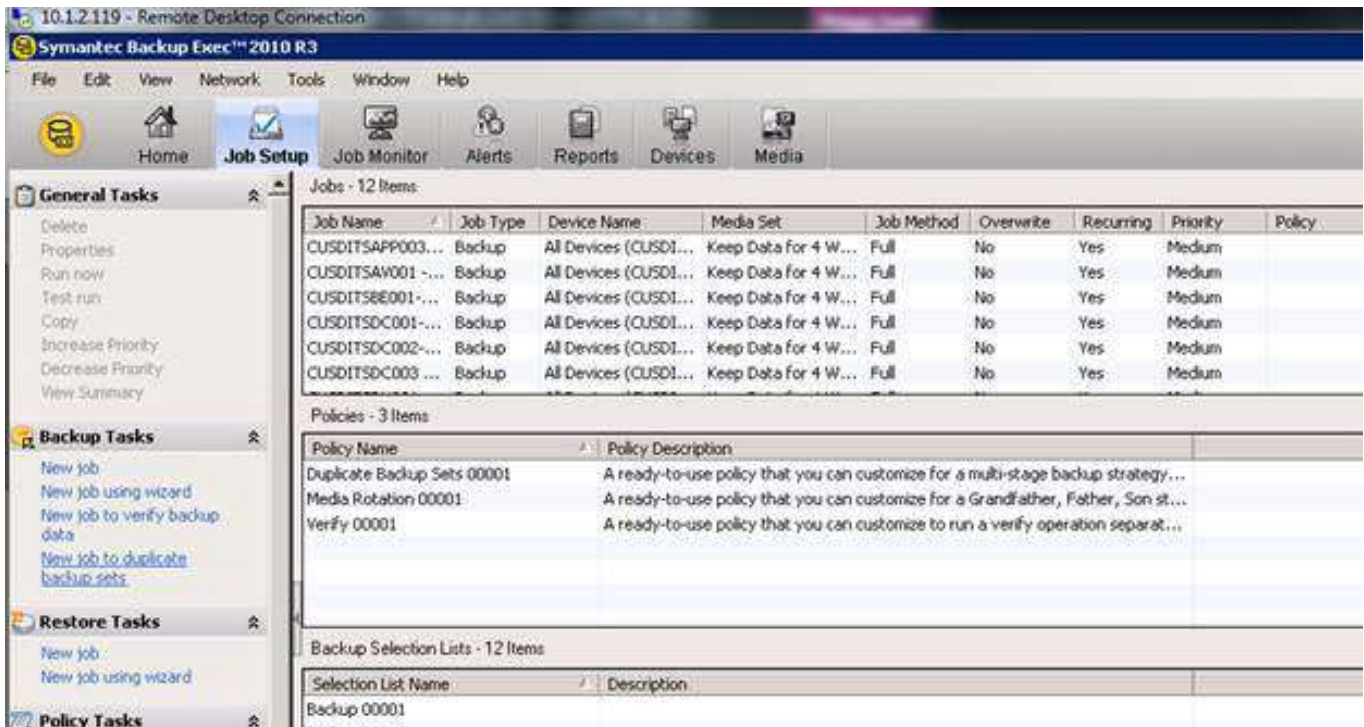




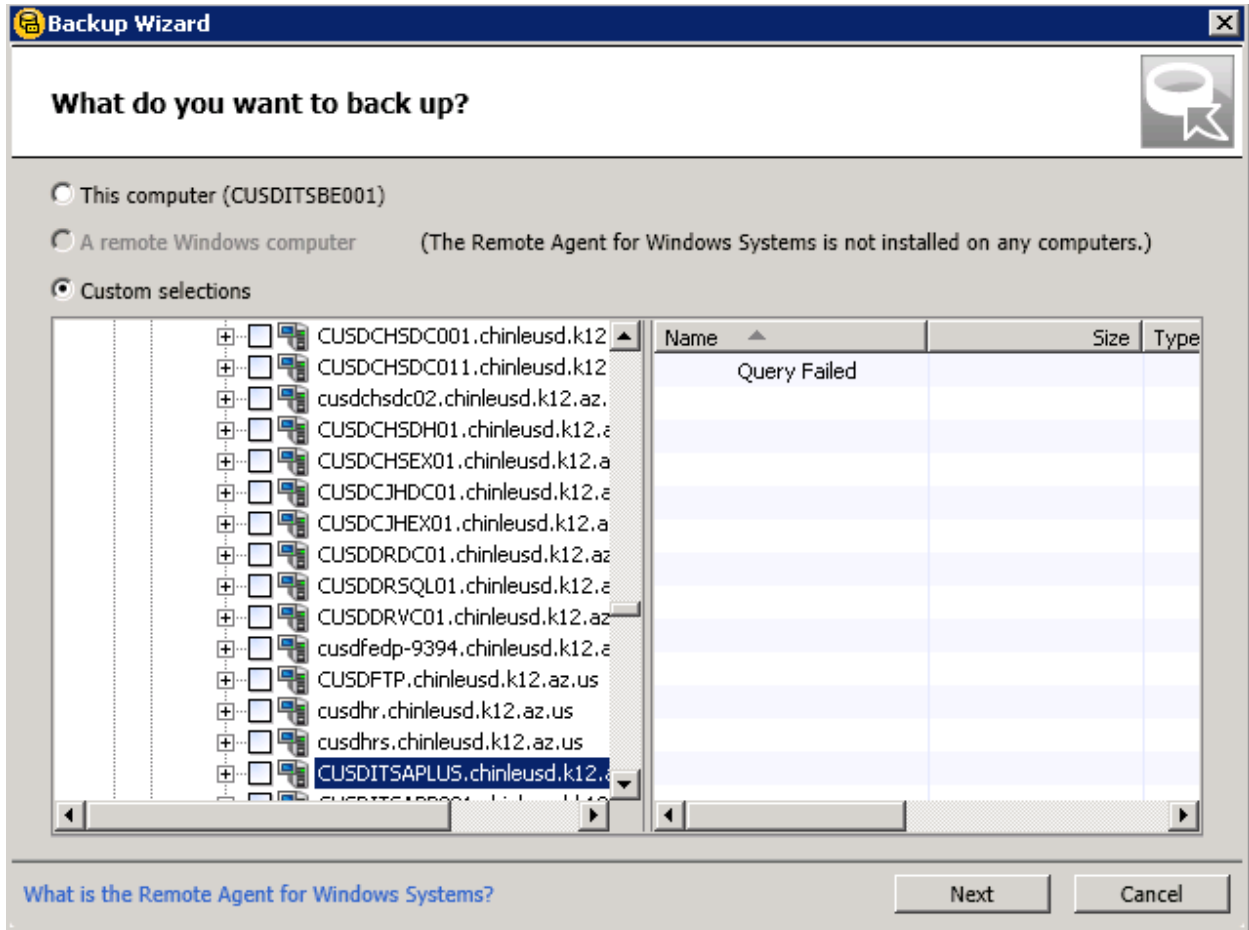
## 1.0 BACKING UP DATA USING SYMANTEC BACKUP EXEC 2010

- 1.1 Create a new job by selecting Job Setup then select New Job Using Wizard under the Backup Tasks pane.



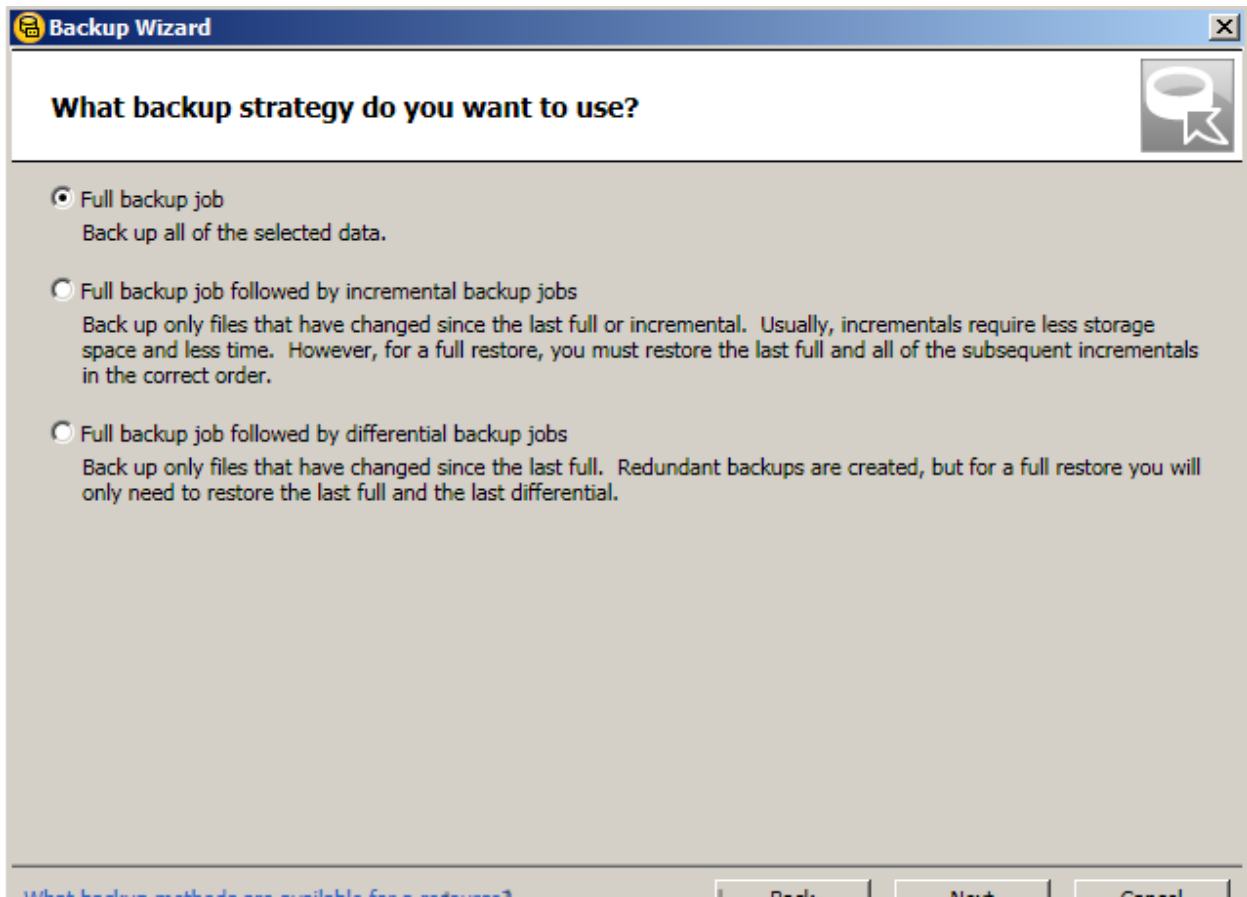


- 1.2 After selecting the Custom Selections radio button, select the resource that you wish to backup. Select the drives, directories and/or files that you need to backup. Click Next.



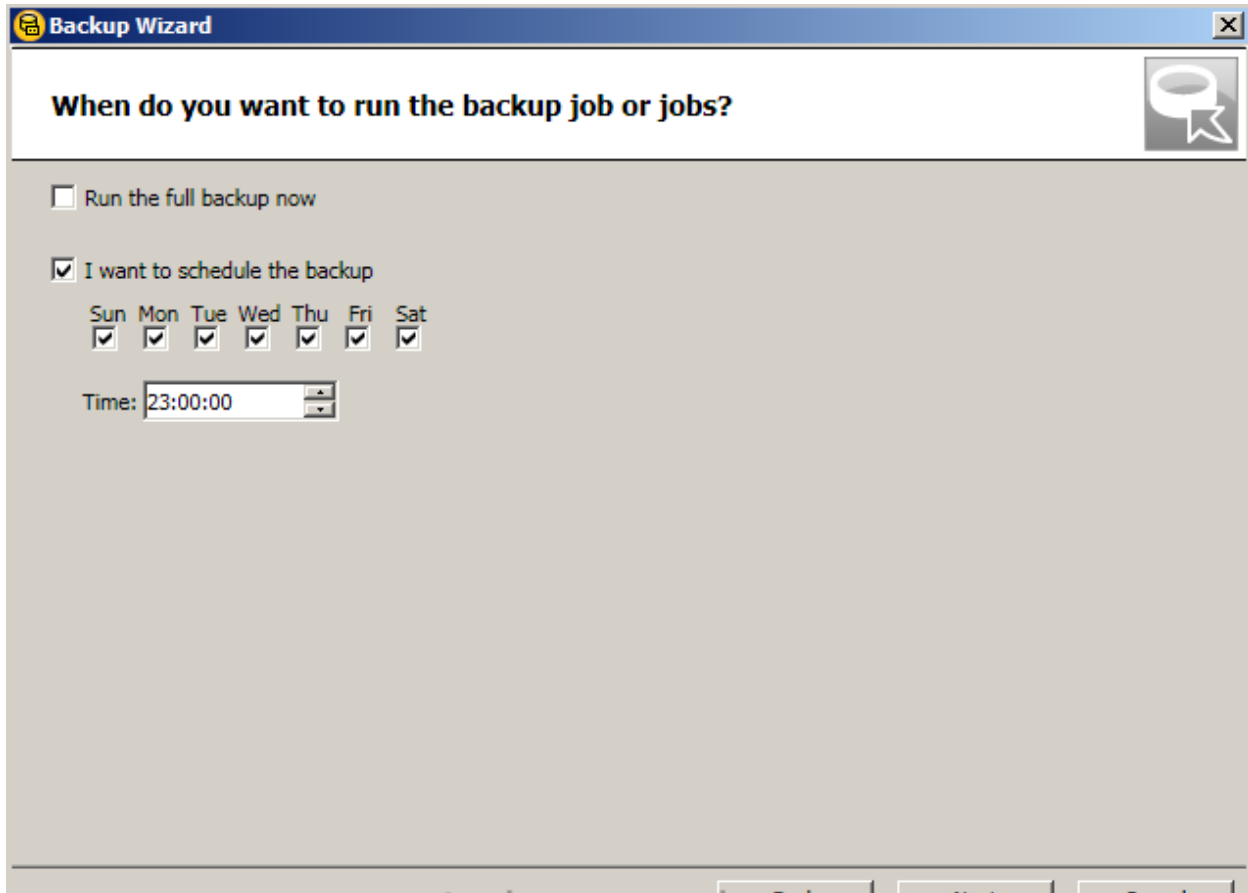


1.3 Select the backup strategy you would like to use



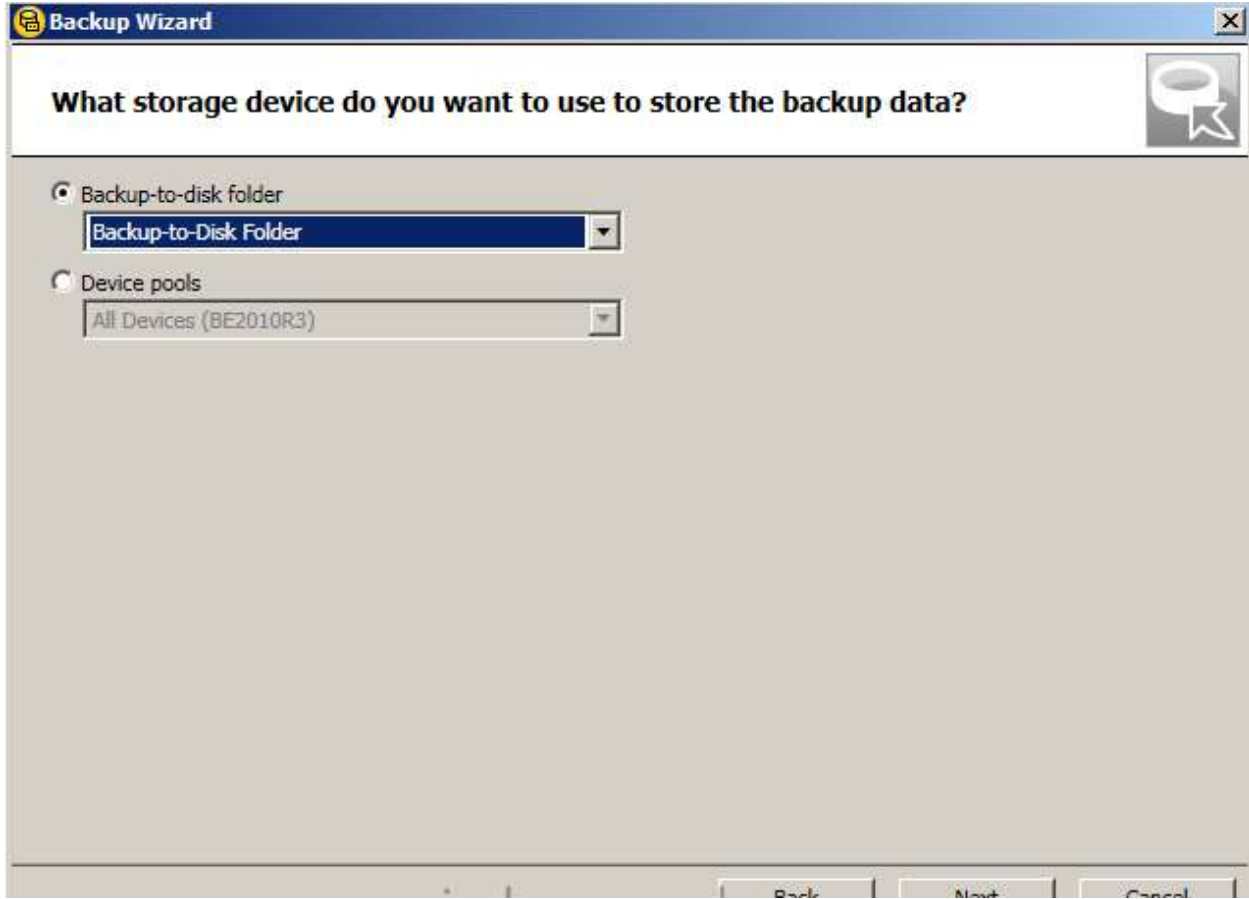


1.4 Choose the schedule

A screenshot of a Windows-style dialog box titled "Backup Wizard". The main question is "When do you want to run the backup job or jobs?". There are two radio button options: "Run the full backup now" (unchecked) and "I want to schedule the backup" (checked). Below the second option, there are seven checkboxes for the days of the week: Sun, Mon, Tue, Wed, Thu, Fri, and Sat, all of which are checked. A "Time:" label is followed by a text box containing "23:00:00" and a small time selection control. A help icon (a speech bubble with a question mark) is in the top right corner. The dialog box has a standard Windows title bar with a close button (X) in the top right corner.

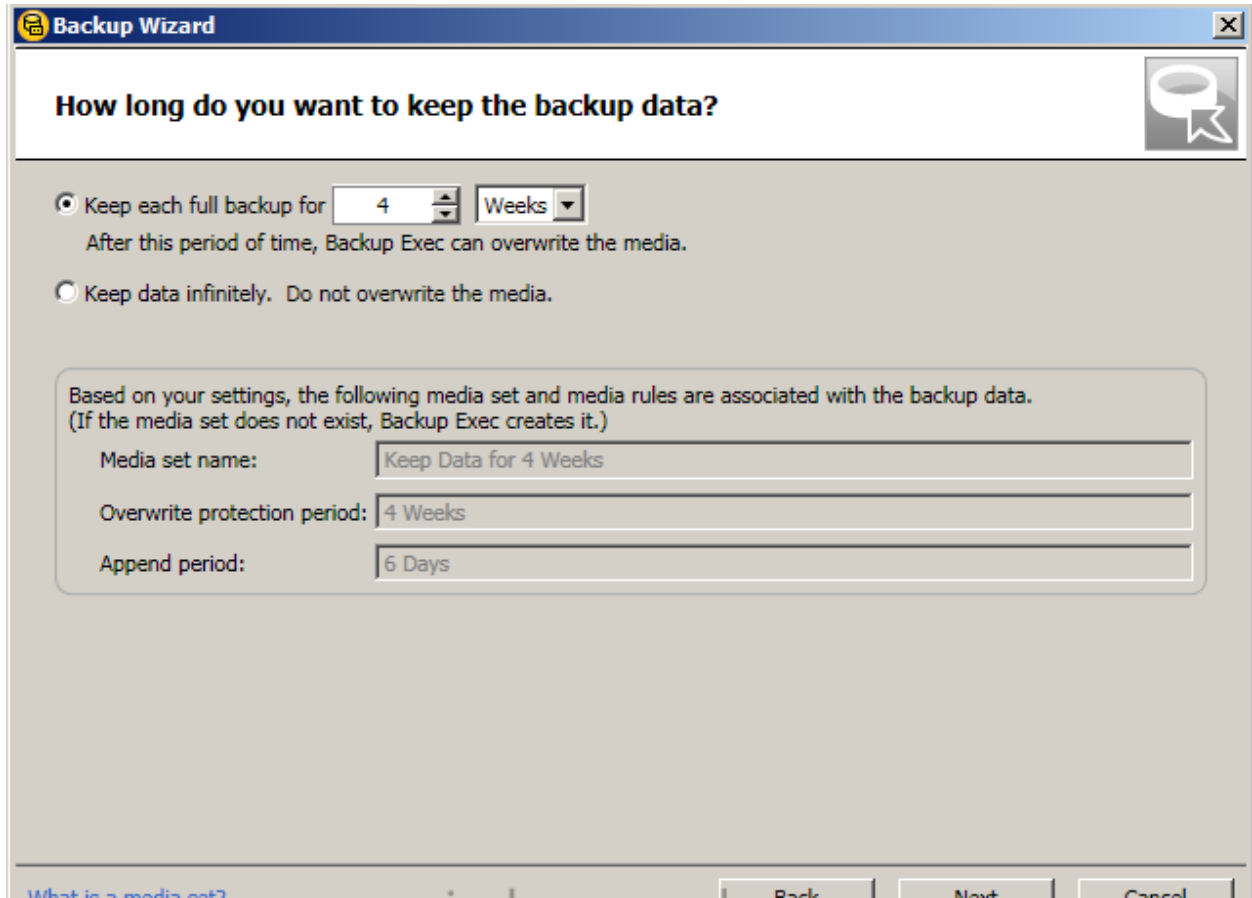


1.5 Select the storage device to use and click Next.





1.6 Choose how long to keep this data and click Next

A screenshot of the Backup Wizard dialog box. The title bar reads "Backup Wizard". The main heading is "How long do you want to keep the backup data?". There are two radio button options: "Keep each full backup for 4 Weeks" (selected) and "Keep data infinitely. Do not overwrite the media." Below the options is a summary box: "Based on your settings, the following media set and media rules are associated with the backup data. (If the media set does not exist, Backup Exec creates it.)" The summary box contains three fields: "Media set name: Keep Data for 4 Weeks", "Overwrite protection period: 4 Weeks", and "Append period: 6 Days". At the bottom, there are buttons for "Back", "Next", and "Cancel".

**Backup Wizard**

**How long do you want to keep the backup data?**

Keep each full backup for    
After this period of time, Backup Exec can overwrite the media.

Keep data infinitely. Do not overwrite the media.

Based on your settings, the following media set and media rules are associated with the backup data.  
(If the media set does not exist, Backup Exec creates it.)

Media set name:

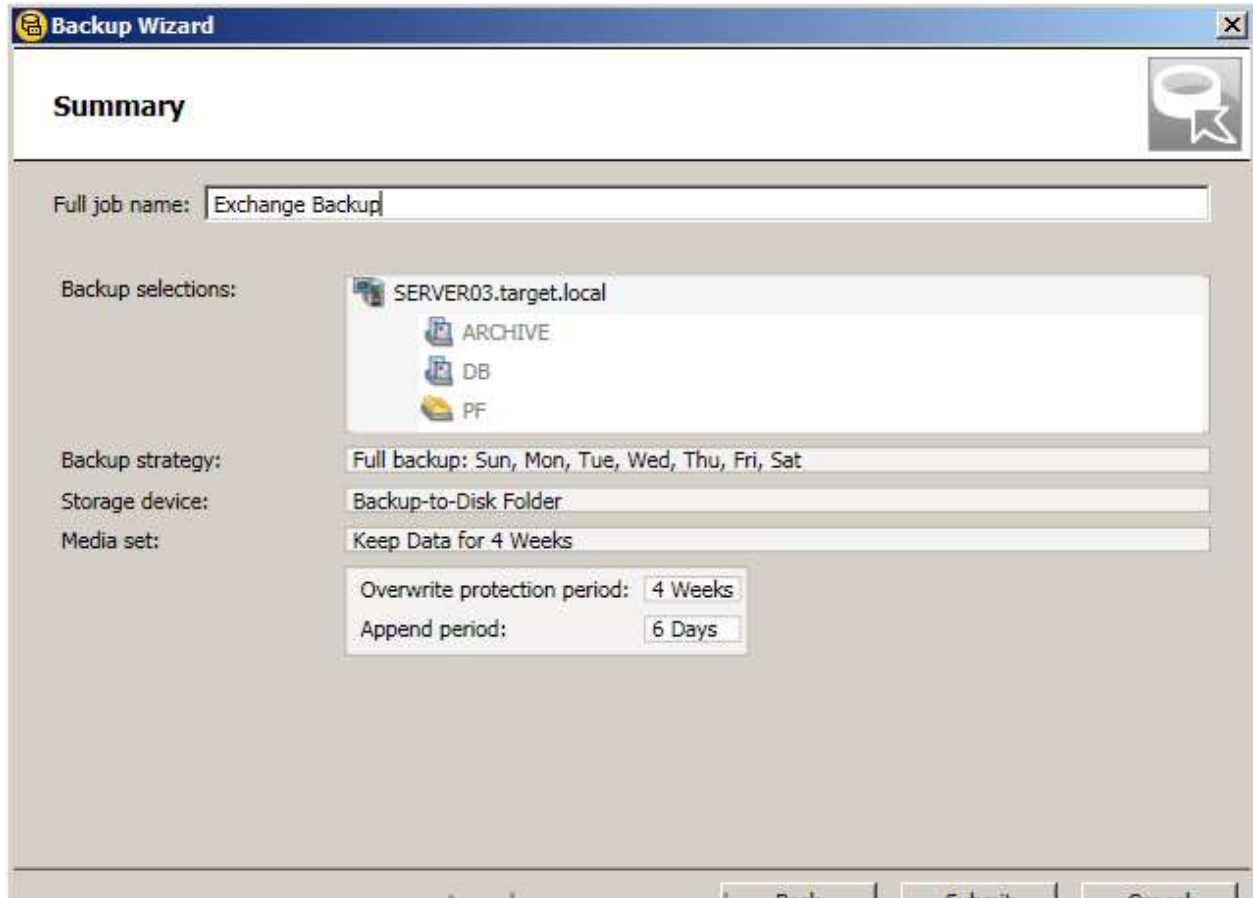
Overwrite protection period:

Append period:

[What is a media set?](#)



1.7 On the Summary window, name the job, review the settings and click Next to proceed





**REVISION HISTORY**

Release No.	Date	Revision Description

**REVIEW SCHEDULE**

None

**OWNER**

CIO

**DELEGATED OWNER**

Network Manager