BackupPC Instructions

1. Find the folder you want to backed up and right click and go to Sharing and Security

2. Share the Folder out and give it a name (8 characters or less)
3. Then go to **Permissions**

4. **Remove access for Everyone!**

![Permissions for Backmeup](image)

5. Go to **Add…**

6. Add your computer's username to the box (and then click **Check Names** to verify). Then click **OK**.
7. Give your account full control and click **Apply**
8. Then be sure to click **Apply** on the first window too
9. Go to https://chembackup.chem.wisc.edu/cgi-bin/BackupPC_Admin and sign in with your chem email username and password

10. In the left column go to Select a host and select the machine you want to modify
(You’ll only have access to your machine and any group machine’s being backed up)
11. Click on **Edit Config**

12. Go to the **Xfer** tab

13. Under **Smb Settings** click **Add** to add a new share

14. In the box enter the name of the new share
15. Click **Save** at the top of the page

![Save](image)

16. Click on **(your computer’s name) Home** at the top left

![pchem1](image)

17. Click **Start Full Backup**

![User Actions](image)

If you have any problems email [comphelp@chem.wisc.edu](mailto:comphelp@chem.wisc.edu) or call us at 262-0536 or stop by 9311A