

How to add and remove folders and files from the selection for MultiShields Backup

## Open MultiShields Backup

Type "Mul" in the Windows Search box and press Enter, or

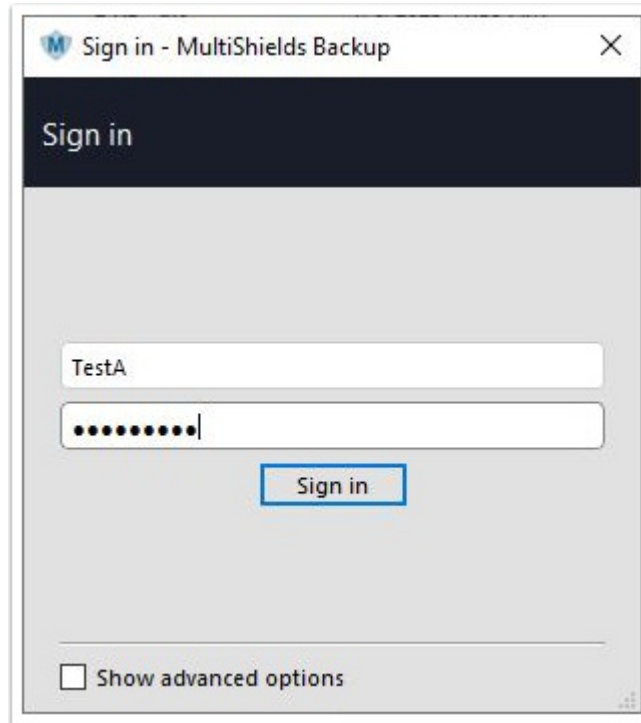
Find MultiShields Backup in the Start Menu and click it,



## Sign In with Your Username and Password

Your username and password have been provided to you via a secure webpage or other secure method.

Contact our Tech Support if you need your username and password: [support@securemyfirm.com](mailto:support@securemyfirm.com) or 952.922.1120



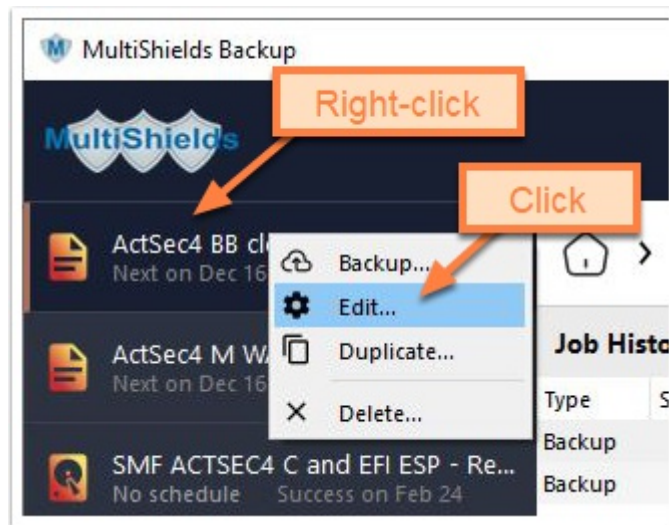
## Select One Protected Item and Edit Settings

MultiShields Backup refers to a single backup of many folders as a **Protected Item**.

Typically, you have only one **Protected Item**.

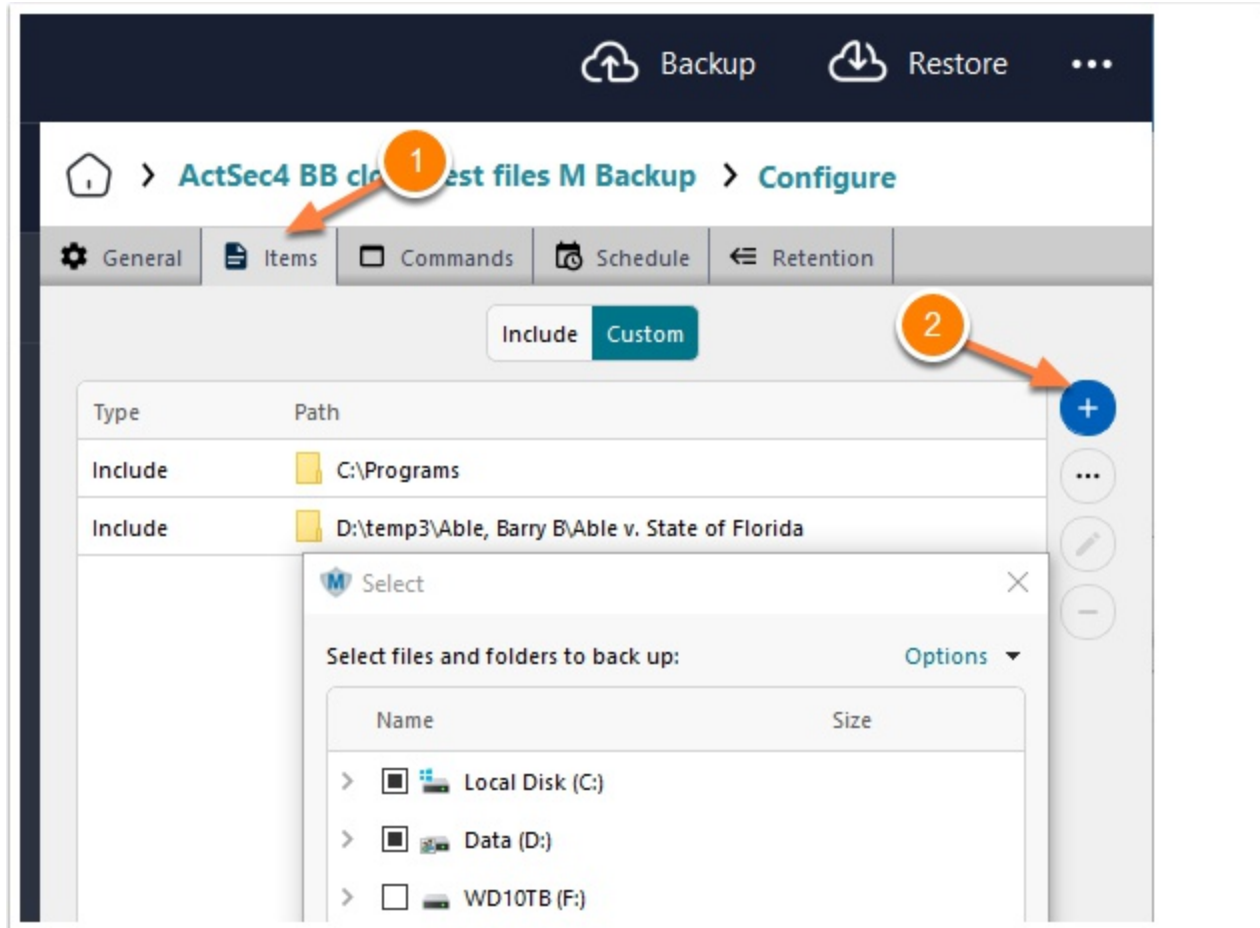
**HEADS UP:** Do not add more **Protected Items** to include more folders. Add them to your current **Protected Item**.

Right-click on your **Protected Item**. Click: **Edit...**



## Items Tab

1. Click the **Items** tab.
2. Click the + icon.

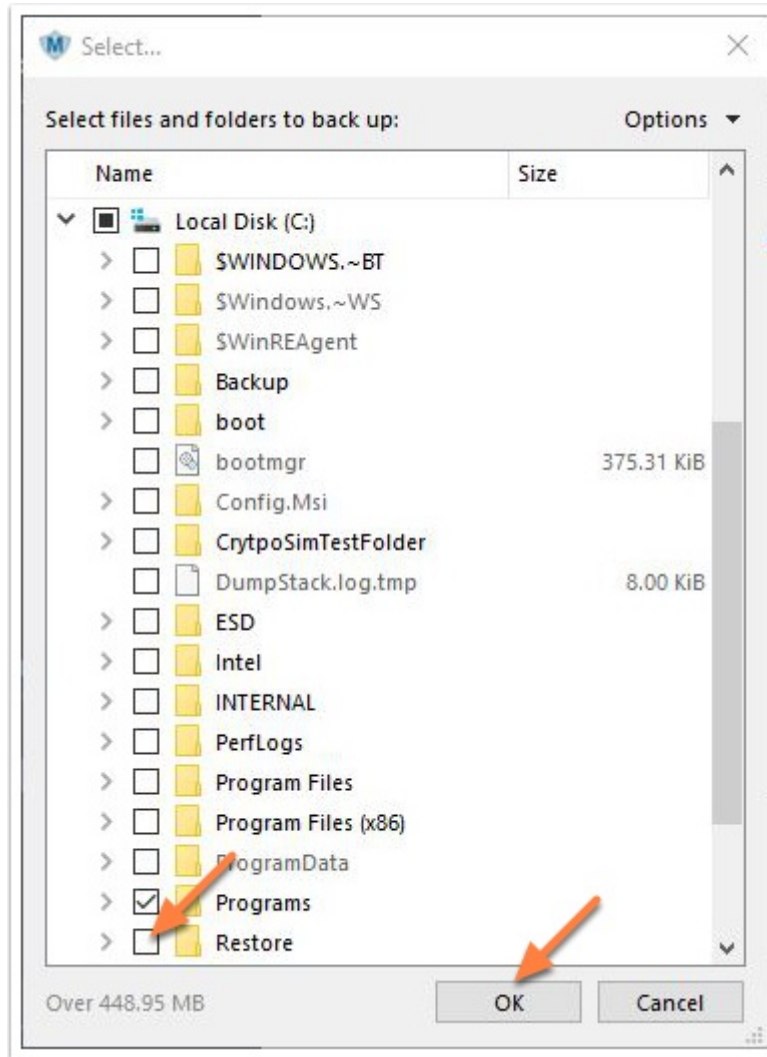


## Select Folders and/or Files

Click **any right arrow** > to expand a drive or folder.

Click one or more boxes to check or uncheck folders and/or files

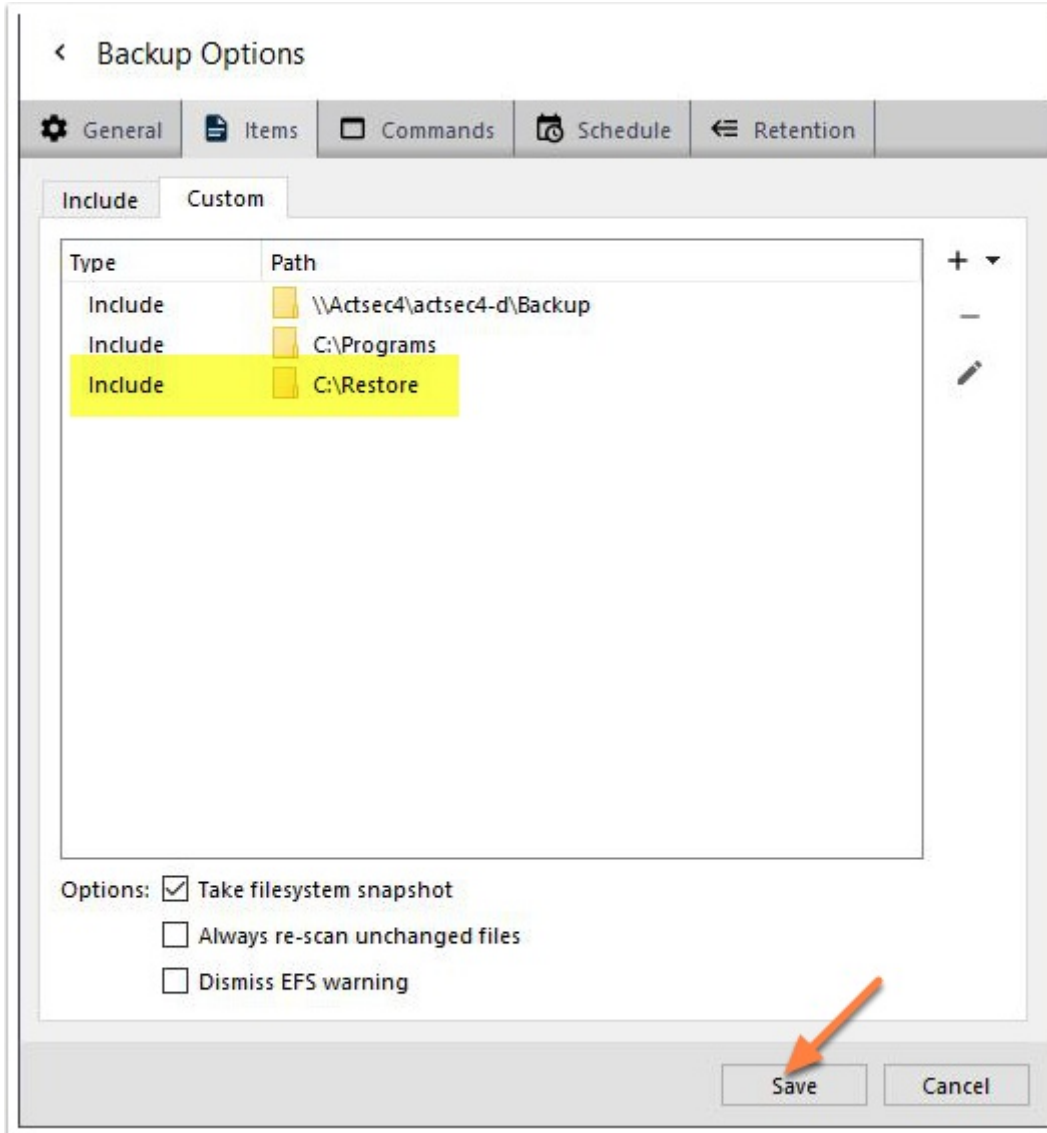
In this example, we click the **Restore** folder's checkbox and click **OK**.



## Items List

After checking the **Restore** folder, it appears in the **Items** list.

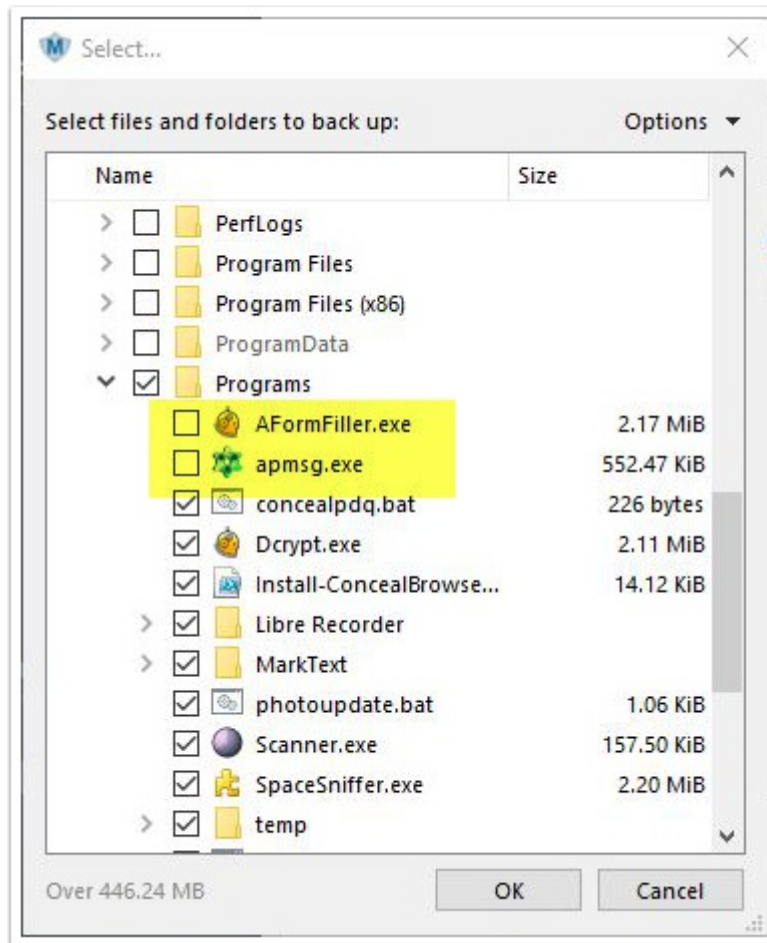
Click **Save**.



## Deselecting Files

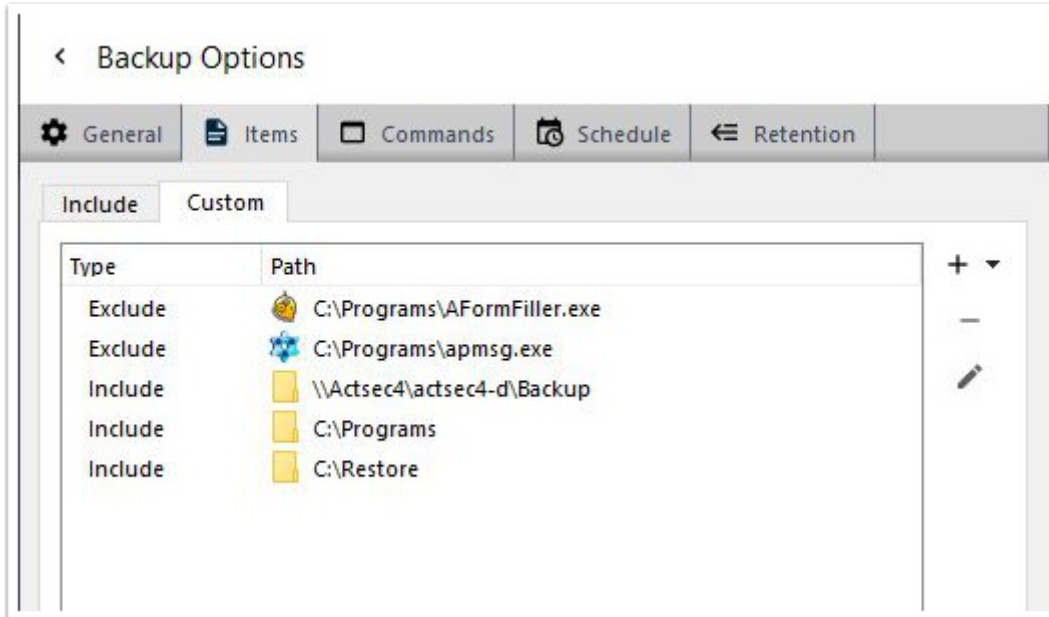
In this example, the **Programs** folder was already selected (checked).

We uncheck the first two files to exclude them from backups.



## Items List Excluding Two Files

Returning to the **Items** list, we see that the two unchecked files are excluded.



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