



Installation, Backup, & Restore Guide.

MAC



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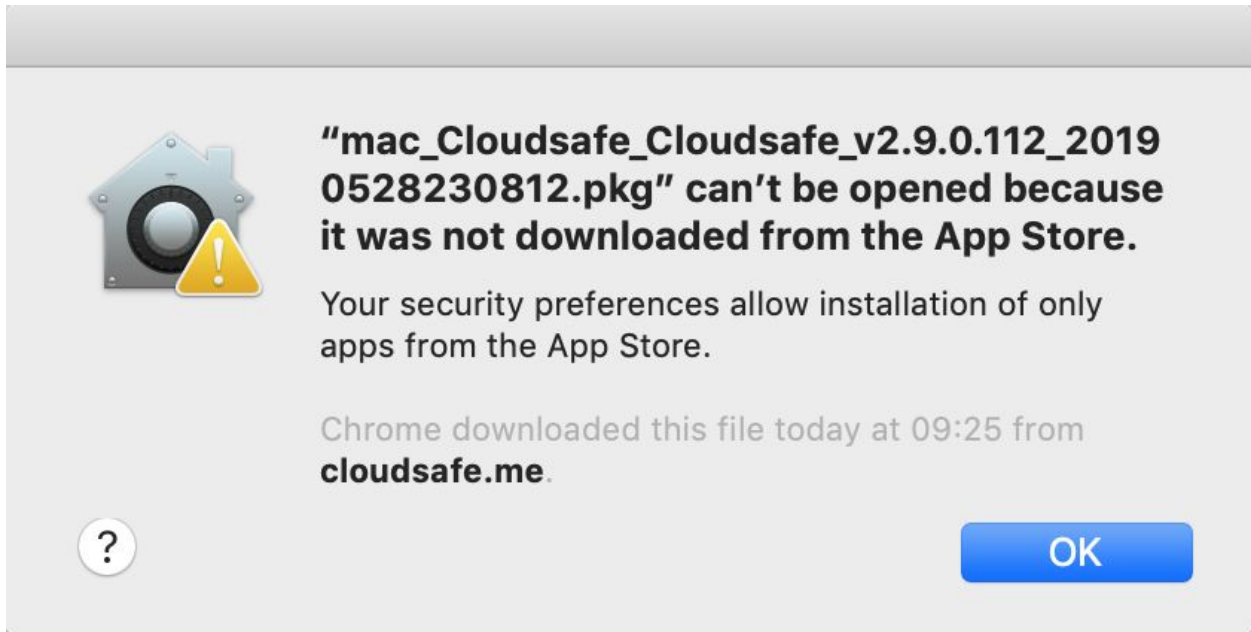
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How to Install Cloudsafe

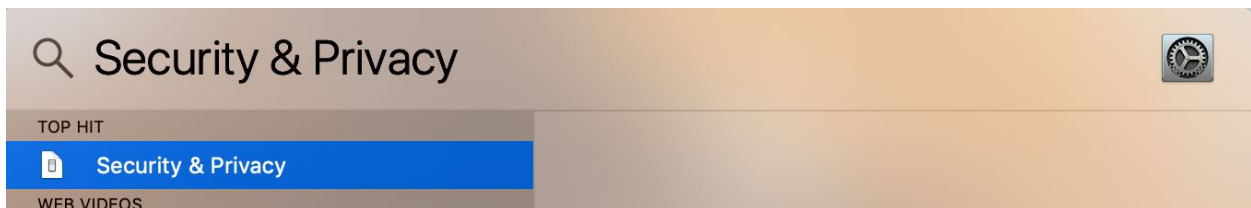
1. Download the installation package (the **.pkg** file) onto the system.



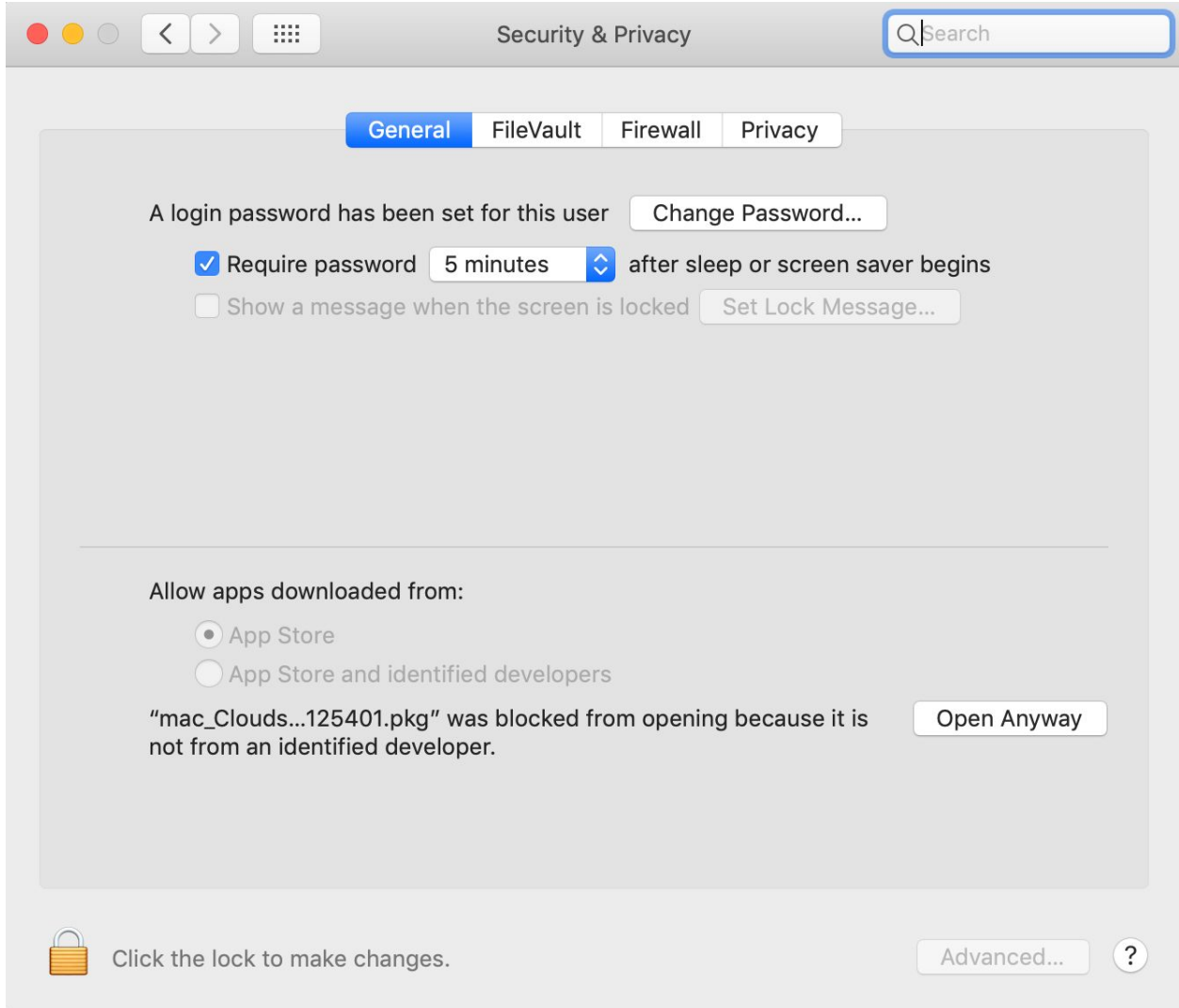
2. Run the installation package by double-clicking on it.
3. The warning message may pop up.



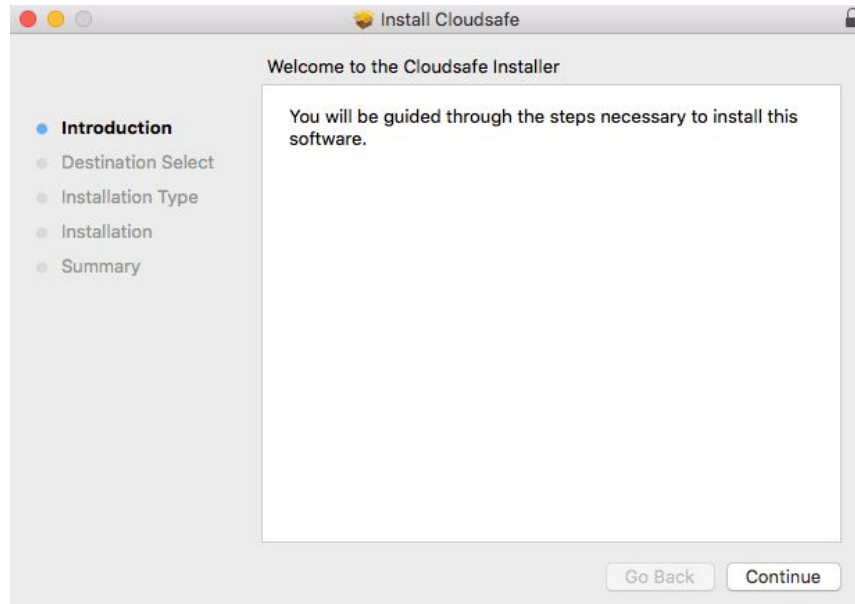
4. Hit **command + space** and type security & privacy, then press enter.



5. Go to general and click "Open Anyway".



6. Follow the installation instructions.



Getting Started

Once the Cloudsafe Installer has been completed go to the Applications folder on your Mac and find the Cloudsafe application. Run the application by clicking on it.



Logging into Your User Account

1. On the initial start you will be prompted to enter the user email and password you received in the welcome email.

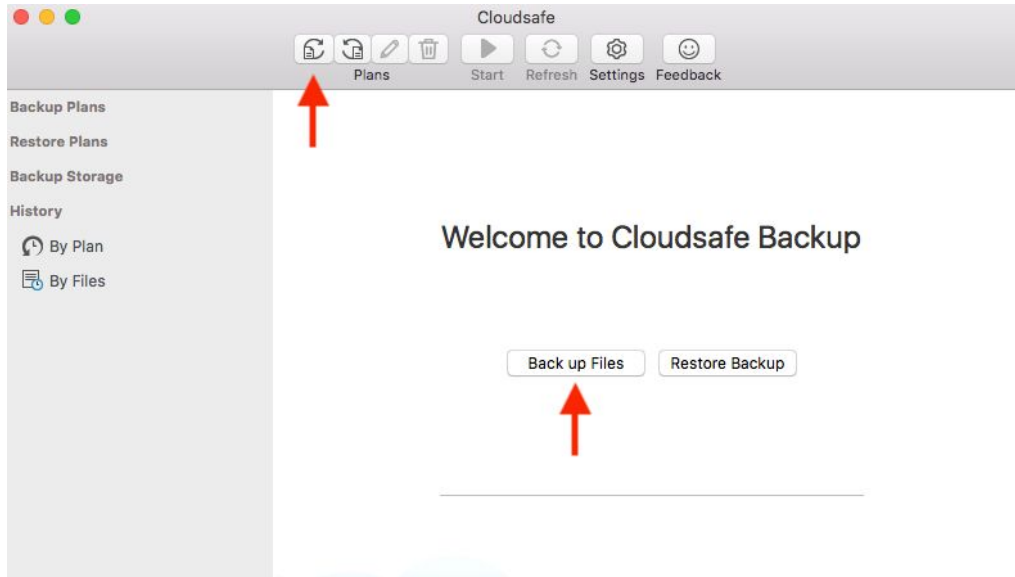


The screenshot shows a web browser window titled "Cloudsafe". The page features the Cloudsafe logo at the top. Below the logo, there are two input fields: "User Account:" and "Password:". The "User Account:" field is currently selected with a blue border. Below the "Password:" field, there is a link for "Proxy Settings". At the bottom right of the form area, there is a "Sign in" button.

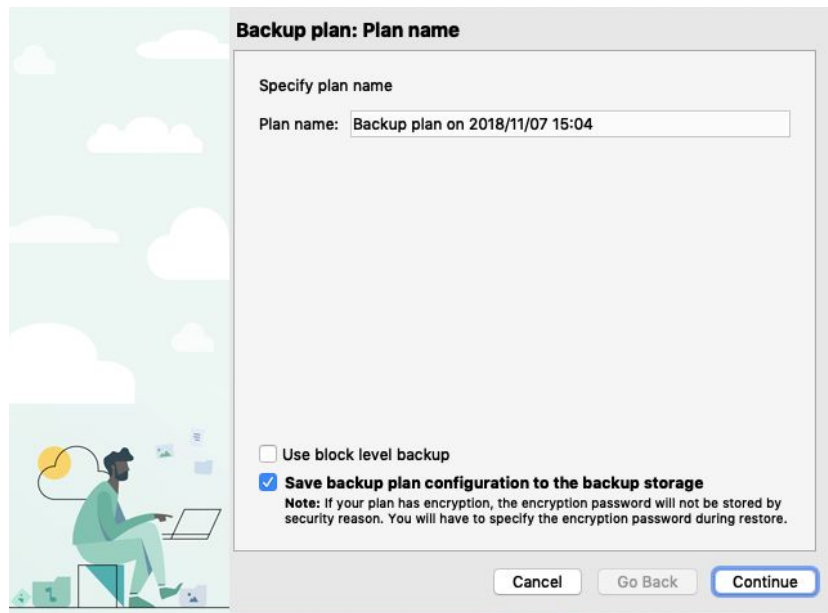
2. Once your user email and password has been entered, click "Sign in".

How to Create a Backup Plan

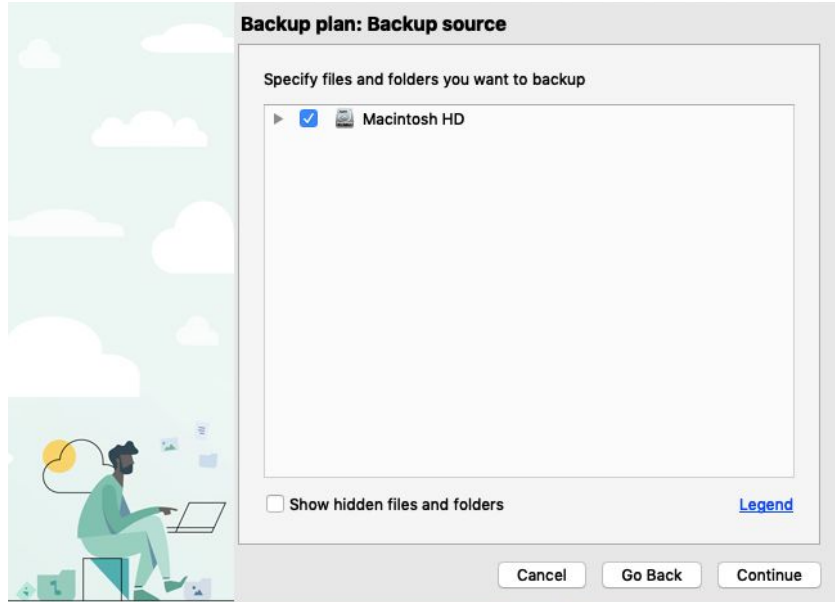
1. Click "Backup Files" or the "Clockwise Arrow" on the toolbar to get started.



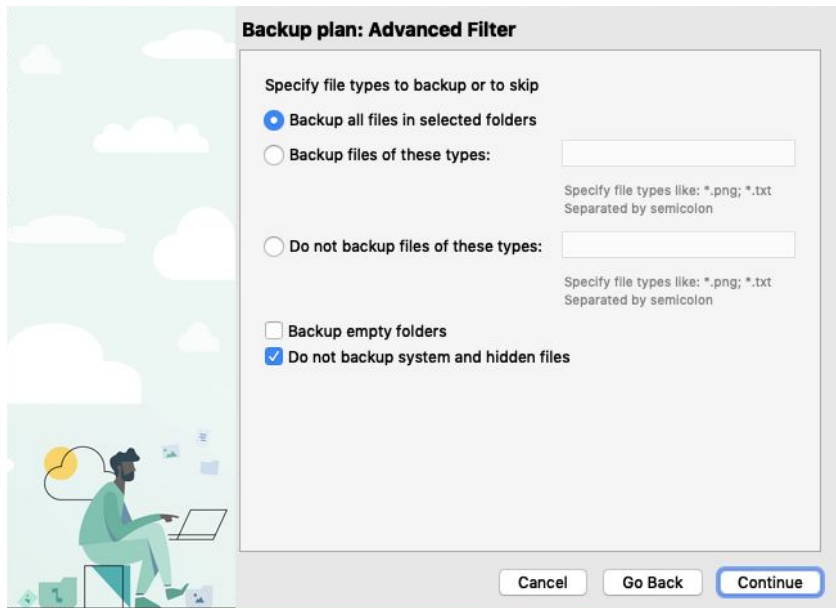
2. Backup plan: Plan name - Cloudsafe will automatically create a backup **plan name** based on the time and date. This name can be edited if you would like to create your own custom name.



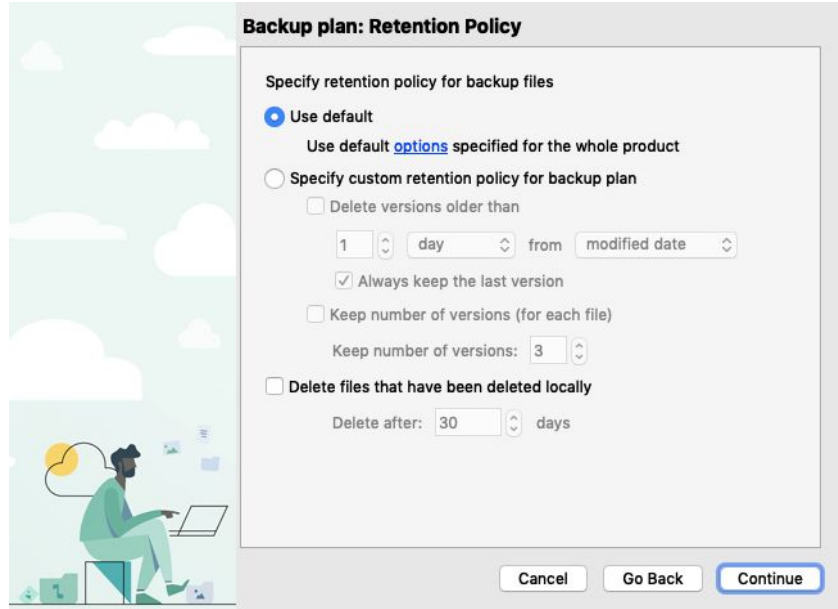
3. Backup plan: Backup source - Select the folders/files you would like to backup.



4. Backup plan: Advanced Filter - Specify which file types you would like to backup in the folder you previously selected. By default it will backup all files (recommended).



5. Backup plan: Retention Policy - Here you are able to specify the retention policy for your backup plan. "Use default" if a custom retention plan is not needed.



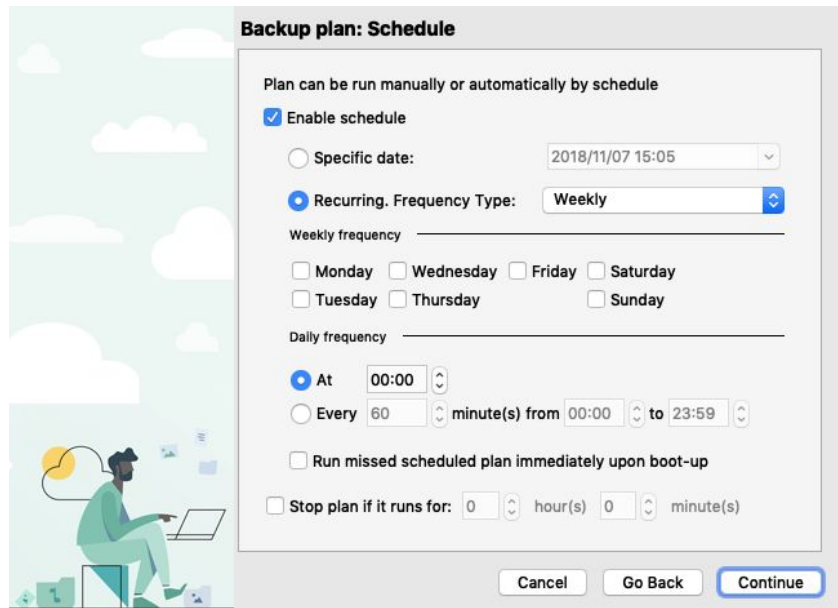
Backup plan: Retention Policy

Specify retention policy for backup files

- Use default
 - Use default [options](#) specified for the whole product
- Specify custom retention policy for backup plan
 - Delete versions older than
 - 1 day from modified date
 - Always keep the last version
 - Keep number of versions (for each file)
 - Keep number of versions: 3
 - Delete files that have been deleted locally
 - Delete after: 30 days

Buttons: Cancel, Go Back, Continue

6. Backup plan: Schedule - Here you can choose a custom schedule of when Cloudsafe will automatically create a backup of your files. If no schedule is set the backup will need to be run manually.



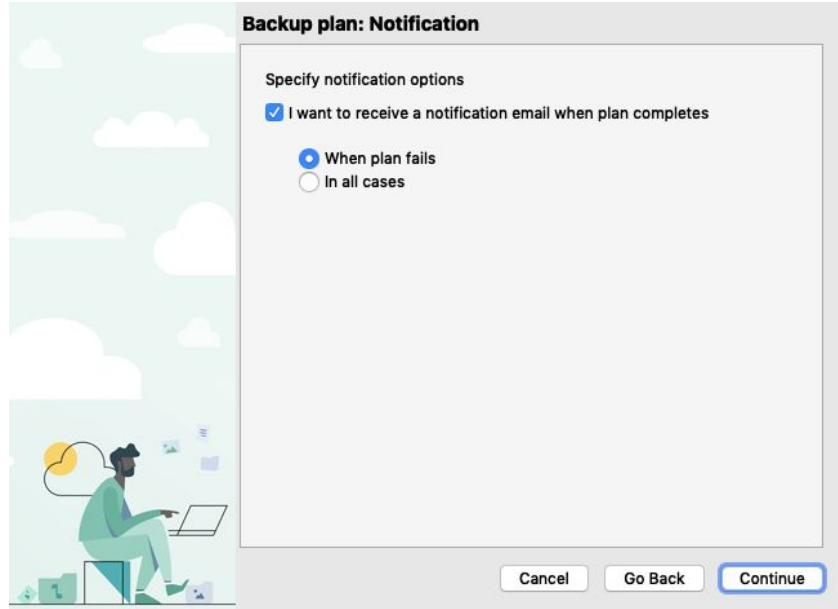
Backup plan: Schedule

Plan can be run manually or automatically by schedule

- Enable schedule
 - Specific date: 2018/11/07 15:05
 - Recurring. Frequency Type: Weekly
 - Weekly frequency
 - Monday Wednesday Friday Saturday
 - Tuesday Thursday Sunday
 - Daily frequency
 - At 00:00
 - Every 60 minute(s) from 00:00 to 23:59
 - Run missed scheduled plan immediately upon boot-up
 - Stop plan if it runs for: 0 hour(s) 0 minute(s)

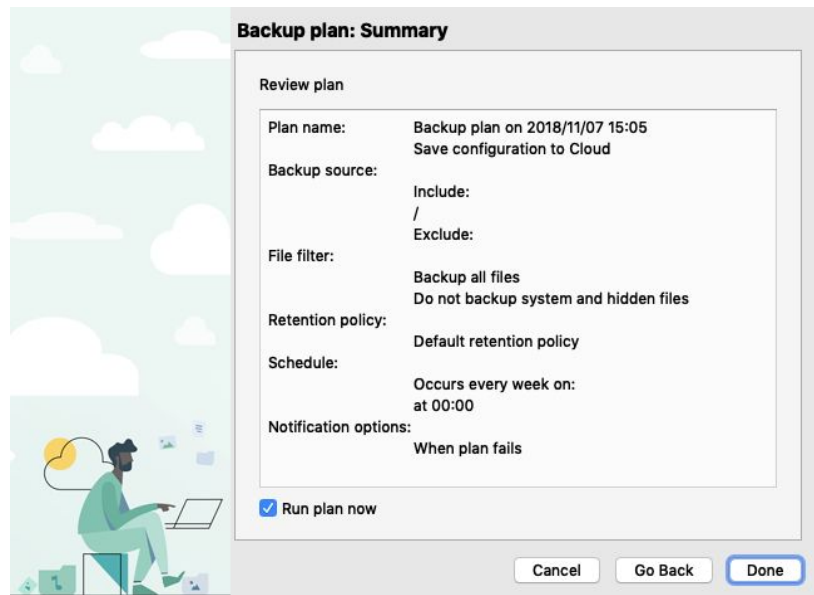
Buttons: Cancel, Go Back, Continue

7. Backup plan: Notification - Specify when or if you would like to receive an email notification of when a backup of your files has been completed.



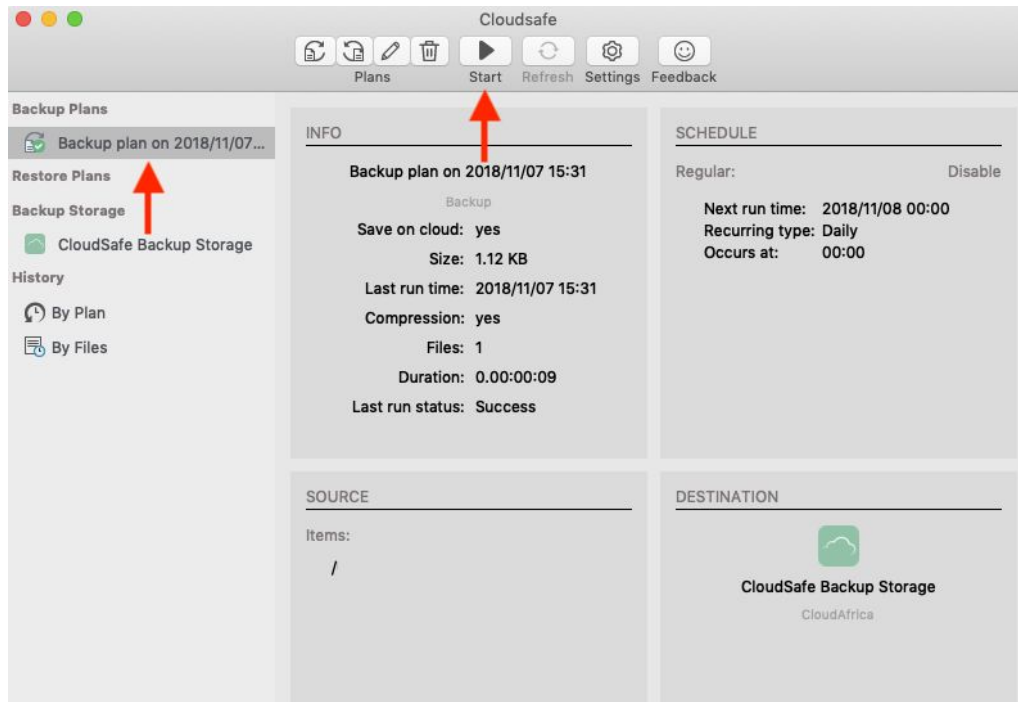
8. Backup plan: Summary - The final step is to review a summary of your backup plan. This will include a breakdown of the configurations you selected in the previous steps. Once happy click on **“Done”** and the Wizard to create your backup plan will be complete.

NOTE: If you would like to run the plan immediately you can select **“Run plan now”** before clicking done. If **“Run plan now”** is not selected Cloudsafe will run the plan on the scheduled time/date that was specified previously or it will need to be run manually if no schedule was selected.



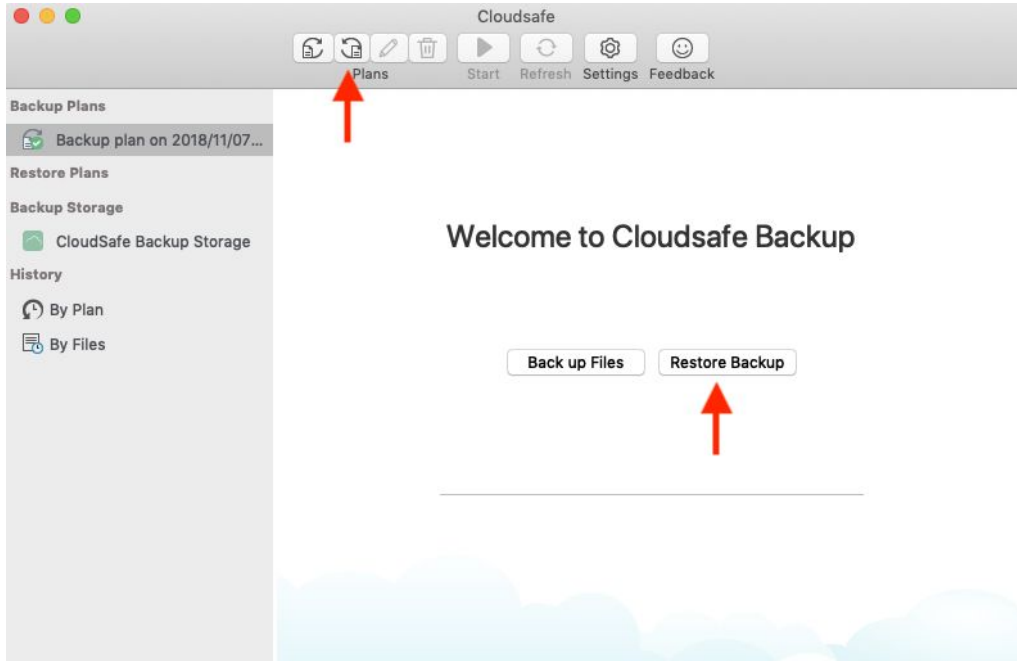
9. The backup plan you have just created will now be visible under **“Backup Plans”** on the left. Click on the backup plan name to see more details.

NOTE: If you would like to run the backup plan manually at any stage this can be done by clicking on "Start".

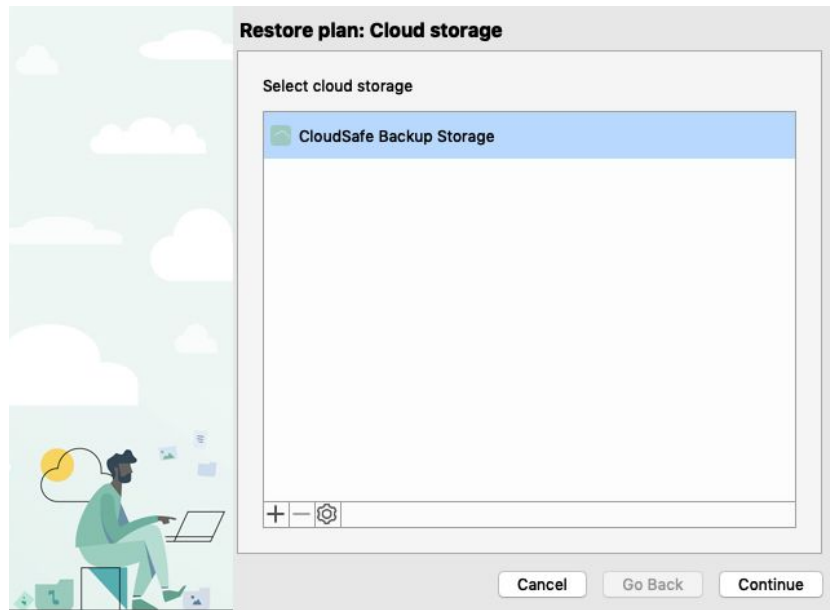


How to Create a Restore Plan

1. Click "Restore Backup" or the "AntiClockwise Arrow" on the toolbar to get started.



2. Restore plan: Cloud storage - Select the "Cloudsafe Backup Storage" and click continue.

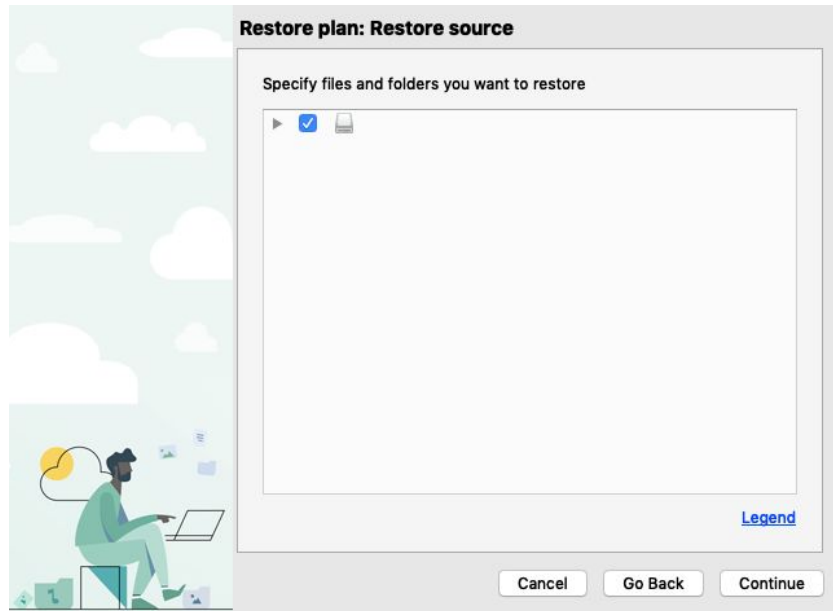


3. Restore plan: Plan name - Next select whether you would like to run this restore plan just once or name and save it for future running or scheduling.

NOTE: If you choose to save a restore plan you will be prompted in a following step to schedule the restore plan.

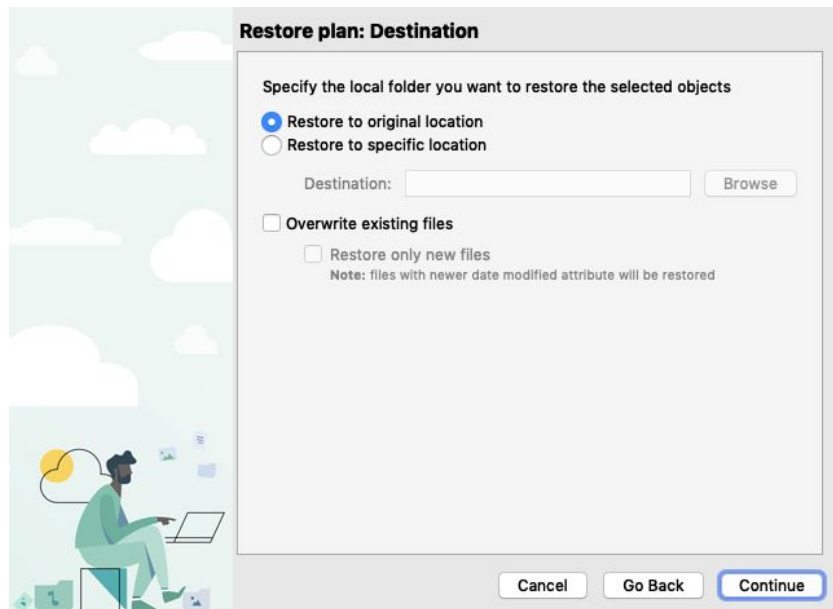
4. Restore plan: Restore Type - The next step will allow you to specify which backup version of your data you would like to restore. **"Sync before run"** will ensure Cloudsafe has the latest version of your backed up data (Optional).

5. Restore plan: Restore source - Select the files and folders you would like to restore.



6. Restore plan: Destination - Here you are able to specify where your restored files will be placed.

NOTE: If the originally backed up files or folders still exists in the chosen destination the restore will fail unless **“Overwrite existing files”** is selected.



7. Restore plan: Encryption Option - This step will allow you to specify a password to decrypt files if you had an encrypted backup. If your backup was not encrypted you can skip this step and click continue.

Restore plan: Encryption Option

Specify encryption options

Decrypt encrypted files with the following password

Password:

Confirm password:

Cancel Go Back Continue

8. Restore plan: Notification - Specify when or if you would like to receive an email notification of when the restore of your files has been completed.

Restore plan: Notification

Specify notification options

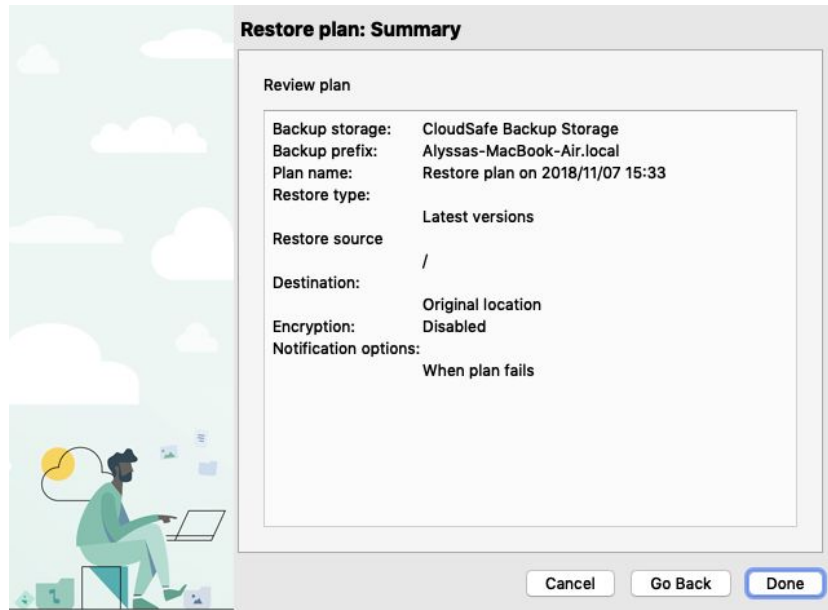
I want to receive a notification email when plan completes

When plan fails

In all cases

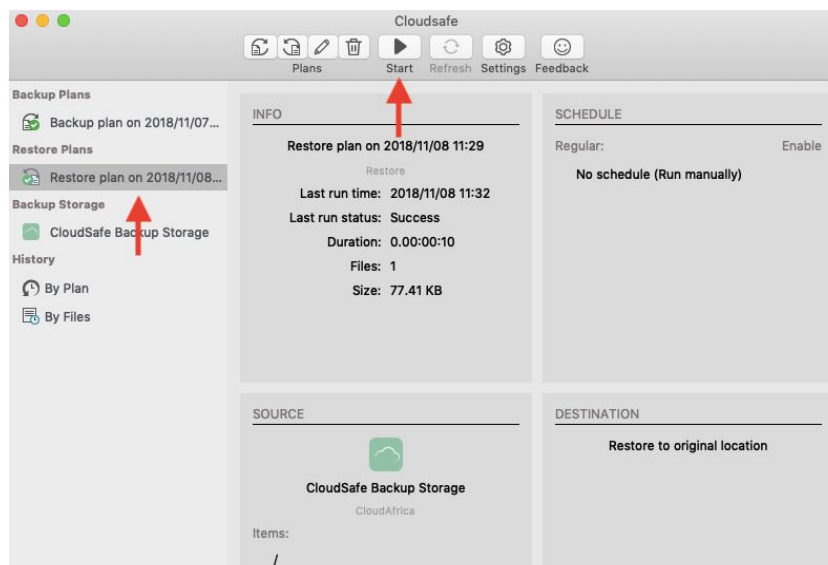
Cancel Go Back Continue

9. Restore plan: Summary - The final step is to review a summary of your restore plan. This will include a breakdown of the configurations you selected in the previous steps. Once happy click on **“Done”** and the Wizard to create your restore plan will be complete.



10. The restore plan you have just created will now be visible under **“Restore Plans”** on the left. Click on the restore plan name to see more details. If you chose to **“Run restore once”** in step 3 the restore plan will run automatically once it has been created. A scheduled plan will restore based on your defined schedule.

NOTE: If you would like to run the restore plan manually at any stage this can be done by clicking on **“Start”**.



11. Your data will now be restored once the **Restore Plan** has run.

Contact Support

Should you have any problems or issues with any of the above, please feel free to contact our support department who will be happy to help resolve the issue.

Cloudsafe Support - support@cloudsafe.me

