How to Configure UTBackup - Mac

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  - NOTE: Clicking the box to the left of the hard drive icon will back up the full contents of this drive and is not recommended.
  - Please note that you may see an indication of time left for backup.
    - * The back up will continue even if you close the application.
    - * If your computer goes to sleep, the back up will continue when it wakes up.
  - To maximize backup efficiency the initial seeding of a backup set should be allowed to complete while the computer is attached to a wired UT Campus Network.

**Tip**

**IMPORTANT Recommendations**

1. Attach your computer to a wired UT Campus Network before starting a first run backup and leave it attached until the backup process completes.
   - Depending on the size of your backup set this may take several hours or longer.
2. Select only the files you wish to be backed up
   - For PC files are commonly located on your "Desktop" or in the "My Documents" folder.
   - For Mac files are most commonly located on your "Desktop" or in the "Documents" folder.

**Video - Choosing what to Backup with UTBackup**
Step 1 - Launch UTBackup and Create your Account

- locate and launch the installed UTBackup client by double clicking the house icon as indicated in wiki article Installing UTBackup - Mac

Warning

If you have previously created a UTBackup account from another computer, select the "Existing Account" radio button and click sign in.

Step 2 - Selecting which files and folders to Back Up

Configuring Back up for Mac:

1. Open the UTBackup Crash Plan client, log in with your UT EID and password.
2. Select the **Backup tab**

3. Navigate to the **Files to Back Up** section and click **Change...** to open the window for selecting files and folders.

**Warning**

**NOTE:** Clicking the box to the left of the hard drive icon will back up the full contents of this drive and is not recommended.

**Tip**

It is recommended that **Desktop** and **Documents** folders get backed up, but other folders might need to be added as well.
4. In the **Change File Selection** window the Mac’s hard drive will be listed, click the triangle to the left of the hard drive icon and expand the file structure.
5. To back up your User Profile folder, click the triangle to the left of Users and expand the contents.

6. Locate your User home folder, this folder may be named with your UT EID or by another name if you are logging in with a local account.
7. Clicking the box to the left of your User folder will select the entire contents of that folder for backup.
8. Clicking the arrow next to your User folder will expand the list of sub-folders which allows cafeteria style selection of which folders are to be backed up.

9. For example, you may want to only back up your Documents folder. This is accomplished by specifically clicking the box to the left of the Documents folder.

10. If you were to click the triangle to the left of Documents you would see that the entire contents of this folder is selected for back up.

11. Certain files or folders from selected directories may also be excluded from the backup by clearing the check mark to the left of each of those folders.

12. After file and folder selections are complete, click Save.

13. The files and folders you chose to back up will show up listed under Files to Back Up.

14. Click the “Start Backup” button to begin...
Tip

Please note that you may see an indication of time left for backup.

* The back up will continue even if you close the application.
* If your computer goes to sleep, the back up will continue when it wakes up.

Warning

To maximize backup efficiency the initial seeding of a backup set should be allowed to complete while the computer is attached to a wired UT Campus Network.