

Quick Start Guide

Start your files backing up in minutes



Quick Start Guide

This Quick Start Guide will run you through the basics of installing and configuring the KeepVault Dashboard Add-in application on your server.

If you are looking for the Quick Start Guide for the desktop application, you will find it on www.keepvault.com/support.

You can also watch a video of the installation on our support page.

Before You Start

Check the following:

System Requirements

- Any Windows Server with a Dashboard
- 2GB RAM
- 11MB Disk Space
- Internet connection

Make sure your Windows user account has **administrator privileges** in order to install software.

Step 1: Download the Software

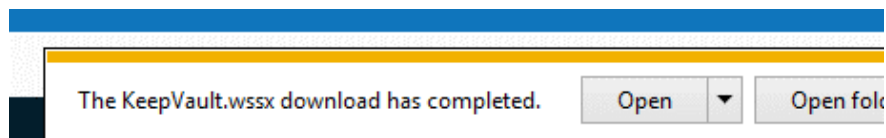
Go to www.keepvault.com/download in your web browser.

Click on the name of your operating system to be directed to the specific download page, then download the file.

Note that different web browsers have their own way of downloading files.

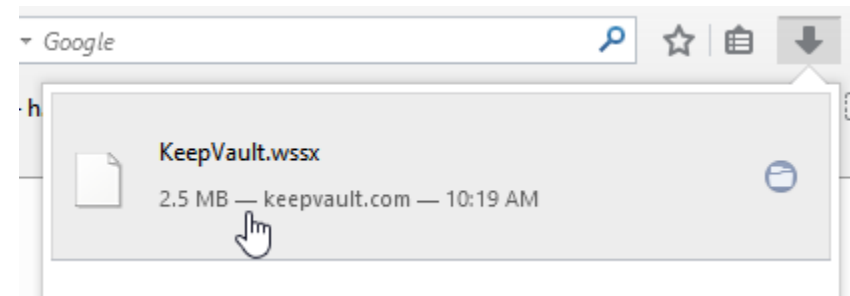
Internet Explorer 10

Choose “save” then “open”.



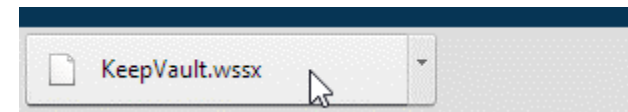
Firefox

Choose “save”, then expand the arrow on the upper-right, then click on the file directly to launch it.



Google Chrome

On the bottom left. Click directly to launch.



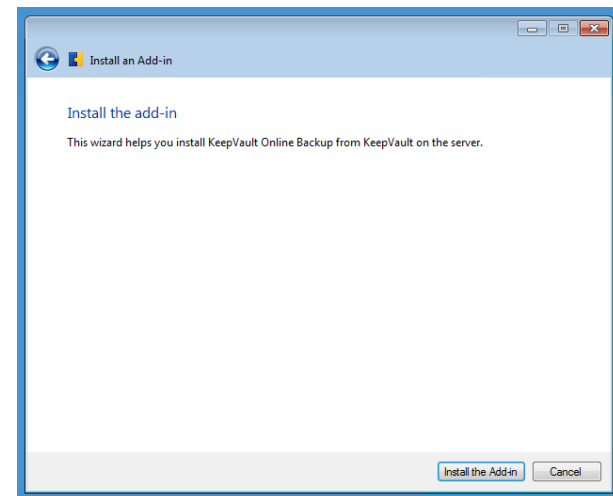
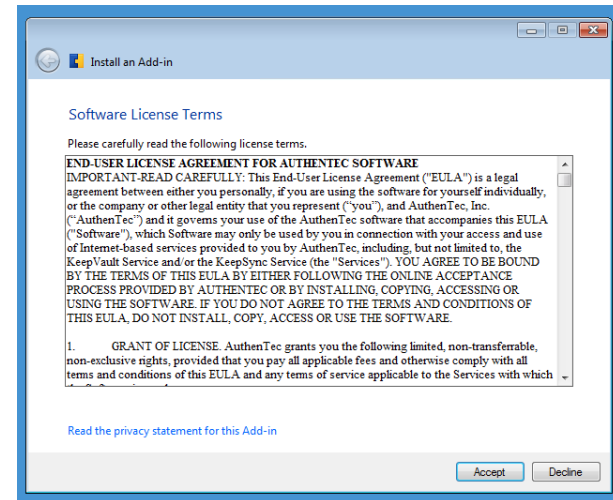
Step 2: Run the Installer

With your Dashboard closed, run the .wssx file that you downloaded from KeepVault.

Accept the license agreement.

Then click “Install the Add-in”

The add-in will now install.



Step 3: Enter Credentials

Open the Dashboard and click on the KeepVault icon.

Next enter the software serial number you received in your welcome email.

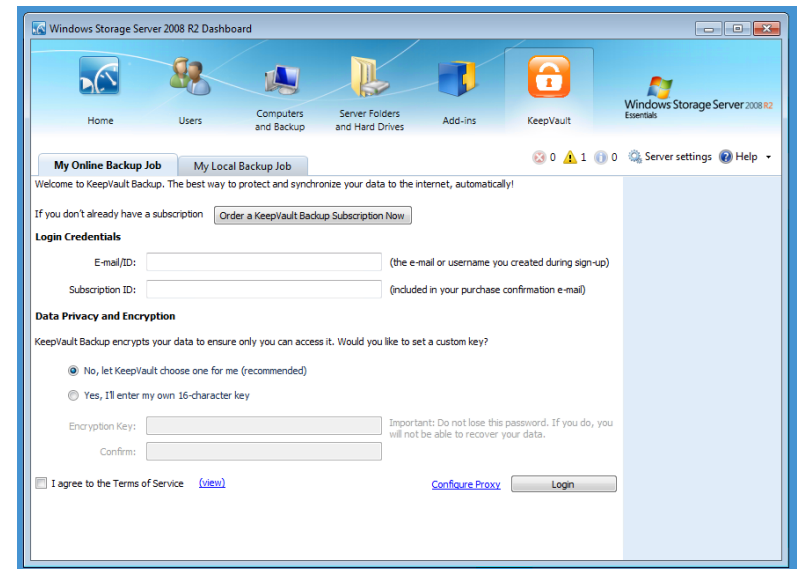
If you do not have an account with KeepVault, you can purchase one at www.keepvault.com/buy-pro.

Encryption Key

You can choose to set your own encryption key or let KeepVault choose one for you.

If you let KeepVault choose, your encryption key can be recovered later on.

If you enter your own encryption key, you must not lose it or your data cannot be recovered.



The encryption key must be exactly 16 characters.

After you make your choice, check the “I agree to the Terms of Service” box and click “Login”.

Step 4: Choose Files and Folders to Back Up

Once you have logged in you will be presented with two tabs. The program defaults to the “My Online Backup Job” tab. immediately below that is your status icon and message, which shows an alert because there is nothing configured at this point.

To the right of that are backup options, in which you can set scheduled backup, limit bandwidth, and toggle encryption and compression. Keep in mind this is all in the context of online backups. You can configure different settings for local backup on the “My Local Backup Job” tab.

In the rightmost column are the actual commands, as well as settings.

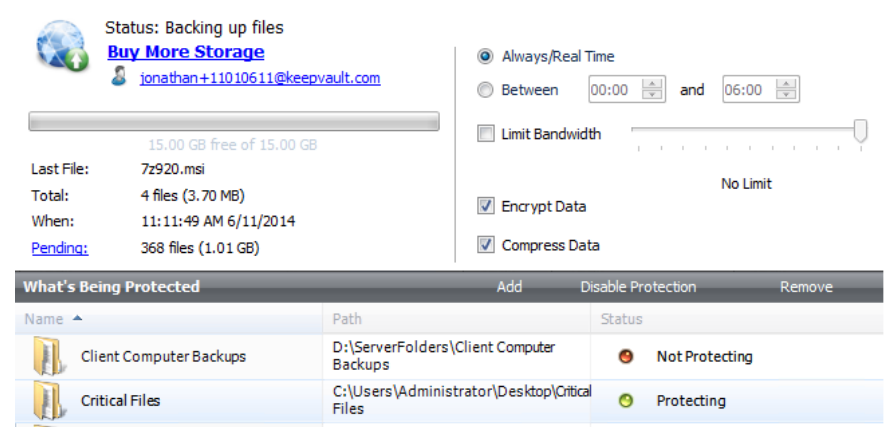
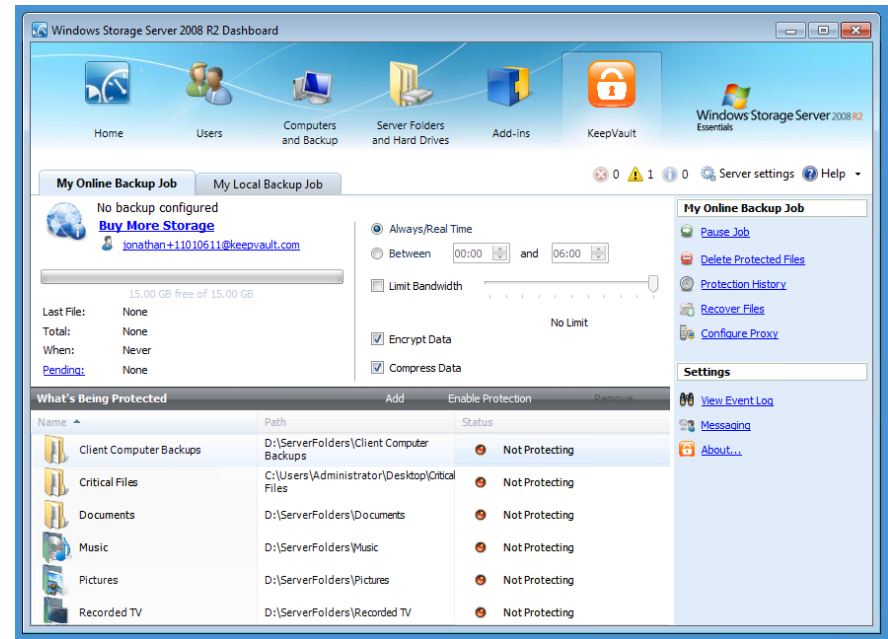
To protect a folder, go to the folders list pane on the bottom, right-click on a folder, and choose “Enable Protection”.

Those files will then be immediately queued and begin to be encrypted, compressed, and uploaded.

Name	Path
Client Computer Backups	D:\ServerFolders\Client Comp Backups
Critical Files	C:\Users\Administrator\Desktop
Documents	s\Documents

Enable Protection

Remove



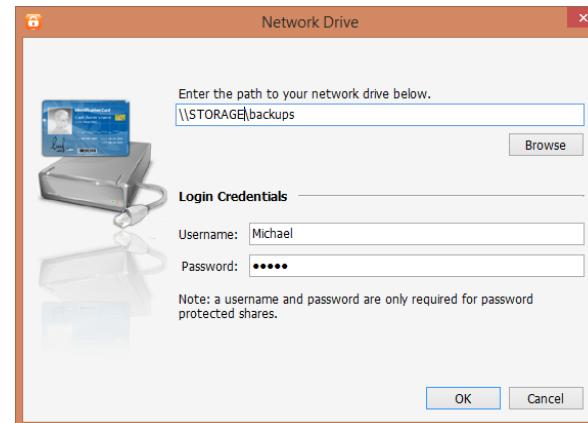
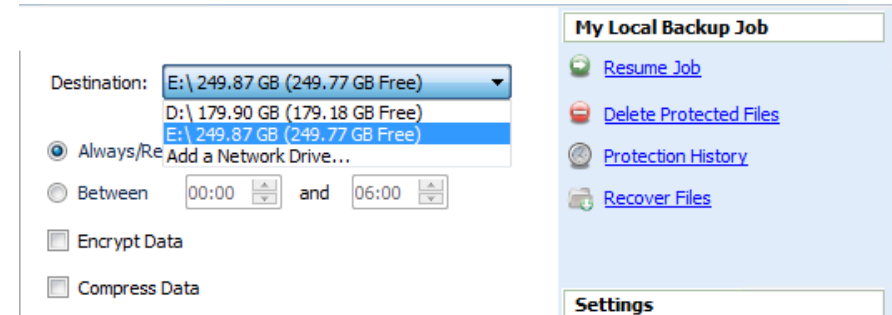
Step 5: Local Protection

If you have a local secondary, USB, or network drive you wish to use, you can open the “My Local Backup Jobs” tab.

The interface is nearly identical, but you first need to choose a destination. It may be necessary to add a network destination here if you are backup up to a network drive.

Next enable protection on selected folders, just as we did with the online backups

Lastly, the job is paused by default, so in the right column you need to click “Resume Job”.



Step 6: Verify Progress

At this point your backups should build the queue and be uploading files.

The status icons will show you the status of your backups:



Online Backup in Progress



Online Backup Scheduled



Online Backup Complete



Online Backup Paused, or Error



Local Backup in Progress



Local Backup Scheduled



Local Backup Complete



Local Backup Paused, or Error

Additional Information

Congratulations! If all went well KeepVault is busily backing up your files and folders. How good does it feel to be protected?

There is a lot you can do with the KeepVault software. To learn more we suggest watching our [training videos](#), or reading the [FAQ](#).

At a more strategic level you can read our Complete Guide to Backups found at:

www.keepvault.com/how-to-backup/the-complete-guide

Have a great day!



Support

If you encountered issues, we're here to help!

Frequently Asked Questions

We have an extensive FAQ that may have the answer you're looking for. Find it at:

www.keepvault.com/fag

Support Email

We have 24-7 email support:

support@keepvault.com

Phone Support

We have free US-based phone support available.

(248) 275-1747