

Quick Start Guide

Get Started with Fileonline Backup

Fileonline's Backup is the simplest online backup solution - it keeps a copy of your files securely online so that you can retrieve them at any time if they are lost or damaged. It is so easy to use - just follow these simple steps and you'll be up and running in minutes.

With Livedrive Backup you can securely access your backups whenever you need, wherever you are. So whether you need to download a file that you've lost, or even just view your files from another computer, it's so easy!

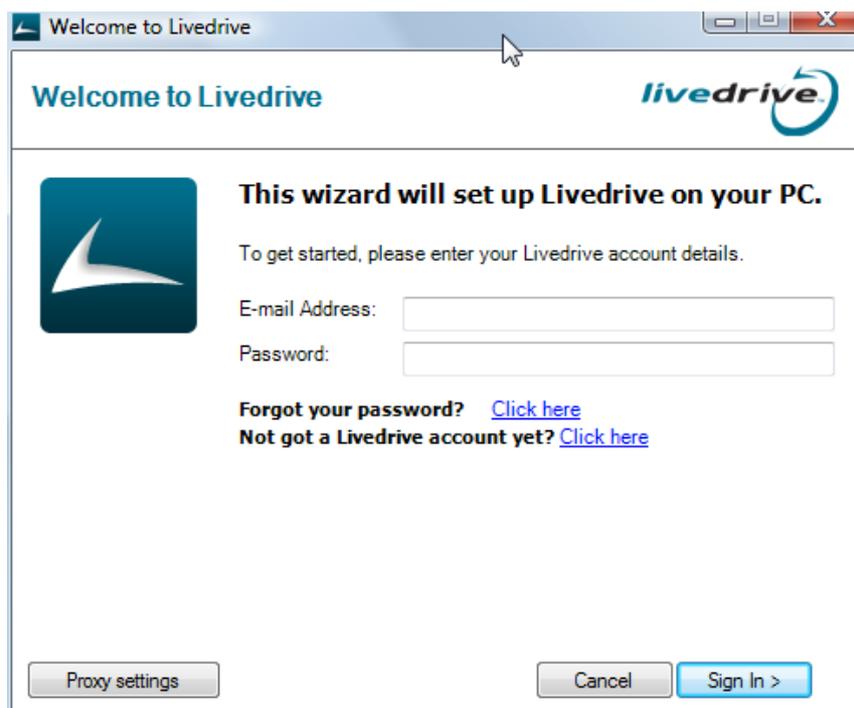
1. Download the Livedrive Desktop software

The Livedrive Desktop software runs in the background on your PC and silently backs up your files while you work - once you've set it up, you can just forget about it.

To get started, download and install the Livedrive Desktop software from this location on our website [HERE](#). The installer will guide you step by step through setting up your backups - it is very simple and only takes a few minutes. Please note that the application will restart your system after the installation.

2. Insert Account information

Input you account information. This will be the information that you provided on the "[Sign Up](#)" section on the website. It will look like this:



Welcome to Livedrive

livedrive

This wizard will set up Livedrive on your PC.

To get started, please enter your Livedrive account details.

E-mail Address:

Password:

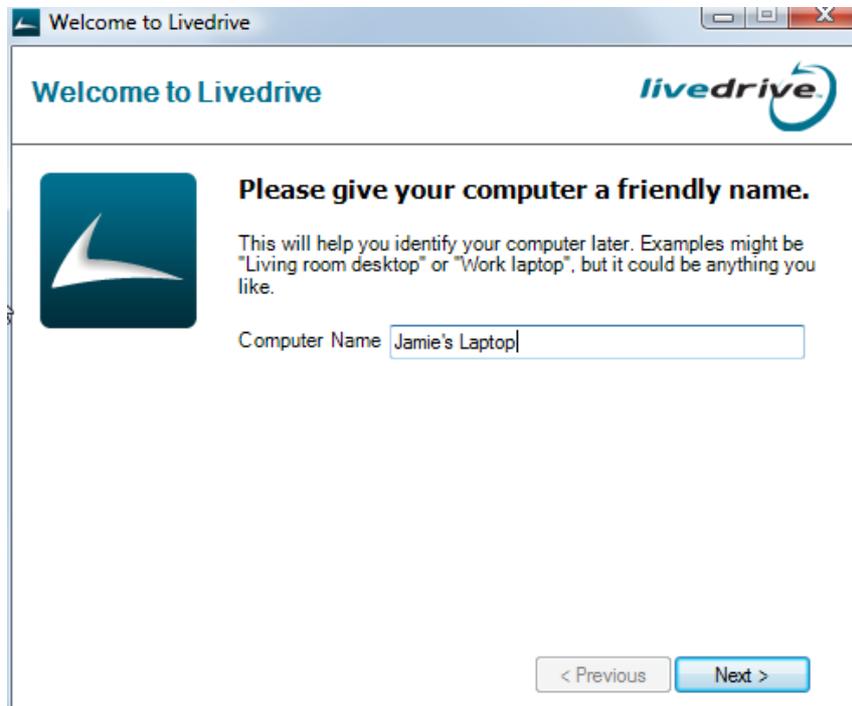
Forgot your password? [Click here](#)

Not got a Livedrive account yet? [Click here](#)

Proxy settings Cancel Sign In >

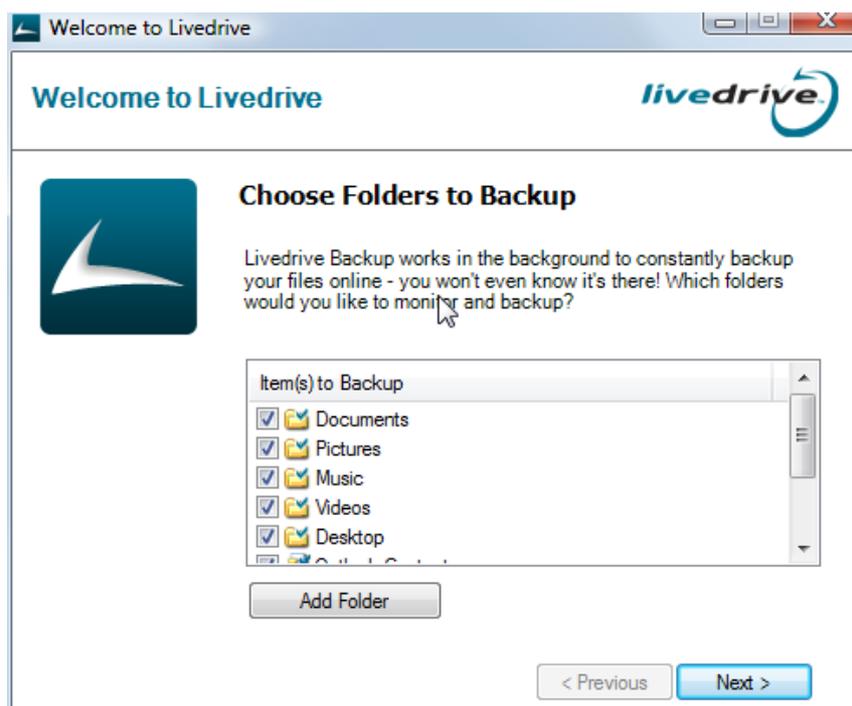
3. Enter Computer Name

This will identify your computer. Please note that you can have more than one computer on one account.



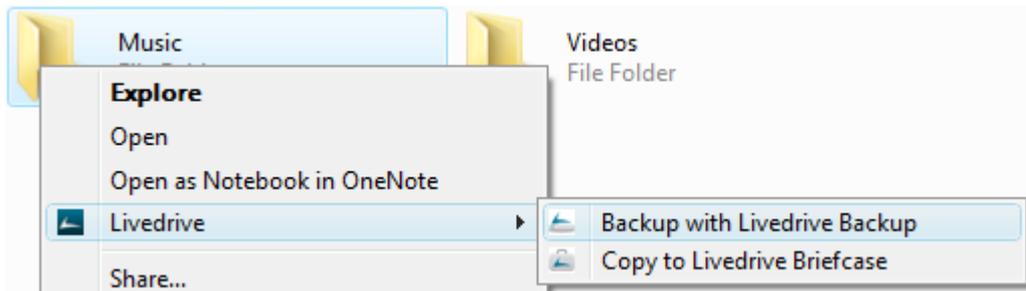
4. Choose files and folders

At this section, you have the option to select all the files and folders that you want to backup. Please note that when backing up your email files, which is normally a **pst** file or a **ost** file. That the backup application will attempt to backup this file every time it is changed or updated.



Add backups as you go

To add another folder or file to your backup, just right click on it and select "Backup with Livedrive Backup" from the Livedrive menu:



The contents of the folder will be backed up in the background. Livedrive Backup will then constantly monitor this folder in future and any files you add or change will be backed up almost instantly as you work.

You can instantly tell which files and folders are being backed up by looking for the small green square against your files in Windows.

In the screenshot below Documents is backed up, Music is not:



To access your backups at any time simply log into your web portal at <http://yourusercode.fileonline.co.za>. You can click on the "Backup" tab to see your files.

The Fileonline web portal makes it simple to view your backups - you don't need to download them to your computer to display them. You can open Office documents, watch videos, play music and view photos right from your web browser!

Never lose files again !