

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

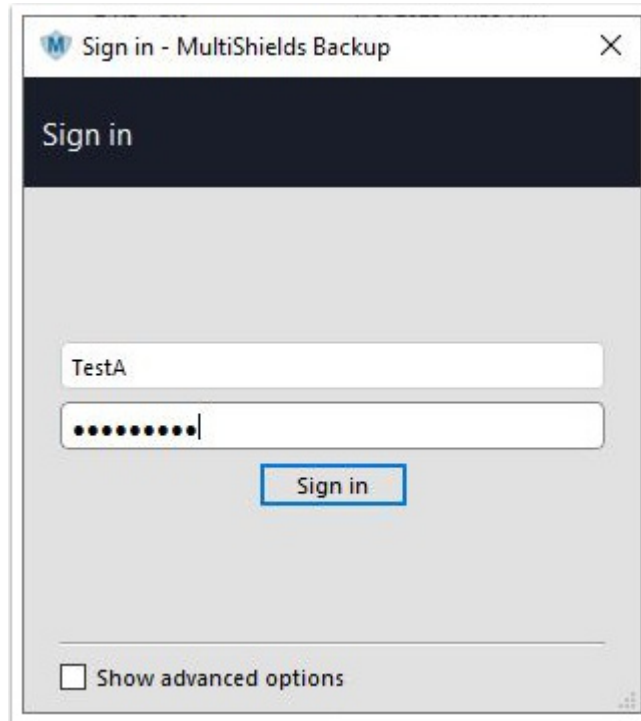
Find MultiShields Backup in the Start Menu and click it,



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 or 952.922.1120



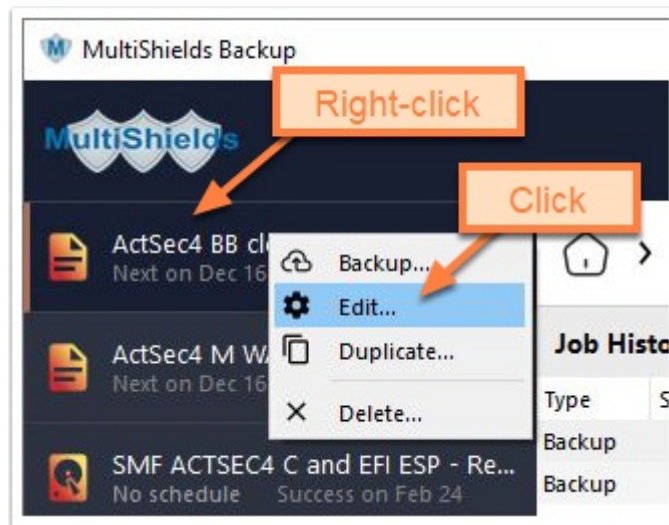
Select One Protected Item and Edit Settings

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**.

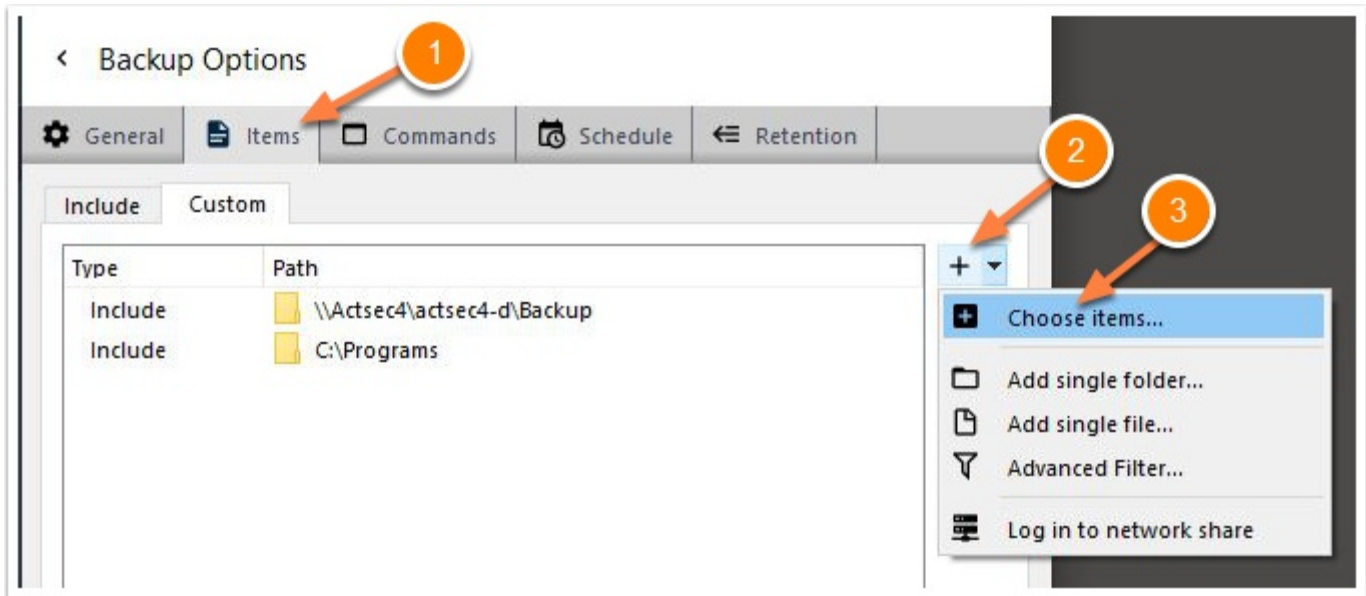
Right-click on your **Protected Item**. Click: **Edit...**



Items Tab

1. Click the **Items** tab.
2. Click the + icon.
3. Click: **Choose items...**

Note: It is *much* easier to use the **Choose items...** option unless you simple need to add a single folder or file.

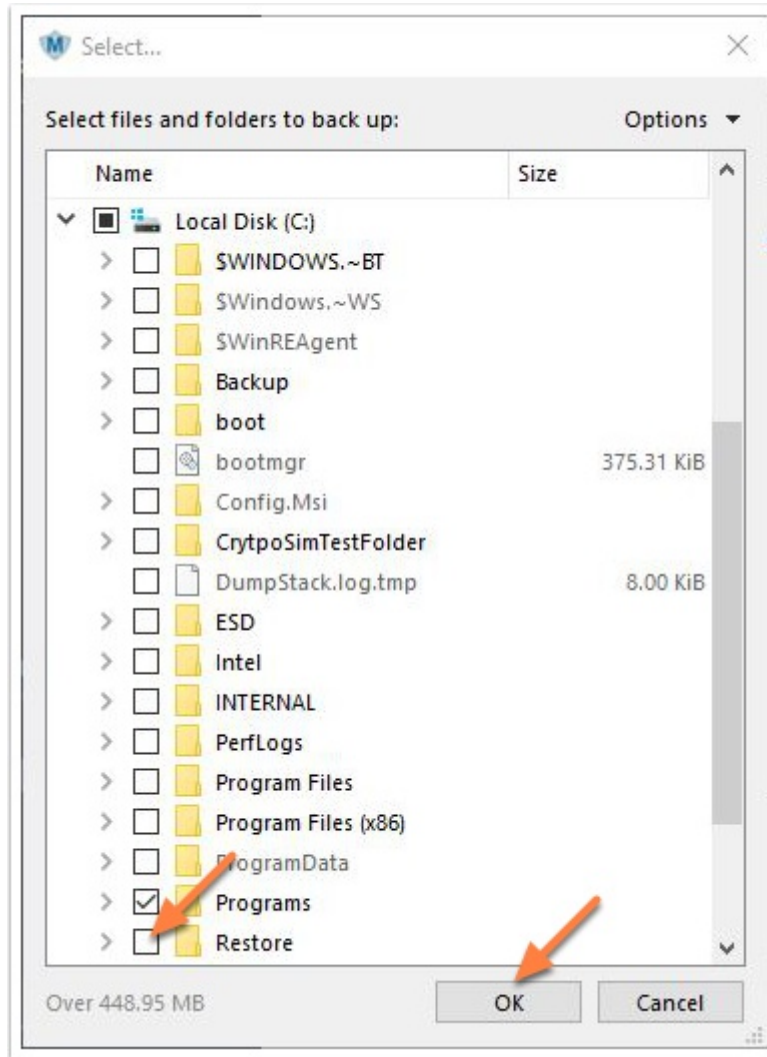


Select Folders and/or Files

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

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

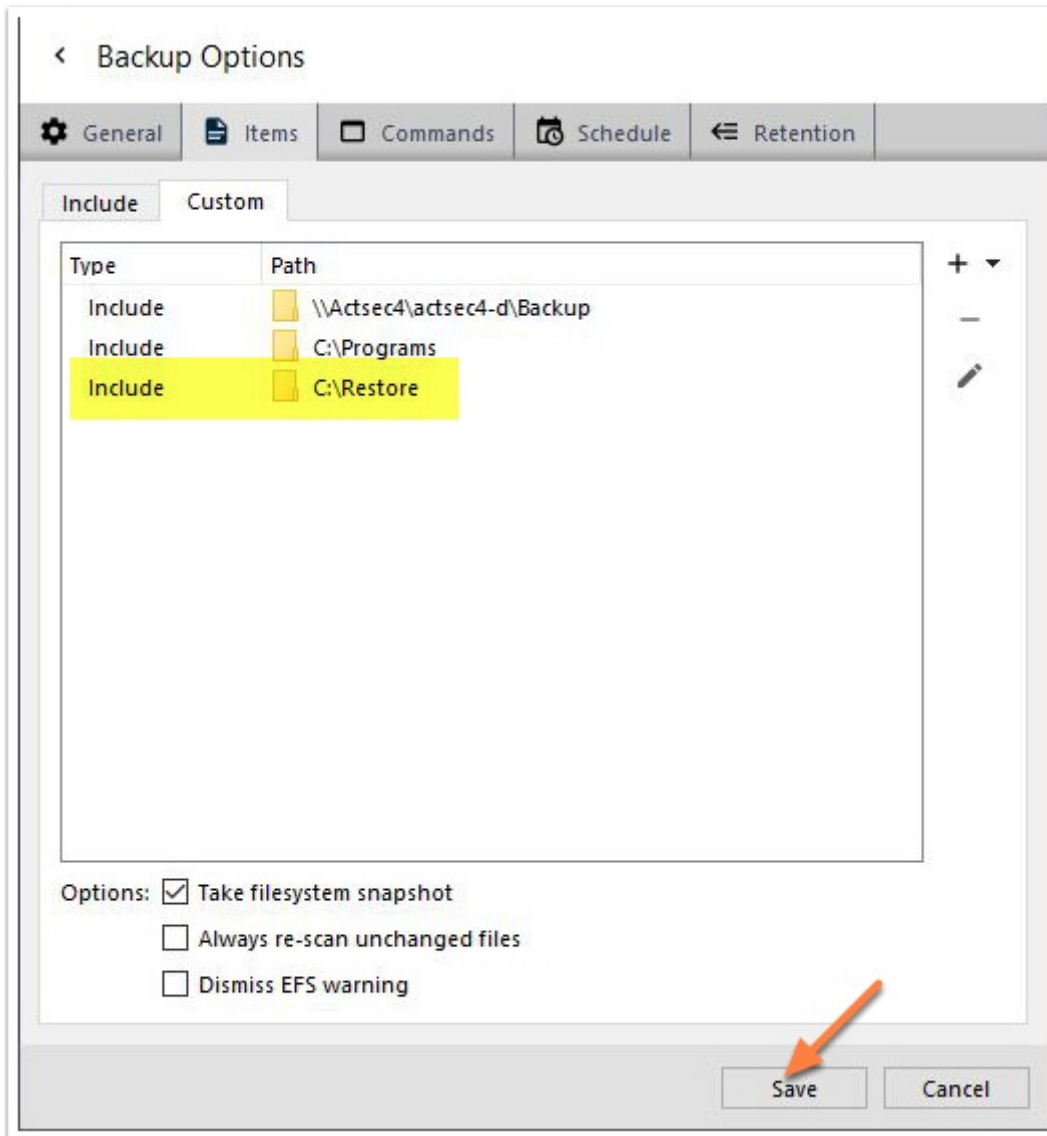
In this example, we click the **Restore** folder's checkbox and click **OK**.



Items List

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

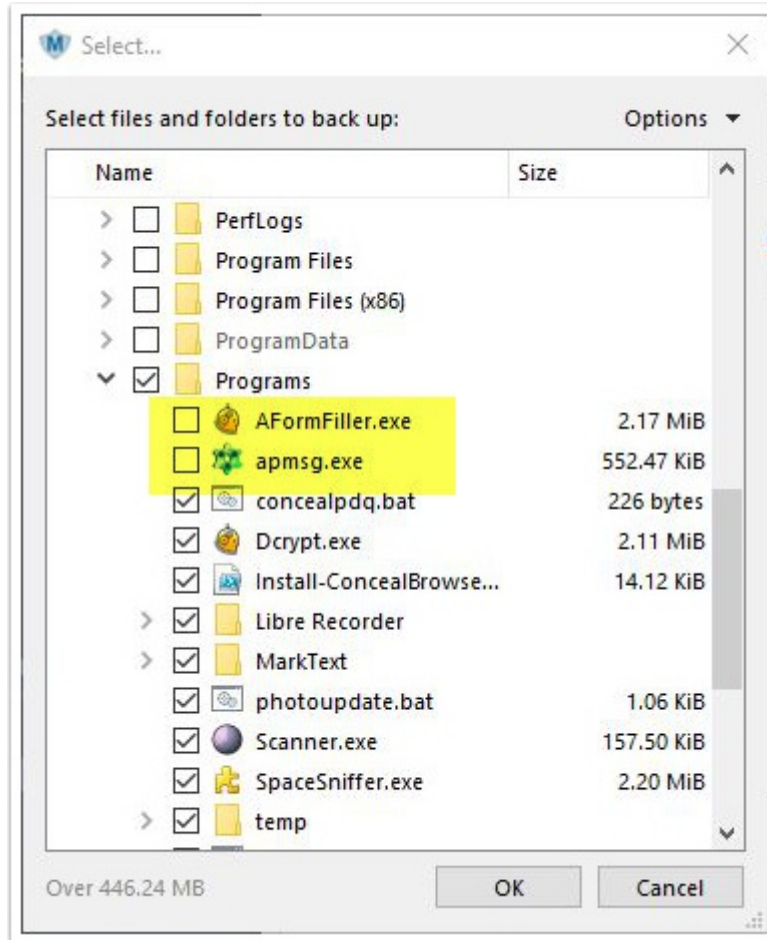
Click **Save**.



Deselecting Files

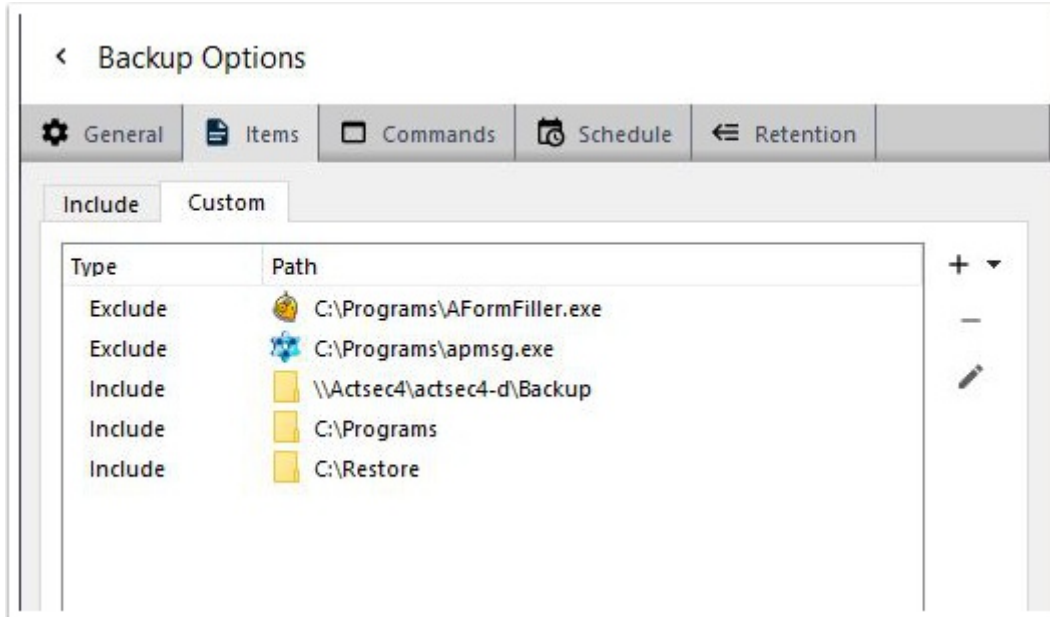
In this example, the **Programs** folder was already selected (checked).

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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Ver. 1.2