

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 desktop application on your computer.

If you are looking for the Quick Start Guide for the Dashboard Add-in for Windows Servers, 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

- Windows (XP or newer)
- 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 download the installer.

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

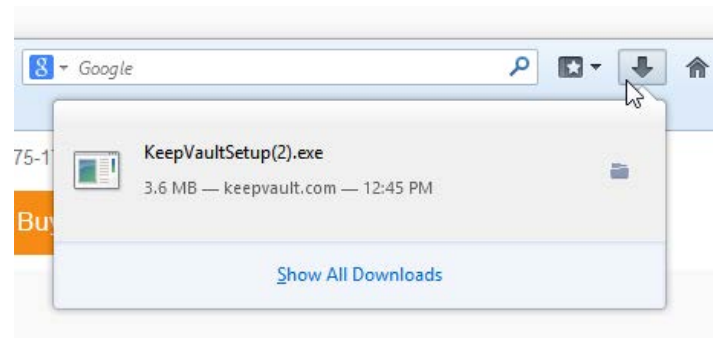
Internet Explorer 10

In the orange box, bottom-center, click “Run” or “Save”.



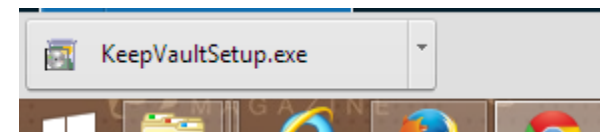
Firefox

When you click the downloads arrow on the upper-right you can then click on the file directly to launch it.



Google Chrome

On the bottom left. Click directly to launch.



Step 2: Run the Installer

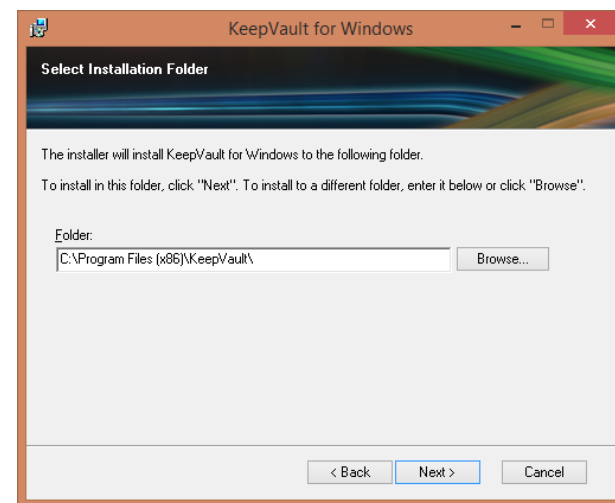
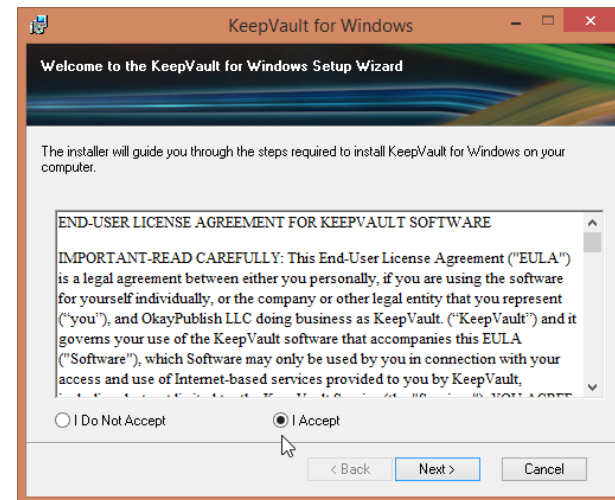
Run the .exe file that you downloaded from KeepVault. If you are prompted for administrator permission to run the file, choose “Yes” or “Run”.

Accept the license agreement.

Choose a destination for the program, or leave it at the default location.

The program will now install.

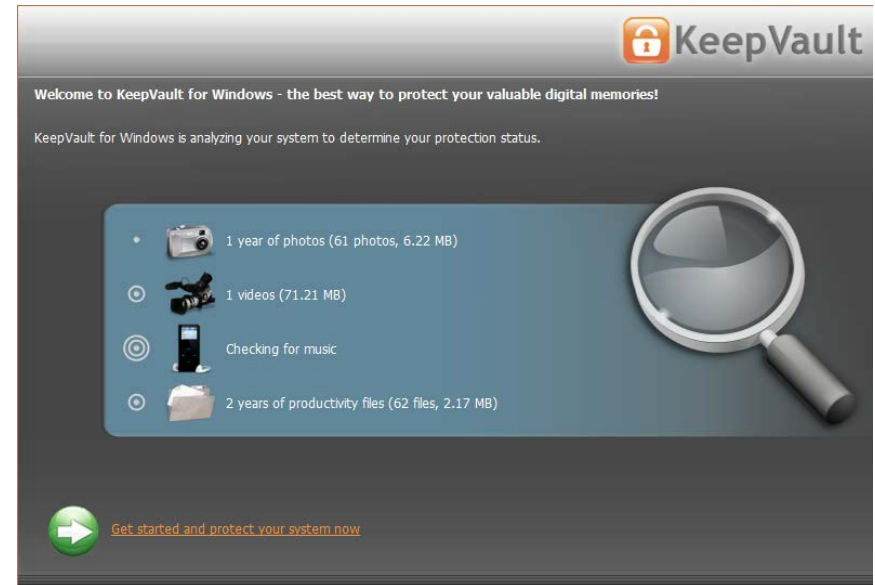
After the program has installed it will run automatically.



Step 3: Scan Files

When KeepVault launches for the first time it will begin scanning your system for files you may want to protect.

You can either let it complete the scan or **you can skip this step by clicking the green arrow** in the lower left. You will be able to select folders manually in step 5.



Step 4: Enter Credentials

First enter the account name. This is the email address the account was created with.

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-home.

Encryption Key

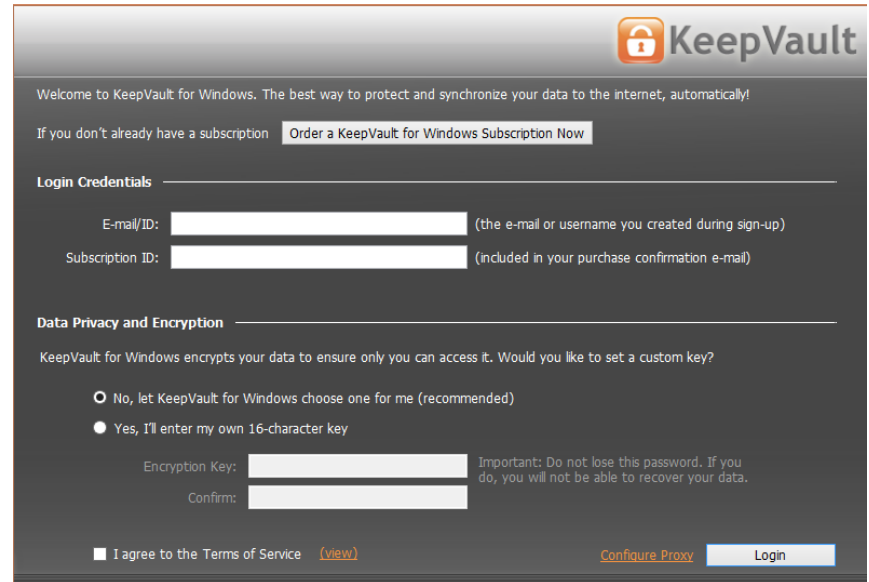
You can choose to set your own encryption key or let KeepVault choose one for you.

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”.



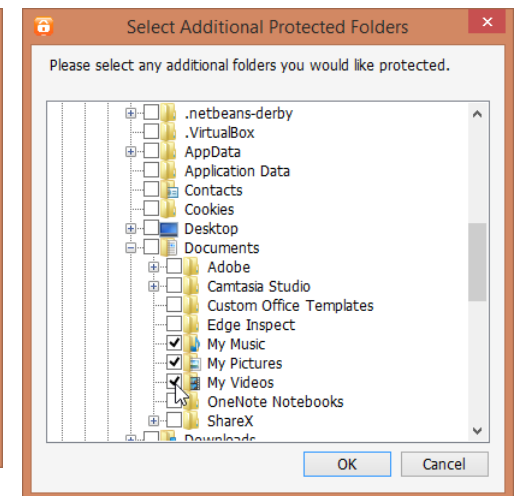
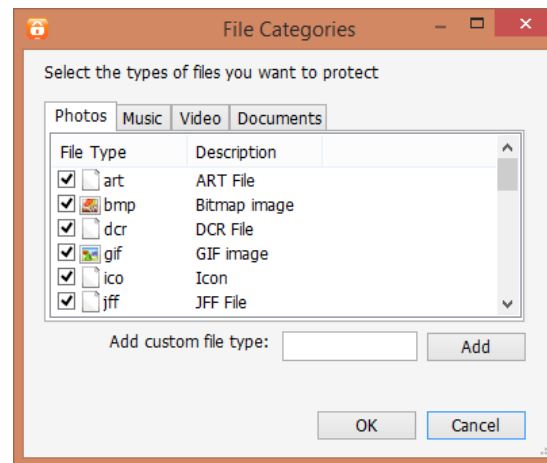
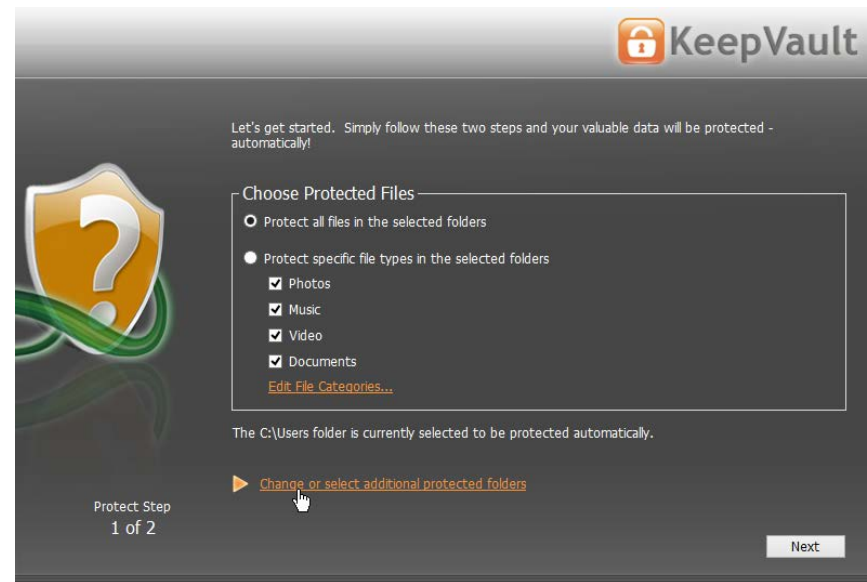
Step 5: Choose Files and Folders to Back Up

Now we're prompted to choose what files and folders to back up. We can do this by file type, or we can do it with selected files/folders.

If you tick the "Protect specific file types in the selected folders" radio button, you can choose broadly what file categories you want (music, video, etc.), or you can click "Edit file categories" where you can add or deselect specific file types.

If you want to choose your folders manually, choose the first radio button, then at the bottom click "Change or select additional protected folders".

Now you have a tree view and can check and uncheck folders and files you want to back up.



Step 6: Local Protection

If you have a local secondary, USB, or network drive you wish to use, you can check “Yes, please protect my files locally to a hard drive or USB key” and then choose the destination drive in the dropdown menu.

If you have a network drive that is not on the list, click “Add a network drive” within the dropdown and enter the network address and login credentials.

It is possible to back up to the same drive you are protecting, but not recommended!

Local backup is not required. KeepVault will back up your files to the cloud. However many people like the convenience of both online and local backups.

When you’re ready, click “Done”.



Choose both local and Internet protection for maximum data security and availability.

Local Protection
The fastest way to backup and restore data

Yes, please protect my files locally to a hard drive or USB key

Drive: Refresh
(protected files will be copied to E:\KeepVault\KVWIN\PC000\)

Protection Frequency

Always/Real Time Between and

Show advanced settings when I am done
NOTE: These settings are available later from the 'Settings' tab.

Protect Step 2 of 2

Back Done



Network Drive

Enter the path to your network drive below.

Browse

Login Credentials

Username:

Password:

Note: a username and password are only required for password protected shares.

OK Cancel

Step 7: Verify Progress

At this point your backup 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