

Backup Express Universal Backup Quick Start Guide for Windows

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1. Sign up (no credit card required).

If you have not already done so, go to <https://www.backupexpress.com.au/> and click on 'SIGN UP' to create your free 30-day trial account.

Enter your details:

Create Your Account

1 YOUR DETAILS **2 FREE TRIAL**

Fill out your basic details below to get started. Fields marked with an asterisk are required.

Contact Name * First and Last name <input type="text"/> ✓	Company Name * <input type="text"/> ⓘ
Email Address * Email address for backup reports, invoices etc. <input type="text"/> ✗	Address <input type="text"/> ⓘ
Phone Number * <input type="text"/> ⓘ	

BACK **NEXT**

Click Next and enter an Account name and password. **Please note:** The password is really important as it will be used for the Billing System login, your Backup Vault login and as the encryption key for your backups. Make it a secure, complex password and make sure you record and store it in a safe location; without it you will be unable to access your backups.

Create Your Account

1 YOUR DETAILS **2 FREE TRIAL**

Backup Account Name ✗

Password ⓘ

Confirm password ✓

⚠ Please choose this carefully. The password must contain 1 number (0-9), 1 Uppercase, 1 Lowercase, Minimum length: 10, 1 Special character.

***** IMPORTANT - PLEASE READ THIS! *****

This password will be used for your Billing System login, for your Backup Vault login and as the Encryption Key for your backups. For security reasons your password will not be included in your welcome email.

Make sure you note down this password in a secure location. If you forget or lose this password you will be unable to access your backups.

Language ⓘ

Timezone ⓘ

Terms & Conditions

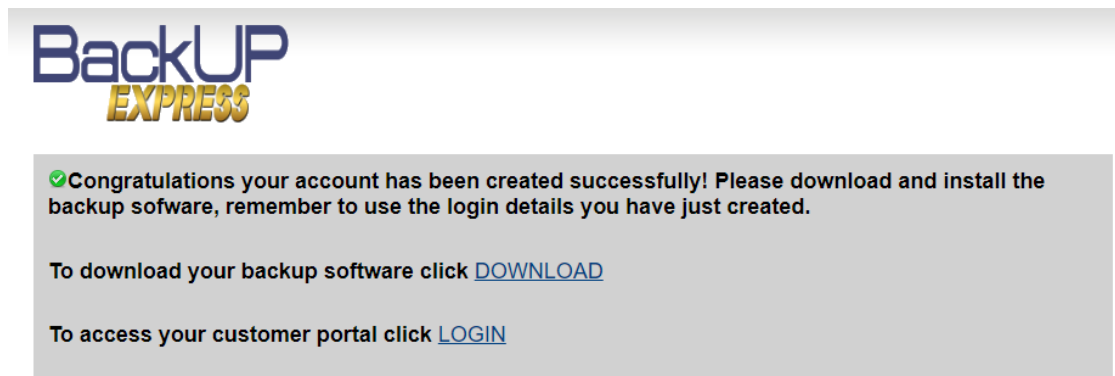
By ticking this box you agree to be bound by our terms and conditions which can be read [here](#).

BACK **NEXT**

Enter all fields as required and click 'Next' to create your free 30-day trial account with 100G of storage space.

2. Download and install the software.

After your account has been created click on the 'DOWNLOAD' link to download the installation software.



You will also receive a welcome email which includes the download link and detailed 'getting started' instructions in case you want to come back to this later.

Run the downloaded installer and follow the prompts to install the software.

3. Setup Two-Factor Authentication (2FA).

Universal Backup includes 2FA to protect against unauthorised logins and stolen passwords. You can set this up the first time you open Universal Backup, or you can skip the 2FA setup and come back to it later. Just be sure not to put it off indefinitely.

The setup of 2FA requires scanning the displayed QR code into an authenticator app on your smartphone (e.g. FreeOTP, Authy, Google Authenticator, Microsoft Authenticator etc.). Most authenticator apps will work. The authenticator app will then display a 6-digit passcode which will give you access.

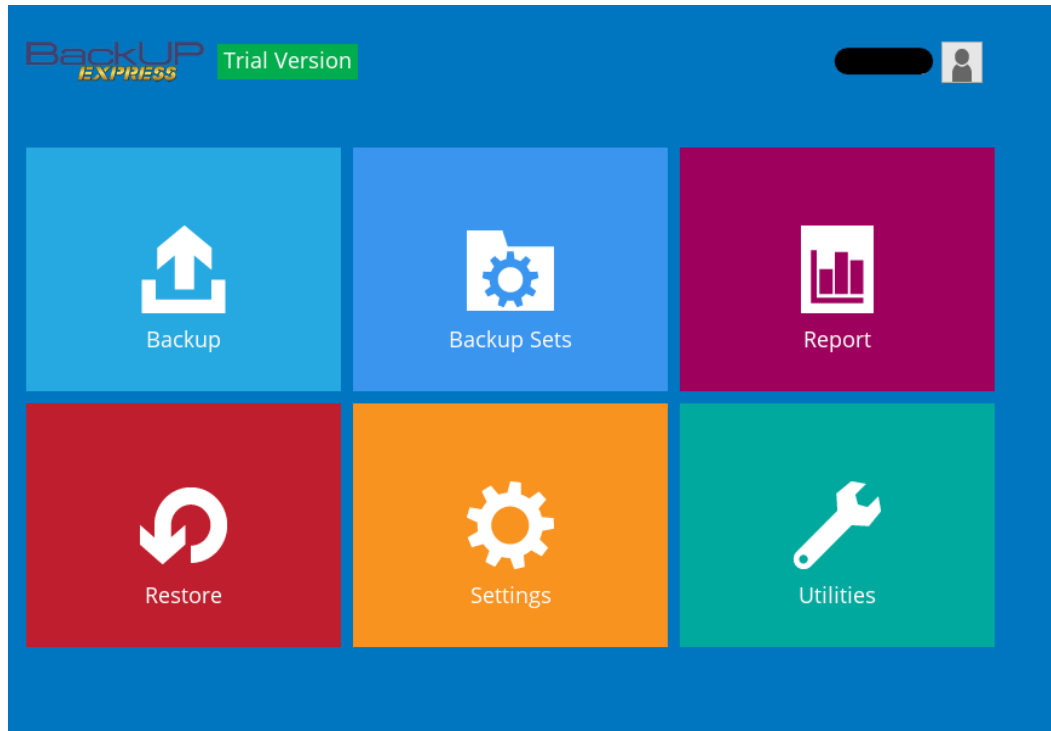
Two-Factor Authentication

Enter one-time passcode generated from authenticator app

(00:00:19)

4. Create your first Backup Set.

Click the 'Backup Sets' button.



Choose the type of backup from the dropdown list. In this example we will be creating a 'File Backup' job to back up files stored on your PC.

Give the backup set a meaningful name such as the name of the PC or location you are backup up.

Create Backup

Name

Backup set type

- File Backup
- File Backup
- Cloud File Backup
- MS Exchange Server Backup
- MS Exchange Mail Level Backup
- MS SQL Server Backup
- MySQL Backup
- Microsoft 365 Backup

4. Create your first Backup Set (continued).

If you are not sure where your files are stored then a good choice is to use the default settings 'Desktop', My Documents' and 'Favorites'.

Backup Source

Select the files and folders that you want to backup

- Desktop
- My Documents
- Favorites
- Outlook

Filter

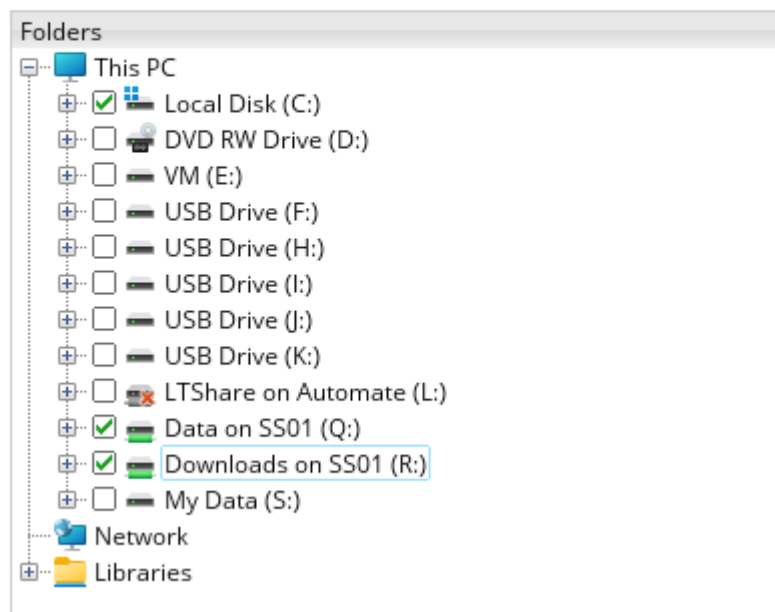
Apply filters to the backup source

off

[I would like to choose the files to backup](#)

For a more detailed setup you can click 'I would like to choose the files to backup' and then select specific folders to include. Note: You would usually not select the entire C: drive as this may result in an unnecessarily large backup.

Advanced Backup Source



Note: You can include folders and files that are shared from another PC, or a server or a NAS, but we usually recommend installing Universal Backup directly on the device or server that contains the files.

5. Create a Backup Schedule.

We start you off with a daily schedule that will run each night. You can change the time if you wish.

Backup Schedule

Name

Backup Schedule

Type

Daily

Start backup

at

20

: 00

Stop

until full backup completed

Run Retention Policy after backup

You can also add a custom schedule. We recommend that you always select these options below:

Stop

until full backup completed

Run Retention Policy after backup

The default backup retention settings protect you against un-noticed changes or deletions by holding restore points for past days, weeks, months and years. In most cases this is perfect, but you can change the retention policy if necessary.

When you are finished, Save your backup set. You can choose to run the backup manually, or just leave it to run on the schedule.

The first backup will take some time so be prepared to leave the PC running (plugged into power – not on battery) and connected to the internet until the first backup is complete. You should also check the 'Power Settings' of the PC to ensure that it will not go to sleep midway through the backup.

Once the first backup is complete, subsequent backups will usually be very fast.