State to a machine that hosts Directory Services, you will be prompted to reboot into the [Directory Services Restore Mode](#).

Note: During a System State restore the necessary files are copied to a temporary directory and then moved to their correct location after a reboot of the machine. Before the restore starts, the Restore Console will take a VSS snapshot of the volumes to be restored. This allows the user to manually roll back to a pre-restore state, if necessary, using Windows' previous versions feature.

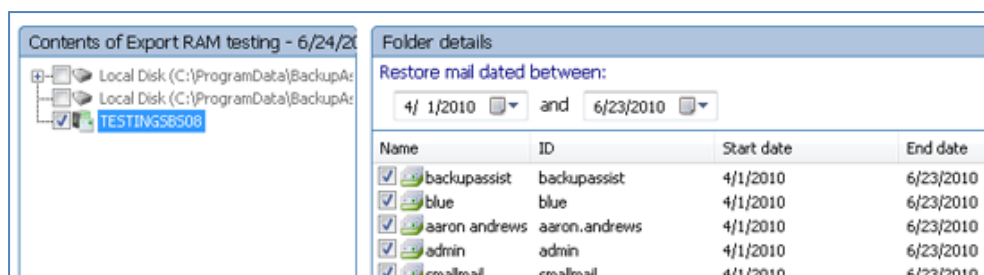
Exchange mailbox and public folder restore

Use the BackupAssist Restore Console to restore Exchange mailboxes and public folders from PST backups.

- In BackupAssist, Click **Restore** in the top navigation bar and choose **BackupAssist Restore Console**.
- Click **Load all known backups** to load all backup catalogues located in the BackupAssist settings folder. Alternatively, use the **Browse** option to locate the backup set from which you want to restore.
- Choose the job that corresponds to the backup from which you want to restore mailboxes:



- Use the calendar to select the date of the backup from which you wish to restore.
- If any mailbox or public folder backups are included within the loaded backup set, named Exchange Server(s) will appear in the middle pane. If you select an Exchange Server from the tree a list of mailboxes available for restore will appear in the right-most pane. From here you can choose which mailboxes to restore, as well as the date range of the mail items that you want to recover (for example you might want to retrieve all of jan.doe's mail data from July 2010).



Please note: mailboxes must be restored separately to other data. If you need to restore files, applications or the System State, you will need to complete this as a separate restore task.

- Once you have made your selections click the **Restore to** button to be taken to the confirmation screen.

From backup location	Restore to	Progress
blue (blue) on TESTING8508 - 1 pst file(s)	blue (blue) on TESTING8508	
stu test (stu) on TESTING8508 - 1 pst file(s)	stu test (stu) on TESTING8508	
backupassist (backupassist) on TESTING8508 - 1 pst file(s)	backupassist (backupassist) on TESTING8508	
admin (admin) on TESTING8508 - 1 pst file(s)	admin (admin) on TESTING8508	

Backup location: The original backup location	Restore to: Original location:	Restore options: Configure restore
--	-----------------------------------	---------------------------------------

- In the middle drop-down menu choose where you want to restore your mailbox and public folders to:

- Original location:** mailboxes will be copied directly back into the Exchange Server from which they were originally exported.
- Alternate server:** the mailboxes selected for restore will be copied to an alternate Exchange Server of your choosing. Click the **Select** button to choose an alternate server. If no Exchange Servers are detected, click the **Select** button to locate one.
- Alternate path:** mailboxes will be restored as separate PST files to a single folder. You can have all your mailbox PST backups. You can then open up any of the PST files extracted with Outlook and drag-and-drop the required mail items back to a the user's live mailbox. This option is useful if your PST backups are distributed across multiple folders (e.g. you used a grouping period or modified your mailbox backup directory between backup runs).

If you choose to restore your mailboxes to either their original location or an alternate server, you can click the **Configure restore** button located under 'Restore options' to change how mailboxes are restored. Here you can individually specify which mailbox each PST mailbox backup should overwrite in your Exchange Server. This is useful if an Exchange Server mailbox has been renamed since being backed up, or if you want to overwrite one mailbox with another.

- Click **OK** to perform the restore.

'Cloud' ready Internet backup features

Requires BackupAssist for Rsync⁸

Enabling AES-256 encryption

With encryption enabled, data stored on the Rsync backup destination will be automatically compressed and encrypted with AES-256 bit encryption. File names are also obfuscated on the data host. To enable encryption:

- Select **Edit** from the top file menu and choose an appropriate Rsync backup job.
- Click **Rsync options** on the left menu and check **Encrypt the backup** and enter your password and confirm it in the available fields.

⁸ BackupAssist for Rsync can be purchased as an add-on or as a standalone product.

Hyper-V Client Configuration Report Display

Hyper-V VM Configuration Report
Friday, 13 August 2010 4:03:15 P

HOST: TECHTEAMVM2

Virtual Machine Name	Operating System	Snapshots
Windows test 7	Windows 7 Enterprise	4
Server 08 r2	n/a	2
Windows 7 x64	n/a	0

- At the top of the report is a list of all the Guest VMs selected. If you click the Virtual Machine Name link of any Guest VM you will be taken to a list of settings for the latest running configuration for that VM.
- Below this is an additional list of each VM along with its associated snapshots. You can click the link for any snapshot to view settings for that snapshot.

TECHTEAM-SERVER03-TSHOOTING	n/a	6
Steven's Test VM configuration	n/a	0

Windows 7

- [Windows 7 - \(6/04/2010 - 2:08:20 PM\)](#)
- [Windows 7 - \(6/04/2010 - 2:50:31 PM\)](#)
- [Windows 7 - \(8/04/2010 - 10:46:06 AM\)](#)
- [Windows 7 - \(12/04/2010 - 2:57:28 PM\) b4 uninstall outlook](#)
- [Latest running configuration](#)

Server 08 r2

- [Server 08 r2 - \(7/04/2010 - 9:51:00 AM\)](#)
- [Server 08 r2 - \(12/04/2010 - 11:00:54 AM\)](#)
- [Latest running configuration](#)

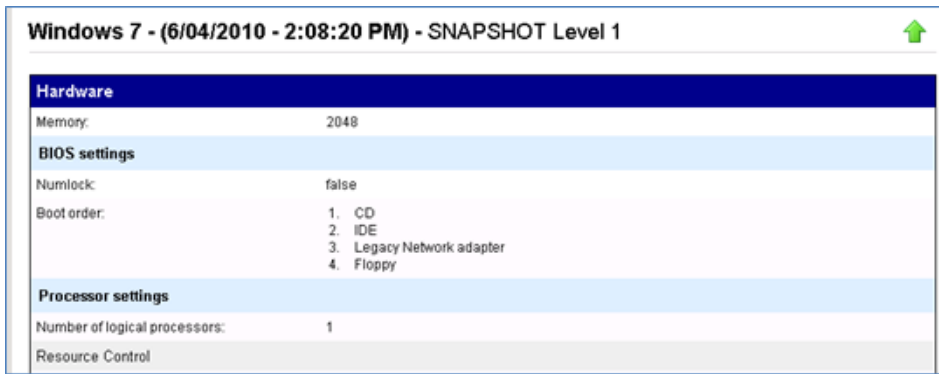
Windows 7 x64

- [Latest running configuration](#)

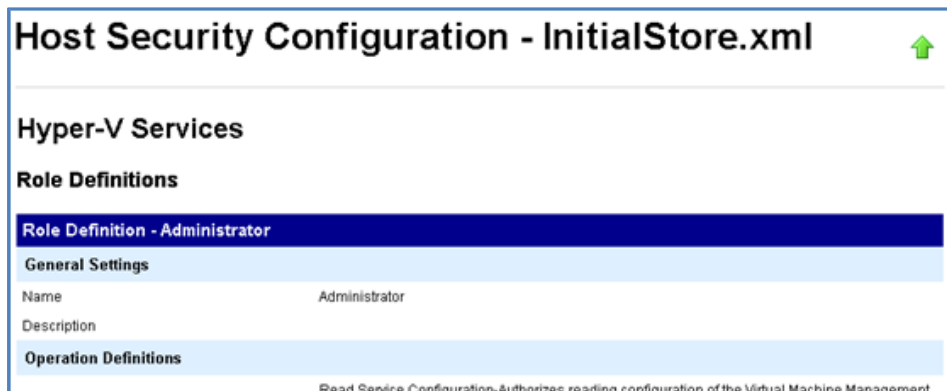
- Each VM included in the report contains a full list of the VM settings for the latest running configuration at the top, and then a list of any additional snapshots underneath, in date order.

Windows 7 - Latest running configuration

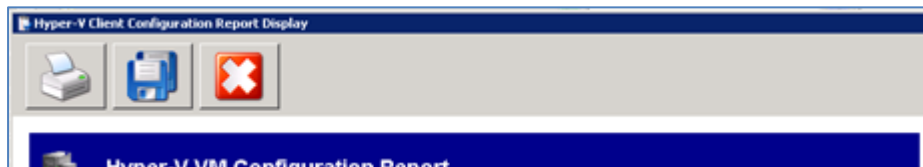
Hardware	
Memory:	2048
BIOS settings	
Numlock:	false
Boot order:	1. CD 2. IDE 3. Legacy Network adapter 4. Floppy
Processor settings	
Number of logical processors:	1
Resource Control	
Virtual machine reserve (%):	0
Virtual machine limit (%):	100
Relative weight:	100
Processor Functionality	
Limit processor functionality:	false
IDE Controllers	
IDE Controller 0	



- The Host Security Report will be located at the very bottom of the overall report:



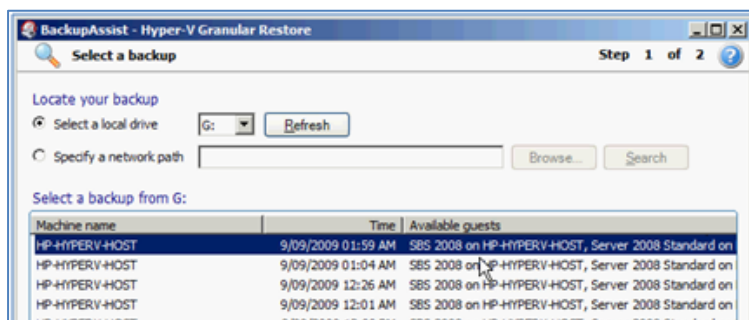
- You can use the buttons at the top of the Hyper-V Config Reporter window to print a copy of the report, save it to a HTML file that can be opened with a web browser, or close the report window.



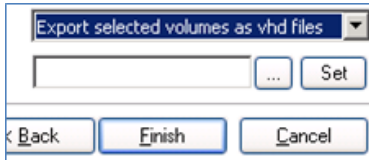
Export VHD files from a Hyper-V host backup

You can use the BackupAssist VM Granular Restore Console to export a Guest VM drive volume to a .vhd file so you can easily rebuild a virtual machine in the event of a major disaster scenario:

- Click **Restore** in the top navigation bar and then click **Hyper-V Granular Restore**.
- BackupAssist will attempt to detect and list Hyper-V backups located on local drives. Each Hyper-V backup will display a list of Guest VMs that are available for restore under the **Available guests** column.



- If no backups are listed, either connect your backup device to the machine (e.g. external USB HDD) and click **Refresh**, or browse to a network path where Hyper-V Image backups are located by selecting the **Specify a network path** radio button and clicking **Browse**.
3. Select a backup set to restore from and click **Next**.
 4. Set the drop-down menu in the bottom right corner to **Export selected volumes as vhd files**:

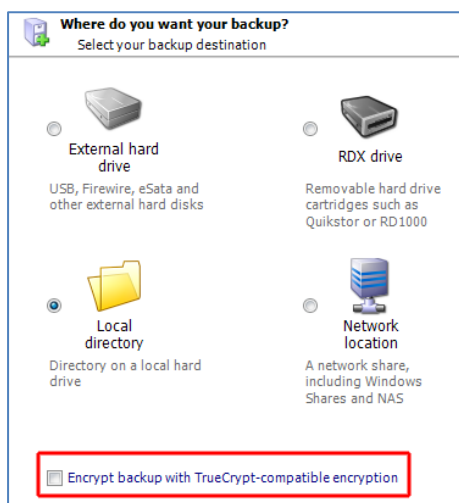


5. Use the **Mount drives from Hyper-V guest** drop-down menu to select a Guest machine on the Host to restore from. A list of volumes associated with the Guest that can be restored from will appear below.
6. Check the drive letters you would like to export as separate vhd files.
7. Set the location that you would like to export the vhd files to in the field location in the bottom right hand corner of the window and then click **Finish** to export the selected volumes.

Enabling TrueCrypt-compatible encryption

TrueCrypt-compatible encryption can only be enabled on File Replication and NTBackup jobs. To enable TrueCrypt-compatible encryption on an existing job you will need to use the "Select new destination..." button at the top of the destination settings window for the job. To create a job with TrueCrypt-compatible encryption:

1. Go to **File > New backup job** from the file menu.
2. Choose **File Replication** or **NTBackup** as your backup method.
3. Choose your backup destination and check the **Encrypt backup with TrueCrypt-compatible encryption** option located at the bottom-left corner of the window:



4. Click **Next** to download and install the TrueCrypt-compatible software if it is not already available.

You will need to agree to the **End User Licensing Agreement** to complete the installation. The encryption software is designed to run without it needing to be fully installed (for example, it can run

from a USB flash drive). We recommend that you do not install another version of TrueCrypt on the same machine as it may interfere with the encryption software that BackupAssist uses.

- Choose a schedule and click **Next**.
- During the **Setup destination** step you will be asked to supply a password for your TrueCrypt-compatible container file. We recommend using a strong password containing a combinations of letters, numbers and punctuation symbols.

The screenshot shows a dialog box titled 'Setup destination'. It has the following fields and options:

- Backup directory:** A text box containing 'D:\Backups' with a browse button '...' and an 'Insert variable...' button. Below it is an example: 'eg.D:\Backups\Daily\'.
- Settings for TrueCrypt-compatible encryption:**
 - Password:** A text box with 10 dots.
 - Confirm password:** A text box with 10 dots.
 - Volume size (GB):** A spinner box set to '100.0' and a checked checkbox labeled 'Use all available space'.

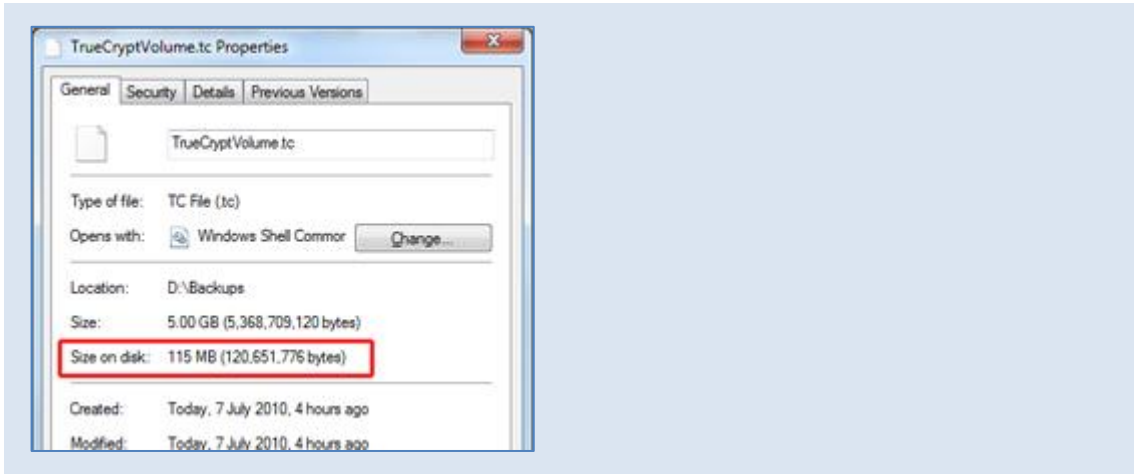
- Specify the size of the encrypted container file used to store your backup sets.

BackupAssist will create a dynamically sized encrypted container file that will grow as new backups are added to it up to the maximum size you specify.

If you enable the "**Use all available space**" option, the maximum size of the container file will be equal to the amount of space available on the drive you are backing up to. If you enable this option we recommend that the backup directory be located on a drive dedicated to backups; otherwise the container file may not be able to grow to the maximum size specified when it was created.

- If you selected the **Most recent full** as your schedule type, you can specify how disk space will be managed on the TrueCrypt-compatible volume. We recommend choosing the **Use all available space** option, which will automatically delete old backups as the disk space used approaches the maximum size of the TrueCrypt-compatible container file.
- Complete the remaining steps to create your backup job. When your job first runs a TrueCrypt-compatible container file will be created on the backup directory. If you are using a portable device, such as a USB hard drive, as your backup destination, each time a new drive is connected for a backup, a new container file will be created on the drive if one is not already present:

Note: the size of the TrueCrypt-compatible container file will be reported by Windows as its maximum size. To determine the physical size of the container file (i.e. the actual disk space it is using), right-click it in a Windows Explorer window, select **Properties** and refer to the **Size on disk** value.



Exporting and importing BackupAssist settings

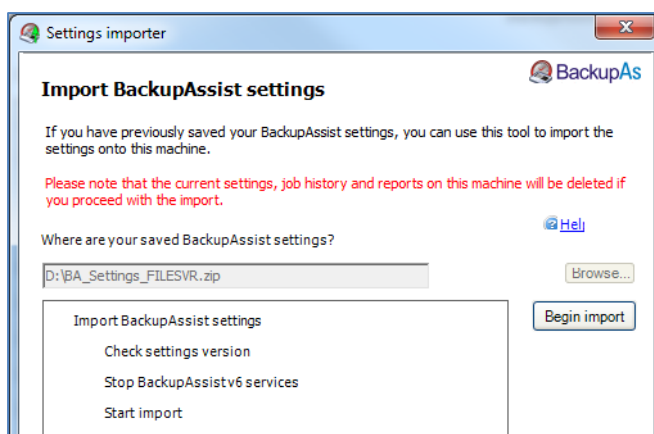
You can export BackupAssist settings to a file that can be imported into to any BackupAssist v6 installation. BackupAssist settings that can be exported and later imported include: job settings, the mail server settings used to send email notifications and reports, backup user identity settings, the global email address list, and the global printers list. To export BackupAssist settings:

1. Run BackupAssist and go to **File > Export settings** from the file menu.
2. Click the **Browse** button to specify where to export your settings.
3. Browse to the directory you want to export to and input the name of the settings file.
4. Click **Save** and the **OK** to export your settings.

To import BackupAssist settings:

Note: importing BackupAssist settings from a saved file will overwrite your current settings. Job history and backup reports will also be removed as part of the import process.

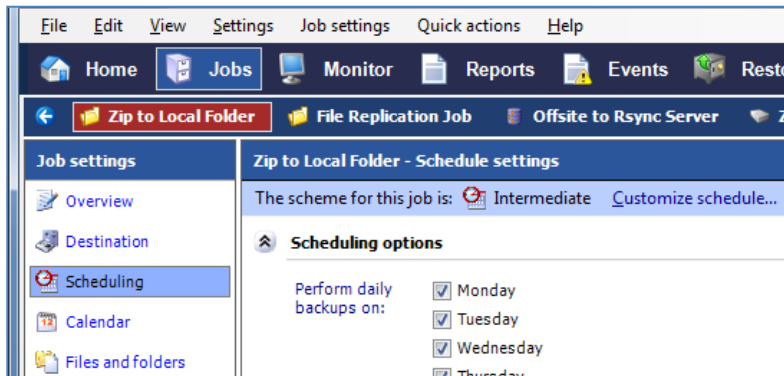
1. Run BackupAssist and go to **File > Import settings** from the file menu. Browse to the location of your exported settings file and then click **OK** to start the settings import wizard.



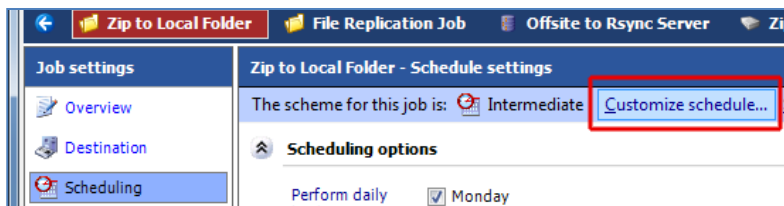
2. Click **Begin import** to import the new settings from the saved file. The progress window will display the result of the import.

Full, incremental, differential, and copy backups with the Zip Engine

1. Launch BackupAssist and either edit an existing Zip job by selecting **Edit** from the top menu and choosing the relevant job, or create a new Zip job by going to **File > New backup job**.
2. Once you have created a new Zip job or chosen an existing job, select **Scheduling** from the left menu:



3. Click the **Customize schedule...** link near the top of the 'Scheduling settings' window.



4. To change the backup method for a single media item use the drop-down menu in the **Method** column.

Week	Media Item	Method	Action
Week 5	Week 5.zip	Full	Overwrite
Tuesday	Tuesday.zip	Incremental	Overwrite
Wednesday	Wednesday.zip	Full	Overwrite
Thursday	Thursday.zip	Differential	Overwrite
Friday	Friday.zip	Copy incremental	Overwrite

Note: each file in Windows has an attribute known as the "archive bit". You can view this attribute by right-clicking a file, choosing **Properties** and clicking **Advanced**. Here you will see a check box with the label "file is ready for archiving".

When a full backup runs, this attribute is cleared, indicating that the file has been backed up. When a file is modified, the archive bit is again turned on. When an incremental backup runs, only files that have the archive bit checked are backed up (i.e. files that have been modified since the last backup).

If you are running other backup software or have configured other BackupAssist jobs to examine the archive bit to determine which files to back up, this may interfere with a Zip job that has been configured to run incremental or differential backups.

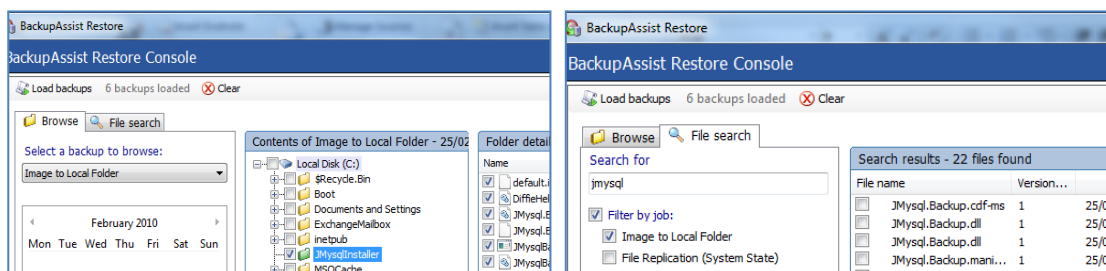
- **Full:** all data selected is backed up and each file is marked as having been backed up (the archive bit is cleared). To restore all your data you only need the most recent full backup.

- **Differential:** only data that has changed since the last full backup is copied to the backup device. Files are not marked as having been backed up (the archive bit is not cleared). You will require the last full backup as well as the last differential backup to restore all your data.
 - **Incremental:** only data that has changed since the last backup (any type) is copied to the backup device. Files are marked as having been backed up (the archive bit is cleared). You will require the last full backup as well as the all incremental backups since the last full backup to perform a complete restore.
 - **Copy:** the same as a full backup except that files are not marked as having been backed up (the archive bit is not cleared). Copy backups are useful if you have multiple jobs and need to back up certain files between full and incremental backup runs.
5. Once you have customized your schedule click **OK** and then click **Apply changes**.
 6. Select **Calendar** from the left menu to verify that your schedule is configured correctly. Different icons will appear on the calendar next to each day to indicate the backup method scheduled. Click the **Key** link to determine what each icon means.

File and folder restore from Image backups

In BackupAssist v6 you can use the BackupAssist Restore Console to restore from Windows Image backups.

1. In BackupAssist, click **Restore** in the top navigation bar and choose **BackupAssist Restore Console**.
2. The Restore Console will launch and you will be prompted with the 'Load backups' screen:
3. Click **Load all known backups** to load all backup catalogues located in the BackupAssist settings folder. Each catalogue associated with each BackupAssist backup run on the machine will be loaded. Depending on the number of backups that have been run, this may take some time to complete. Alternatively use the **Browse** option to locate the backup set from which you want to restore.
4. Once your backup catalogues have loaded you can choose to either **Browse** your Image backups and select data to restore, or **Search** through your Image backups for specific files to restore.



5. Once you have made your selections click **Restore to** located on the bottom right of the window and follow the prompts to restore your data.

Embedding Mailbox / Public Folder backups in a backup job⁹

1. Launch BackupAssist and either edit an existing backup job by selecting **Edit** from the top menu and choosing the appropriate job, or create a new job by going to **File > New backup job**.
2. While editing a job select **Exchange Servers** from the left menu and expand the **Exchange Server selection** section.
3. Click the **Add Exchange Server** button to backup Mailboxes and Public Folders.

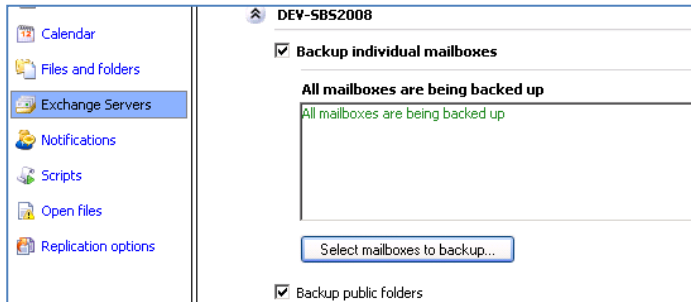
⁹ Requires BackupAssist Exchange Mailbox Add-on

Note: you can add as many Exchange Servers as required, and each can be configured separately.

- BackupAssist will now attempt to detect Exchange Servers running on your domain. Click **Add** to add the selected Exchange Servers and make them available for Mailbox and Public Folder backup.

If your Exchange Server is located on a different domain, enter the computer name of an Exchange Server or a domain controller in the **Search for Exchange Servers on other domains** field.

- Check the **Backup individual mailboxes** and **Backup public folders** options.



- By default BackupAssist will back up all mailboxes on the Exchange Server. To specify which mailboxes to backup click the **Select mailboxes to backup** button.