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## Introduction

IBackup Professional is a secure, efficient, reliable, cost effective and easy-to-use Internet based backup solution, with an emphasis on security and data retention. It employs to-and-fro encryption (256-bit AES encryption on storage and 128-bit SSL encryption during transmission of data), thereby ensuring data security. The application allows you to retain up to 30 versions of data. It has several advanced and powerful features, coupled with a user-friendly interface.

IBackup Professional can backup and restore your MS Exchange Server and MS SQL Server databases to your IBackup Professional account without interrupting the already running MS Exchange Server/SQL Server services.

IBackup Professional also allows you to backup individual mailboxes on the MS Exchange Store to your IBackup Professional account. The application backs up the contents of the selected mailboxes to a Personal Folder (.PST) file that can be accessed using Microsoft Outlook, at any point in time.

## Features

### General Features

- IBackup Professional lays emphasis on security of data. During backup, files are encrypted using 256-bit AES encryption before being transmitted to our data centers, using an Encryption Password (user-defined password) known only to the user. Even IBackup Professional personnel do not have access to your data, thereby ensuring maximum data security.

*You need to enter the Encryption Password while downloading the IBackup Professional application and store it carefully at a safe place for future use.*

- IBackup Professional supports versioning of both backed up files and individual files. Thus, you can restore a set of backed up versions and/or up to 30 prior versions of a single file.
- IBackup Professional has a user-friendly interface, much like the Microsoft Windows explorer, making it easy to select files and folders for backup and restore.
- IBackup Professional facilitates effective network bandwidth usage by compressing data files during transmission.
- IBackup Professional supports incremental backup. Only the modified portion of a file that was backed up previously is stored thereby making backups more efficient.
- Each backup creates a new *Backupset*, identified by the corresponding backup date and time.
- Data backed up using IBackup Professional can only be accessed and restored through IBackup Professional application interface or web interface. This feature helps preserve and maintain integrity of data.
- The IBackup Professional application/agent can be setup to perform backups/restores from behind HTTP / SOCKS proxy servers.
- The Schedule Backup wizard on IBackup Professional has a provision for email and/or desktop notification – details on the status of the user's scheduled backup jobs.
- The Search option helps you locate files in your IBackup Professional account, based on the file name or type.
- IBackup Professional lets you view the log files of backup, restore, scheduled backup and the details of files and folders that deleted from your account from any computer, using the Internet browser (Managed Backup Log Information).

## Advanced Features

- IBackup Professional supports backup of mapped drives even when your computer is in the logged off state.
- IBackup Professional offers efficient storage computation since the storage space is calculated only for the latest version of a file and not based on the historical versions.
- IBackup Professional has the ability to automatically backup most commonly used user data and application data types.
- IBackup Professional provides an easy, fast and reliable way to backup and restore MS SQL Server database files.
- IBackup Professional provides an easy, fast and reliable way to backup and restore MS Exchange Server database files.

## Other Advanced Features

- IBackup Professional maintains the image of the data backed up, as it existed at the time of backup. This allows for accurate restore of the *Backupset* (Show/Hide Snapshot).
- You can view the status of the scheduled backup jobs and the corresponding log files, using the tray icon.
- Bandwidth throttle feature lets you adjust the bandwidth being used by the application, thus allowing access to the Internet to use other applications.
- IBackup Professional supports two-way *Sync* from the user's computer (My Computer) to the user's IBackup Professional account and vice-versa.
- IBackup Professional can backup open files using the *Open file Backup* feature. This feature is available for **Windows Vista**, Windows XP and Windows 2003 Server.

## Downloading and Installing IBackup Professional

Click <http://www.ibackup.com/ibackup-professional/online-backup-download.htm> to download the application. Once it is complete, you can see the IBackup Professional setup (the executable file that launches the IBackup Professional installer program).

Follow the steps given below to install IBackup Professional:

1. Double-click the IBackup Professional Setup Icon > a welcome window appears.
2. Click the Next button if you would like to proceed. Else, click the Cancel button.
3. On the License Agreement screen, select the 'I accept the agreement' option if you wish to fully comply with the IBackup Professional terms and conditions and click the Next button.
4. Select the destination where you wish to install the application and click the Next button.
5. A dialog box appears - which indicates the installation status of the IBackup Professional application.
6. Enter the encryption password if you are installing the application, on your computer, for the first time.

You must remember the encryption password, as it is needed while installing the IBackup Professional application and to access the encrypted file(s). We strongly recommend that you archive this encryption password at a safe place. You cannot retrieve files from your IBackup Professional account without this encryption password that you had entered the first time while setting up IBackup Professional agent for your computer.

7. Click the Finish button to close the Wizard. A login window appears as shown below. Enter the appropriate username and password. On login, the IBackup Professional main window appears.



## Menu Bar Options

IBackup Professional menu bar has the following options:

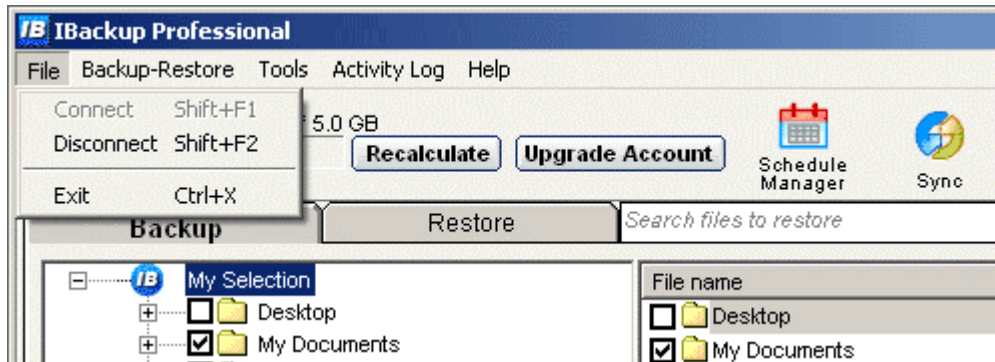
- File
- Backup-Restore
- Tools
- Activity Log
- Help

### File

The File menu has options that let you connect and disconnect from your IBackup Professional account and also exit from the IBackup Professional application.

File menu has the following options:

- Connect
- Disconnect
- Exit



## Connect

The Connect submenu option lets you connect (log on) to the IBackup Professional application. This option is enabled only if you are disconnected from the application.

### How to Connect

File menu > Connect > a Login window appears > enter the User Name and Password > click the Login button. You are logged into the IBackup Professional application, if you enter valid authentication details.

The shortcut key for Connect is SHIFT+F1.

## Disconnect

The Disconnect submenu option lets you disconnect from your IBackup Professional account. On doing so, the details displayed on the *Restore* tab would be cleared. This option is enabled once you are connected to the application.

### How to Disconnect

File menu > Disconnect > you will be disconnected (logged off) > the files and folders present on the *Restore* tab are cleared.

The shortcut key for Disconnect is SHIFT+F2.

## Exit

The Exit submenu option lets you close the IBackup Professional application without logging you off.

### Note

Previously scheduled backup operation continues even after you exit the IBackup Professional application.



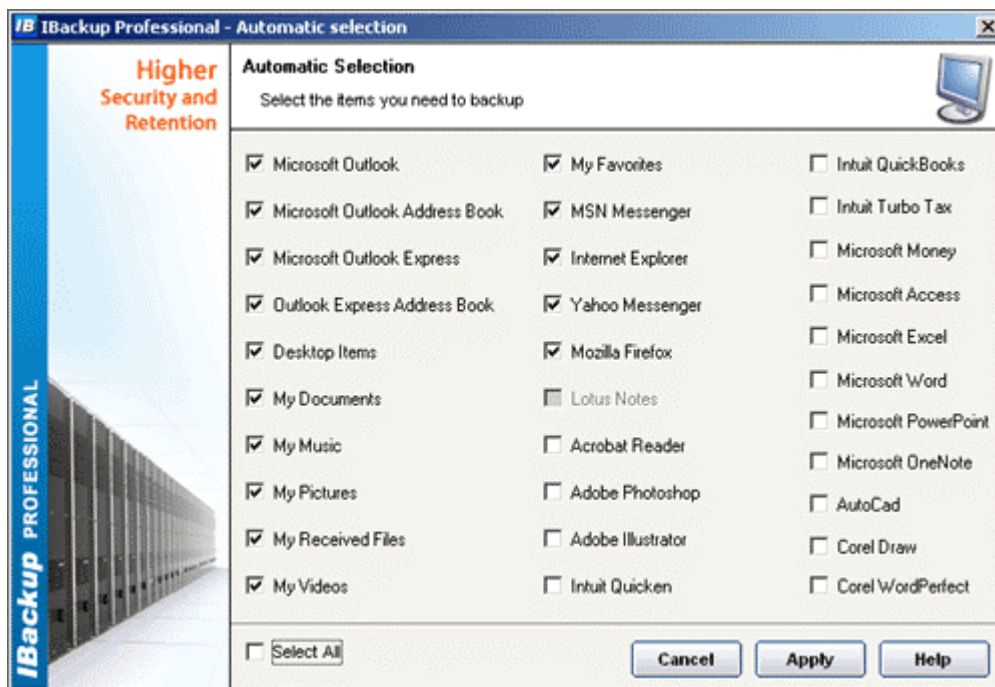
## Backup-Restore Menu

### Automatic Selection Wizard

The *Automatic Selection Wizard* guides you through a simple step-by-step approach to backup files and folders immediately or schedule it for a future date and time.

By default, the wizard selects a list of *most commonly used user data and application data files* that need backup. You can select or clear the selection, depending on your backup needs.

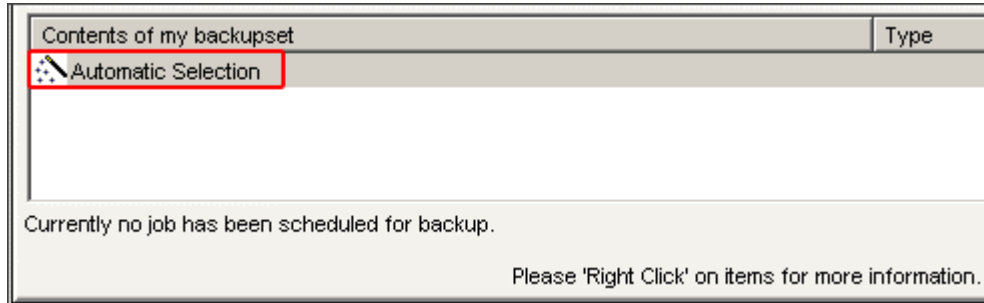
To open the *Automatic Selection* screen, click the *Backup-Restore* menu option > select *Automatic Selection*, the following window appears.



After selecting the required user data and application data file types, click the *Apply* button.

### Update the contents of the backupset in the Automatic Selection Wizard

To update the contents of the backupset in *Automatic Selection Wizard*, double-click the *Automatic Selection* entry available under the *Contents of my Backupset* header, as shown below.



The *Automatic Selection* window appears. Now, modify the selections based on your backup needs.

## SQL Server

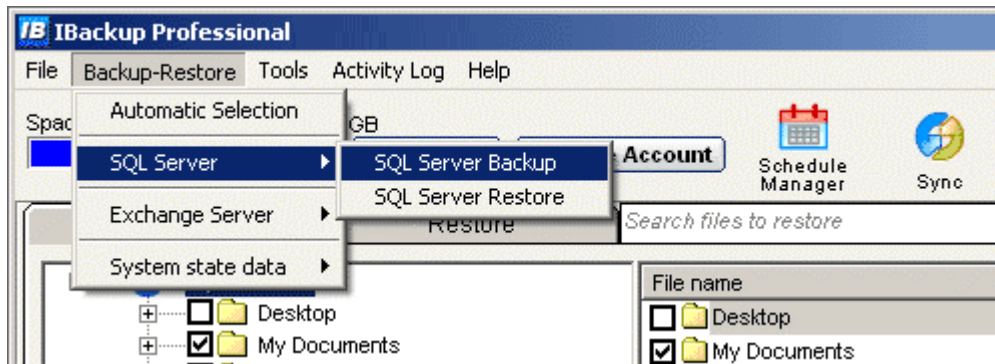
The *SQL Server* menu consists of the following options:

- SQL Server Backup
- SQL Server Restore

### SQL Server Backup

The *SQL Server Backup* option lets you backup MS SQL Server database files (.dmp) to your IBackup Professional account.

To access the *SQL Server Backup* option, click the *Backup-Restore* menu > *SQL Server* > select *SQL Server Backup*.



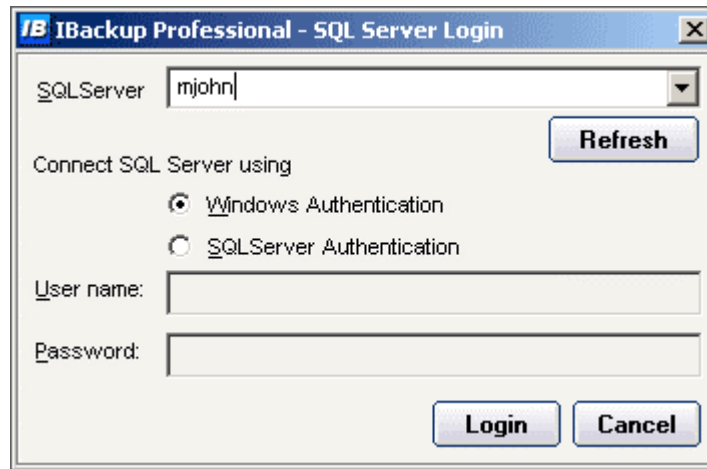
### Features

- Validating user information using Windows NT or MS SQL Server authentication
- Lists database according to the user's access permissions
- Reports progress of the ongoing Backup process
- Generates automatic logs for the backup process status

### SQL Server Login Information

IBackup Professional provides two modes of MS SQL Server authentication:

- Window Authentication Mode
- SQL Server Authentication



#### Windows Authentication Mode

When you connect through a Microsoft Windows® user account, MS SQL Server validates the account name and password using information present on the Windows operating system.

#### MS SQL Server authentication

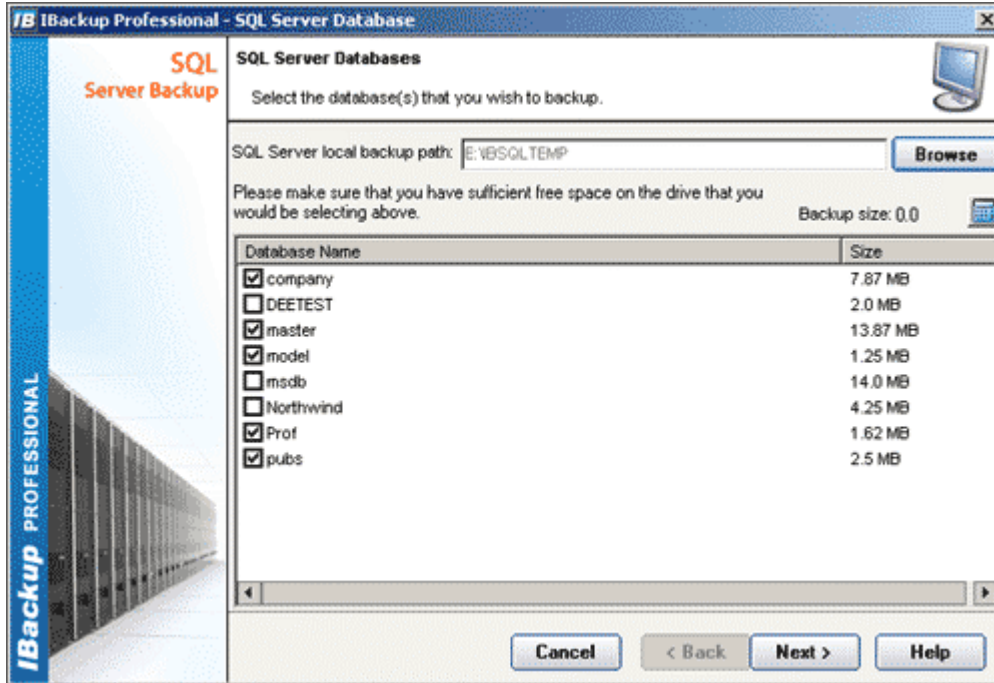
The MS SQL Server authentication lets you access the MS SQL Server using the information given in the MS SQL Server.

#### Note

If you try to connect to the MS SQL Server without giving any login name, then the MS SQL Server considers the information that exists on the user's Windows operating system for the MS SQL Server authentication.

### Backup database files

Select one or more database files from the list displayed in the *SQL Server Database* screen.



Click the *Browse* button to select a drive/folder. The IBSQLTEMP is the default folder. Ensure that the folder has sufficient free space to hold the database files.

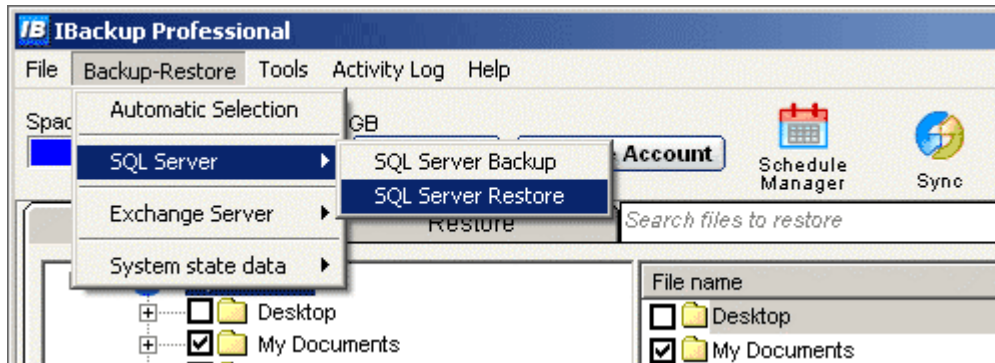
For example, if you select *D Drive* as your local backup path, then the SQL destination path is D:\IBSQLTEMP.

Click the *Next* button to access the *Scheduler Wizard* window. Here, schedule the backup for a future date and time or perform an immediate backup of the files. For details, refer to [Schedule Backup](#).

## SQL Server Restore

The SQL Server Restore wizard lets you restore your database backup files (.dmp) from your IBackup Professional account to your MS SQL Server'

To access the *SQL Server Restore* option, click the *Backup-Restore* menu item: > *SQL Server* > select *SQL Server Restore*.



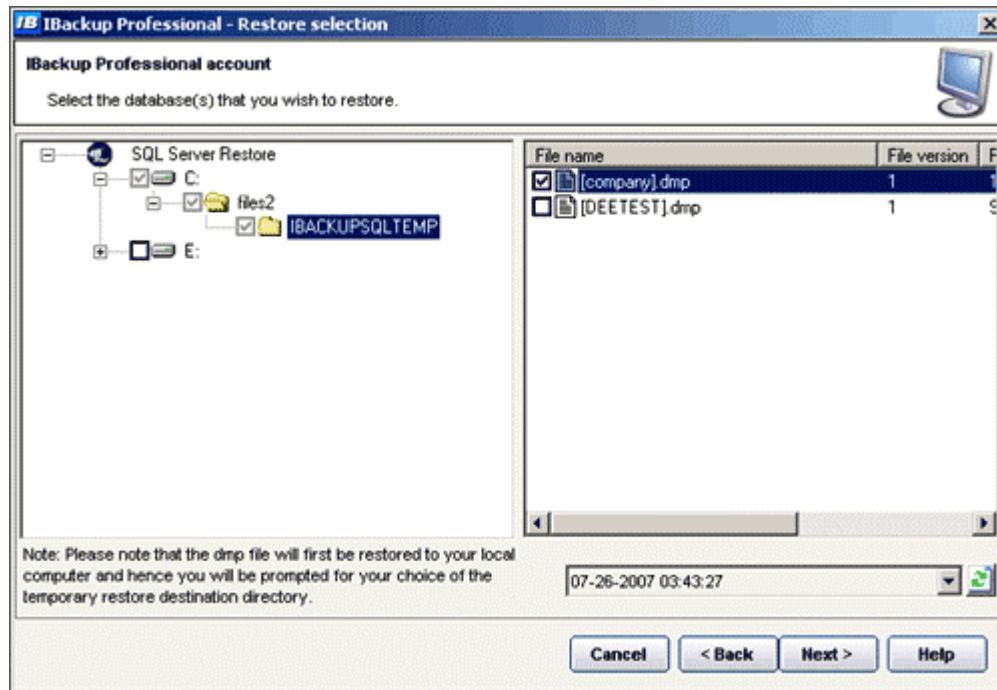
IBackup Professional provides two methods of restoring the database backup file (.dmp) into the MS SQL Server.

**Option 1:** Restore the SQL Server database backup file from your IBackup Professional account to your SQL Server database.

**Option 2:** Restore the SQL Server database backup file from your local computer to your SQL Server database.

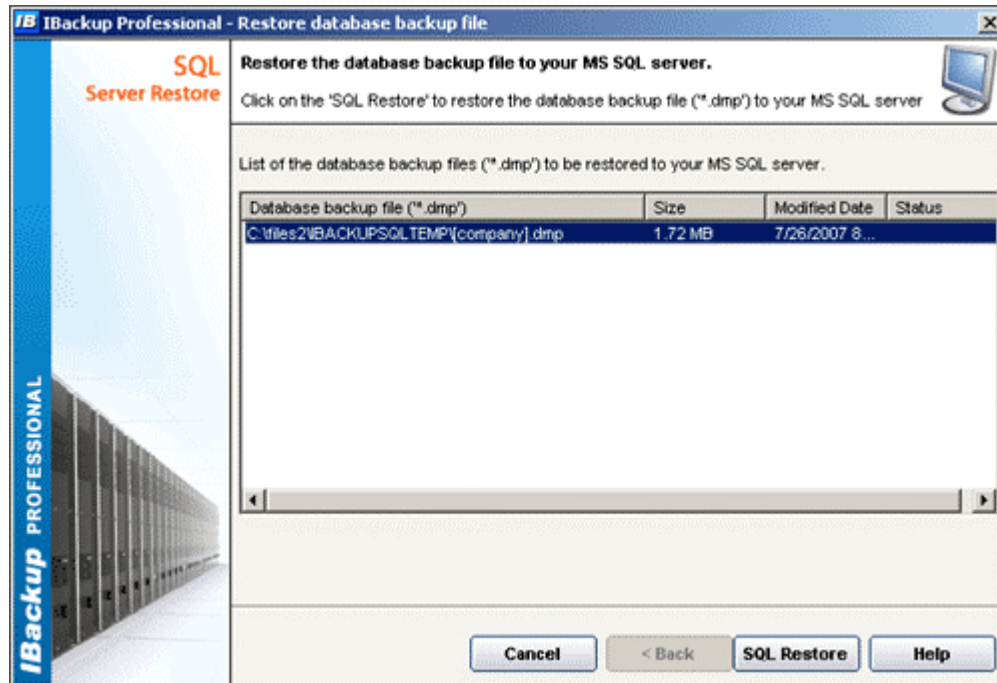
### Using Option 1

1. Select the first option *Restore SQL Server database backup file (.dmp)* from your IBackup Professional account to your MS SQL Server database on the *Welcome to SQL Restore Wizard* and click the *Next* button.
2. On the *SQL Server Login* dialog, after selecting the relevant authentication mode > enter your user name and password > click the *Login* button.
3. Select the database backup file (.dmp) from your IBackup Professional account contents > click the *Next* button.



4. On the *Restore destination dialog*, select *Restore to the following directory* option and *Browse* to choose the destination directory on your local computer > click the *OK* button.

5. A *Restore database backup file* window appears > click the *SQL Restore* button to begin the restore process.



6. A message indicating that the *Restore operation will overwrite the existing database in the SQL Server* with Yes and No option appears. Click the Yes button to proceed.

## Using Option 2

1. Select the second option *Restore SQL Server database backup file (.dmp) from your local computer to your SQL Server database* in the *Welcome to SQL Restore wizard*.
2. Enter the relevant authentication information. For details, refer to [SQL Server Login Information](#).
3. *Browse* to select the database backup file (**.dmp**) from your local computer. The location should be the same where the database backup file was restored earlier.
4. Click the *SQL Restore* button in the *Restore database backup file* window to begin the restore process.
5. A message indicating that the *Restore operation will overwrite the existing database in the SQL Server* with Yes and No option appears. Click the Yes button to proceed.
6. On completion of restore, a message indicating the same appears. A *Completed* status is reflected in the *Status* field.



## MS Exchange Server

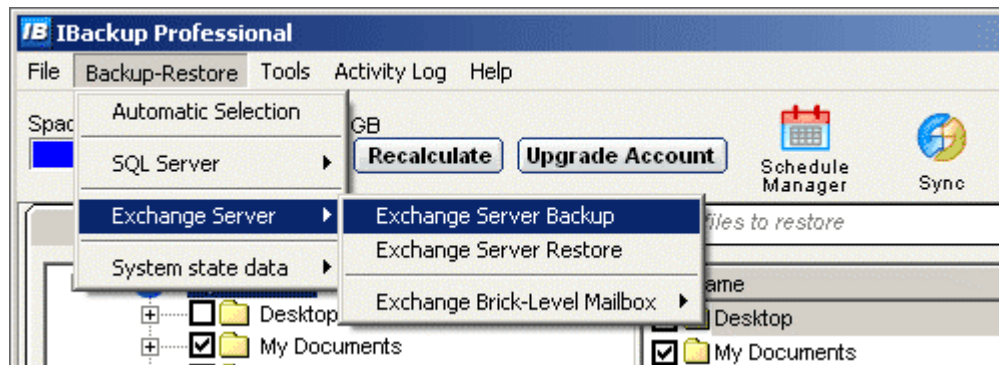
The *MS Exchange Server* menu consists of the following options:

- MS Exchange Server Backup
- MS Exchange Server Restore
- MS Exchange Server Brick-Level Mailbox Backup
- MS Exchange Server Brick-Level Mailbox Restore

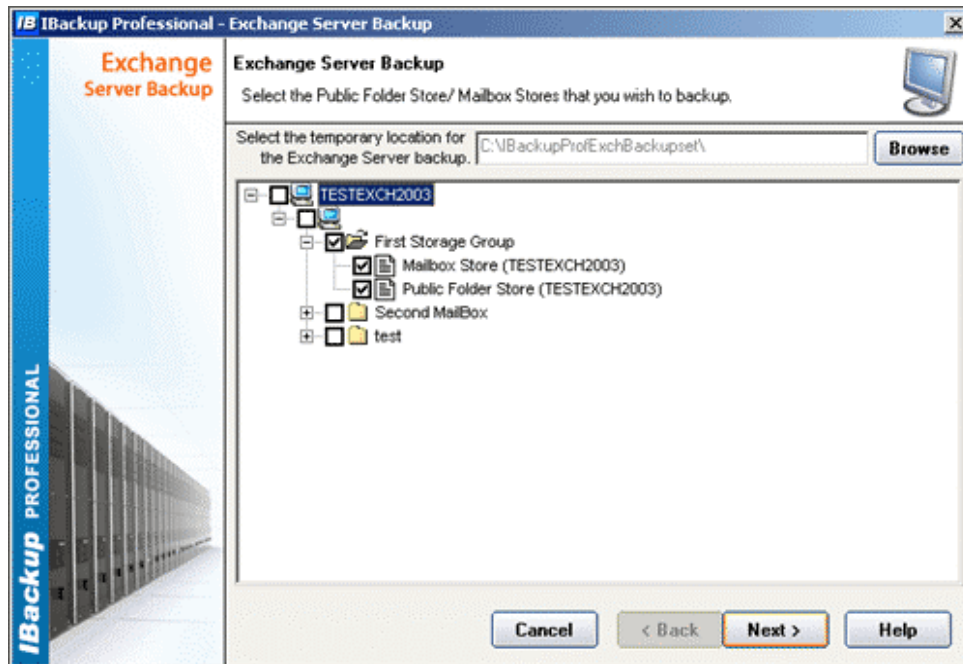
### MS Exchange Server Backup

The *Exchange Server Backup* wizard lets you backup the MS Exchange Server database to your IBackup Professional account.

1. To access the *MS Exchange Server* option, click the *Backup-Restore* menu > *Exchange Server* > select *Exchange Server Backup*.



- In the *Exchange Server Backup* window, select the *Public Folder Store/Mailbox Stores* that you would like to backup to your IBackup Professional account.



- Browse to select a temporary location on your local computer where the MS Exchange Server backup resources would be stored > click the *Next* button.

*Ensure that the selected temporary location has sufficient free space to hold the MS Exchange Server backup resources.*

*You cannot select the temporary location if you are performing MS Exchange Server backup from a remote location.*

- In the *Scheduler Wizard* screen, schedule the backup for a future date and time or perform an immediate backup of files. For details, refer to [Schedule Backup](#).

#### Important

On successful backup, the backed up *MS Exchange Server* resources are stored in the folder *IBACKUPPROFEXCHBACKUPSET*.

Do not update/delete files from this folder, as it would interrupt the *Exchange Server* backup operation.

#### Note

Do not use the *IBACKUPPROFEXCHBACKUPSET* as a destination folder for any other backup or restore operation.

At any point in time, you can maintain only one backup job "IBEXCHANGEBACKUPset."

## MS Exchange Server Restore

The IBackup Professional *Exchange Server Restore* wizard lets you restore your MS Exchange Server *Public Folder store* and the *Mailbox stores* (Storage Groups/Databases) from your IBackup Professional account back to the *MS Exchange Server*.

*We recommend that a technically qualified person perform the MS Exchange Server restore operation.*

Perform these mandatory steps before initiating the *MS Exchange Server Restore* operation.

- I. Start the MS Exchange System Manager from *Start > Programs > Microsoft Exchange > System Manager*.
- II. Right-click the *Public Folder store/Mailbox stores* that needs to be restored and choose the *Dismount Store* option.
- III. Right-click the *Public Folder store/Mailbox stores* and choose the *Properties* option.
- IV. On the *Properties* screen, select the *Database* tab and then enable the option, '*This database can be overwritten by a restore*'.

Now, click the *Apply* button followed by the *OK* button to confirm the operation. Perform the steps three and four (III and IV) for all the databases that need to be restored.

### Note

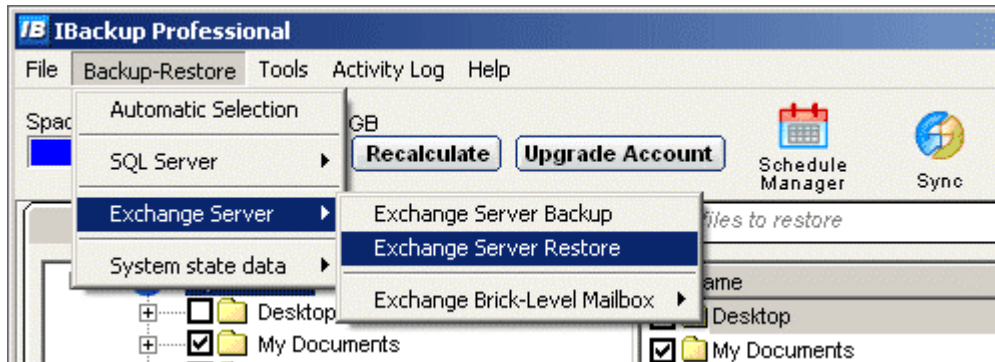
Once the above steps are performed, close the MS Exchange System Manager before initiating the restore operation. For every restore operation, the existing databases on the MS Exchange Server are overwritten.

We recommend that you to take offline backup of the MS Exchange Server databases that you wish to restore, before initiating the restore operation.

## Restoring MS Exchange Server

Once the database is dismounted, login to the IBackup Professional application.

To access the *Exchange Server Restore* option, click the *Backup-Restore* menu > *Exchange Server* > select *Exchange Server Restore*.



IBackup Professional provides two methods to restore the *Public Folder store* and the *Mailbox stores* (Storage Groups/Databases) to your MS Exchange Server.

**Option 1:** Restore the *MS Exchange Server* databases backup from your IBackup Professional account to the MS Exchange Server.

**Option 2:** Restore the *MS Exchange Server* databases backup from your local computer to the MS Exchange Server.

### Using Option 1

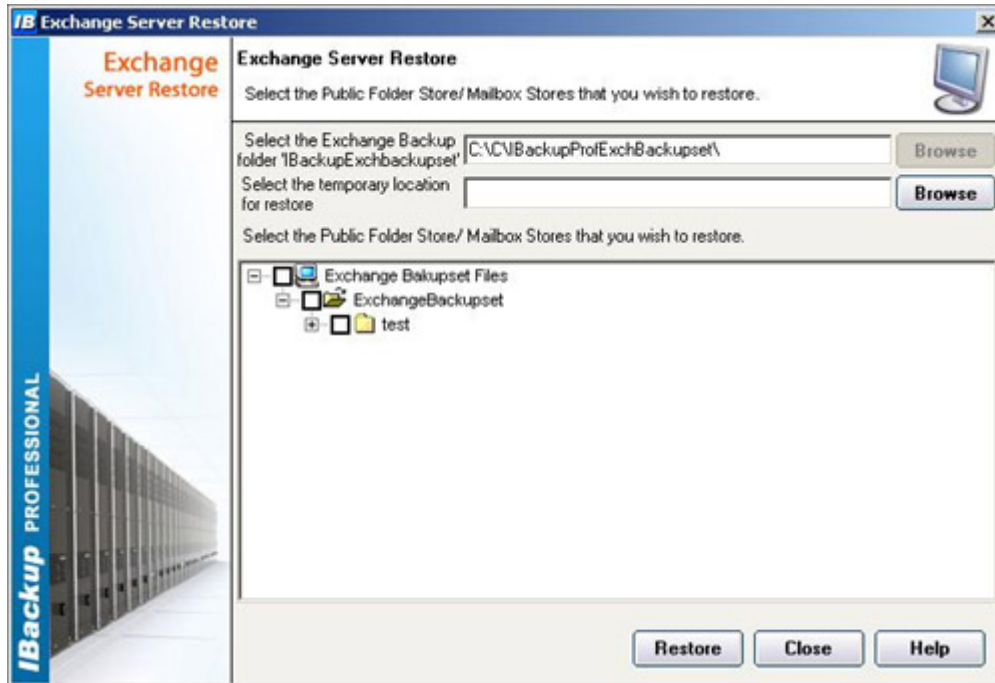
#### Restore MS Exchange Server databases backup from your IBackup Professional account to the MS Exchange Server

1. Select the first option and click the *Next* button.
2. On the *Exchange Server Restore* screen that appears, select the folder *IBackupProfExchBackupset* from your IBackup Professional account.

To restore even a single *Storage Group* or a *database*, you need to restore the complete *Exchange Backup* folder (*IBackupProfExchBackupset*) from your IBackup Professional account.

3. Select the database backed up files from your IBackup Professional account contents > click the *Next* button.
4. On the *Restore destination* dialog, select *Restore to the following directory* option and *Browse* to choose the destination directory on your local computer > click the *OK* button.

- On the *Exchange Server Restore* screen that appears, click the *Browse* button and select the temporary location where the *MS Exchange Server* related files are to be stored.



- Select the database and click the *Restore* button to begin the restore operation. During restore, the files are restored from your local computer to the *MS Exchange Server*.

**Important:**

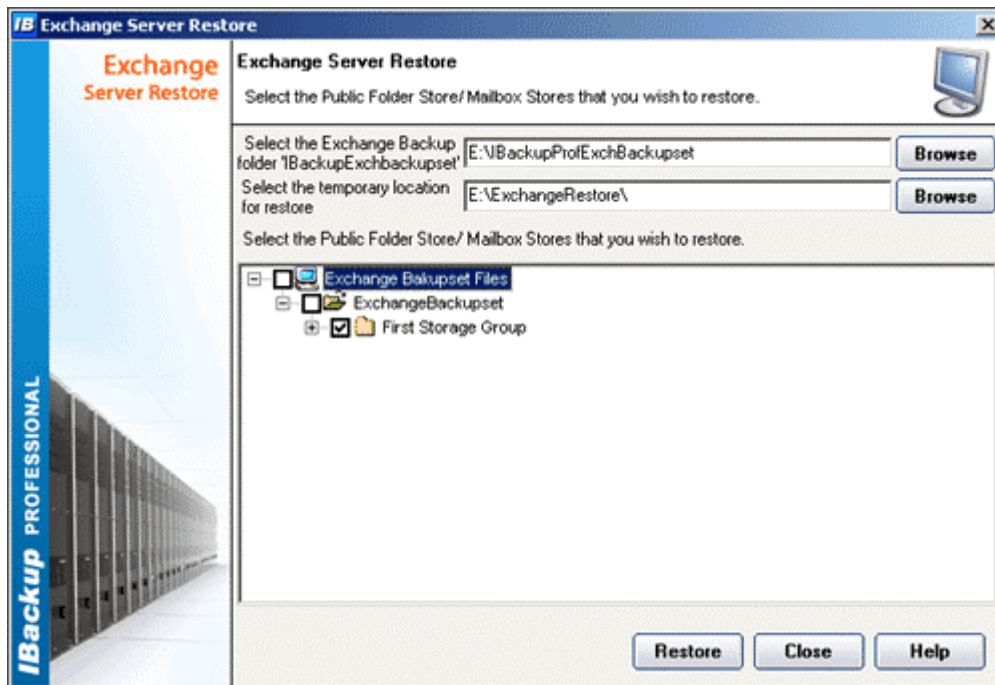
Do not interrupt the restore operation.

- On successful completion of the restore operation, the restored databases (*Public Folder store/Mailbox stores*) are displayed in the *MS Exchange System Manager*.

## Using Option 2

### Restore MS Exchange Server databases backup from your local computer to the MS Exchange Server

1. Select the second option and click the *Next* button.
2. On the *Exchange Server Restore* screen that appears, click the *Browse* button and select the *IBackupProfExchBackupset* folder on the local computer (the location should be the same where it was restored earlier from the IBackup Professional account).
3. Click the *Browse* button and select the temporary location.



4. Select the database and click the *Restore* button to begin the *MS Exchange Server* restore operation.
5. On completion of restore, a message informing the same appears. A *Completed* status is reflected in the *Status* field.

#### Important

Do not interrupt the restore process in between.

On successful completion of the restore procedure, the restored databases (Public Folder store/Mailbox stores) are displayed in the MS Exchange System Manager.

<http://www.ibackup.com/ibackup-professional/online-backup-exchange-server-backup.htm>

If you encounter any problem, contact the IBackup support team at [support@ibackup.com](mailto:support@ibackup.com)

## Exchange Brick-Level Mailbox Backup

IBackup Professional is a secure, easy and reliable way to backup individual mailboxes on the MS Exchange Server Store to your IBackup Professional account through the 'Exchange Brick-Level Mailbox Backup' option. The application backs up the contents of the selected mailbox or mailboxes to a Personal Folder file (.PST) that can be accessed using Microsoft Outlook at any point in time.

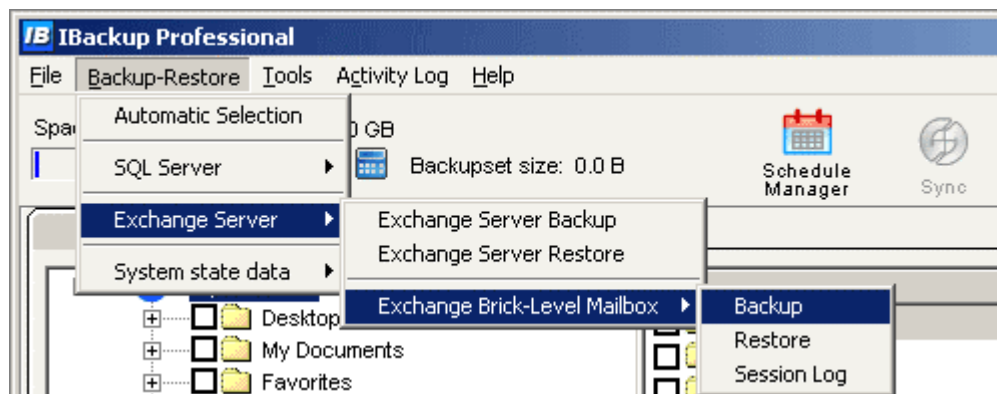
*This is not a method for complete backup (or recovery) of the Exchange Server databases.*

Ensure that appropriate [mailbox rights](#) are granted to perform the Exchange Brick-Level Mailbox Backup of selected mailbox/mailboxes.

### Backing up MS Exchange Server Mailboxes

To backup the MS Exchange Server Mailboxes to your IBackup Professional account, follow the steps given below:

1. To access the *Exchange Brick-Level Mailbox Backup*, click the *Backup-Restore* menu > *Exchange Server* > *Exchange Brick-Level Mailbox* > select *Backup*.



2. Select the individual mailbox or mailboxes that you wish to backup to your IBackup Professional account from the MS Exchange Server.
3. *Browse* to select a temporary location on your local computer where the selected MS Exchange Server mailboxes are to be stored as a Personal Folder file (.PST).

*Browse* to select a temporary location on your local computer where the selected MS Exchange Server mailboxes are to be stored as a Personal Folder file (.PST).

#### Note

Ensure that the selected temporary location has sufficient free space to hold the contents of individual mailboxes of MS Exchange Server.

You cannot select the temporary location if you are performing the MS Exchange Server Mailbox backup from a remote location.

4. While selecting mailbox/mailboxes for backup, you can customize your selection based on the following criteria.

**Backup all the messages:** This option is enabled by default. If you leave it selected, all the contents of the mailbox are backed up.

**Based on Date:** You can select messages of a specified date and time or those that fall between a particular date and time.

**Based on subject and attachment:** You can select messages based on the subject or attachment.

**Select individual mailbox folders:** Click this button to choose mailbox folders such as *Inbox*, *Sent Items*, *Deleted Items*, *Calendars*, *Tasks*, *Journals* etc, that you wish to backup. Only the selected folders are processed.

5. Click the *Backup Now* button to perform an immediate backup.

Or

Click the *Next* button to schedule the backup for a future date and time.

6. On completion of the backup job, a message appears displaying the same.



## Exchange Brick-Level Mailbox Restore

IBackup Professional is an easy, secure and reliable way to restore individual emails/messages from a Personal Folder (.PST) file to the MS Exchange Server Store through the Exchange Brick-Level Mailbox Restore option.

With this, you can restore the individual emails/messages from a Personal Folder (.PST) file to the selected Exchange Server Mailbox.

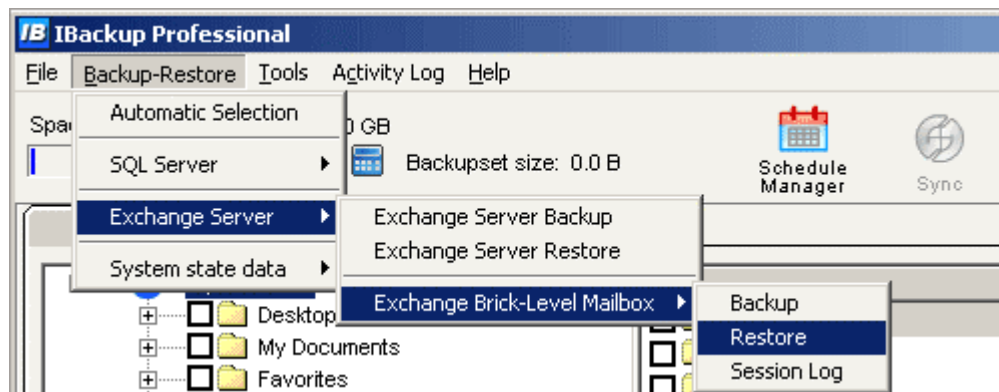
Ensure that appropriate [mailbox rights](#) have been granted to perform the Exchange Brick-Level Mailbox Backup of selected mailbox/mailboxes.

This is not a method for complete recovery of the Exchange Server databases. For this, use the Exchange Server Restore feature.

### Restoring MS Exchange Server Mailboxes

To restore individual emails/messages from your Personal Folder (.PST) file to your Exchange Server Mailbox store, follow the steps below:

1. To access the *Exchange Brick-Level Mailbox Restore*, click the *Backup-Restore* menu > *Exchange Server* > *Exchange Brick-Level Mailbox* > select *Restore*.



2. Click the *Browse* button and select the Personal Folder (.PST) file that you wish to restore to your Exchange Server Mailbox.
3. Select the *Exchange Server Mailbox* where you wish to restore the emails/messages from your Personal Folder (.PST) file.

4. Select any one from the following options to restore the emails/messages from your Persona Folder (.PST) file.
  - Restore all the messages
 

This option is enabled by default. Leaving this option enabled will restore the whole Personal Folder (.PST) file contents to your Exchange Server store.
  - Based on Date
 

This option allows you to select messages of a specified date and time or those that fall between a particular date and time.
  - Based on subject and attachment
 

This option allows you to select emails/messages based on the subject or attachment.
  - Select individual mailbox folders
 

This option allows you select folders such as Inbox, Sent Items, Deleted Items, Calendars, Tasks, Journals and so on, that you wish to restore. Here, only the selected folders are processed.
  
5. From the list of import procedures, select one as per your requirement.
  - Copy data into Exchange store
 

This option lets the application copy the email/message, which already exists, to the Exchange store. As a result, duplicate emails/messages are created in the Exchange store.
  - Merge data into the Exchange store
 

This option lets the application check whether the copied email/message already exists in the Exchange store. If so, then the email/message would not be copied on restore.

This option lets the application check whether the copied email/message already exists in the Exchange store. If so, then the email/message is not be copied on restore.
  - Replace existing data in Exchange store
 

This option lets the application check whether the copied email/message already exists in the Exchange store. If so, the existing email/message is first deleted from the Exchange store and then copied.
  
6. Click the *Restore* button to initiate the restore operation. To view the log details of the restore process, click the 'View Log' button that appears, once the restore operation is completed, irrespective of its success or failure.

## Granting Mailbox Rights

Microsoft Exchange 2000, Exchange Server 2003 and 2007 accounts with Enterprise Administrator rights are by default denied right to access all mailboxes. This means that Exchange Administrators do not have the privileges to open any mailbox found on any server within the Exchange organization. This restriction is also applicable if your login account is an Administrator account or if you are a member of the Domain Admin or the Enterprise Admin group. In these instances too, access to all mailboxes other than your own are denied, even if you have full administrative rights over the Exchange server system.

However, Exchange 2000/2003/2007 administrative tasks can be performed without granting an administrator sufficient rights to read other people's email. These default restrictions can be removed with methods that are in total agreement with your organization's security and privacy policies. In most cases, applying these methods would be appropriate only in a recovery server environment.

### Granting rights to a specific mailbox

**Follow the steps given below to grant access to the Microsoft Exchange 2007 mailbox.**

Open the Exchange 2007 management shell and enter the following

Syntax: Add-MailboxPermission - identity <mailbox name> -accessRights fullAccess - User administrator

Example: To grant full access to the mailbox **Adams** > Add-MailboxPermission - identity Adams - accessRights fullAccess - User administrator

#### Note

To perform Exchange 2007 Brick-Level Backup, install the standalone version of MAPI from the Microsoft site.

[Download Standalone version of MAPI](#)

**Follow the steps given below to grant access to the Microsoft Exchange 2000 or Exchange 2003 mailbox.**

To do so, you must have appropriate Exchange administrative permissions.

1. Start *Active Directory Users and Computers*.
2. On the *View* menu, ensure that the *Advanced Features* check box is selected.

#### Note

This is not necessary for Exchange Server 2003, as the 'Exchange Advanced' tab is exposed by default.

3. Right-click the user whose mailbox you want to give permissions to and choose *Properties*.
4. On the *Exchange Advanced* tab, click the *Mailbox Rights*.

Notice that the *Domain Admins* and *Enterprise Admins* have both been given *Deny access to Full Mailbox access*.

5. Click the *Add* button and select the user or group that you wish to grant access to this mailbox and click the *OK* button.

Make sure that the user or group is selected in the *Name* box.

6. On the *Permissions list*, click *Allow* next to *Full mailbox access*, and then click the *OK* button.
7. Click the *OK* button to finish.

### Granting rights to mailboxes located within a specific mailbox store

To grant access to (Exchange 2000 or Exchange 2003) mailboxes of a specific mailbox store, follow the steps given below:

To do so, you must have appropriate Exchange administrative permissions.

1. Start the *Exchange System Manager* > select the *Servers* folders.
2. Click the plus mark to expand the *Servers* folder > select the required mailbox store present within the appropriate *Storage Group*. Right-click it and choose the *Properties* option.
3. In the *Properties* window, open the *Security* tab.
4. Click the *Add* button and select the user or group that you want to grant access to the mailboxes and then click the *OK* button.

Make sure that the user or group is selected in the 'Name' box.

5. In the *Permissions list*, click *Allow for Full Control* and then click the *OK* button.

#### Note

Ensure that the *Deny* checkbox is not selected for *Send As* and *Receive As* permission options.

6. In the *Mailbox Store Properties* dialog, click the *OK* button to finish.

### Granting rights to mailboxes located on a specific server

To grant access to (Exchange 2000 or Exchange 2003) mailboxes found on a specific server, follow the steps given below:

To do so, you must have appropriate Exchange administrative permissions.

1. Start the *Exchange System Manager* > select the *Servers* folders.
2. Click the plus mark to expand the *Servers* folder > select the appropriate *Storage Group*.
3. Right-click and choose *Properties*.
4. In the *Properties* window, open the *Security* tab and click the *Add* button.
5. Select the user or group that you want to grant access to the mailboxes and click the *OK* button.

Make sure that the user or group is selected in the *Name* box.

6. In the *Permissions for test mailbox* section, click *Allow for Full Control*.

#### Note

Ensure that the *Deny* checkbox is not selected for *Send As* and *Receive As* permission options.

7. Click the *OK* button to finish.

#### Note

It might take a while for changes to take effect. The number of domain controllers, Global Catalogs, site replication schedules and intervals would influence this. On a domain with one site containing multiple domain controllers, it might take up to 15 minutes before these new permissions become effective. On single servers, which are also DCs, the process will speed up on restarting the Information Store service.

## System State Data Backup

The IBackup Professional System State Backup wizard lets you perform backup of System State Data to your IBackup Professional account.

The registry, the directory service and other key system components are contained in the System State Data. The `System State Data backup' feature lets you backup these components.

On the standard Windows 2000/XP machine, System State Data backups contain the following items:

- The Boot file
- The COM+ Class Registration Database
- The registry

If the workstation is a Domain controller, then the System State Data backups contain the following items:

- Active Directory (NTDS)
- The system volume (SYSVOL)

If the workstation is a certificate server, System State Data backups will also contain the data files.

Follow these steps to backup System State Data to your IBackup Professional account:

### Step 1. Select the System State data Backup option

Click the *Backup-Restore* menu > *System State Data* > select *System State Data Backup*.

### Step 2. Select Temporary Location

Click the *Browse* button to select the temporary location on your local computer where the System State Data is to be stored. Ensure that the temporary location (directory/ folder) selected has about 1 GB of free space.

### Step 3. Schedule the Backup

In the scheduler window, perform an immediate backup or schedule the backup for a future date and time.

#### Note

You must be an administrator or a backup operator to back up the system data components.

System State Backup is not a replacement for a full disaster recovery solution that may include backup of entire system including creation of recovery disks.

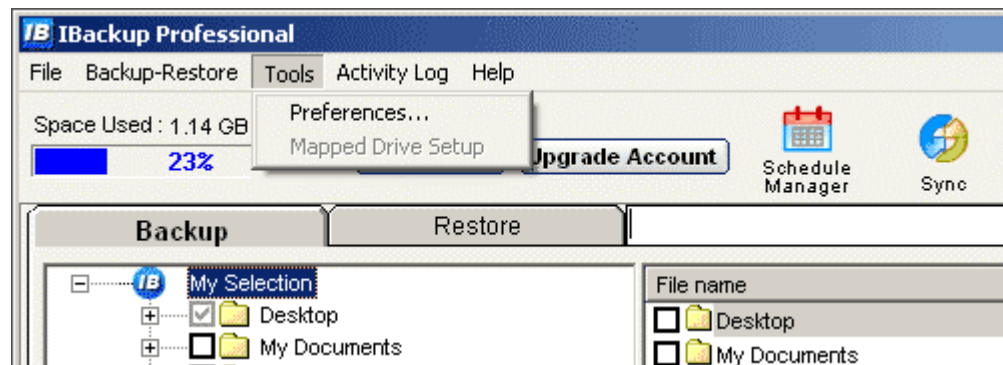
## Tools Menu

The *Preferences* menu consists of two tabs:

- General
- Exclude Files and Folders

### General Tab

- Backup When Idle
- Automatic power off after scheduled backup
- Prompt to view log files
- Prompt for restore destination
- Start the missed scheduled backup
- Backupset Options
- Bandwidth Throttle
- Open file Backup



### Backup When Idle

Selecting *Backup When Idle* option lets the application perform schedule backup of files when the computer is left in an idle state. If not, then the application automatically resets the bandwidth to 25% and performs backup.

### Automatic Power off after Scheduled Backup

Selecting *Automatic Power Off After Scheduled Backup* option lets the application automatically shut down your computer on completion of the scheduled backup.



### Prompt to view log files

Selecting *Prompt to view log files* option lets you view the log files on completion of backup/restore operation.

### Prompt for Restore Destination

You can restore files and folders from your IBackup Professional account to your computer. There are three options available for selecting the destination directory for the restore operation.

- **Restore to the following directory**

This option restores the file/folder to the selected directory.

- **Restore to the same directory without overwriting the existing files**

This option restores the file/folder to the directory where it was restored earlier, but does not overwrite the existing file/folder.

- **Restore to the same directory overwriting the existing files**

This option restores the file/folder to the directory where it was restored earlier, but overwrites the file/folder with the new changes.

For details, refer to [Restore Files/Folders](#).

### Start the missed scheduled backup

This option, if selected lets the application automatically start the scheduled backup when you restart the computer after 30 minutes of the scheduled time. By default, this option remains unselected.

### Backupset Options

Backupset Options lets you view the required/selected backupset contents. For this, there are two options available:

- Show all files backed up till a particular date/time
- Show backed up files that existed on local computer at the date/time

### Bandwidth Throttle

In the real-time business scenario, more often than not, you would be using more than one application (internet based) for your day-to-day activities. In such cases, bandwidth used by each application will effect the performance of the other. To overcome these hurdles, a provision for adjusting the bandwidth exists in the IBackup Professional application. This is an optional feature and it is up to you to decide the bandwidth usage.

## Open File Backup

You can backup open files using the *Open file Backup* feature available with IBackup Professional. This feature is available only for Windows XP, Windows 2003 servers and **Windows Vista**.

The most common open files that can be backed up using this feature are Outlook files (.pst), QuickBooks, Quicken, ACT, MS-Money, MS-Word, MS-Excel, MS-Access, MS FoxPro etc.

## Exclude Files and Folders Tab

This option allows you to exclude files and folders from the backup jobs. You can exclude files and folders using any of the options below:

- Exclude files/folders from backup based on full path name
- Exclude files/folders from backup with partial name

### How to exclude files and folders

#### Exclude folders based on full path name

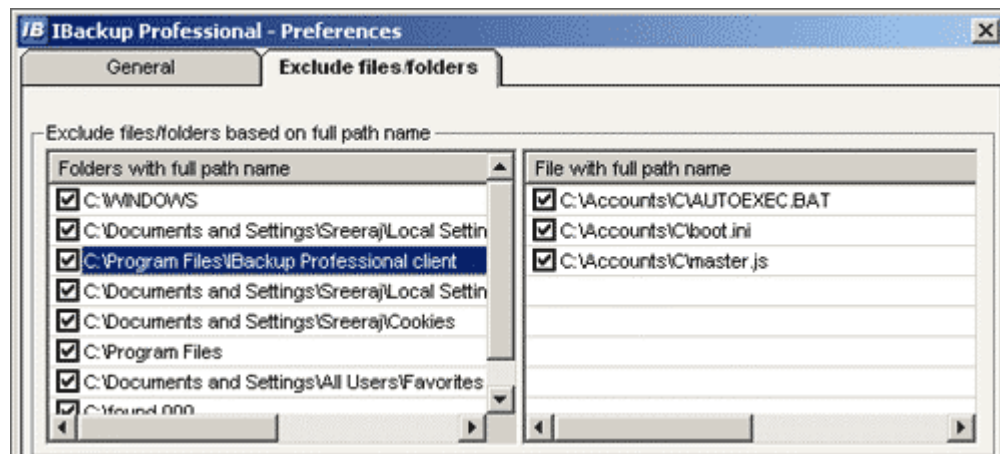
To add folders, follow the steps given below:

1. Right-click in the section Folders with full path names.
2. Select Add option (Add - to exclude folders from backup list)
3. Select a folder from your local computer.
4. Click the OK button to exclude the selected folder from the backup list/exclude list respectively.

#### Exclude files based on full path name

To add files, follow the steps given below:

1. Right-click in the sections Files with full path names.
2. Select the Add option (Add - to exclude files from backup list).
3. Select a file from your local computer.
4. Click the OK button to exclude the selected file from the backup list/exclude list respectively. The excluded files and folders are listed as shown below.



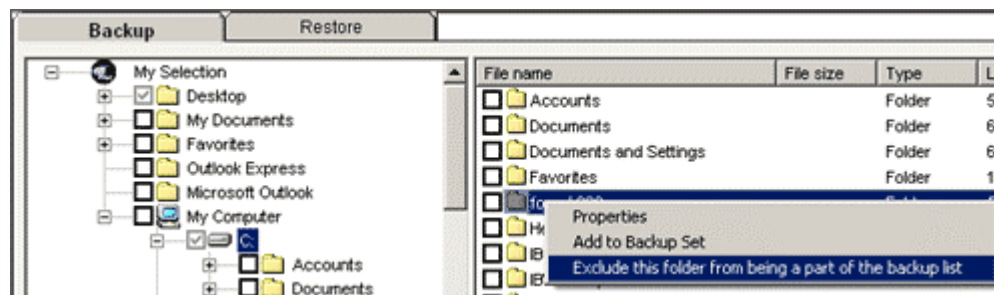
### Exclude Files/Folders using right-click option

You can also add files or folders to the exclude list using the right-click option in the *IBackup Professional* main window. You can exclude files or folders from both Backup and Restore tab.

For this, follow the steps given below:

1. Select a file or a folder on the IBackup Professional main window.
2. Right-click and select the option *Exclude this folder from being a part of the backup list* from the shortcut menu. The selected folder or file will be excluded from the backup list.

For files, select the option *Exclude this file from being a part of the backup list*.



### Exclude folder based on partial name

You can also exclude folders using the *Add* option in the *Exclude Files and Folders tab* window.

In the *Exclude file/folders based on partial name* section, right-click the folders present in the section *Folders with part/full name* and select *Add*.

An *Enter Folder Name* dialog appears as shown below.



Here, enter the folder name. If full name of the folder is not known, use wildcard characters (\*,?).

Click the *OK* button > the folder is added in the *IBackup Professional Exclude Files and Folders* tab.

### Exclude file based on partial name

Similarly, to exclude files, use the right-click option in the section *Files with part/full name* of the *Exclude Files and Folders* tab.

Click the *Save* button of the *Exclude Files and Folders* tab. This excludes the files/folders that start with the entered name followed by any/none/one character from backup.

#### Note

? - Replaces with a single character in a file name.

\* - Replaces with one/none/more character(s) in a file name

To remove the files/folders from the *Exclude Files and Folders* tab, select the required folders/files and right-click the *Remove* button. The files and folders are removed from the *IBackup Professional* exclude directory.

### Including Excluded Files/Folders

You can include folders to the backup job. This option is applicable only when a folder is excluded from backup.

To include a folder, select a folder (folder not included in backupset) in *IBackup Professional* main window. Right-click and select *Include this folder to part of the backup list* option from the shortcut menu.

Similarly, to include files, select a file (file not included in backupset) in *IBackup Professional* main window. Right-click and select *Include this file to part of the backup list* option from the shortcut menu.

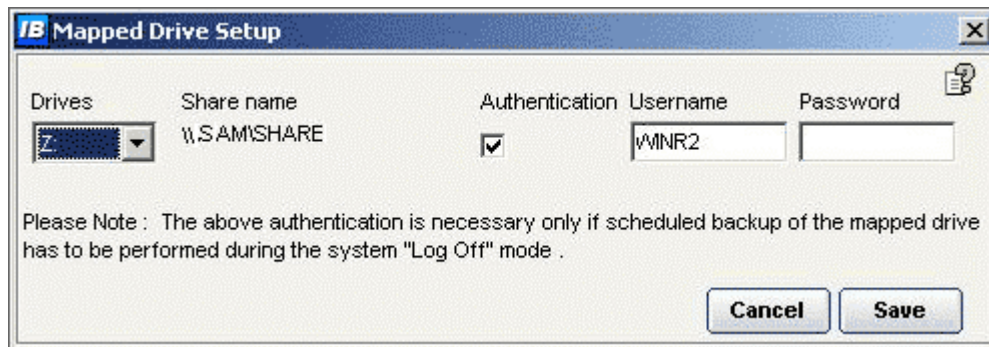
## Mapped Drives Backup

To perform backup of *Mapped Drives*, follow the steps given below:

1. Open the windows explorer.
2. Right-click *My Computer* present on the left pane and select *Map Network Drive* option from the shortcut menu.
3. *Browse* to select the network folder that you wish to connect to as a mapped drive.
4. Click the *Different user name* option if you wish to connect to the computer using a different username.
5. Click the *Finish* button. A mapped drive named (ex: 'Z') is created in *My Computer*.

The same mapped drive is available in the *IBackup Professional* application.

6. Select the files/folders to be backed up.
7. Click the *Tools* menu and select *Mapped Drive Setup*. A *Mapped Drive Setup* dialog appears as shown below.



8. Enter the appropriate username and password for the mapped drive and click the *Save* button to save the setting and schedule the job.

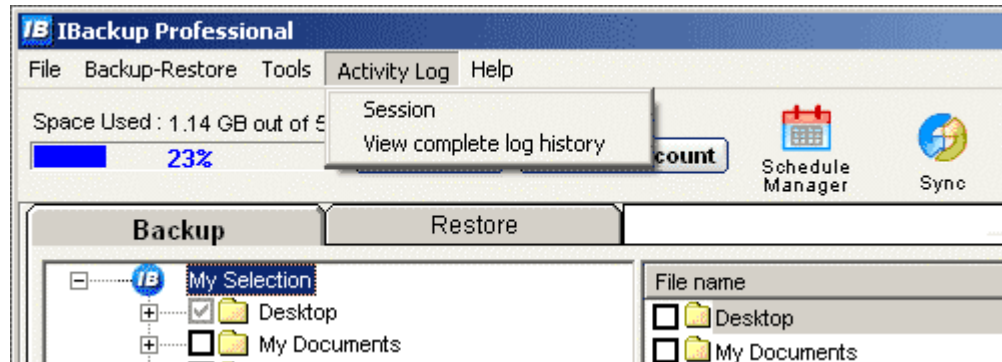
### Note

The IBackup Professional application performs scheduled backup of mapped drives even when your computer is in logged off state.

## Activity Log

Activity Log menu consists of the following options:

- Session
- View complete logged history



### Session

This lets you view the backup and restore operation details of a session. In the Session log dialog, the backup and restore operations are indicated by green and red colored arrow marks. You can also view the *Session* log from the IBackup Professional tray icon.

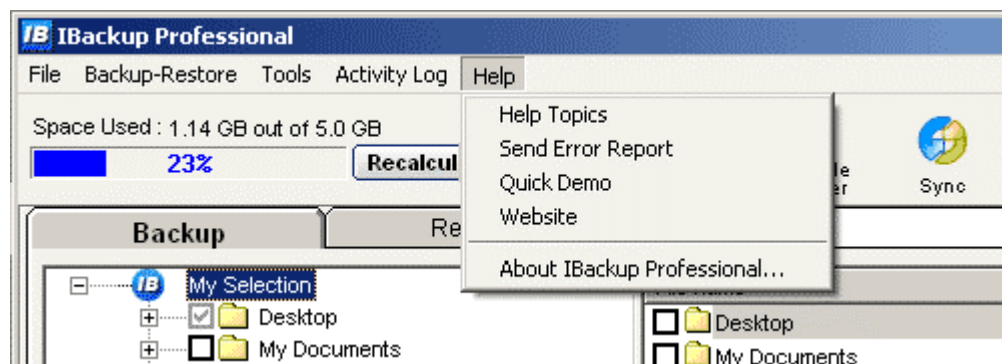
### View complete log history

This lets you view the complete log history of backup, restore and delete operations performed in the IBackup Professional account till date.

## Help

Help menu consists of the following options:

- **Help Topics**  
This lets you open the IBackup Professional help file.
- **Send Error Report**  
This lets you contact the support team via email for any queries.
- **Quick Demo**  
This lets you directly access and view the IBackup Professional product demo from the website.
- **Website**  
This lets you directly access the IBackup Professional website.
- **About IBackup Professional**  
This gives you information on the IBackup Professional version that you are currently using.





## How to Backup Files and Folders

You can perform backup operations in the *Backup* tab of the IBackup Professional application. The *Backup* tab displays files, folders and drives present on your computer. Here, you can select a single file/folder/drive or multiple files/folders/drives that you wish to backup.

You can backup files, folders and drives using two buttons:

- Backup Now button
- Schedule Backup button

### Backup Now

This lets you perform immediate backup of selected files, folders and drives.

#### Steps for Backup Now

1. On the Backup tab, select a file/folder/drive from your local computer.

The selected file/folder/drive is displayed in the Contents of my Backupset section of the IBackup Professional main window.

2. Click the Backup Now button > the backup operation starts.

A dialog displaying the backup process appears. In this dialog, you can adjust the percentage of Bandwidth used by the application. You can also stop/restart/cancel the backup operation using the Pause and Cancel buttons. The Resume button appears once you pause the backup process.

3. On completion of backup, a message informing the same appears with Yes and No options.

Click Yes to view the log file containing the details of backup, else click No.

If you cancel the backup operation, then a message informing the same appears with Yes and No options.

#### Using Right-Click Mouse Option

You can also do this using the right-click mouse option. Select a file/folder/drive on the right pane of the *Backup* tab and right click. From the shortcut menu, select *Backup this file/folder now* option. You can also do this from IBackup Professional tray menu using the *Backup Now* option.

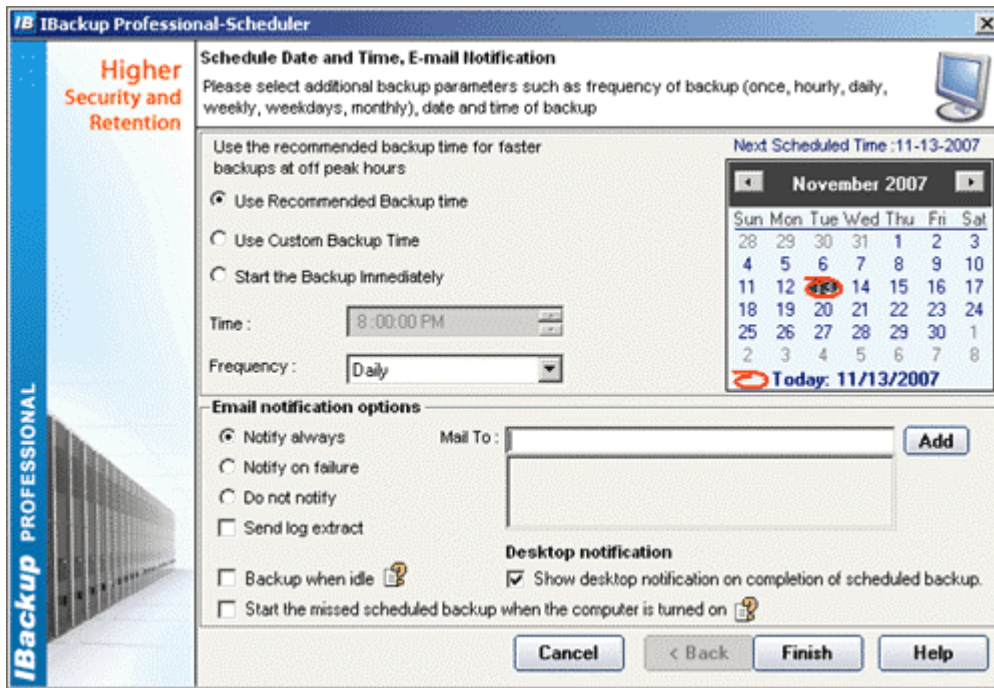
#### Using Explorer

You can also do this from the explorer. Select a file/folder and right-click. From the shortcut menu, select *IBackup Professional > Backup Now*.

## Schedule Backup

This lets you schedule backups for a future date and time as per your convenience.

Select a file/folder/drive and click the *Schedule Backup* button. The *IBackup Professional – Scheduler* window appears.



### Note

The IBackup Professional application performs scheduled backup of jobs even when your computer is in logged off state. This stands true even for scheduled backup of mapped drives.

### Schedule Backup Options

The *Scheduler* window displays different options for scheduling the backup, which are as given below.

- **Use Recommended Backup Time**

This option lets you schedule the backup of selected files/folders/drives at a particular time, set by the application.

If you select this option, the backup will be faster as it is performed at off-peak hours.

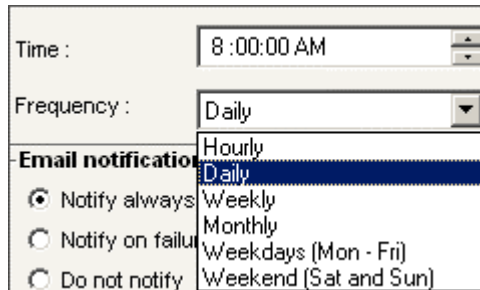
- **Use Custom Backup Time**

This option lets you set the date, time and frequency, as per your convenience, for scheduled backup.

- **Start the Backup Immediately**

This option lets you perform immediate backup of files/folders/drives. This is akin to the *Backup Now* option.

Along with date and time, you can set different frequencies for scheduled backups, the list of which are as displayed below.



The screenshot shows a portion of the backup scheduler window. It includes the following elements:

- Time :** A text box containing "8 :00:00 AM" with up and down arrow buttons.
- Frequency :** A dropdown menu currently showing "Daily".
- Email notification:** A section with three radio buttons:
  - Notify always
  - Notify on failure
  - Do not notify
- Frequency List:** A list of options for the frequency dropdown:
  - Hourly
  - Daily (highlighted)
  - Weekly
  - Monthly
  - Weekdays (Mon - Fri)
  - Weekend (Sat and Sun)

### **Notification Options**

This option lets you receive notification after every scheduled backup operation. There are two options to select from:

- **Desktop Notification**

A notification is sent to your desktop on completion of the scheduled backup.

- **Email Notification**

An email notification on the status of the scheduled backup is sent to you, based on the options selected for email notification..

### **Options for Email Notification**

- Notify always
- Notify on failure
- Do not notify

*Send log extract* and *Mail to* options is enabled if *Notify on failure* or *Notify always* is selected.

### **Adding Email Address**

Enter the email address in the text box and click the *Add* button. The email address gets added. You can send email notification to multiple users by adding the email addresses of different users.

### **Other Options**

Selecting the check box provided for *Backup When Idle* option lets the application perform automatic backup of files when the local computer is left in idle state.

Selecting the check box provided for *Start the Missed Scheduled Backup when the computer is turned on* option lets the application automatically start the scheduled backup when the user restarts the computer after 30 minutes of the scheduled time. By default, this option is not selected.

Click the *OK* button to schedule the backup for a future date and time.

## Viewing Properties

To view properties of a folder/drive, right-click the folder/drive and select *Properties* option from shortcut menu. You can do this on both the right and left pane of *IBackup Professional* window.

## Open file Backup

This lets you to perform backup of open files – like Outlook files (.pst), QuickBooks, Quicken, ACT, MS-Money, MS-Word, MS-Excel, MS-Access, MS FoxPro and so on. The feature is available only for Windows Vista, Windows XP and Windows 2003 server.

To perform backup of open files, follow the steps given below:

1. Login to your *IBackup Professional* account, open the *Preferences* window from the *Tools* menu and select the option *Enable open file backup*.
2. Using the *Browse* button, select a temporary folder where the backed up open files will be stored.
3. In the *Backup* tab of the *IBackup Professional* window, select the opened file that you wish to backup.
4. Click the *Backup Now* button if you wish to backup immediately. Else, click the *Schedule Backup* button to schedule the backup for a future date and time.

### Note

Ensure that the selected temporary folder on the local computer has sufficient free space to hold the open files. You cannot select the temporary location if you are performing Open File Backup from a remote location.

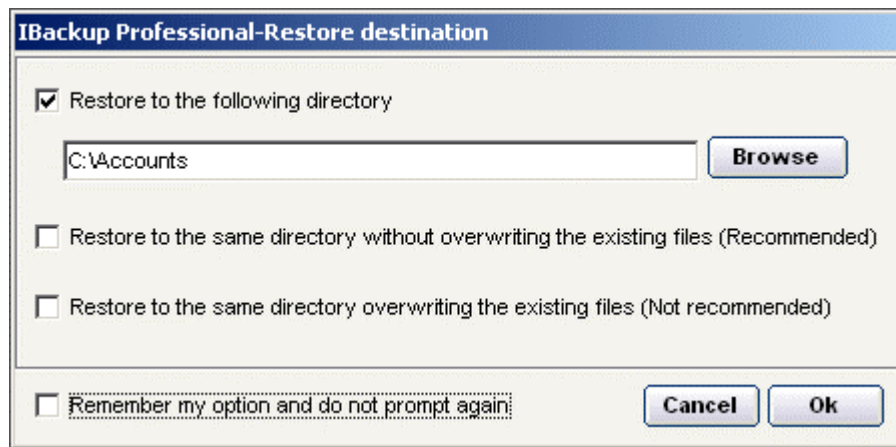
Do not use this feature to perform open file backup of MS SQL Server related files, as *IBackup Professional* application provides a separate feature for the same.

## Restore Files/Folders

You can restore files and folders from the IBackup Professional account to your local computer. The restore operation can only be done in the *Restore* tab.

### Steps for Restore

1. In the *Restore* tab, select the files/folders/drives that you wish to restore to your local computer.
2. Click the *Restore Now* button. A dialog for selecting the destination directory for restore appears.



3. Select the destination directory using any one of the following options.

- **Restore to the following directory**

This is the default option. It allows you to browse and select the destination directory of your choice.

- **Restore to the same directory without overwriting the existing files (Recommended)**

This is a recommended option. In this option, files are restored to the same directory without overwriting the existing data.

For example: If you restore a file from My IBackup Prof \ D:\test1.doc then the file is restored to D Drive (your local computer) under the name [test1.1.doc](#).

- **Restore to the same directory overwriting the existing file(s) (not recommended)**

This option lets the files to be restored to the same directory by overwriting the existing data.

For example: If you restore a file from My IBackup Prof\D:\test1.doc then the file is restored to D Drive (your local computer) under the name [test1.doc](#).

This option is not recommended, as the data in the files will be overwritten, which cannot be retrieved.

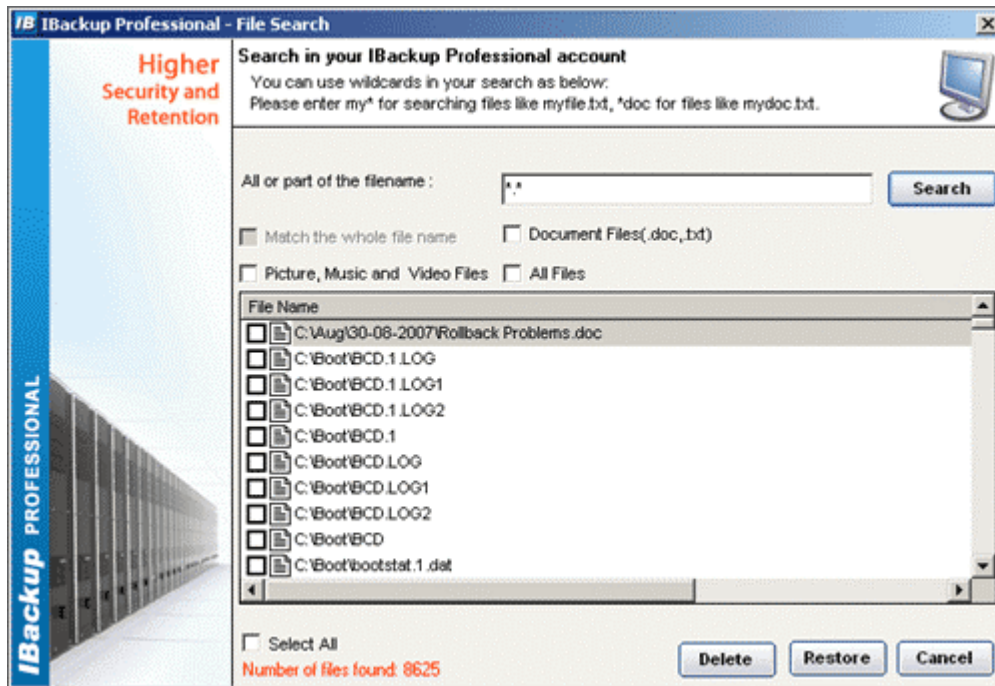
4. Click *OK* to begin the restore process. A dialog displaying the progress of restore appears.
5. On completion of restore, a message informing the same appears with Yes and No options. Click *Yes* to view the log details.

If you cancel the restore operation, then a message informing the same appears with Yes and No options. Click *Yes* to view the log details.

## Search

This option allows you to search files present in your IBackup Professional account. You can search files based on multiple conditions – like the file type (whether it is a doc file, txt file or a video file) and so on. You can use the wildcard options \* and ? to locate files. Alternately, you can restore the searched files using the *Restore* button present in the *File Search* window, as shown below.

Additionally, you can locate files present in a specific folder using the right-click *Search* option.



Further, you can view different versions of the searched file. Select a file, right-click and select *View History* option.

You can also do a quick search of file(s)/folder(s). For this, a text box and a *Search* button are provided at the right-hand corner, just below the tools menu, in both the *Backup and Restore* tab. Enter the file name or the first letter of the file in the text box and click the *Search* button > the *IBackup Professional – File Search* window appears displaying the search results.



## Backupset Date/Time

This option, in the *Restore* tab, lets you restore the backed up files and folders as of a particular *Backupset*.

From *Tools* menu, open the *Preferences* windows > select *General* tab > in the *Backupset* options, select one of the following.

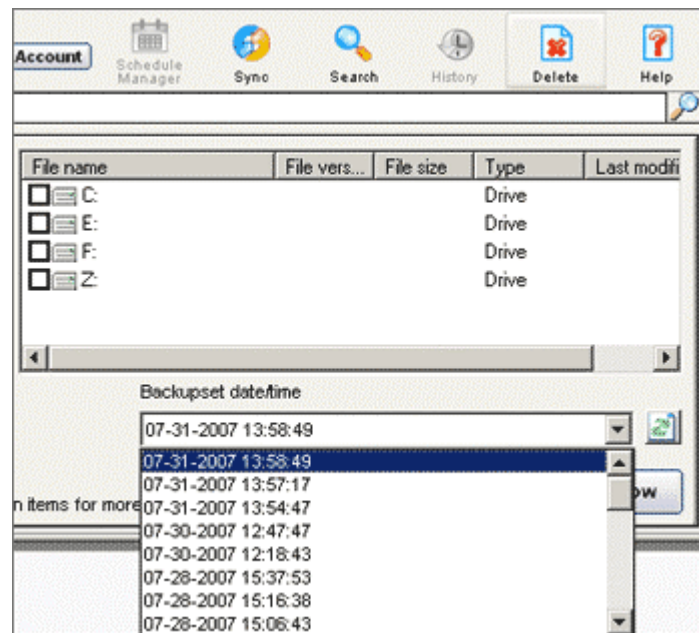
- Show all files backed up till a particular date/time
- Show backed up files that existed on the local machine at the date/time

In the *Restore* tab, click the drop-down arrow provided for *Backupset date/time* > from the *drop-down* list, select the appropriate date and time. On the right pane of the *Restore* tab, the backed up files and folders are listed.

### Show all files backed up till a particular date or time

This option allows you to view all files and folders backed up on your local computer, at a particular date and time.

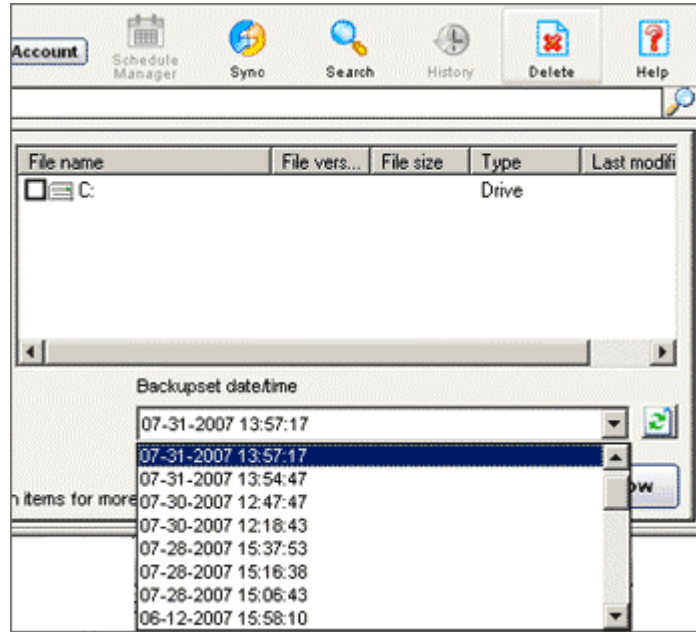
To view the files and folders, select the date and time from *Backupset date/time* drop-down list box, as shown below.



## Show backed up files that existed on local machine at a particular date/time

This option allows you to view the backed up files previously present on your computer at a particular date/time.

To view the files and folders, select the date and time from *Backupset date/time* drop-down list box, as shown below.

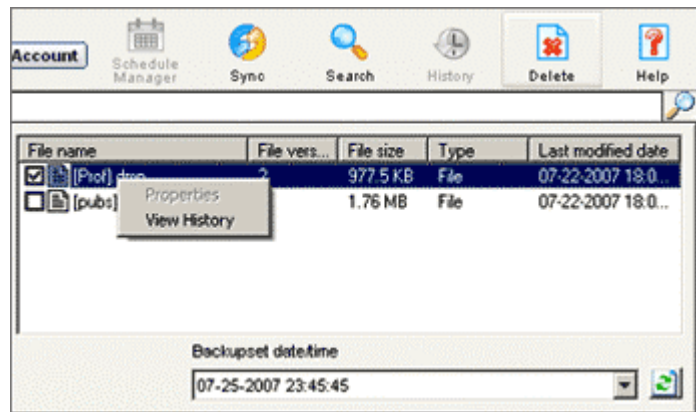


## Versioning feature in IBackup Professional

In Small and Medium Businesses, maintaining history of each file with its update is necessary for future reference. The versioning feature of IBackup Professional application serves this need by generating different versions of a file after each update, thus maintaining the history of changes done to a specific file.

For example: You have a file named *Brick.jpg* already backed up to your IBackup Professional account. You open this file, make changes and back it up at the same time. The IBackup Professional application performs incremental backup of this file and saves it, with the modified changes, as a different version.

To view the version history of a file, select a file > right-click > select *View history*.



### Note

Incremental backup will backup only the modified portions of a file.

In your IBackup Professional account, the original file is available under the same name keeping both versions intact, that is version 1(the first full backup of that file) and version 2(the 1st incremental backup of the same file).

You can restore the latest version of files from IBackup Professional account to your local Computer. For details, refer to [Restore Files/Folders](#).

## Delete Files/Folders

Follow the steps given below to delete files and folders from your IBackup Professional account:

1. Click the *Restore* tab and in the right/left pane, select the files/folders that you would like to delete and click the toolbar button *Delete*.
2. A dialog box listing the files present in the selected folder/folders appears. Click the *Delete* button to remove the listed file/files from your IBackup Professional account.

## Sync

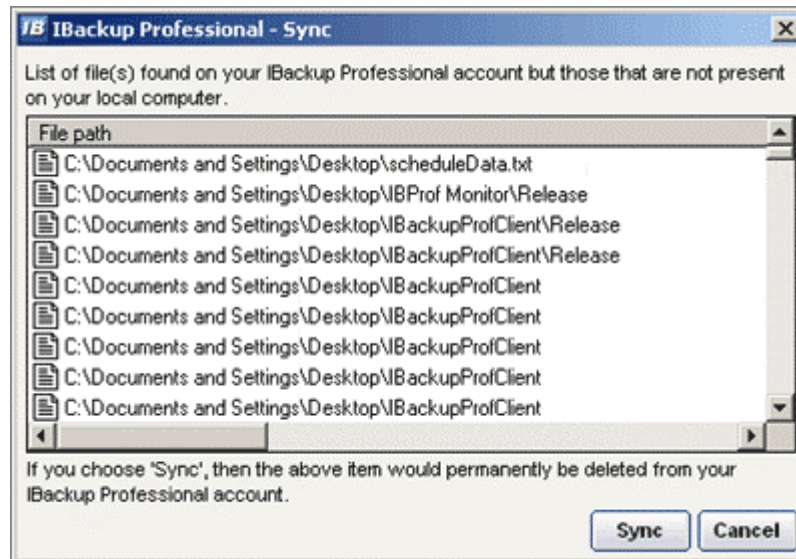
This option is useful to sync data on your local machine with that in the IBackup Professional account.

To *Sync*, follow the steps given below:

1. Open the *Backup/Restore* tab and select a folder from *IBackup Professional* account (*My IBackup Prof*).
2. Click the toolbar button *Sync*, a message explaining what the *Sync* operation does appears with *Continue* and *Cancel* buttons. Click the *Continue* button to proceed.

If the selected folder on the *IBackup Professional* account (*My IBackup Prof*) is already in sync with the content on your computer, then a message asking you to select a relevant folder appears with OK button. Click the *OK* button and try again to select a relevant folder.

- Click the *Continue* button, a *Sync* window appears as shown below. Here, files present in your IBackup Professional account but not on your computer (My Computer) are listed.



- Click the *Sync* button, a message appears informing you that the listed files will be deleted permanently. Click Yes to proceed with the *Sync* process.

Remember, *Sync* option deletes the selected folder permanently from your *IBackup Professional* account to bring it in sync with the contents on your computer.

- On completion of the *Sync* process, a message asking if you would like to perform backup of the current content of your computer appears. Click the *Yes* button, the current contents of the selected folder on your computer are backed up to your *IBackup Professional* account.

#### Note

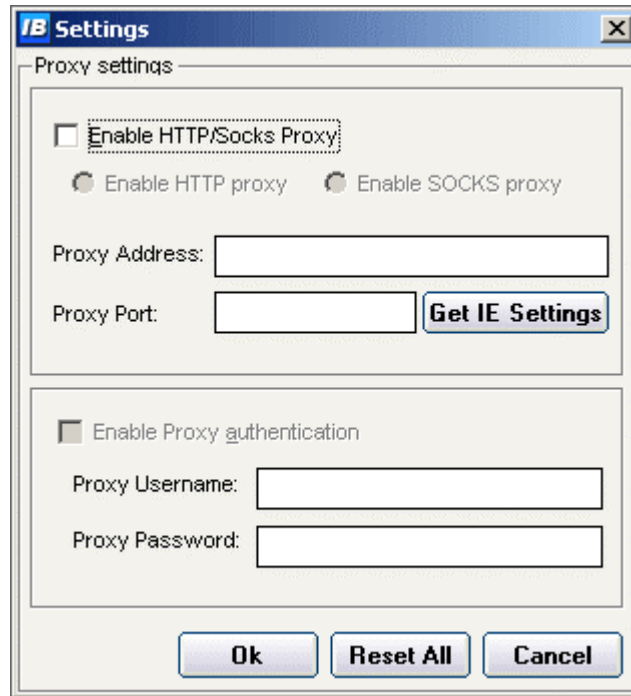
*Sync* option is enabled if you set *Show all files backed up till a particular date/ time* as the Backupset restore option in the *General* tab of the *Preferences* window.

Use this feature carefully, only after you have completely understood how the sync feature works.

## Settings

In IBackup Professional application, you have the option to set the proxy settings.

1. Click the *Advanced* button in the *IBackup Professional login* window. A *Settings* dialog appears.



2. Select the check box *Enable HTTP / Socks Proxy* and select the option buttons provided for *HTTP Proxy* or *SOCKS Proxy*.

**Note**

Before you set the proxy settings, verify the proxy settings in your zone with your System Administrator.

## System Requirements

Microsoft Windows NT/ 2000, Professional/ Me/ 98 SE/ XP Home/ Professional, Windows 2000 Advanced Server and Windows 2003 Server.

IBackup Professional is compatible with the new operating system [Windows Vista](#).

### Other Requirements

- 512 MB RAM
- 10 MB free hard disk space for installation
- 20MB or more for local caching
- Internet Explorer 6.0 is highly recommended

#### Note

With respect to the version compatibility of IBackup Professional on Windows NT/2000/XP/2003 Server, scheduled backup jobs run from a Windows NT service. This automatically logs in to your IBackup Professional account with the login parameters specified during the configuration stage. Perform the scheduled backup job and logout from your IBackup Professional account.

#### Important

IBackup Professional requires a high encryption pack to work properly. If you are running Windows 2000 with Service Pack 1, then install the high encryption pack from the link below:

<http://www.microsoft.com/windows2000/downloads/recommended/encryption/>

Windows 98 SE users need to upgrade their Internet explorer to **IE6**

Windows NT server users must ensure that they have the service pack 6 installed. Administrator privileges are mandatory for installing the IBackup Professional application.

## Troubleshooting

The following are some simple troubleshooting tips, which could resolve minor problems while working with IBackup Professional application.

- Windows 2000 users must have service pack 2 or higher installed on the machine for encryption on storage to work properly.
- You must have proper privileges to register the files required during installation.
- The latest service pack for Windows must be installed on the computer.
- When the application hangs for a long time and no transfers occurs, logout of the application and then login again.

For further assistance, mail to [support@ibackup.com](mailto:support@ibackup.com)



## Support

### Support Office

Pro Softnet Corporation.

IBackup Professional Division, 26115,  
Mureau Road, Suite A,  
Calabasas, CA 91302.

### Tech Support

Call at the below-given numbers

#### ***If calling from within US***

1-855-819-9948 (Monday - Friday, 6:00 AM to 6:00 PM PST)

#### ***If calling from outside US***

1-818-403-3629

For more information visit <https://www.ibackup.com/ibackup-professional/>

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