

# **Backup**

## **Target**

Create backup of users' files, as well as restore data.

#### **Tasks**

### Adding a hard disk to a virtual machine

- 1. If necessary, start the VirtualBox virtualization software.
- 2. In the VirtualBox window, select the Apollo icon (DO NOT start).
- 3. On the toolbar of the VirtualBox window, click Settings.
- 4. In the Settings window, select Storage > Storage Tree under select Controller: SATA and click Add Hard Disk.
- 5. In the VirtualBox Question window, click Create new disk.
- 6. Set the file type on the hard drive to VDI, dynamically increasing, to a size of 40 GB, and finally click Create.
- 7. Launch the Apollo virtual machine.
- 8. Log in to the server with your CYBERSE\Administrator username and password to the Passw0rd§ server.

# Backup harddisk deployments to

- 9. Open the Computer Management Management Console.
- 10. In the Computer Management console, select Storage.
- 11. In Disk Management, enable a new disk (Initialize Disk) and partition it to a single NTFS partition as Backup.



### **Windows Server Backup feature installation**

- 12. In the Server Manage r window on the Apollo server, click Manage > Add Roles and Features.
- 13. Click Next until you come to Features and select Windows Server Backup. Click Next.
- 14. Select the Restart the destination server automatically if required check box, click Yes to acknowledge the notification, and then click Install.
- 15. At the end of the installation, click Close.



### Back up your files

- 16. On the C drive, make an Important Files folder. Kopioi or make some files there so that in the next steps you can make a backup copy of them for the Backup section. Also, copy or make at least one .txt file into the folder so that you can edit it later. Already in this context, write something in the file.
- 17. In the Server Manager window, open Tools and click Windows Server Backup, as well as wait patiently for a while.
- 18. On the left side of the Windows Server Backup window, click Local Backup.
- 19. In the Actions panel of the Windows Server Backup window, click Backup Once...
- 20. In the Backup Options window, select Different options and click Next.
- 21. In the Select Backup Configuration window, select the Custom option box and click Next.
- 22. In the Select Items for Backup window, click Add Items.
- 23. In the Select Items dialog box, expand the C: drive and select the Importat Files check box to select the files below it as well. Click OK.
- 24. Click Next.
- 25. In the Specify Destination Type window, select the Local drives option box and click Next.
- 26. In the Select Backup Destination window, select Backup1 drive from the Backup destination: drop-down list and click Next.
- 27. In the Confirmation window, click Backup.
- 28. In the Backup Progress window, wait again to create shadow copies of files.

  DO NOT tap the Close button until Status: says Completed,
  even if it is possible for the progress of the operation.
- 29. In the Backup Progress window, when Status: says Completed, click Close.

### **Deleting and editing files**

- 30. In the C: drive folder, delete the Important Files file or files, but **not** the text file you want to edit.
  - Try to remember, write down or take a screenshot of which files you deleted.
- 31. Edit the text file located in the Important Files folder and save the changes.



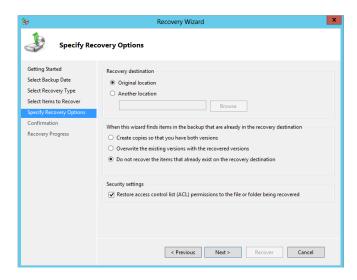
#### **Files**

- 32. In the Server Manager window, open Tools and click Windows Server Backup.
- 33. In the Actions panel of the Windows Server Backup window, click Recover...
- 34. In the Getting Started window, select the This server (APOLLO) option box and click Next.
- 35. In the Select Backup Date window, select the date you made the backup and click Next.
- 36. In the Select Recovery Type window, select Files and folders and click Next.
- 37. In the Select Items to Recover window, in the Available items: box, expand Apollo > Local disk (C:) and select Important File.

If necessary, select all the files, such as selecting files in File Explorer and tap Next.

- Since you know which files need to be recovered, it would be enough to just select
  the files you want to recover. However, now select all the files to recover that in the
  next window there will be something to choose from.
- 38. In the Specify Recovery Options window, select the Orginal location option box.

  Also, select the Do not recover the items that already exist on the recovery destination option box and pause for a moment to think about how different choices affect the recovery. Tap Next.



- 39. In the Confirmation window, click Recover. Finally, click Close.
- 40. Open the C:\Important Files folder in File Explorer
- 41. Make sure that the deleted files have been recovered and the text file has not been restored from the backup.
  - What things does it manifest itself in?



Expert Mode

Back

Next

Cancel

Help

