

How do I schedule a backup in Plesk?

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To schedule backing up of data:

- » Go to the backup files repository corresponding to the type of data you want to back up:
 - » To back up your account settings and Web site content, go to **Home** > **Backup Manager**.
 - » To back up a Web site, go to **Domains** > **domain name** > **Backup Manager**.
- » Click **Scheduled Backup Settings**.
- » Select the **Activate this backup task** check box and specify the following:
 - » When and how often to run the backup.
 - » Backup file name.
 - » Splitting of the backup file. To create a multivolume backup, select the respective check box and specify volume size in megabytes. Note that volume size cannot exceed 4095 megabytes.
 - » Location where to store the backup file. Select the repository where you would like to store the backup file.
 - » Maximum number of backup files stored in the repository. Type a number if you want to recycle backup files: When this limit is reached, the oldest backup files are removed.
 - » E-mail notification on backing up errors. If you want to send an e-mail notice when something goes wrong during backing up, type the e-mail address you need.
 - » What data to back up. You can back up only the settings, or settings and Web site content.
- » Click **OK**.

ALL OFFSITE BACKUPS MUST BE SCHEDULED FOR AFTER HOURS TRANSFERS AFTER MIDNIGHT EST.