BEK BACKUP

BACKUP AND DISASTER RECOVERY

SETUP GUIDE
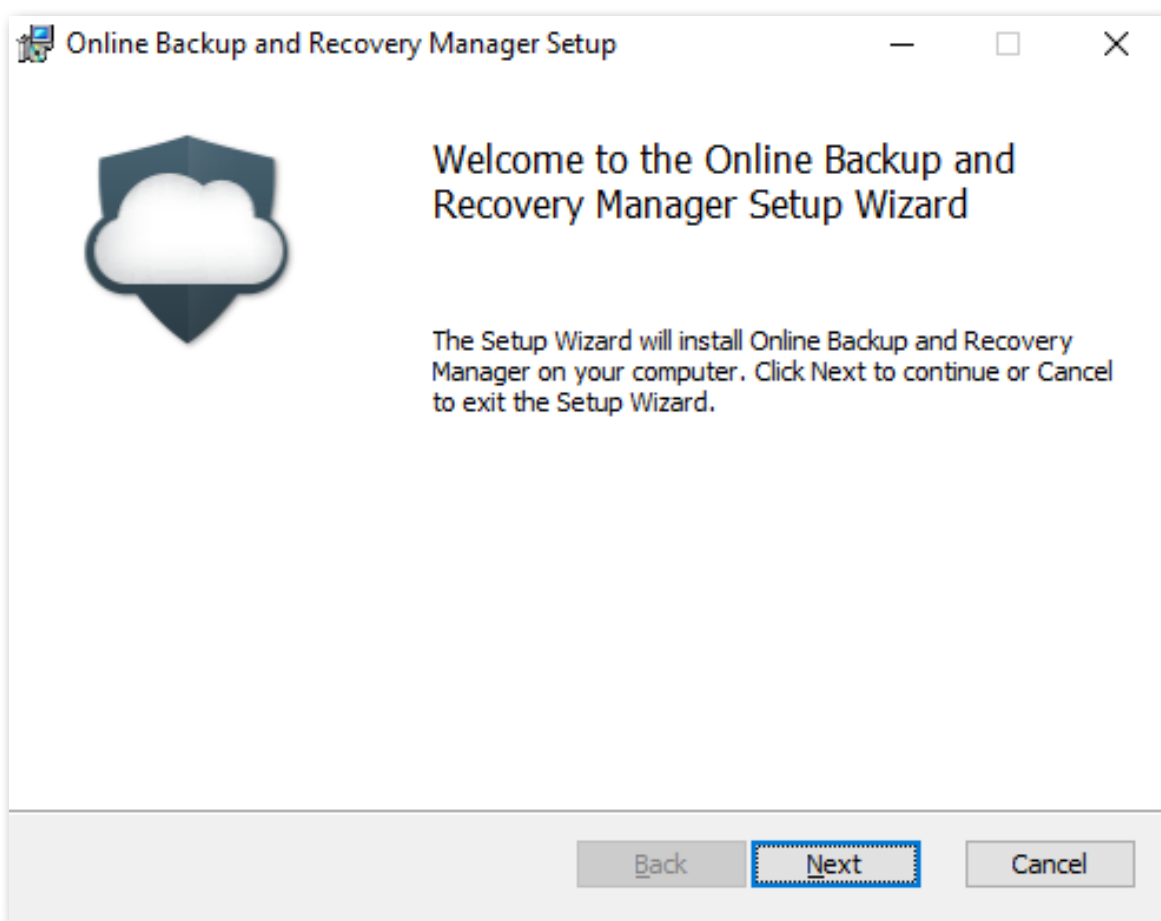
SETUP GUIDE

Hello and welcome to BEK Cloud Backup!

This guide will help you install our software and show you how to choose which files you would like backed up. The first step is simple, just click below on the appropriate file for your computer:

If you have a **WINDOWS** computer, click here:
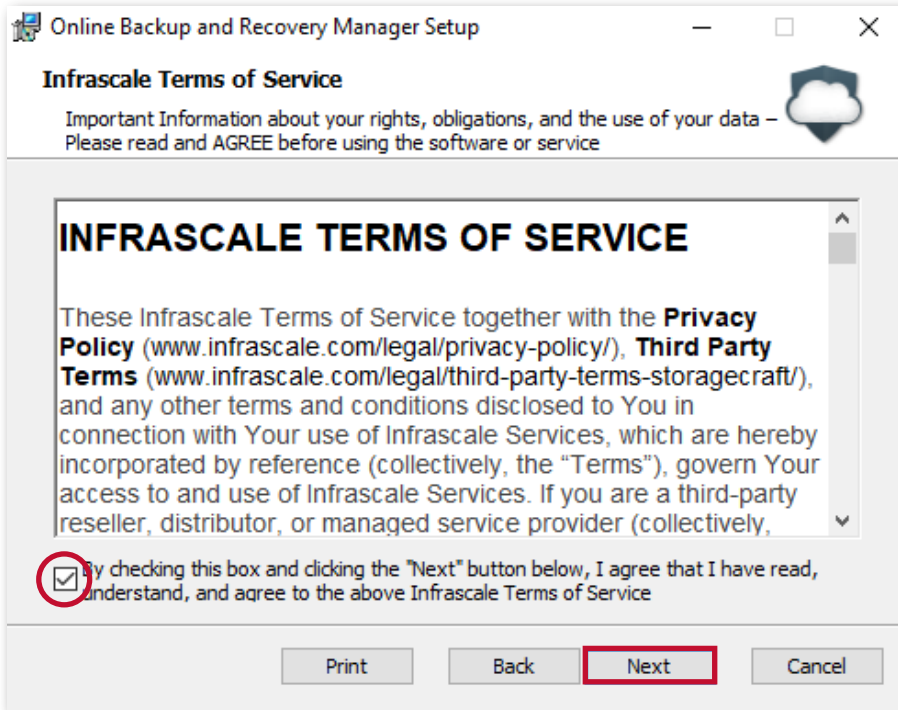
If you have an **APPLE/MAC** computer, click here:

Once the file is downloaded open the file, usually by clicking OPEN or RUN at the bottom of your screen.
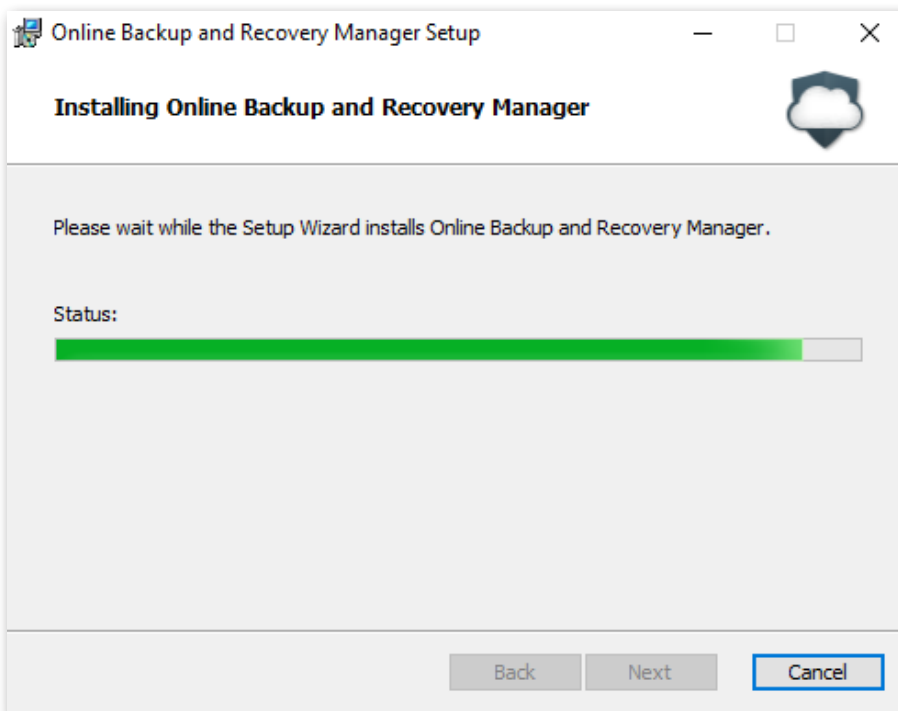
You should see a window like this:

Go ahead and click 'Next"

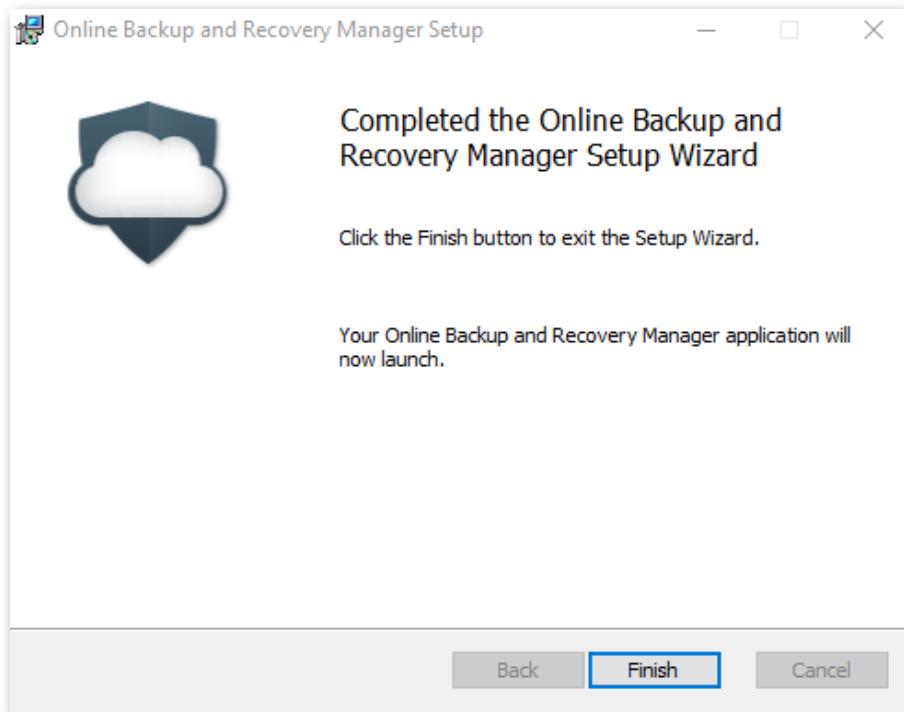**701.475.2361 | 888.475.2361 | bek.coop**

TERMS OF SERVICE

The next window is a Terms of Service agreement. Be sure to click the check box and then click 'Next' again.
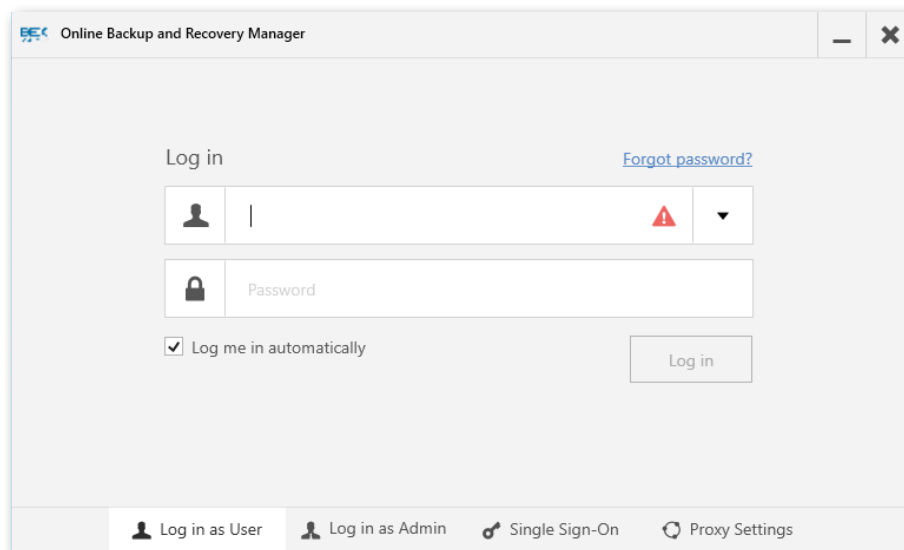

INSTALL

Another window will appear, proceed to click 'Install'. This new window will have a progress bar running across the middle. This may take a minute or two. When complete, click 'Finish'.

FINISH

At the same time the window with 'Finish' pops up, the first window for the installed program may pop up as well. It will ask you for your log in credentials, like shown below.

LOG IN

You will need to use the *Username* or *Email* and *Password* given to you by the BEK Customer Service Representative.

After logging in, you should see this screen:
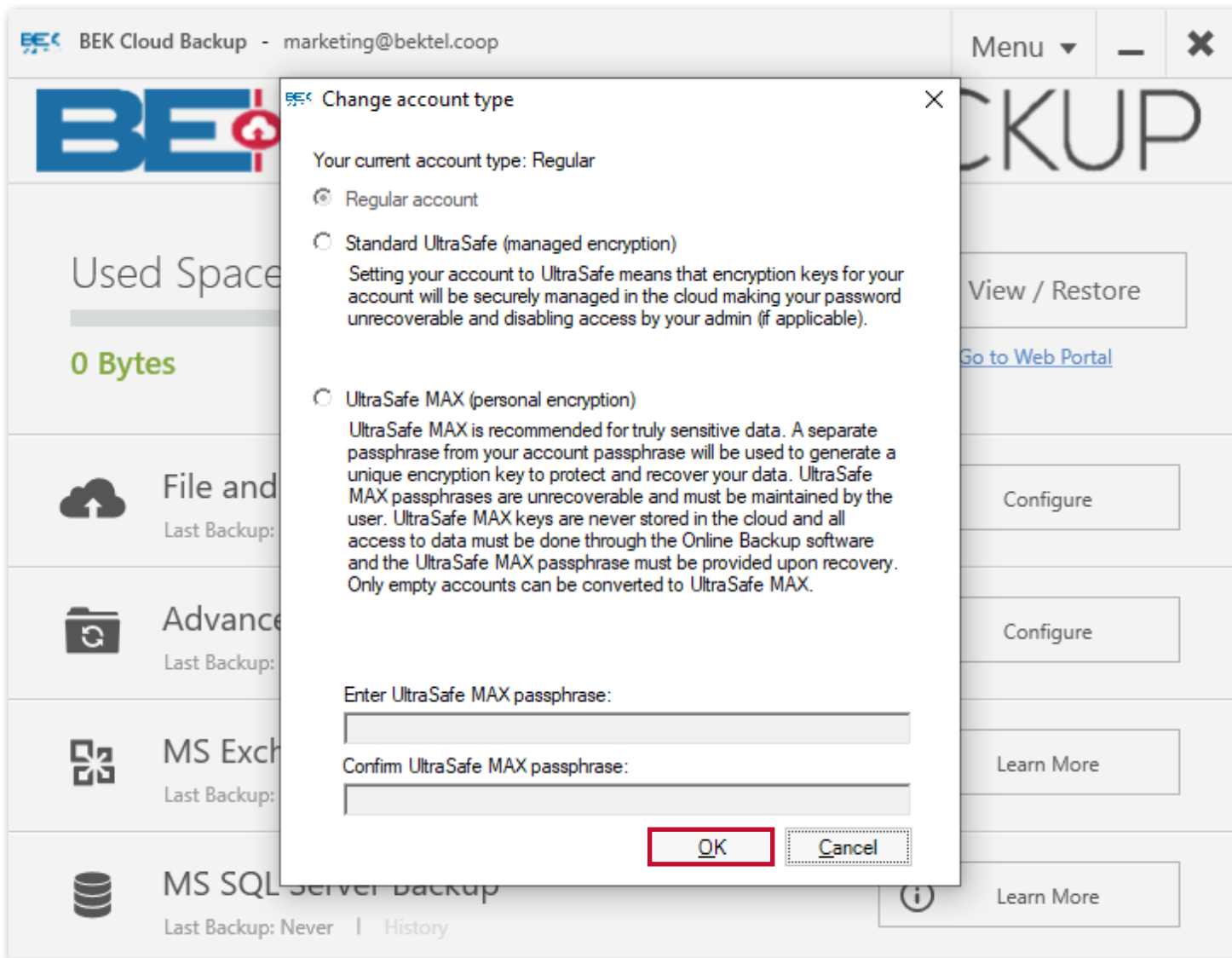
Just click **'OK'** for now. This is a feature we are not yet using.

Then you will see the following:

We are almost done, you're doing great! Click the 'Configure' button as indicated by the red arrow.

Here is where you will be choosing which files you want to back up. You can either have the system automatically choose which files to backup or you can have it only back up specific files. This is usually a bit more advanced.
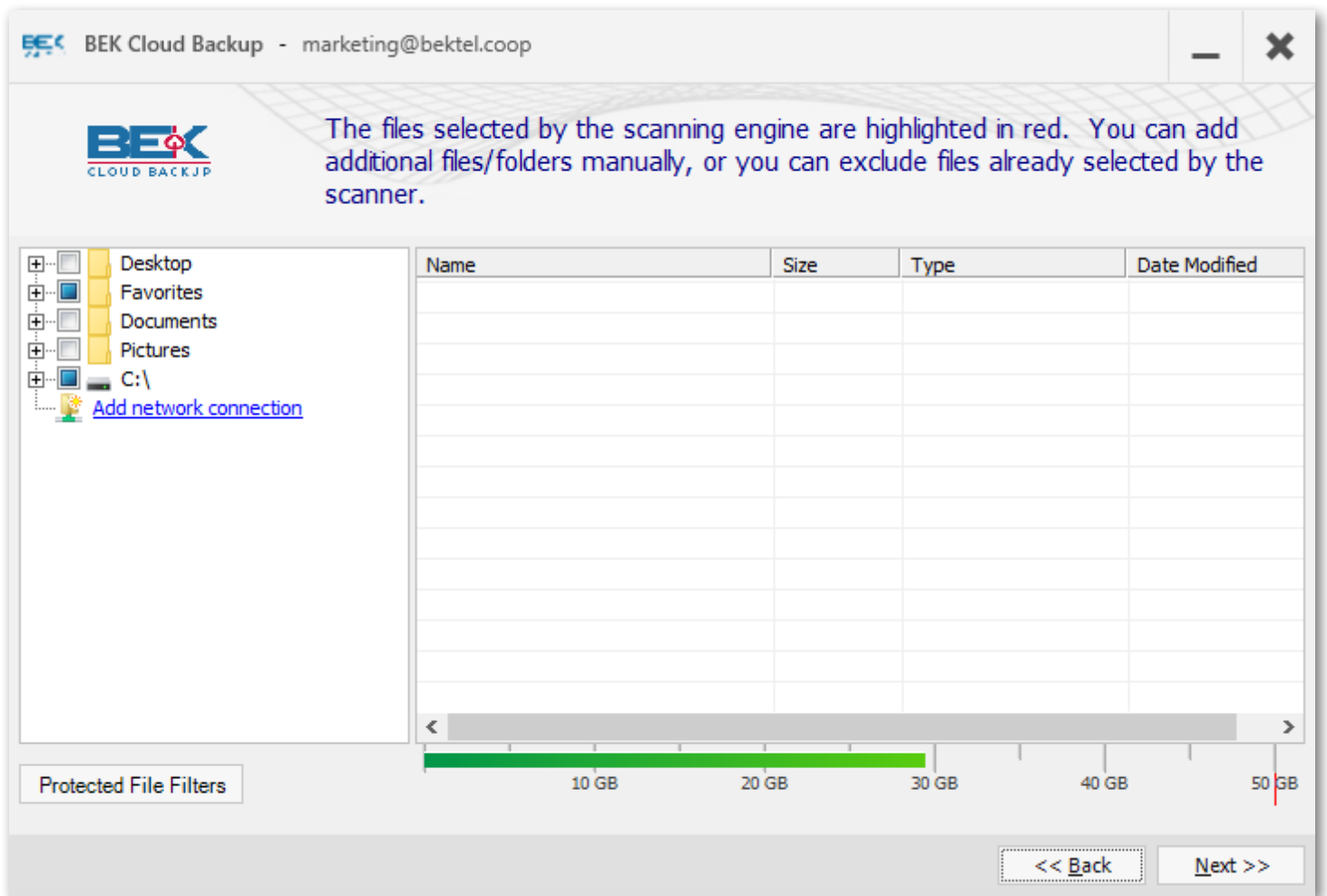

If you are happy with what you see listed for backup, go ahead and click 'Next'.

If you would like to manually decide which files are being backed up, select 'Do not scan (select files manually)' and click 'Next'.
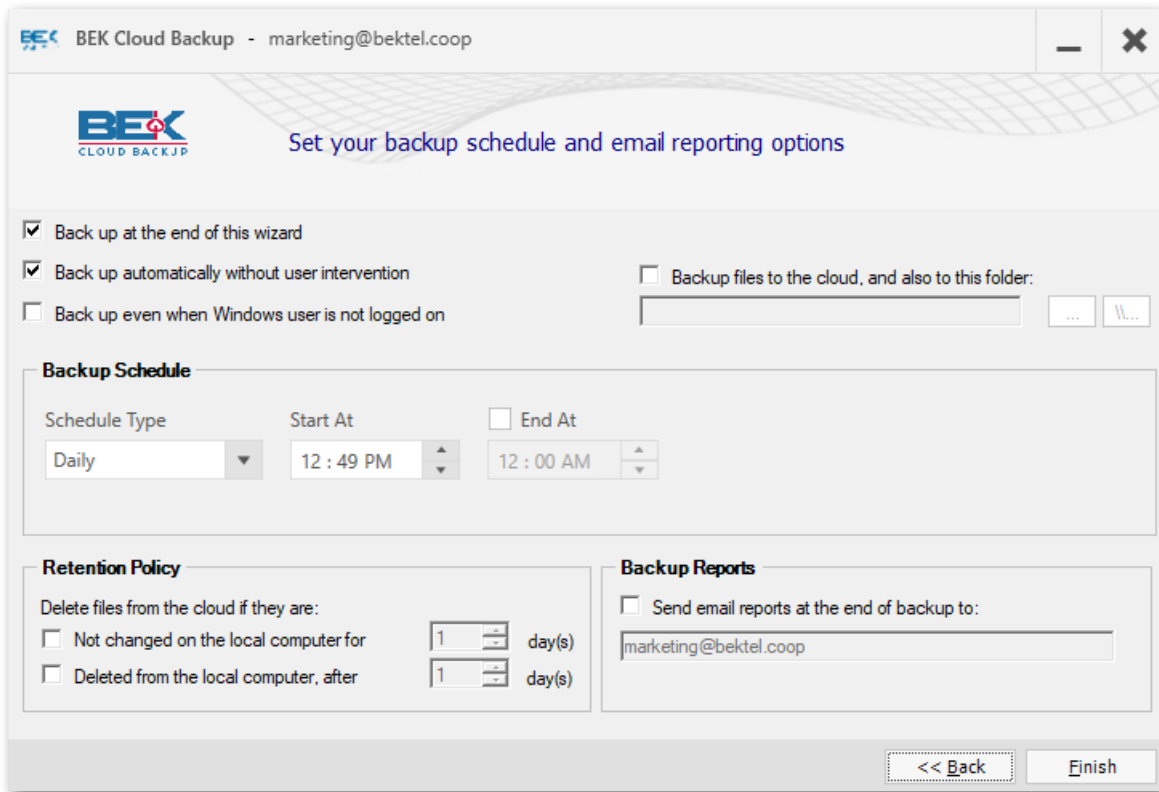
This will take you to a new screen that show what will be backed up. From here, you can select specific files or stop specific files from being backed up.

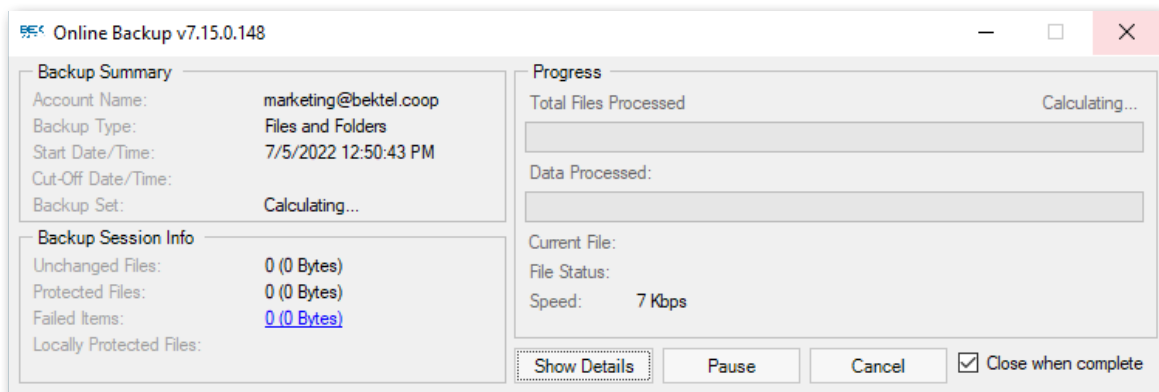If everything appears to be correct, click 'Next'.

This will take you to the final screen. This window will give you options regarding how often you would like the backup to run. It is initially set up for a Daily backup, but you can adjust this to your preferences. When you are ready, click 'Finish'.

Another window will pop up to show you the progress being made:

When complete, the window will close itself. Congratulations! Your files are backed up!