

Mozy[®] - Setup Instructions

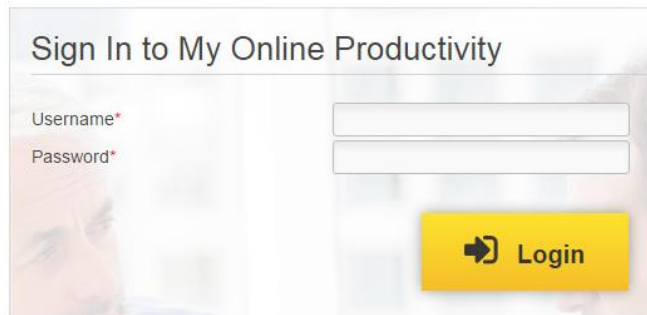
Follow the step by step instructions below to set up your Mozy[®] Backup service.

How to sign in to My Online Productivity account

Go to your [My Online Productivity account](#) and then enter the username and password that you received to access your account.

Note: You have received your username by email and you have been provided with a temporary password by a customer service representative. You will be asked to change this temporary password.


If this is your first sign-in, you will have to accept the terms and conditions.



Sign In to My Online Productivity

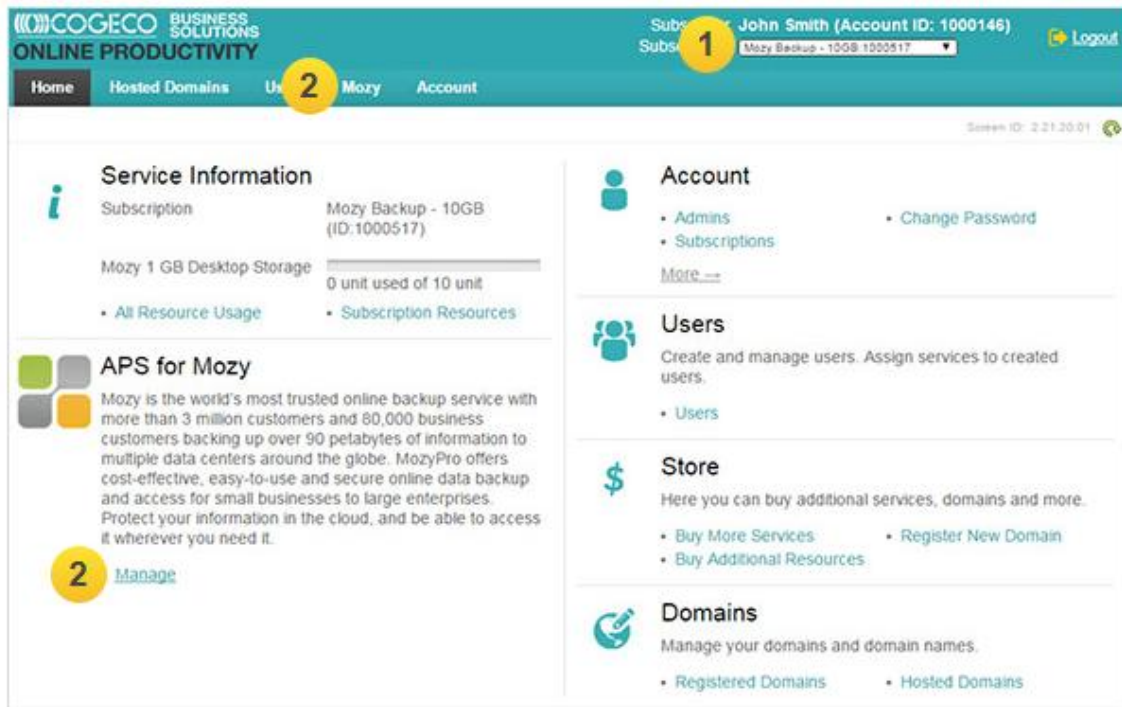
Username*

Password*

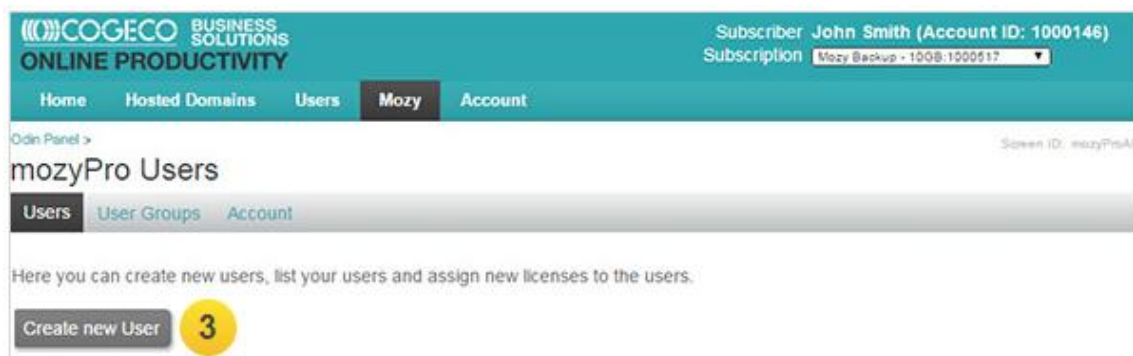
 Login

How to create a new user and assign backup storage space

- 1) Select your Mozy® Backup subscription from the drop down list.
- 2) Click on “Mozy®” on the top navigation or click on the “Manage” link in the page under “APS for Mozy”.



- 3) The Mozy® screen is displayed. Click on “Create new User” in the User tab.



This will display the Users Screen.

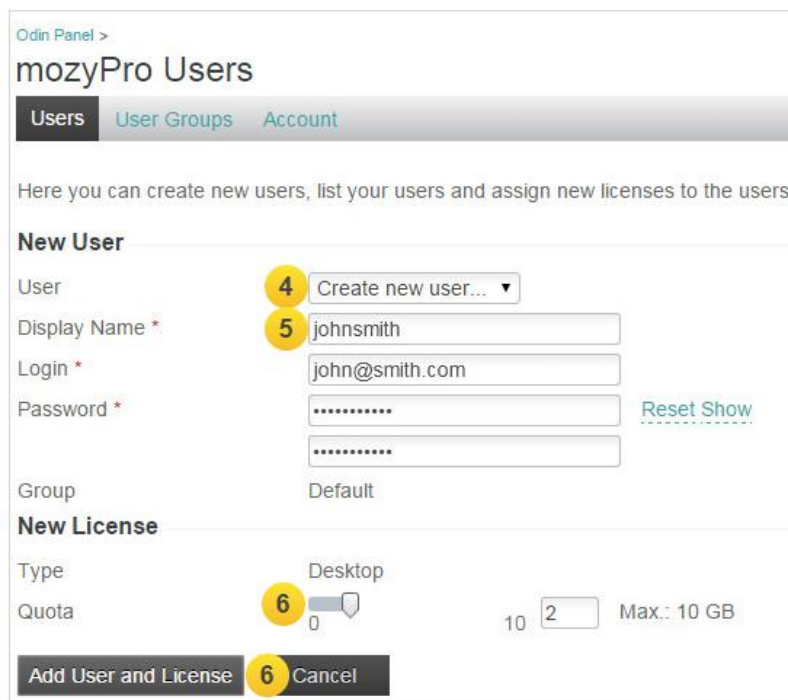
4) Click on “Create New User” in the “Users” drop down list.

Note: The Administrator has to initially create his own User to be able to use the Mozy® Backup.

5) Enter the information for “Display Name”, “Login”, and “Password” fields.

Note: The login and password created will be used by the new user to login to the “User Control Panel” of My Online Productivity.

6) In the “New License” section, assign a quota for the user. This quota defines how much of your total Mozy® backup storage you will assign to the new user. Select “Add User and License”.



Odin Panel >

mozyPro Users

Users User Groups Account

Here you can create new users, list your users and assign new licenses to the users.

New User

User **4** Create new user... ▾

Display Name * **5** johnsmith

Login * john@smith.com

Password * [Reset Show](#)

Group Default

New License

Type Desktop

Quota **6** 10 2 Max.: 10 GB

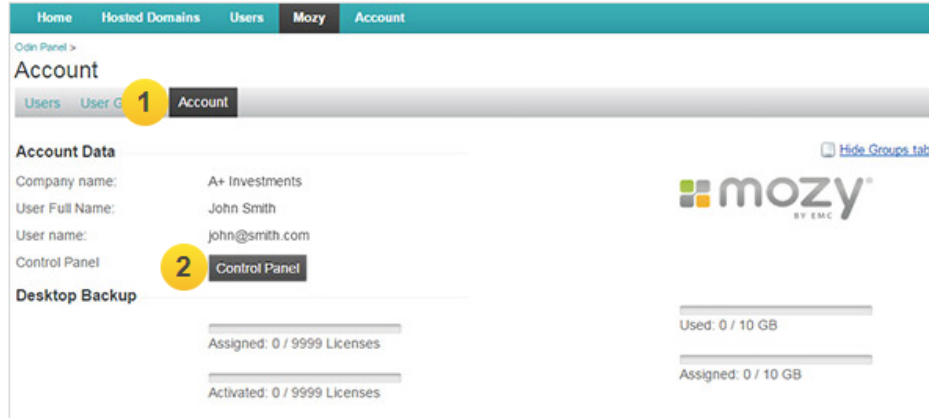
6 Add User and License **6** Cancel

A new user has been created.

Note: Each new user will receive an email with a unique product activation key and a link to download the Mozy® Backup client to their computer and start using it.

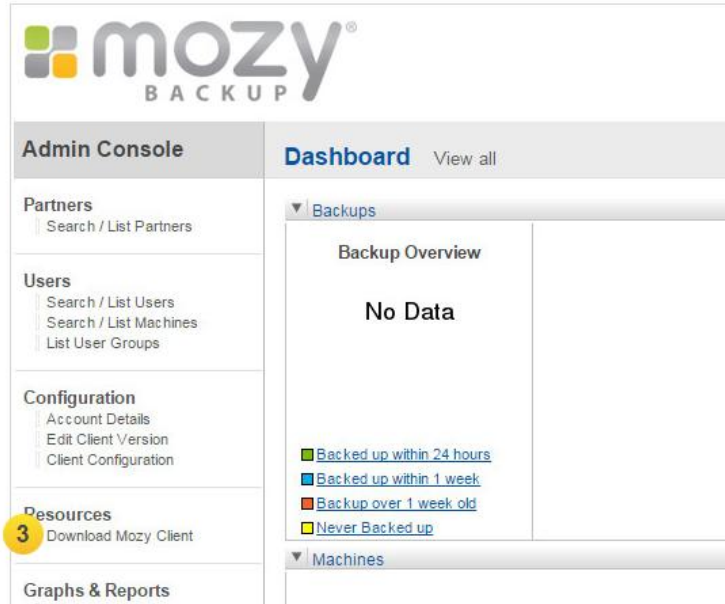
How to download and install the Mozy[®] client from the Mozy[®] Control Panel

- 1) Click on the “Account” tab.
- 2) Then click on the “Control Panel” button.

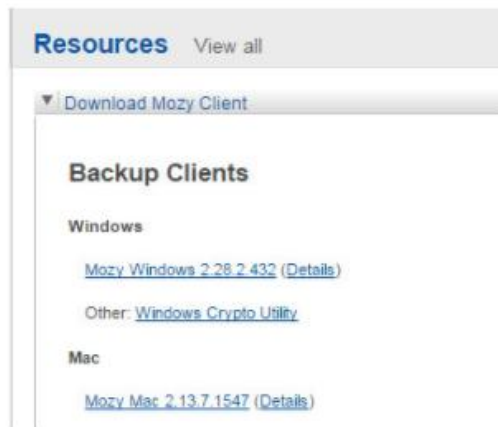


Note: Assure to allow pop-ups in your browser settings. The Mozy[®] Control Panel will be displayed in a new browser tab or window.

3) From the Mozy® Control Panel screen, you can download the Mozy® client. From the left side menu, click on “Download Mozy® Client”.



4) Click on the link to select the applicable user for the computer. This will begin the download.

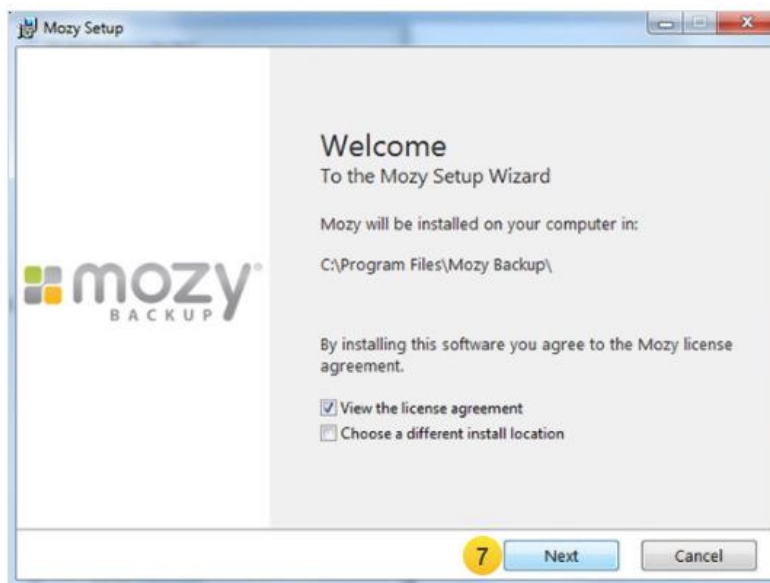


5) Wait for the download to complete, locate the .exe file and double click to open.

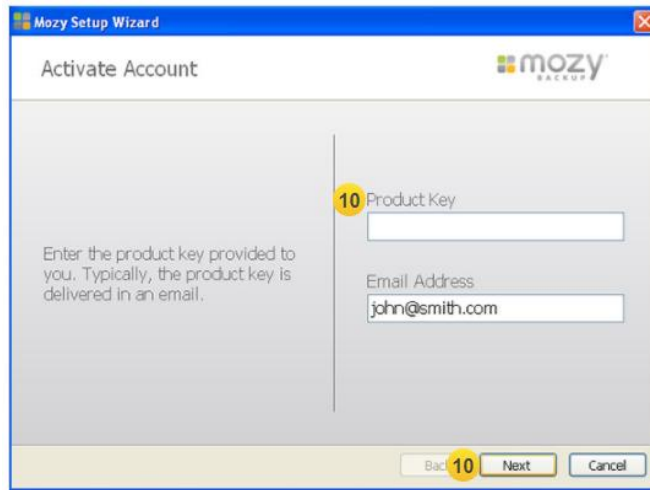
6) A pop-up window to install will display. Click on “Run”.



7) The Mozy® Setup Wizard will display. Verify the installation path, and click on “Next”.



- 8) Agree to the Mozy® license agreement by clicking on “Accept”.
- 9) The installation will begin. Wait for its completion.
- 10) The “Activate Account” screen is displayed. Enter the product key that you received by email, your email address, then click on “Next”.



- 11) The “Create Password” screen is displayed. Enter full name, password, and re-enter password to confirm. Click on “Next”.

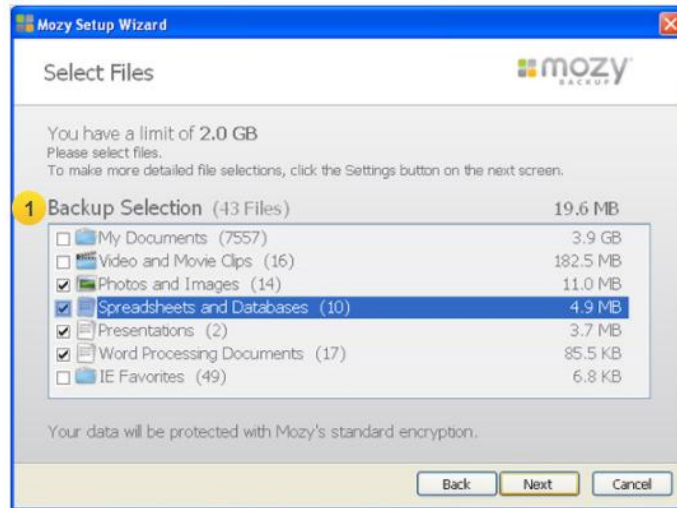
Note: The name and password set here during the Mozy® client install is required to activate your user license key. When using the Mozy® client you will need them for actions such as the reinstallation of the Mozy® client, restore web access, mobile app login, etc.



How to back up files

You can now begin backing up your files.

1) The “Select Files” screen is displayed. Select the files or folders that you would like to back up, and click on “Next”.



2) The “Setup Complete” screen is displayed, showing the estimated time to complete the initial backup. Click on “Finish”.

3) The Mozy® icon will now appear in the task bar.

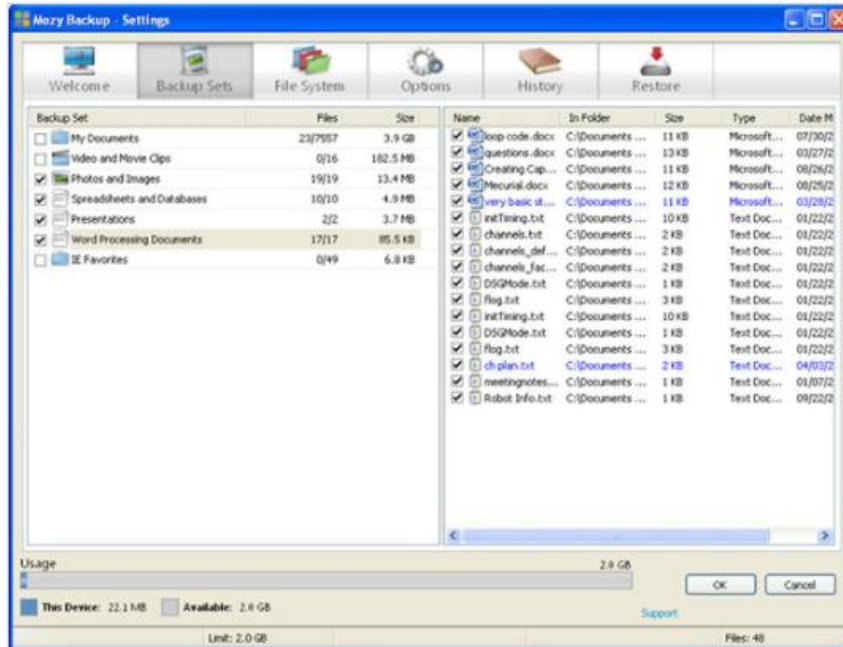
Note: Double-click on the icon to see the backup status of the last successfully completed backup.



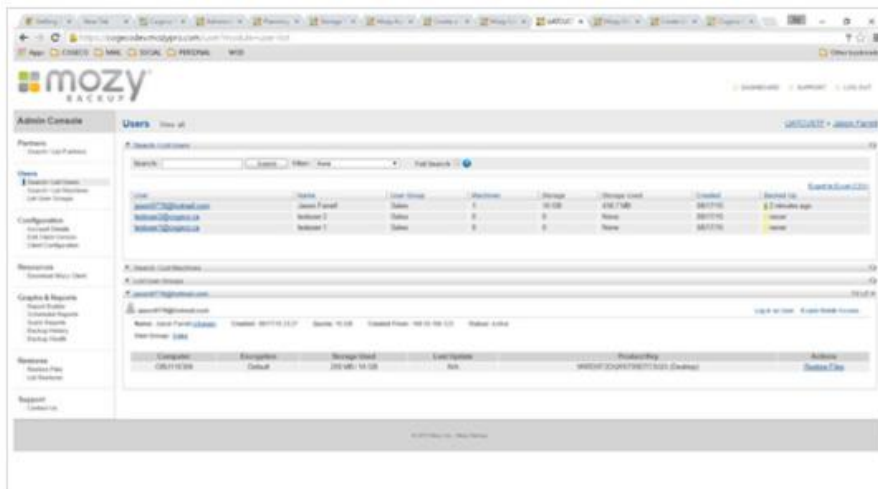
Note: Right-click on the icon to access multiple options, such as “Restore Files”, “Access files online”, and “History”.

You can also verify backup details by clicking on “Settings”.

“Settings” allows you to access more options, such as “Backup Sets”, “File System”, “Options”, “History”, and “Restore files”.



In the Mozy® Admin Console, as the administrator, you can view the users and the groups, look at the status of the users’s backups as well as perform administrative tasks.



How to restore files

You can now begin backing up your files.

- 1) Open your Mozy[®] Desktop Client.
- 2) Click on the “Restore” tab.

Note: The “Restore” tab will only show up after you have performed at least one successful backup.

- 3) Select the files that you want to restore.
- 4) Click on “OK”.

Note: You can choose to restore to a different folder or overwrite the existing files. Select the appropriate option for your needs.

Note: Once completed you will receive a confirmation message.

You can look at your backup/restore history.