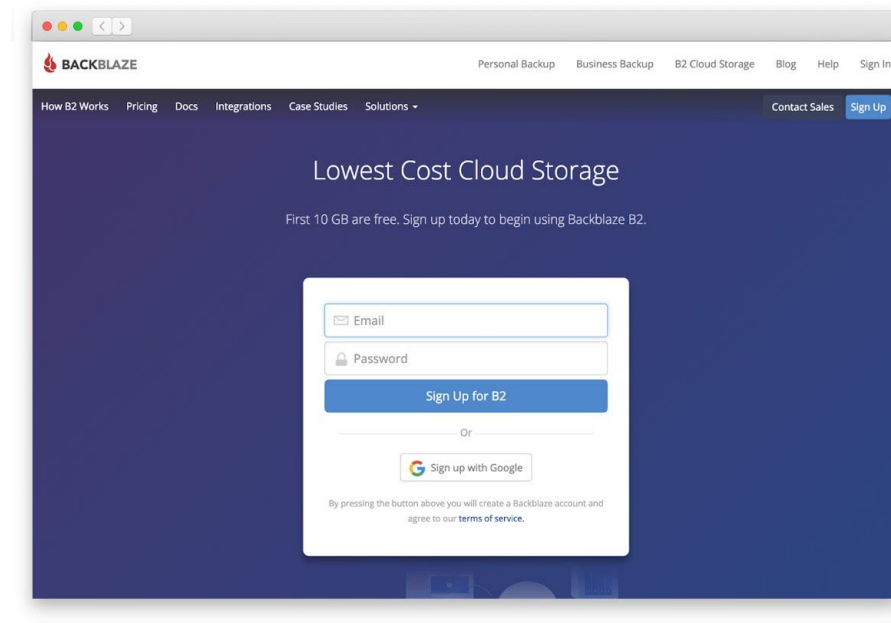


Welcome to the getting started guide for Backblaze B2 and CloudBerry! Backblaze B2 and CloudBerry will only need to be set up one time. Once you have completed the steps below, you will have a true set-it-and-forget-it backup solution in place.

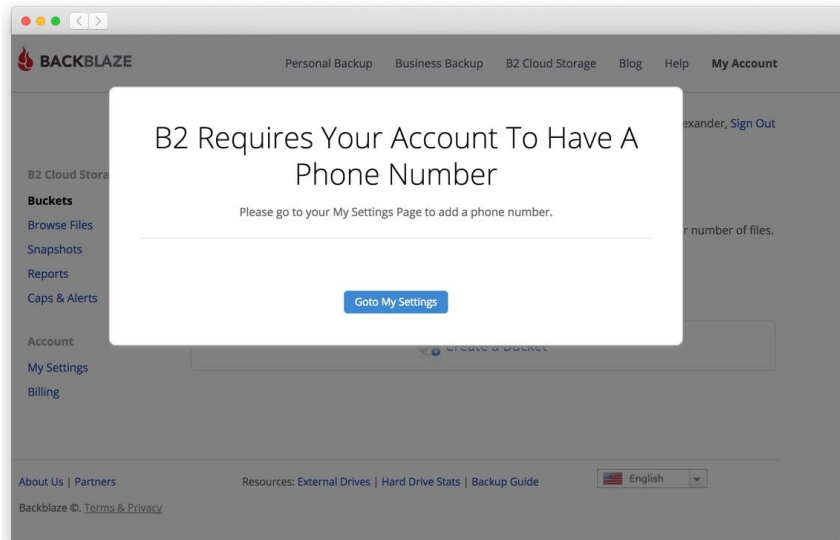
Step 1: Setup your Backblaze B2 account.

If you haven't done so already, create an account at <https://www.backblaze.com/b2/sign-up.html>

- a. Enter your email address and password to create your Backblaze account.



- b. You can then verify your phone number to begin using B2. You'll automatically be prompted to go to My Settings to set up a phone number for your account. The mobile phone number you enter MUST be able to receive SMS messages.

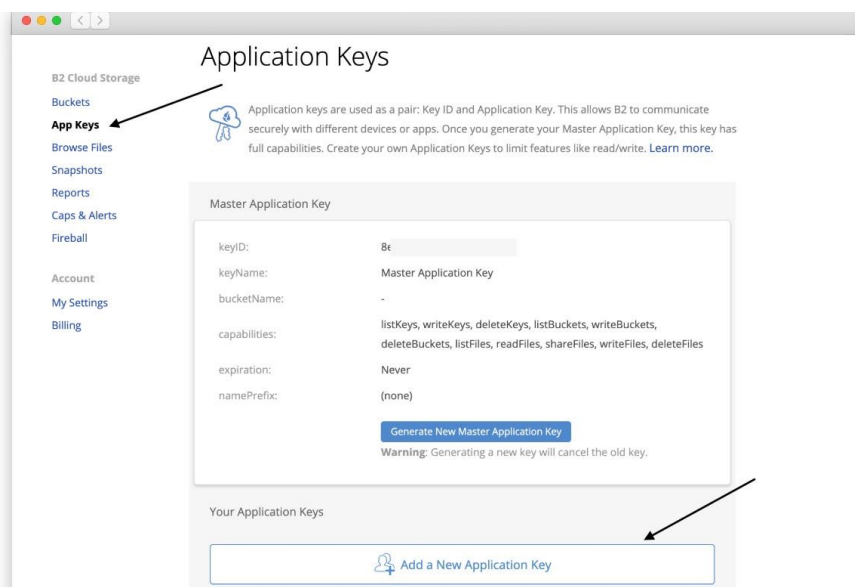


Note: If you already have a Backblaze account, you can log in at https://secure.backblaze.com/user_signin.htm and click on My Settings.

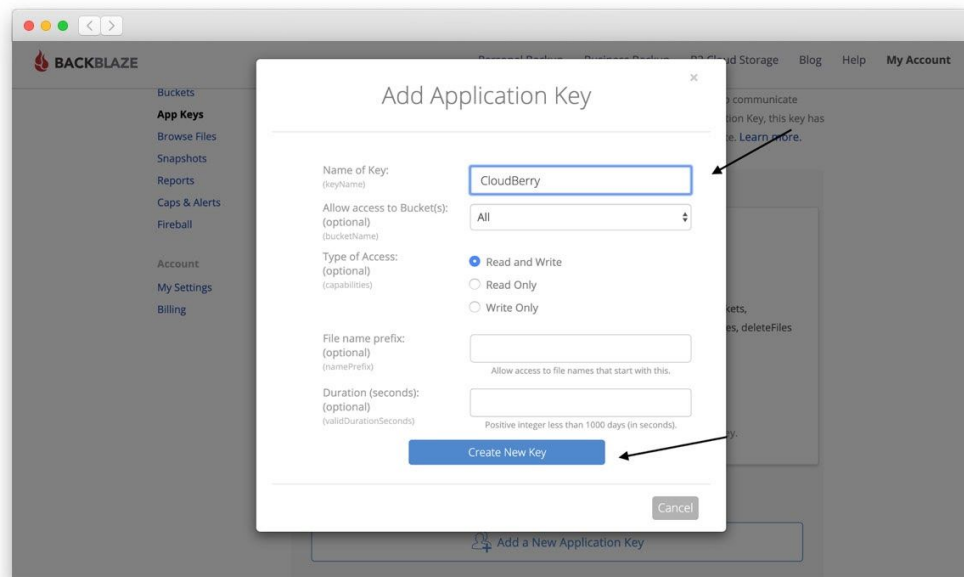
- c Once in the My Settings area, you'll need to enter your Backblaze account password and the mobile phone number (remember - it must support SMS messages!). Then, click Send Code. Once you receive the 6 digit code on your mobile phone, type it into the verification field and click to Verify.

You can now retrieve your Application Key and Key ID. You will need these to set up your CloudBerry account.

- a. Click on App Keys and then click on the link that reads 'Add A New Application Key'.



b. You can then enter a Name for the key and click on the button that says “Create New Key”.

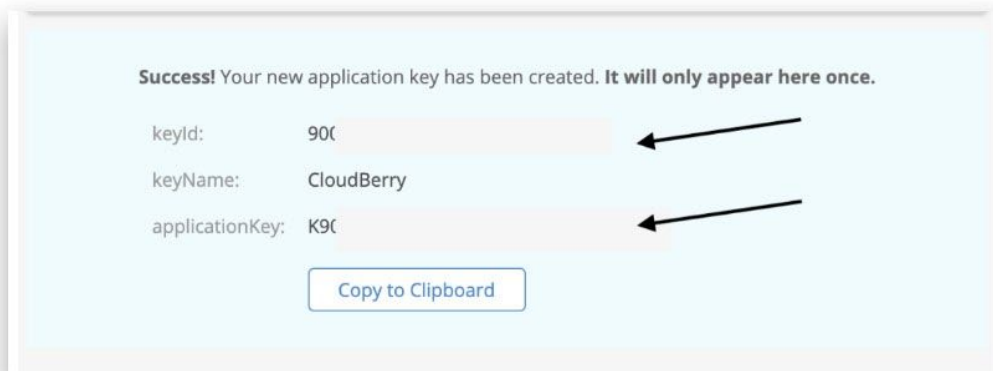


The screenshot shows the BACKBLAZE web interface with a modal dialog titled "Add Application Key". The dialog contains the following fields and options:

- Name of Key:** A text input field containing "CloudBerry".
- Allow access to Bucket(s):** A dropdown menu set to "All".
- Type of Access:** Three radio buttons: "Read and Write" (selected), "Read Only", and "Write Only".
- File name prefix:** An empty text input field with a note: "Allow access to file names that start with this."
- Duration (seconds):** An empty text input field with a note: "Positive integer less than 1000 days (in seconds)."
- Buttons:** "Create New Key" (blue) and "Cancel" (grey).

Arrows point from the text in step b to the "Name of Key" field and the "Create New Key" button.

c. When you have the Key ID and the Application Key, be sure to copy them and keep both of these in a safe location.



The screenshot shows a light blue success message box with the text: "Success! Your new application key has been created. It will only appear here once." Below this, the following information is displayed:

- keyId:** 906
- keyName:** CloudBerry
- applicationKey:** K96

Below the information is a "Copy to Clipboard" button. Arrows point from the text in step c to the "keyId" and "applicationKey" values.

Once you close this window, the current Application Key will not display again and you will need both of these numbers to set up your CloudBerry account.

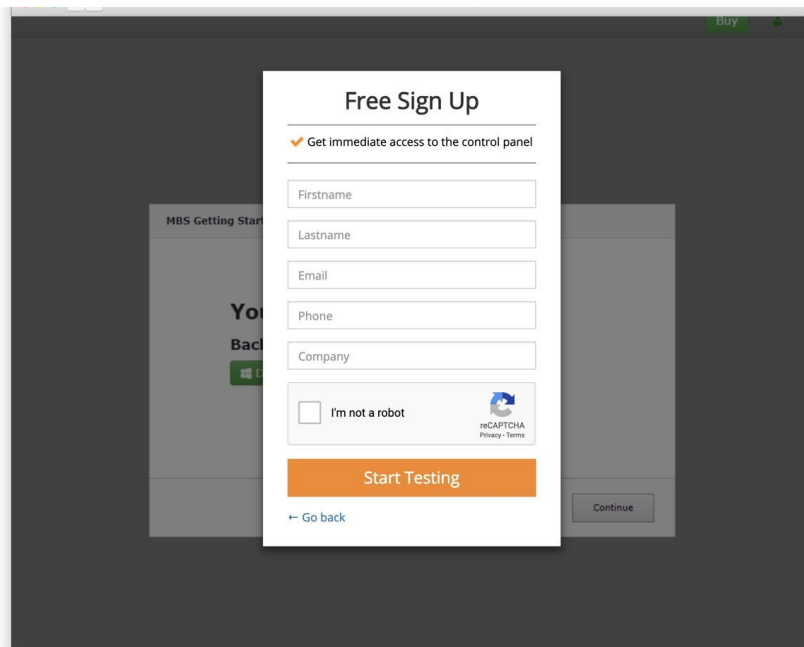
IMPORTANT: If you lose the Application Key, you will need to create another Application Key. **The new key that you create will invalidate the old one.**

Your B2 account is now created and ready to be used with CloudBerry.

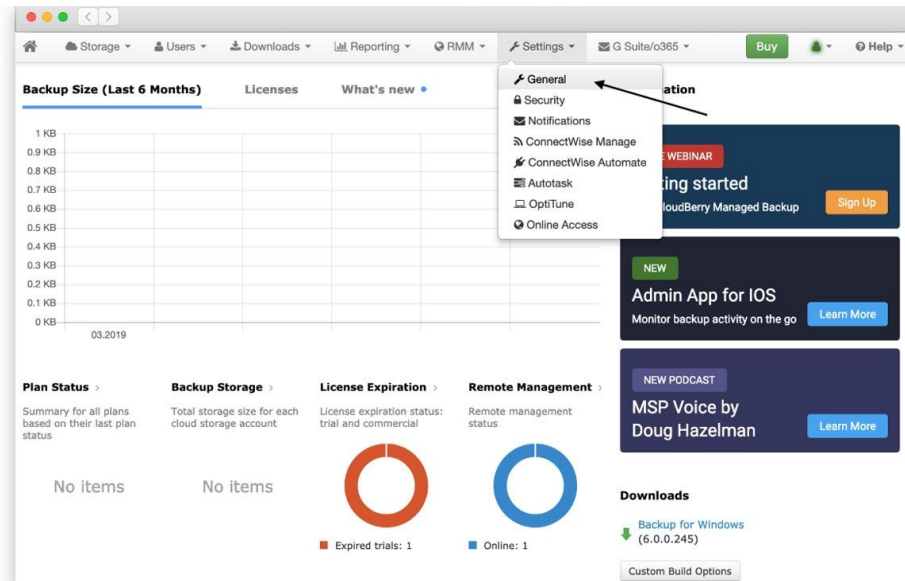
Step 2: Create your CloudBerry account.

Now that you have created a Backblaze account, you can begin setting up your CloudBerry admin console and backup client.

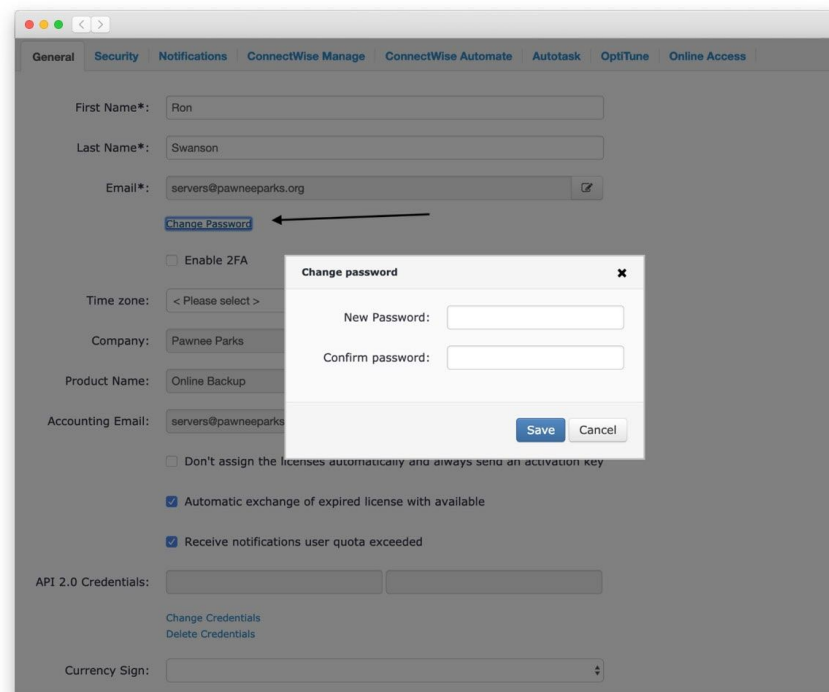
- a. Get started with CloudBerry by going to the [CloudBerry](#) website, entering your contact information, and clicking on the orange “Start Testing” button.

A screenshot of a web browser showing a 'Free Sign Up' form for CloudBerry. The form is a white modal box centered on a dark grey background. It contains the following elements: a title 'Free Sign Up', a sub-header 'Get immediate access to the control panel' with a checkmark icon, and input fields for 'Firstname', 'Lastname', 'Email', 'Phone', and 'Company'. Below these is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo and 'Privacy - Terms' link. At the bottom of the form is a large orange button labeled 'Start Testing' and a smaller blue link 'Go back'. The background shows a blurred version of the same form and a 'Continue' button.

- b. Once you have signed up successfully, you will be directed to the [CloudBerry Admin Console](#) and a Windows server build will automatically download to your computer.
- c. You can then change the password for your account.
 1. To do so, click on Settings, and then click on General.



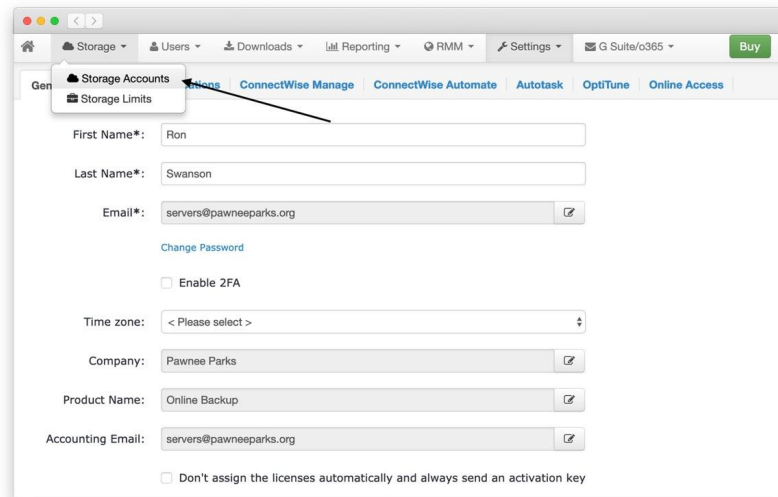
2. From there, you can click on Change Password and enter a new password for your admin console.



Note: If you need to login to your CloudBerry admin console, you will find the temporary password in your email.

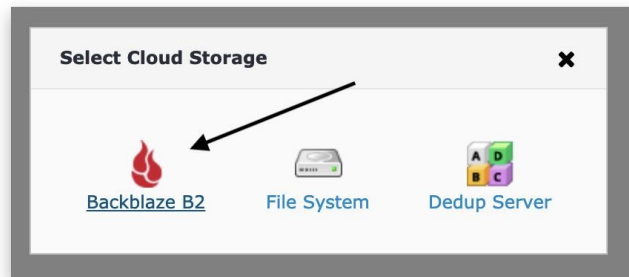
You can now add B2 storage as a target for your server backups.

a. To do so, click on Storage, select Storage Accounts, and choose Backblaze B2.

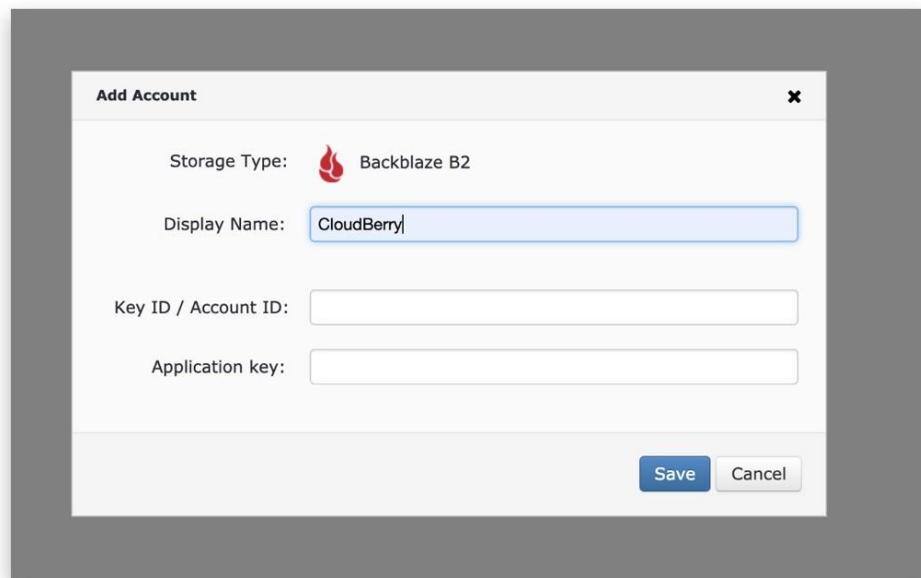


The screenshot shows a web application interface for configuring storage accounts. The top navigation bar includes links for Storage, Users, Downloads, Reporting, RMM, Settings, and a Buy button. A dropdown menu is open under the Storage link, showing 'Storage Accounts' and 'Storage Limits'. The 'Storage Accounts' option is selected, and an arrow points to it. The main form contains the following fields:

- First Name*: Ron
- Last Name*: Swanson
- Email*: servers@pawneeparks.org
- Change Password (link)
- ☐ Enable 2FA
- Time zone: < Please select >
- Company: Pawnee Parks
- Product Name: Online Backup
- Accounting Email: servers@pawneeparks.org
- ☐ Don't assign the licenses automatically and always send an activation key

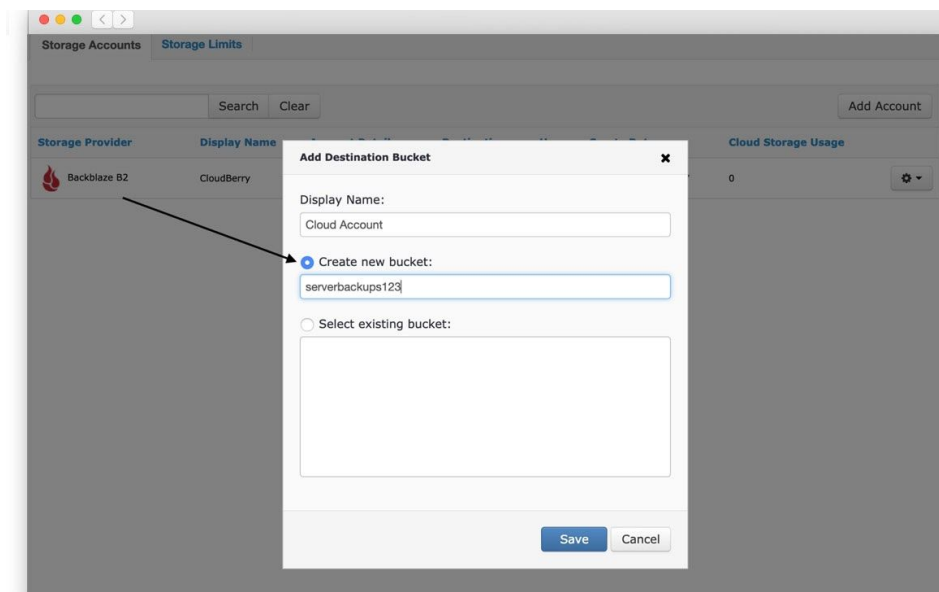


b. Enter a Display name.



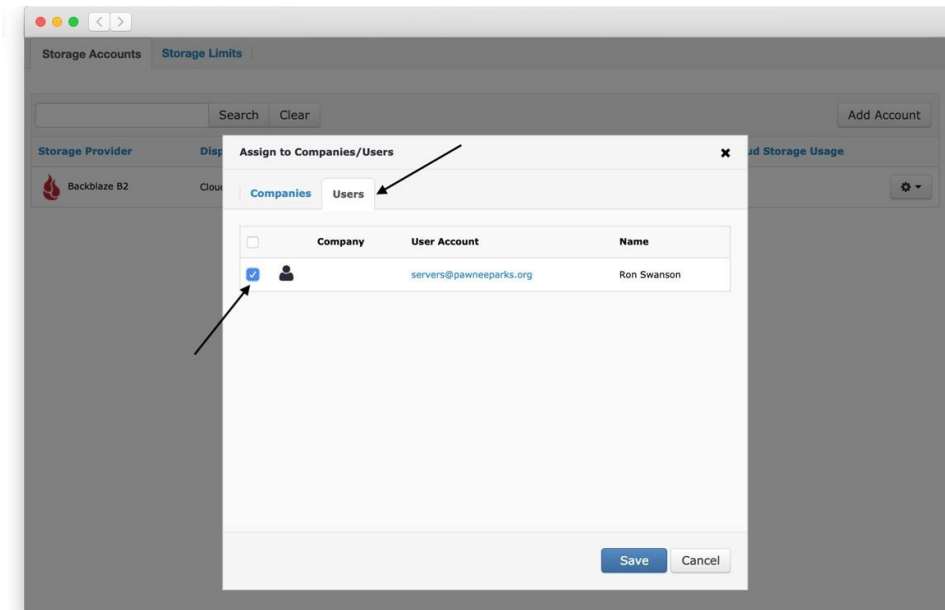
The image shows a dialog box titled "Add Account" with a close button (X) in the top right corner. Inside the dialog, there are four fields: "Storage Type" with a flame icon and the text "Backblaze B2", "Display Name" with the text "CloudBerry" entered, "Key ID / Account ID" which is empty, and "Application key" which is also empty. At the bottom right of the dialog are two buttons: "Save" and "Cancel".

- c. If you have copied your Key ID and Application Key, you can enter them now.
- d. Then create a new bucket and assign a name to it.

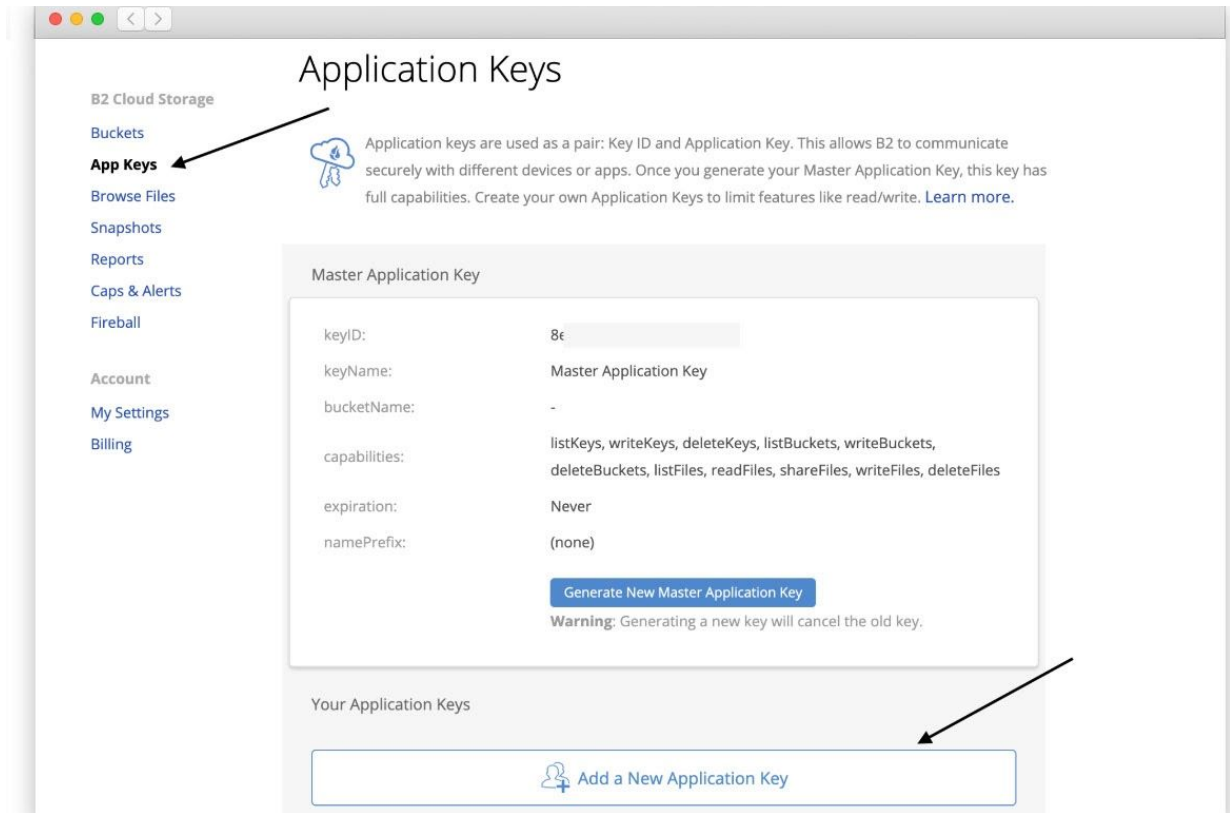


The image shows a screenshot of a web application interface. In the background, there is a table with columns "Storage Provider" and "Display Name". The first row shows a flame icon for "Backblaze B2" and the text "CloudBerry". An arrow points from this row to a dialog box titled "Add Destination Bucket" in the foreground. The dialog has a close button (X) in the top right. It contains a "Display Name" field with "Cloud Account" entered. Below this are two radio button options: "Create new bucket:" (which is selected) and "Select existing bucket:". Under the "Create new bucket:" option, there is a text field containing "serverbackups123". At the bottom of the dialog are "Save" and "Cancel" buttons.

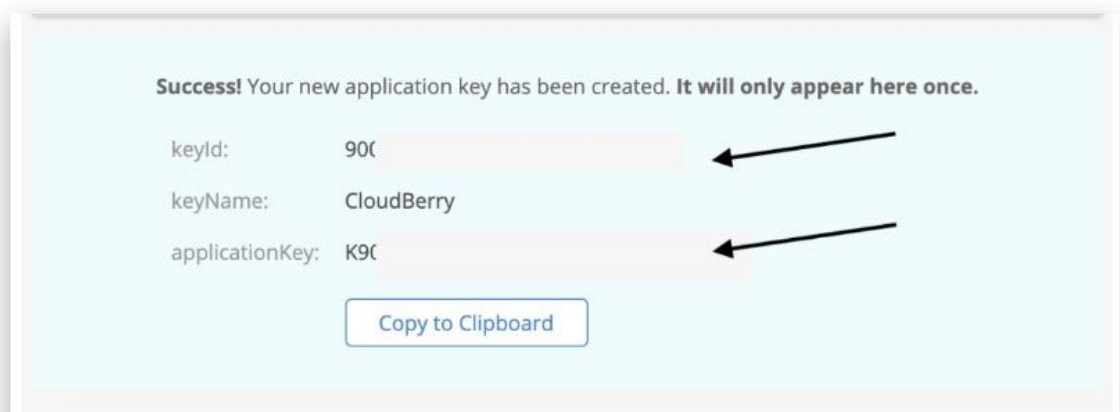
- e. You can then click on Users and select your user to allow them to use your B2 cloud storage bucket.



Note: If you do not have access to your ApplicationKey and KeyID, you will need to create new ones within your [Backblaze](#) account.

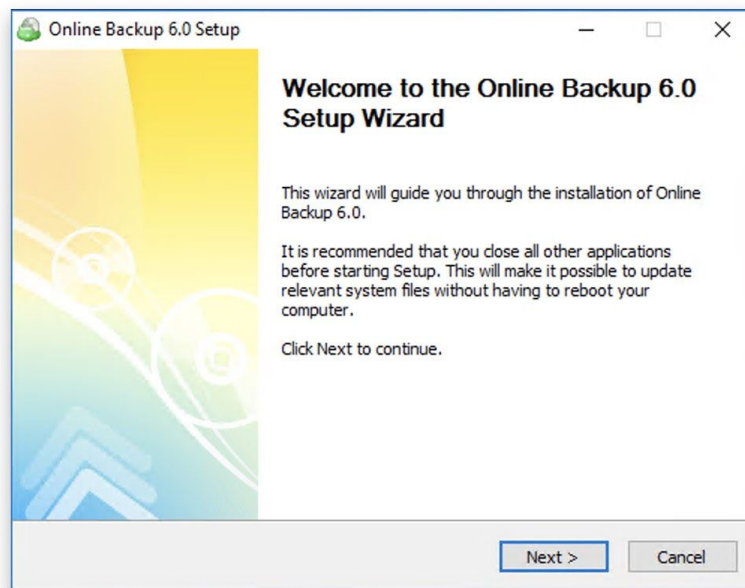


You'll then see a window like the one below:

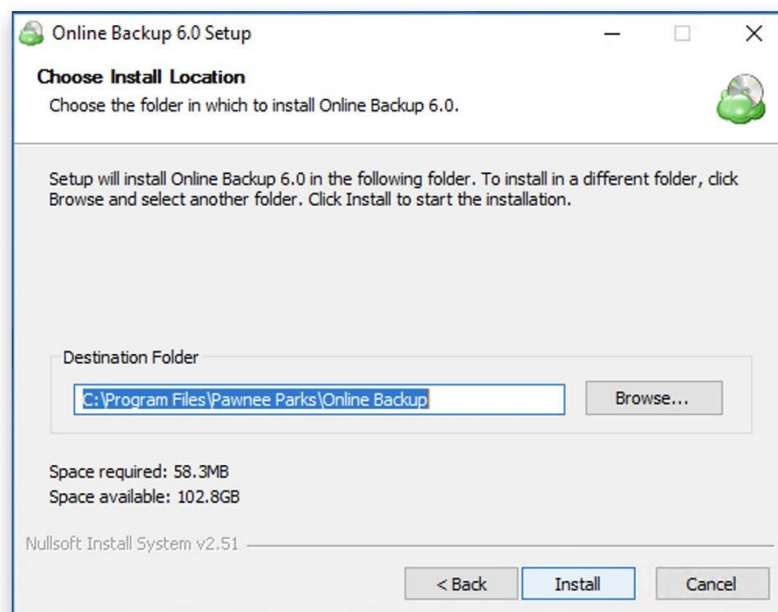


You can now download and install the CloudBerry client on your server.

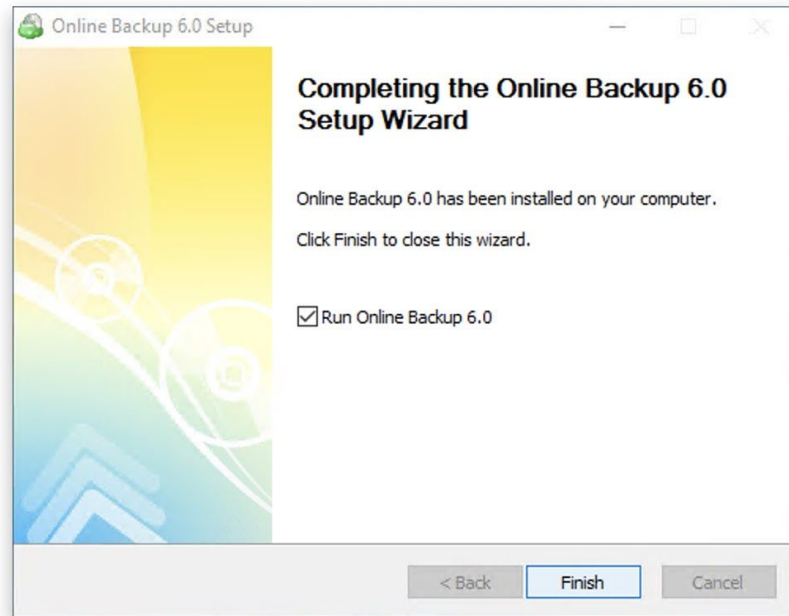
1. Download the CloudBerry installer onto your server.
2. Double-click on the icon to begin the installation wizard and click “Next”.



3. Confirm the installation location and click “Install”.



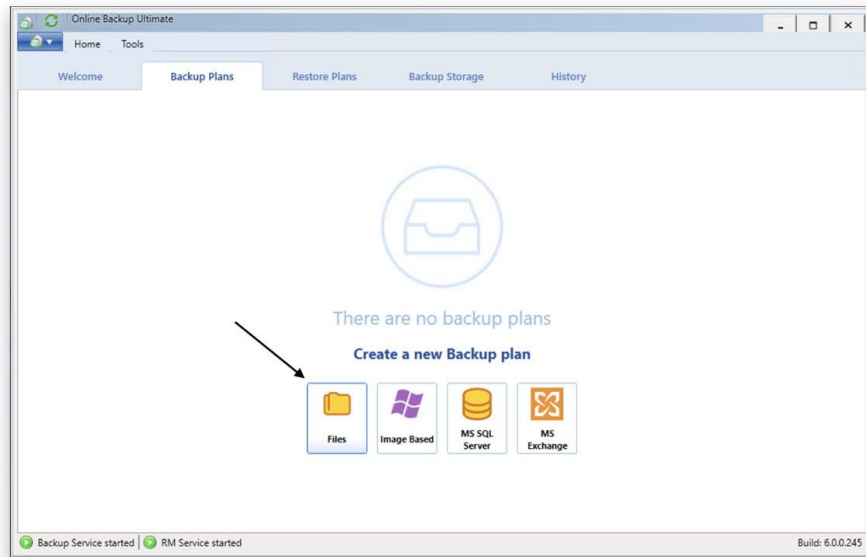
4. Click "Finish" to exit the wizard and launch CloudBerry Online Backup.



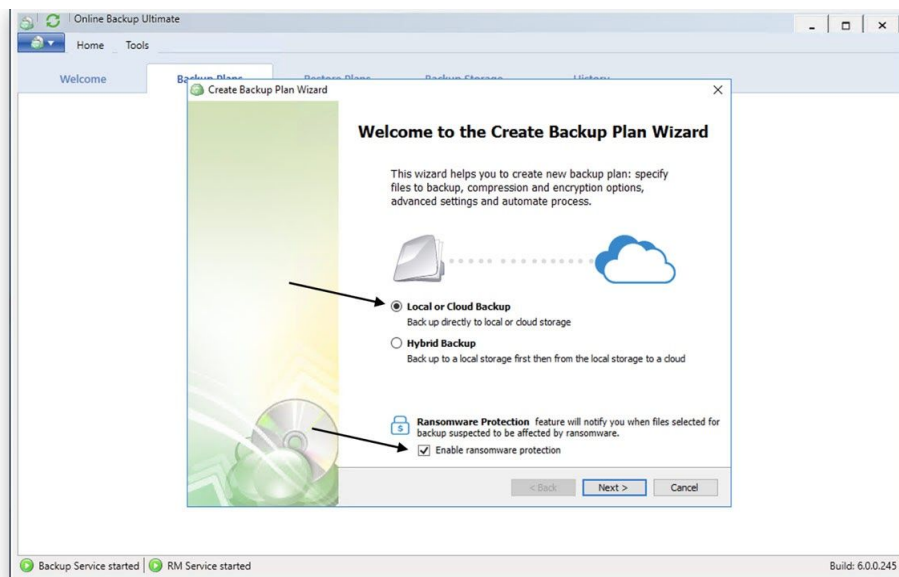
Step 3: **Create a Backup Plan**

Your backup plan will allow you to specify B2 cloud storage, set encryption, and schedule it accordingly.

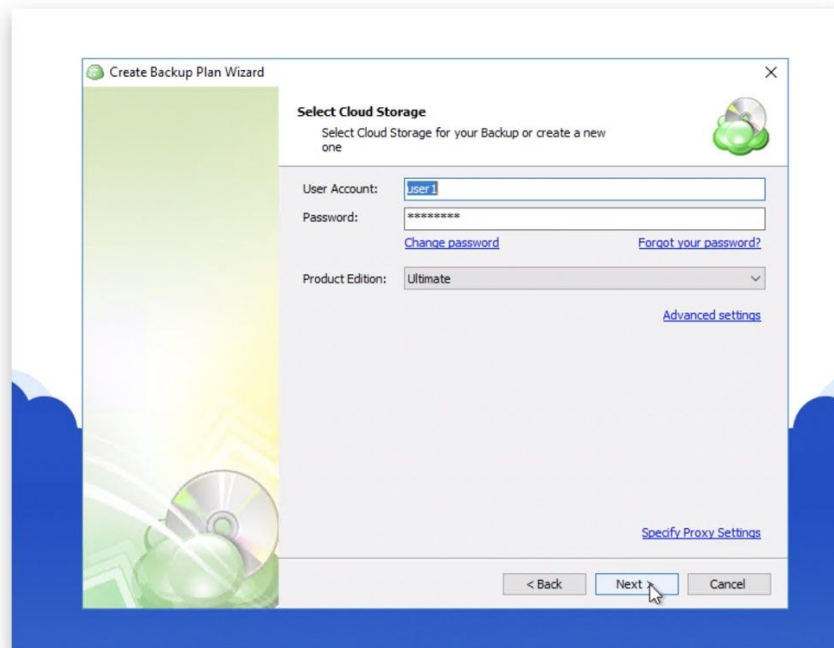
- a. You need to click on "Backup Files" button or on "Setup Backup plan" link to start the backup plan set up.



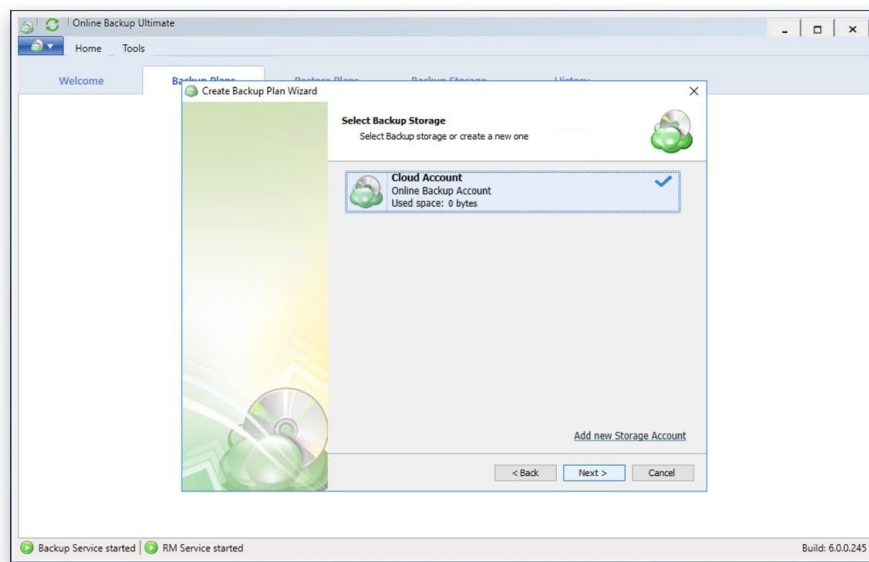
b. Select Local or Cloud Backup. Enable Ransomware Protection if you would like additional protection. Click "Next".



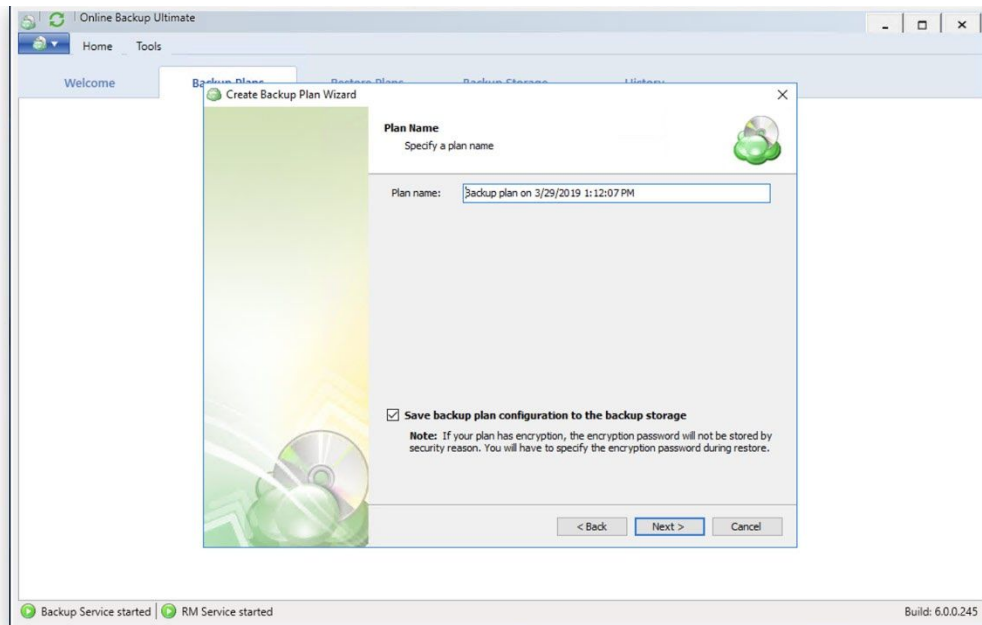
c. Enter your User Account credentials. Select your plan type. Most people choose Ultimate as that plan allows you to backup unlimited data from your server, backup MySQL databases, and Exchange servers. For detailed differences between the available plans, take a look at <https://www.cloudberrylab.com/backup/server/licensing.aspx>



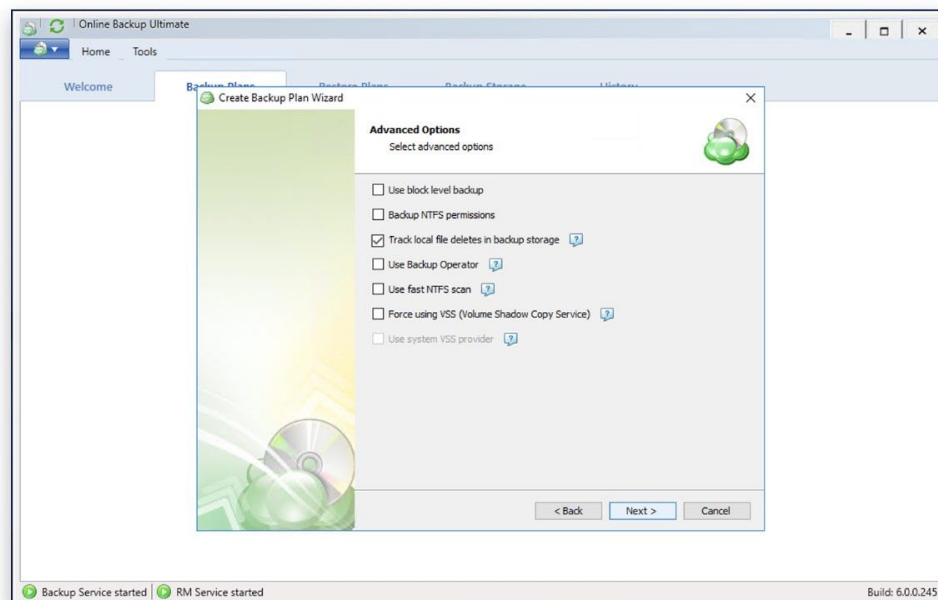
d. Select Cloud Account and click “Next”.



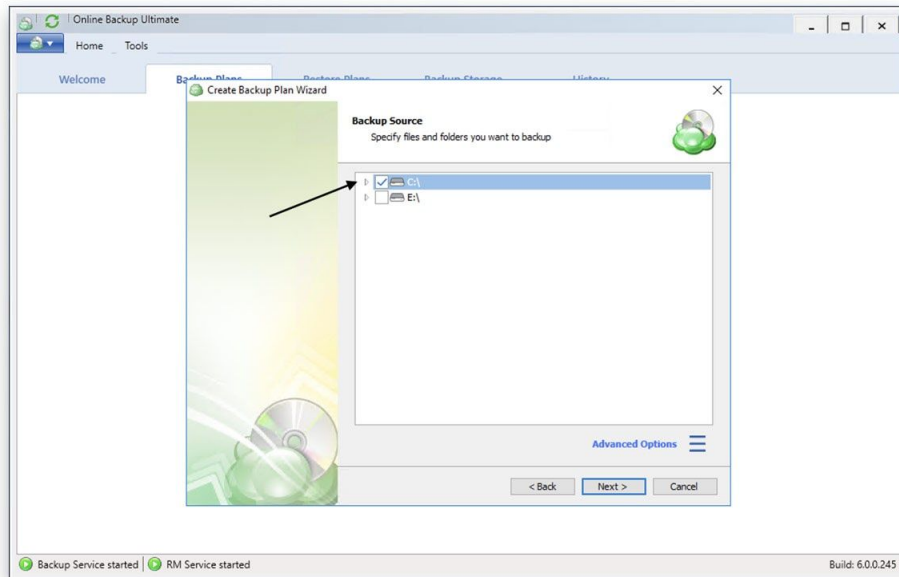
e. Specify a name for your backup plan and click the "Next" button.



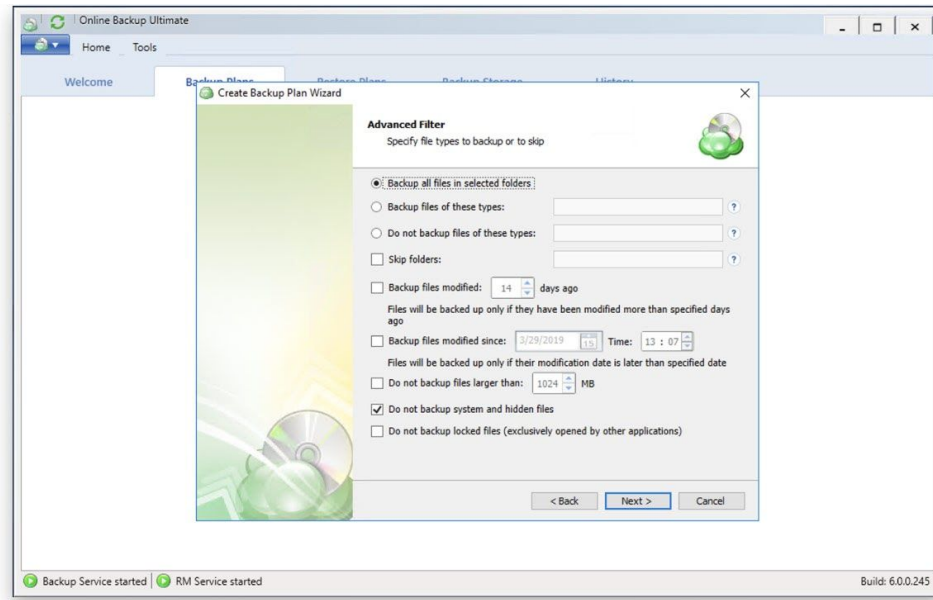
f. If you would like to automatically backup deleted files, mark the checkbox next to “Track local file deletes in backup storage”. You can also select VSS Shadow Copy if you would like to backup files that are in use. However, please note that this may take additional system resources. Click the “Next” button.



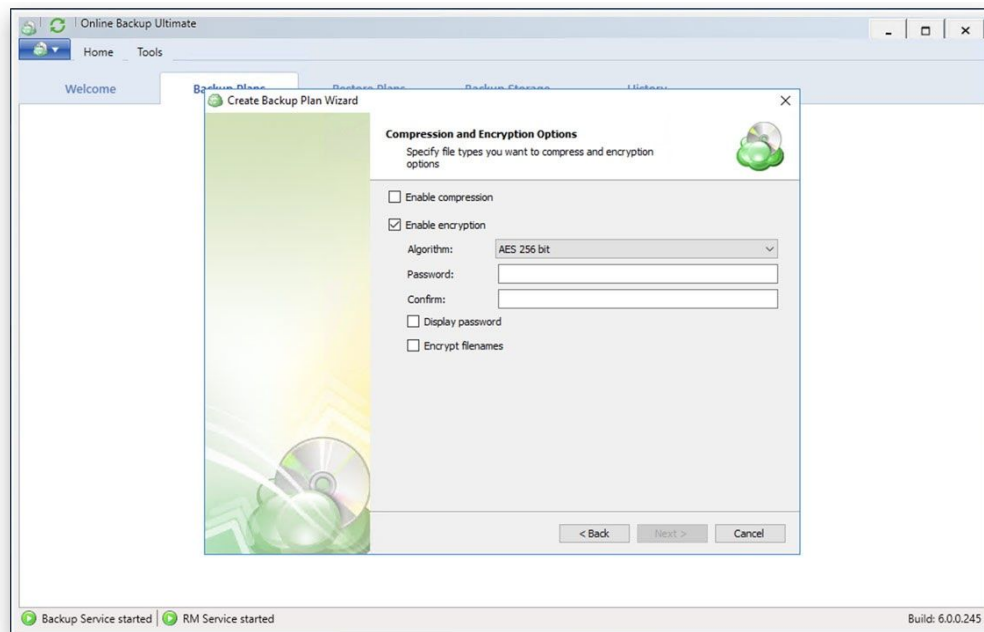
g. In this step, you have to specify data to back up. You can browse the file tree and choose whether to back up all of the files or some specific folders. After making a selection click "Next".



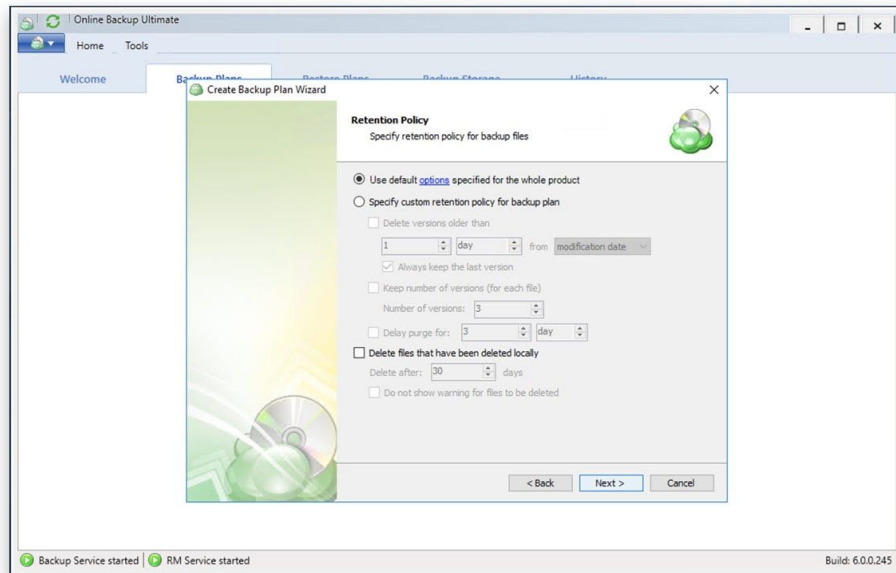
h. Here you can specify file types to backup or skip. To ensure that all data is secure, leave the selection as "Backup all files in selected folders". You can then click on the "Next" button to proceed.



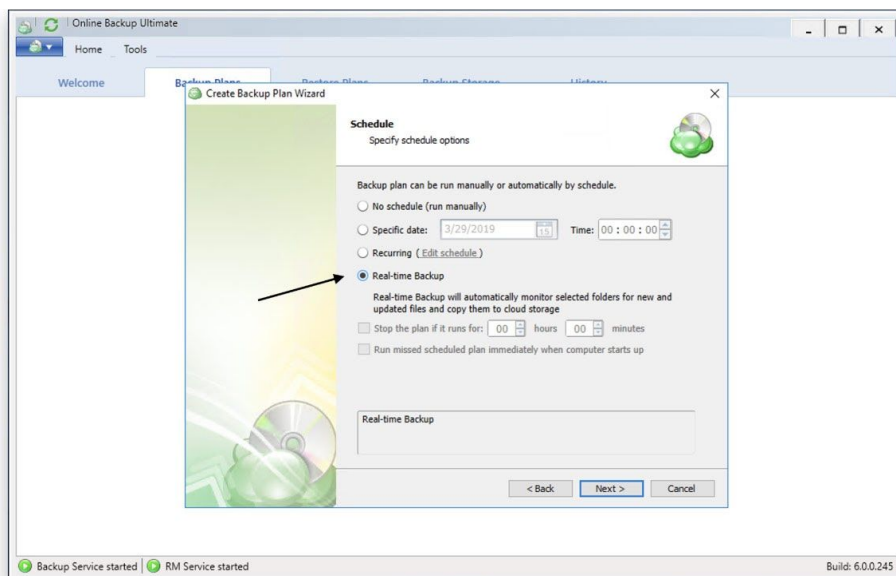
i. You can now choose to encrypt your data and set a password for that encryption. Confirm the password by entering it again. Then check “Encrypt filenames” and click “Next”.



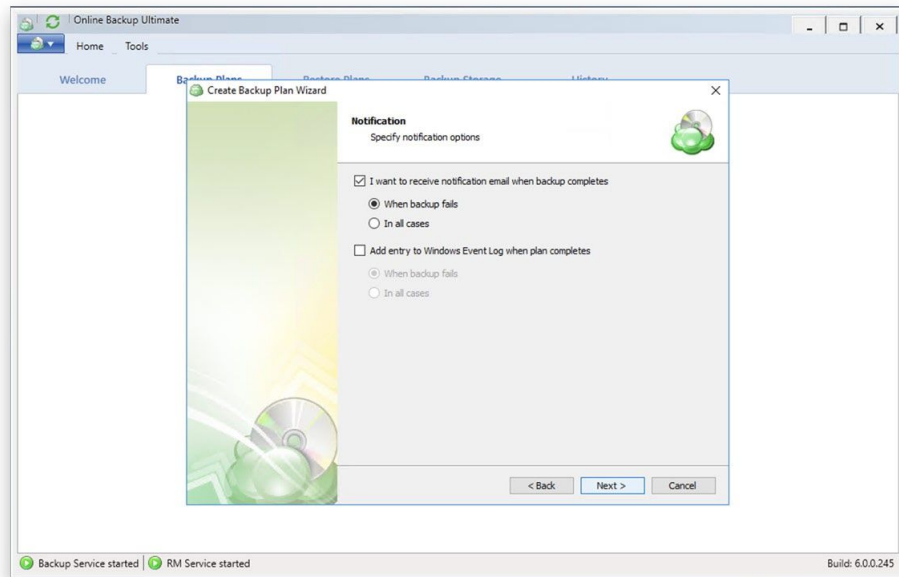
j. In this step, you can set a number of versions for your files or specify the amount of time to keep versions. You can also choose to delete prior versions of your files. By default, CloudBerry will keep three versions of your files. Click “Next” to proceed.



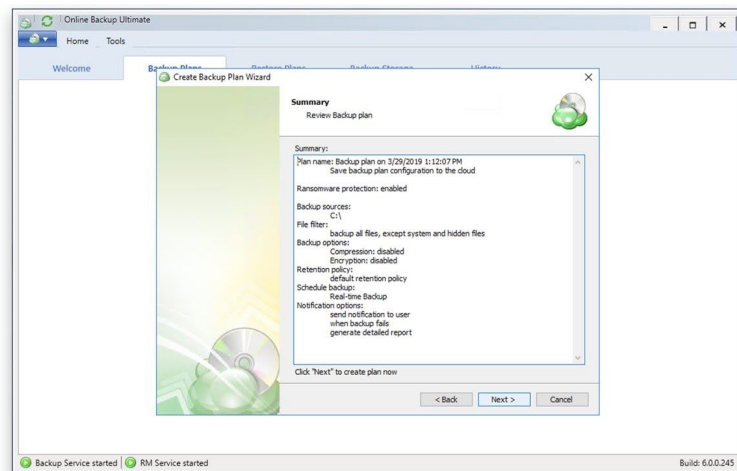
k. You can now set a backup schedule for backups to occur automatically in real-time or on a schedule. We recommend continuous, real-time backup as that gives you the greatest level of protection. However, you can also choose to schedule your backups or to backup on click.



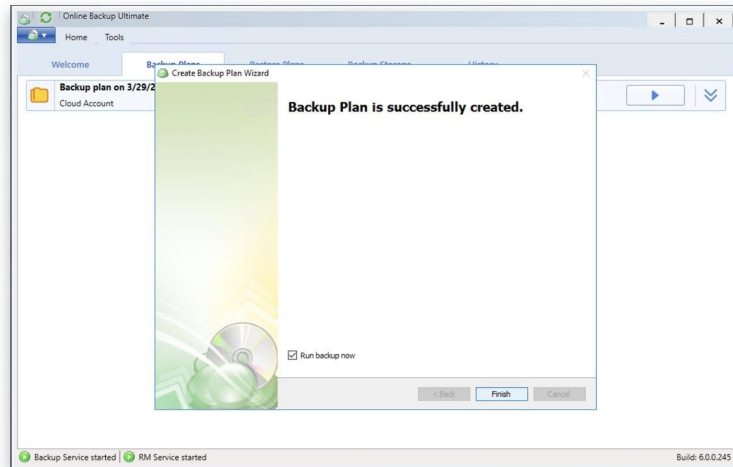
l. Here, you can set an alert for failing backups. Enter an email address for notifications in case the backups fail and click “Next”.



m. Once you review your created backup plan settings, you can click “Next” and “Finish”.



n. Click on “Finish” to begin the first backup.

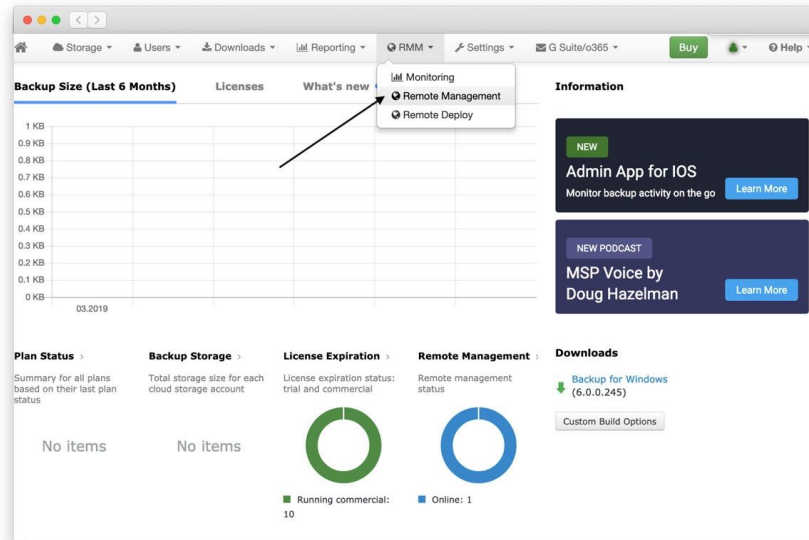


Your backup plan is ready and you can replicate it and deploy it across multiple servers.

Managing your Server Backups

Your web-based admin console allows you to centrally manage backup agent installs and upgrades, licensing, reporting, monitoring, and backup / restore jobs directly from the web-based portal. Easily customize the retention period for file versions and deleted files for each server

Simply log into your [admin console](#), click on RMM and click on “Remote Management”.



From here, you can modify backup plans, create new ones for every kind of backup, Microsoft Exchange, SQL Server, and more. Now that you have completed your setup, there is nothing left for you to do. Your backups are automated and your server data will shortly be secure in our B2 cloud.