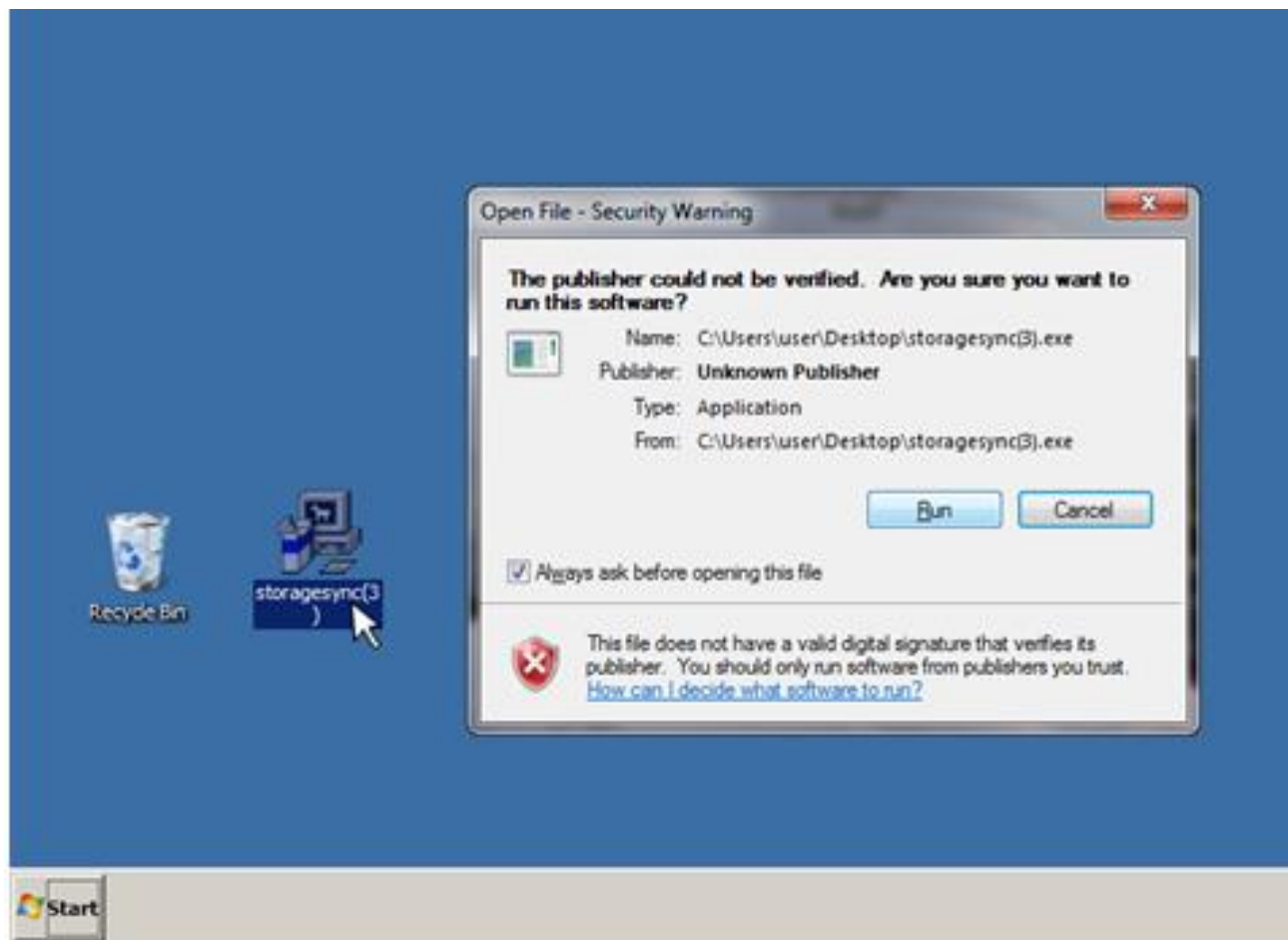


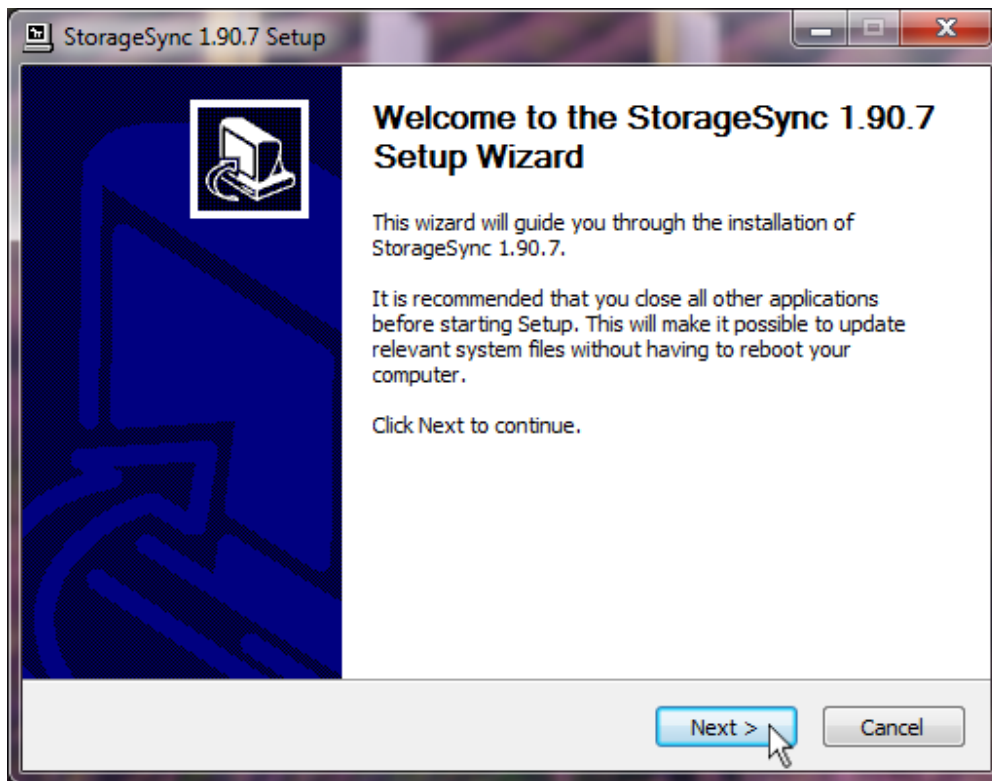
To backup your files and folders off-site, you must download the StorageSync software and follow the simple steps below:

StorageSync Download and Installation

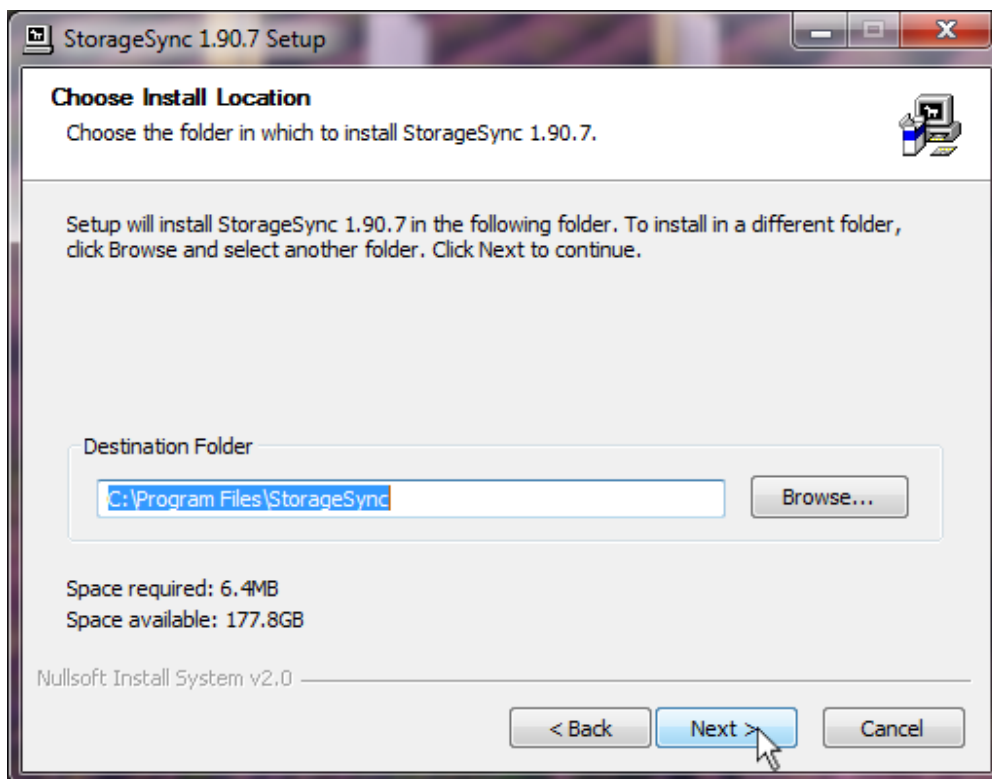
1. Open your web browser to <http://afteroffice.com/index.php/download>.
2. Click to download the appropriate version of StorageSync. We suggest you to save this file on your Desktop for easy access.
3. Once the download is complete, double-click the application file and press **“Run”** to setup installation.



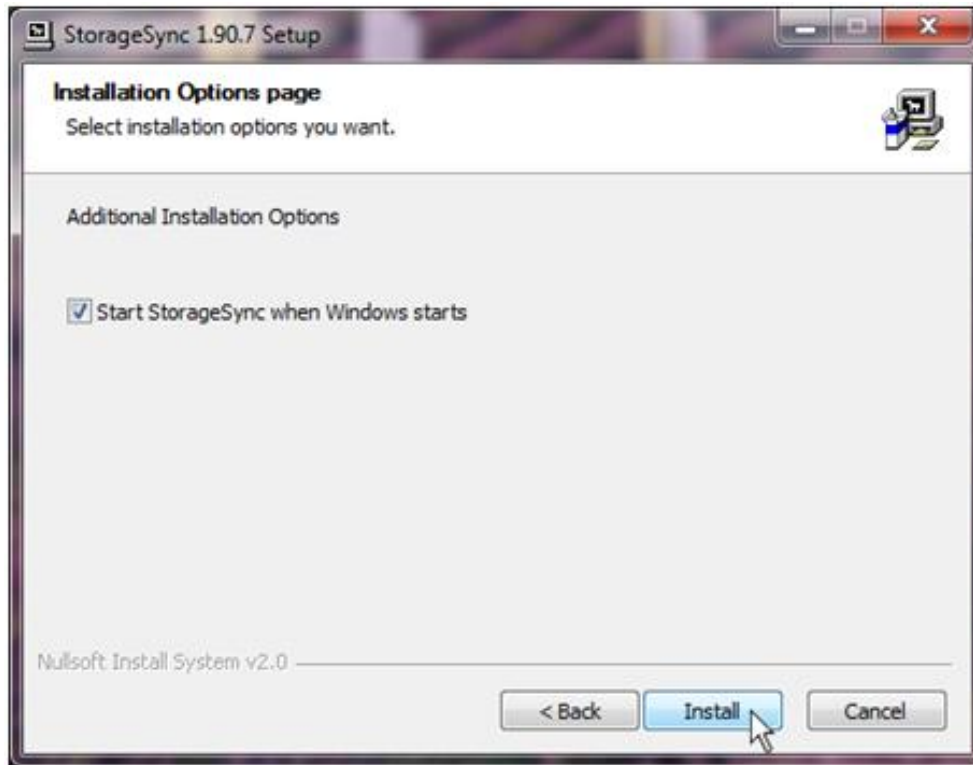
4. On the welcome page of StorageSync Setup Wizard, click “Next” to continue setup.



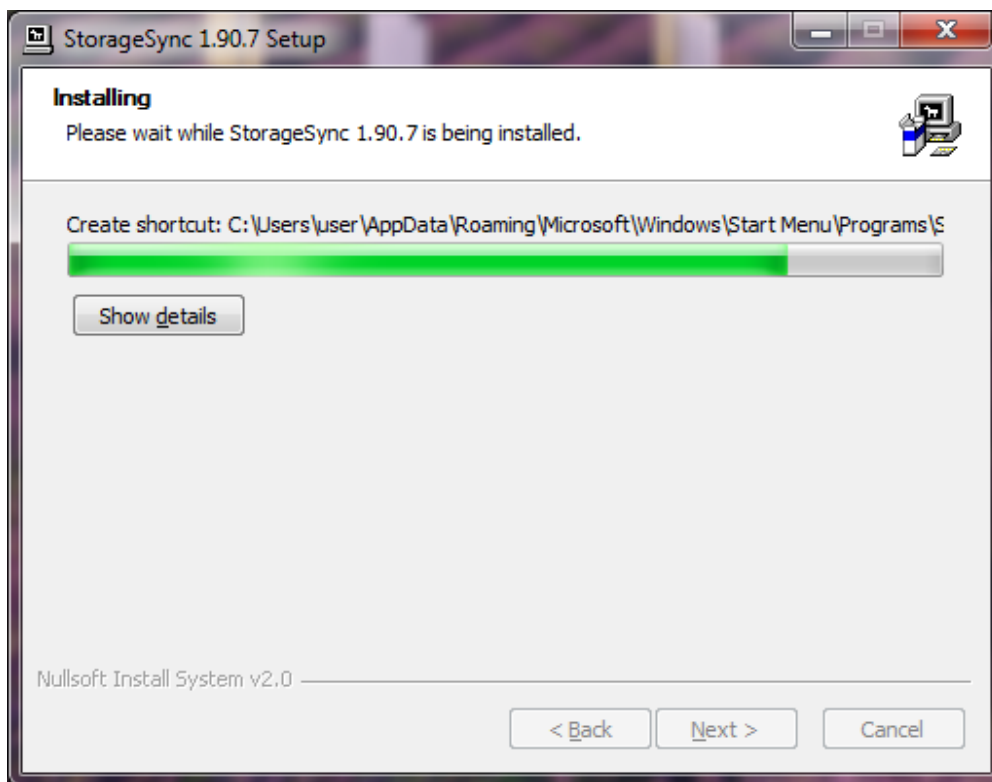
5. Browse and choose a folder as the install location. Click “Next” to proceed.



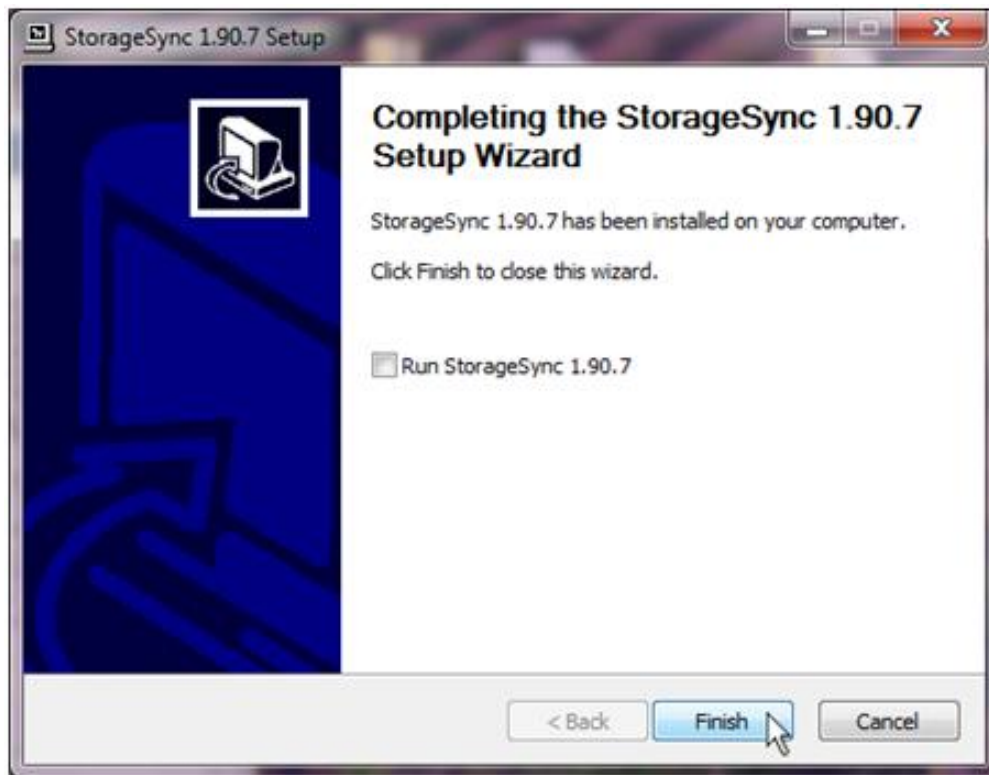
6. Select the check box **“Start StorageSync when Windows starts”** if you want StorageSync to run on every startup. Click **“Install”** to install StorageSync.



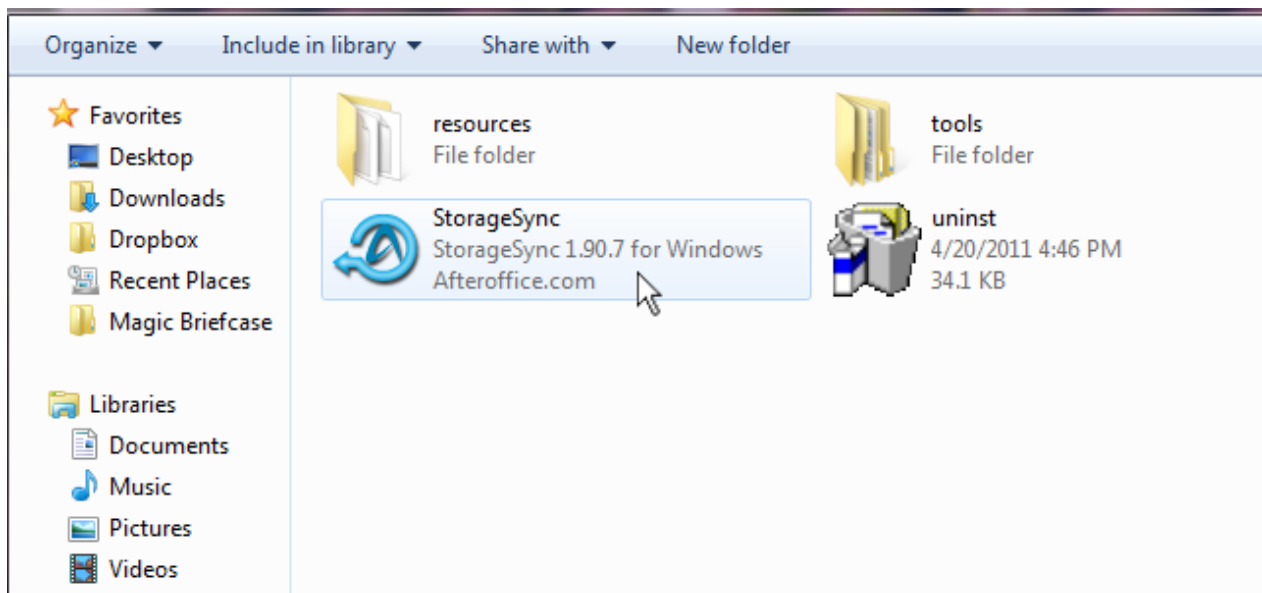
7. The installation process takes a few seconds.



8. Once the installation setup is complete, click “Finish”.

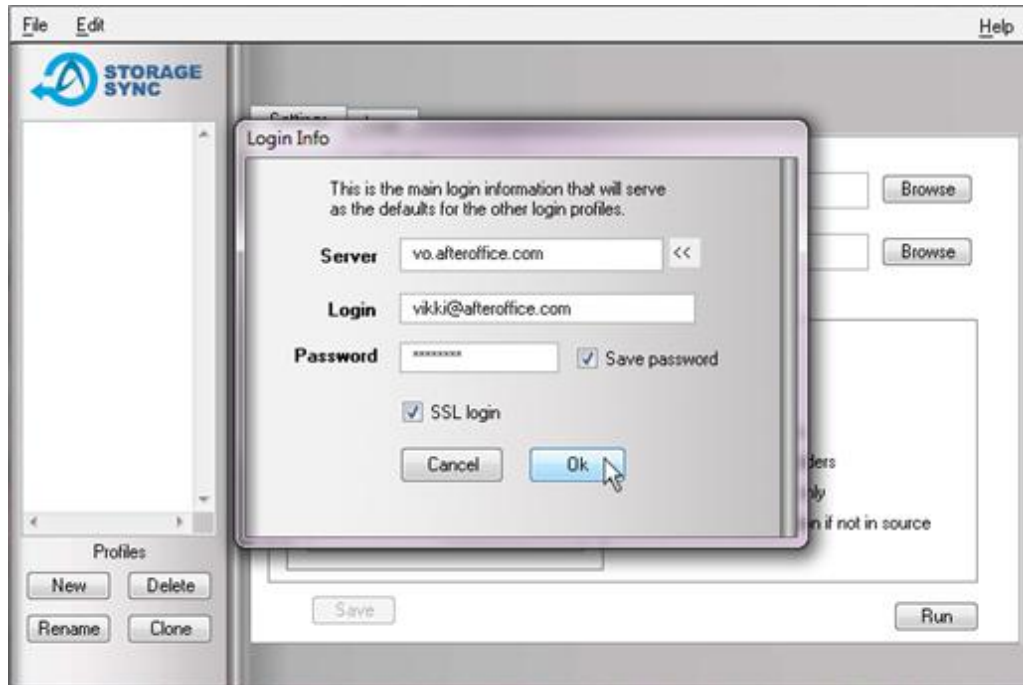


9. You can now run StorageSync by double-clicking the “StorageSync” icon.

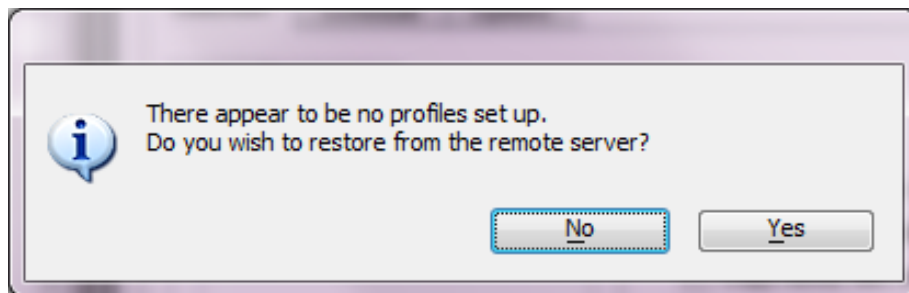


StorageSync Login Setup and Configuration

1. Run StorageSync program.
2. Fill up your login information in order to connect to your Storage Center.
3. Example: Server: vo.afteroffice.com
Login: vikki@afteroffice.com
Password: *****



4. When you run StorageSync for the first time on a new computer, it will prompt you as shown below:



5. For first time installation to setup your backup, click "No" to continue.

NOTE: Please refer to the User Guide at <http://afteroffice.com/index.php/download> if

Restore

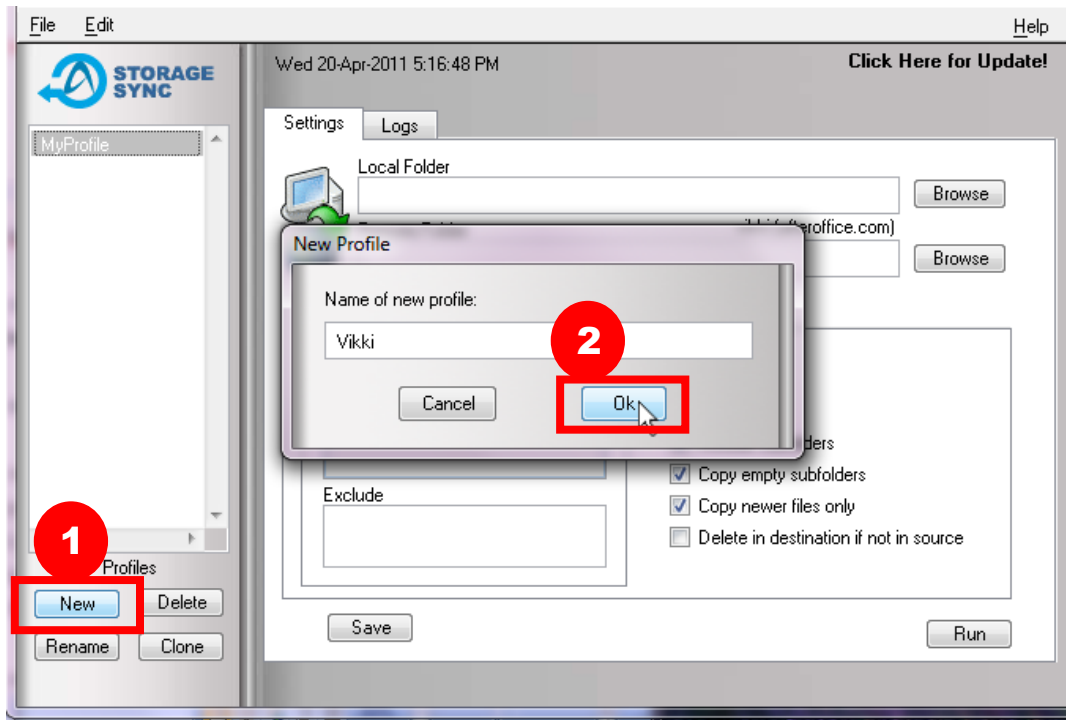
- You are trying to restore the files and folders to a new computer or a newly formatted hard disk.

Synchronize

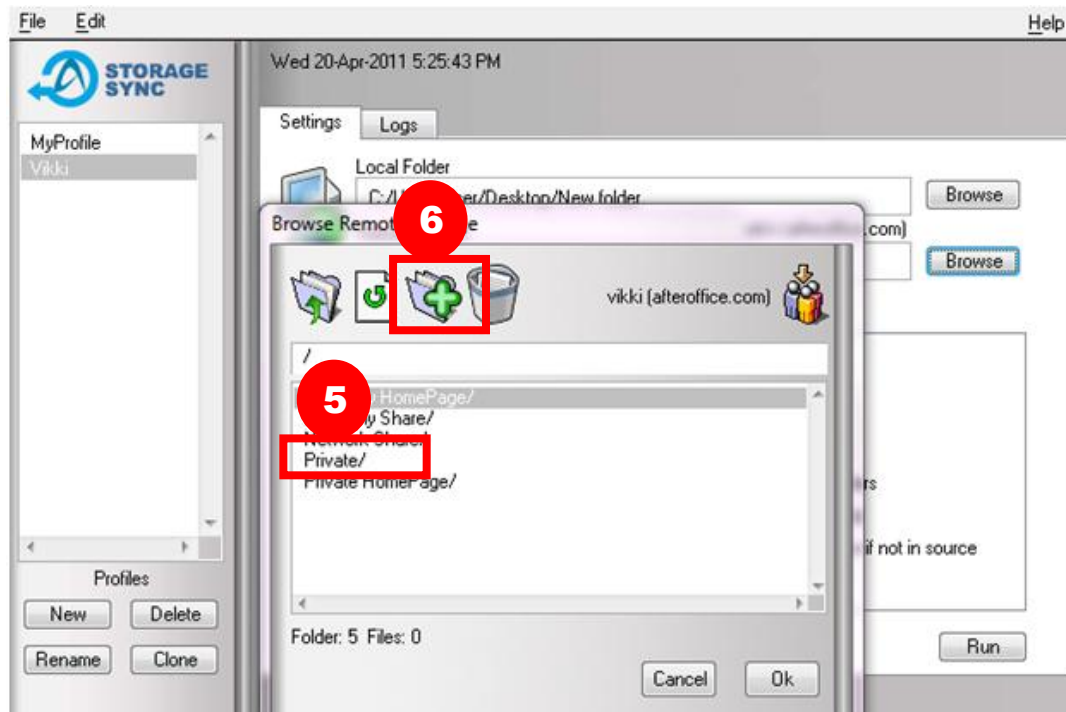
- You are trying to synchronize your files and folders with another computer.

Creating Profiles for Backup

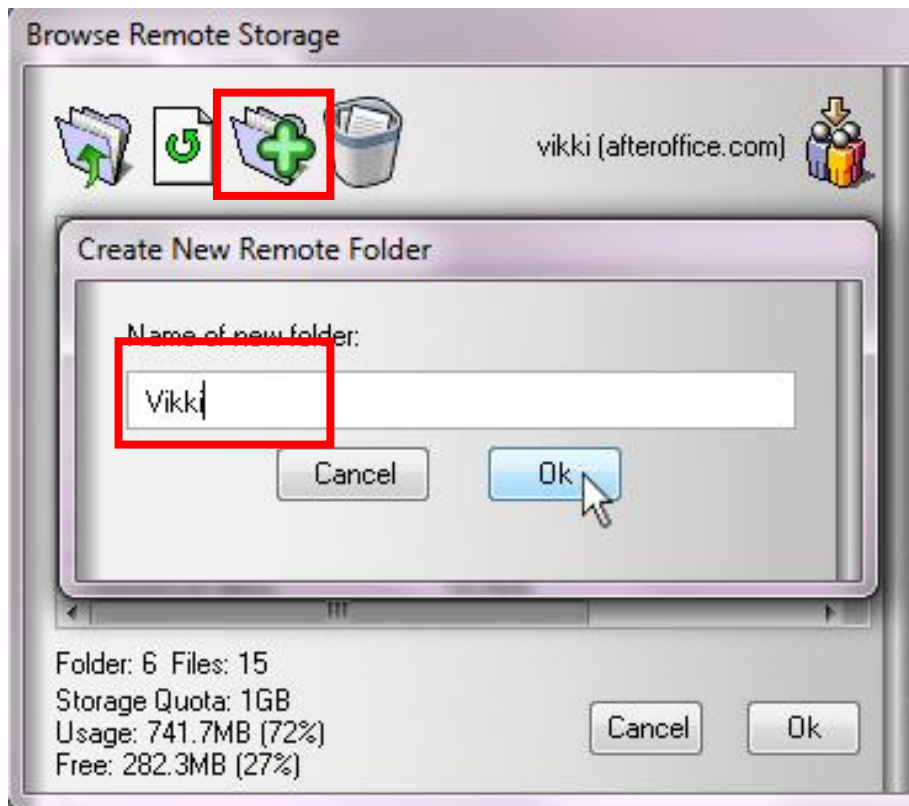
1. Click “**New**” to add a new profile to StorageSync.
2. Enter your desired profile name and click “**OK**” to proceed.
3. You may “**Delete**”, “**Rename**” or “**Clone**” your profile.



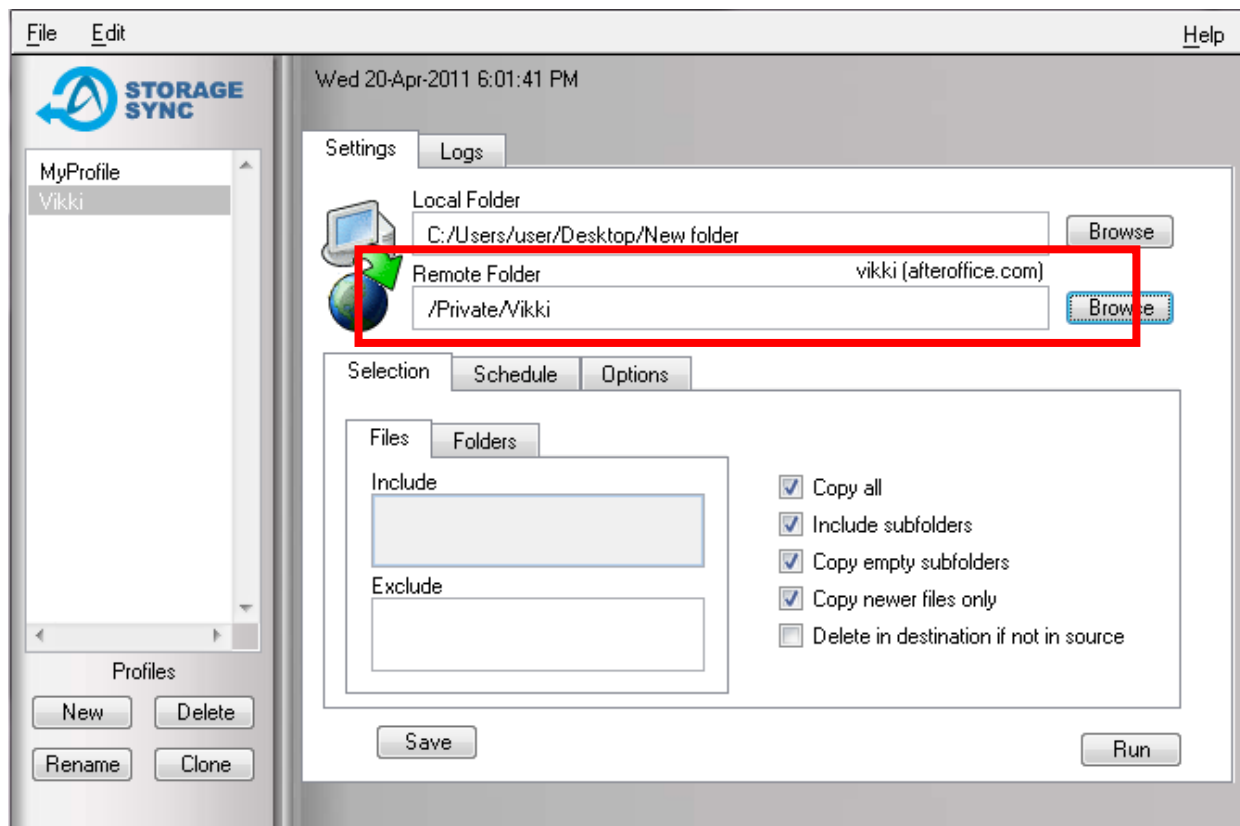
4. Select local folder to protect.
5. Select “**Private Folder**” as your remote folder.
6. Create a New Folder if necessary.



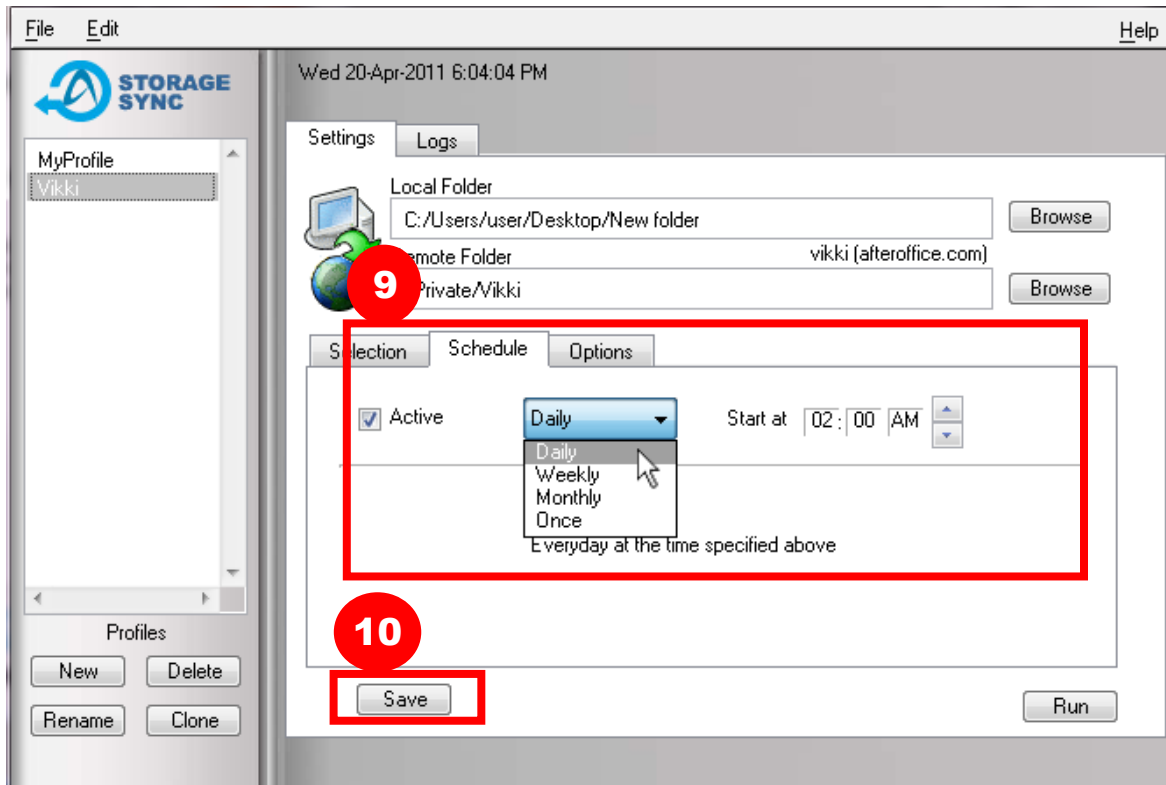
7. Create a New Folder with the same name as the name of the folder you want to backup.



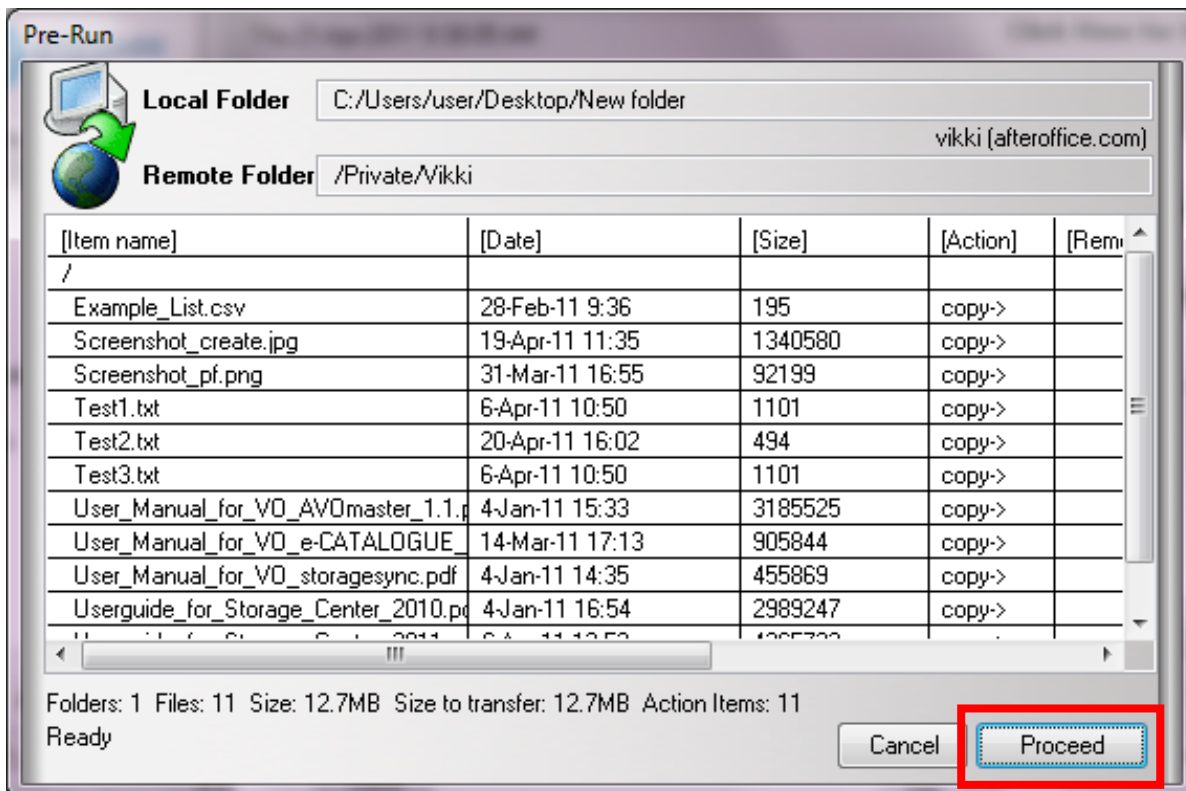
8. Select the created New Folder as your remote folder now.



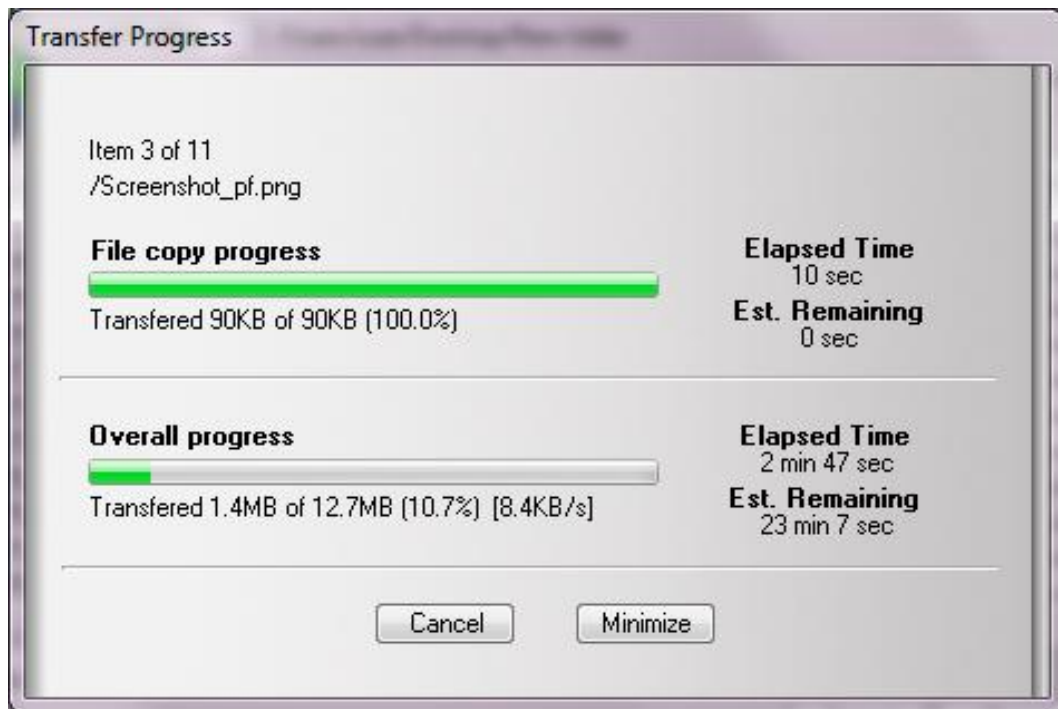
9. Activate daily backup at desired time. (advisable to perform during light traffic period)



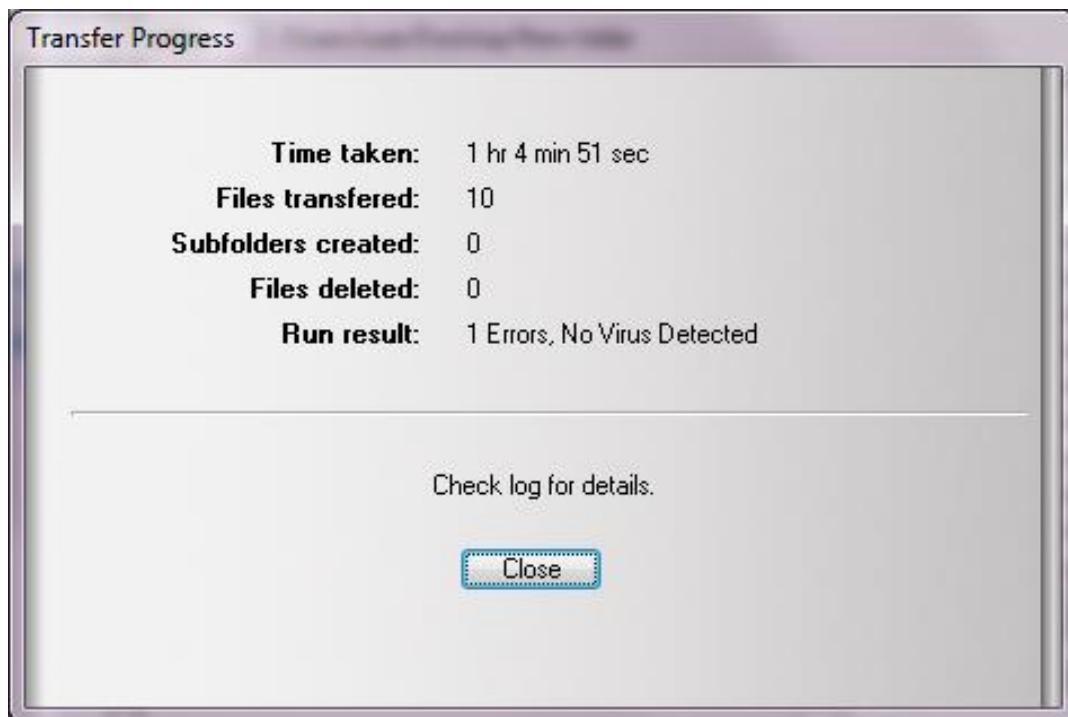
10. Make sure to save the configuration by pressing the “Save” button.
11. To backup or upload manually, click “Run” to execute the file synchronizing from local folder to remote folder.
12. You can click on “Proceed” after you check on the synchronizing file information from the prompt out window.



13. The progress bar will be shown while the file is being backed up/synchronized and scanned for virus.



14. Once the backup/synchronization is done, the summary page will be displayed and you may click onto “Close” to exit from the summary page.



15. Now your files and folders are securely backed up off-site.