

Carbonite Safe Handbook - Windows



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Important Things to Know

Reboot Your Computer at Regular Intervals

It is prudent to completely restart your computer weekly to ensure that Carbonite's connection to our servers stays strong.

Default Backup Selections

Carbonite will select C:/Users for backup by default if you opt for Carbonite's recommended backup selections during installation. Files and folders not located within the structure of this directory must be manually selected for backup.

The following types of files are also not backed up automatically and must be manually selected for backup, regardless of location:

- Video Files (except on Safe Plus and Prime subscriptions)
- Files over 4 GB in size

Recover Mode

If it is determined that data is missing, or if you need to restore to another computer, your backup must be placed in Recover Mode, which will suspend backup operations and data retention, thus allowing you to restore. If you move your Carbonite subscription to a different computer and exit Recover Mode without performing a restore of your backup, any unrestored files will be removed from our servers within 30 days if they aren't otherwise present on the computer.

Status Dots

Colored dots will be placed upon the icons of files and folders that have been included in your backup. A green dot indicates that a file or folder is backed up, while yellow indicates that backup is pending. A green or yellow half dot will also appear on folders that are selected for backup if they contain files that are not selected for backup.

Data Retention

If a backed-up file goes missing or is deleted from your computer, Carbonite will retain a copy of it on our servers for up to 30 days to give you a chance to restore it if needed. Unless your backup is in Recover Mode, deleted and missing files will be removed from your backup 30 days after they are deleted from the computer if they are not restored.

Carbonite Features

Carbonite offers a number of beneficial features to all of our customers, including:

Automatic and Continuous Cloud Backup

- Automatically back up your files to our servers and restore them any time you need.
- Easy Controls, Simple Interface
 - See the backup status of any file at a glance with our status dot system, and manually add/remove a file from your backup (if you choose to) with a few mouse clicks.
- Security and Privacy
 - · Files are transferred using 128-bit encryption, so no one else can see your personal data.
- File Versioning
 - Carbonite remembers up to 12 versions of your data files, just in case you need to restore a file the way it was before your latest change.
- Anytime Anywhere Access
 - Access your backed-up files from any internet-connected computer and compatible iOS and Android mobile devices. Anytime, anywhere.
- Free Support from Carbonite Customer Care
 - <u>Call, chat, or email Carbonite Customer Care</u> for help with any Carbonite-related issues at no extra charge.

Advanced/Add-on Features

The following features are available to users who purchase compatible plans or add-on packages:

- External Hard Drive Backup
 - Back up files from one external drive connected to your computer in addition to files on any internal drives.
- Courier Recovery Service
 - If the normal restore process is blocked by a technical error that we can't work through, we can send you a protected external drive with all your data to get you back up and running.

Setting Up and Installing

Setting up a trial with Carbonite is easy.

 On the <u>Carbonite.com</u> homepage, click Get started under the Cloud backup for home & small business section.

Cloud backup for home
& small business

From family photos to customer data, automatically protect everything in the cloud.

Get started

Compare our plans	ONE COMPUTER FROM	MULTIPLE COMPUTERS FROM	COMPUTERS + SERVERS FROM
	S6/ MONTH	\$24/ MONTH	\$50/ MONTH
	tailed annually	billed annually	billed annually
	Buy now	Buy now	Buy now
Features			
Automatic cloud backup	1	×	1
External Hard Drivels backup	×	4	×
Award-winning support, 7 days/week	~	×	×
Nerrote file access to computer files	1	~	1
Dorypton	128-bit	128-bit	128 or 256-bet
PENIN, GLBA & HERA Support		×	×
Contralition management & admin controls		×	1
Image Backup and Bare Metal Nesture			×
Bacing for databases & applications			×
	Try it free	Try it free	Try it free

Under the column One Computer from \$6/ Month billed annually, select Try it free.

3. Fill out the required information, then click **Submit**.

Try Carbonite computer backup free for 15 days Protect all your computer files in just a few clicks. Try it now risk-free and see just how easy backup can be

Sign up for a free trial			
Email:	B	-	
Confirm email:			
Passwood			
	÷		
Confirm passwood:			

Starting a Trial

That's it. Your trial account is created. Your web browser will begin downloading the Carbonite installer. Run the file to install Carbonite and begin backing up your system.

You can use the software completely free for 15 days with no catch. If you decide Carbonite is not for you, just uninstall the software. Your trial account will expire and eventually delete itself from our servers.

If you *do* like Carbonite, you can convert your trial account to a paid subscription and continue your backup normally.

Installing Carbonite for the First Time

You will get to configure the initial settings of your Carbonite software while installing Carbonite for the first time. To install Carbonite, run the Carbonite installer file that downloaded after starting your trial or paid subscription.

You can always download the installer file again for an existing account by logging into <u>account.carbonite</u>. <u>com</u> and clicking *Start a Trial* (to begin a trial), or *Computer options* then **Reinstall Carbonite** (for paid subscriptions).

- 1. First, click I agree in the Terms of Service window.
 - A progress bar appears on the screen as the software installs. Allow this to complete.
 - After the progress bar fills, the window will disappear and a new window appears, displaying statuses while Carbonite connects to our servers and establishes your backup.
- 2. Assign a nickname to this subscription, then click **Next >>**.

	Installing Carbonite
CARBONITE 🔿	
What should we d	call your computer?
Computer nickname	

CARBONITE 📑	COMPUTER BACKUP
Automatic setting	S
What gets backed up? Your documents, pictures important. Carbonite do related files because rest - Accidentally delete a file	s, music, email, browser bookmarks, financial data everything es not back up your operating system, applications, and some oring these from a backup can cause problems ? Get it back from Carbonite for up to 30 days , <u>Learn more</u>
When do we back it up Carbonite backs up your	o? files all the time, as you change them
How do we protect yo Carbonite uses governme	ur data? ent-strength encryption
If you'd like to customize these optio	ns, try our <u>advanced settings</u>
	Start backing up

3. You'll choose between Automatic and Advanced backup settings next. For Automatic, click **Start Backing Up**. For Advanced, click the **Advanced settings** link. Automatic: Carbonite will use its default settings for your backup, which are....

- The contents and subfolders in your *C:/Users* folder (*C:/Documents* and *Settings* folder in Windows XP) will be included in your backup
- Backup operations are not scheduled and will run continuously while your computer is on and connected to the internet
- Carbonite will manage your encryption key

Advanced: Carbonite will allow you to change the default settings before beginning your backup, including....

- Starting with nothing selected for backup (allows you to choose one file/file type at a time)
- Setting a schedule for your backups to take place (instead of continuously running)
- Choosing to manage your own encryption key (this is NOT recommended for the average user and will disable the Anytime Anywhere Access feature)
- 4. The next screen shows you what to expect during your initial backup and allows you to choose whether to allow Carbonite to disable sleep mode on your computer during the initial backup.
 - Note: Carbonite can't back up while the computer is asleep. Temporarily disabling sleep mode will help your initial backup complete as quickly as possible.
- 5. The Carbonite application will appear near your system clock. The first message is "Welcome to Carbonite!" You can either take the introductory tour or click the gray X to close the message and view your backup progress.



The installation is now complete. Carbonite will begin backing up your computer following the settings you chose during the installation.

The initial backup of your computer can take up to *several days*. This is normal for an initial backup, since you are starting from scratch and everything has to be uploaded. After the initial backup completes, Carbonite will periodically scan your backed-up files for changes and only upload changed files throughout the day. These automatic maintenance backups take much less time to complete and will take place in the background while you use your computer normally.

Buying a Subscription

There are two ways to begin a paid subscription: purchasing a new subscription immediately, or converting a trial to a paid subscription.

Subscription Pricing

Carbonite plans are available in annual subscriptions. The price per year depends on the type of product you are purchasing.

You can also purchase subscriptions for multiple years and receive a discount. More details about these plans, pricing, and the features available for each product can be found <u>here</u>.

Purchasing a Subscription

- From the <u>carbonite.com</u> homepage, click Get started, then click Buy now on the plan you'd like to purchase.
- 2. Select the plan length (you can save money by purchasing longer subscription lengths), then select **Next step** to enter your name, email address and create a password.
- 3. Click Continue to billing once this information has been entered.
- 4. Enter your billing information on the next page. You can change the plan you have in the cart by selecting **Change Plan** beneath your order total. When ready, click **Complete my purchase**.
- 5. You will see your purchase confirmation. Click **Download Carbonite now** to begin downloading the software.

Converting a Trial to a Paid Subscription

- 1. Log into your trial account at <u>account.carbonite.com</u>.
- 2. You will see your trial computer listed. Click Buy Now.
- 3. Select the plan and subscription length that you'd like to purchase, then click **Continue to billing**.
- 4. Enter your Billing Information in the fields provided and click Complete my purchase.
- 5. The next screen shows your purchase. Your Carbonite software will update automatically the next time it connects to the Carbonite servers.

Need Assistance Purchasing?

You can search our Knowledge Base for assistance with purchasing a subscription.

How to Back Up Files

You can manually add files to your backup regardless of selecting Automatic or Advanced backup settings during the installation.

There are a few methods to add files/folders to your backup:

Adding Selected File(s) / Folder(s) to your Backup

1. Locate the file(s) and/or folder(s) you want to add to your backup in Windows Explorer.



Done. You will see Carbonite status dots appear in the corner(s) of the file/folder icon(s), indicating that these files are now selected for inclusion into your backup. When those dots turn green, the files are backed up.



Adding All Files of a Certain Type to your Backup

You can also instruct Carbonite to back up a file type (if that type is not already included). This will add all files of this type within selected folders to your backup. If you create any more files of that type, they will be included in your backup automatically going forward.

To select a file type for backup:



Note: Keep in mind that any files larger than 4 GB will still not be automatically selected. So if you choose to back up all files of a certain type, but a file of that type is larger than 4 GB, that particular file will remain unselected. You can manually select files larger than 4 GB using the instructions from the previous page.



Excluded File Types and Locations

There are certain types of files and folder locations that cannot be selected for backup for various reasons. Some examples include:

• Programs

- Programs are installed to a computer's specific environment. Restoring a program to a different computer will not function properly and may even cause errors, so we exclude them.
- Temporary files
 - Many programs write temporary files on your machine. These files are often constantly changed, which would force Carbonite to continually update them. Since these temporary files do not contain any of your actual data, we prevent them from backing up.
- System files/information
 - These files depend on the hardware and environment. Restoring them to a different computer would likely cause problems. Therefore, we do not back them up.

For full details on file types Carbonite backs up, please <u>click here</u> or <u>search our Knowledge Base</u>,

How to Remove Files

If you are currently backing up a file (or folder) that you don't want in your backup, removing it from the backup is easy.

1. Right-click the file (or folder) and select Carbonite; Don't back this up.

Graduation			
Speech.doc		Open	
		Edit	
		New	
		Print	File backed up
		Carbonite >	Last Backed Up on 6/6/2018 12:03:22 DM
	•	Scan with Windows Defender	Droperties
		Open with >	
		Share with	Don't back this up
		Restore previous versions	Restore previous versions

Deselecting a file this way will make sure that Carbonite no longer backs up the file. Any versions in your backup will be removed within 72 *hours* (so you do have a little time to change your mind).

If you remove a folder from backup this way, all files within the folder will stop backing up, and their backed up versions will remove themselves from the backup within 72 hours. Furthermore, *no future files you save in* that folder will be backed up.

Testing a Restore

We encourage all users to test the restore process to ensure that the connection between the Carbonite servers and your computer remains strong.

- 1. Copy a file on your computer, and make sure it is backed up with Carbonite (look for the green status dot).
- 2. Once the file shows it is backed up, delete it from your computer.
- 3. Open **Carbonite Search and Restore** by right-clicking the Carbonite icon in your system tray and selecting **Search and Restore**.



4. In the window that appears, type the full or partial name of the file you just deleted into the text box, then click **Search**.

CARBONITE ()
Search
View recently deleted files
Carbonite saves files in your backup for 30 days after you delete them from your computer in case you need to get them back.
View recently deleted files

5. The name of your file should appear in red text. Mark the checkbox next to the file, then click **Restore selected**.

ARBONITE •		SEARCH AND RESTORE
My Notes	Search	Restore List
Search complete: 1 results for "N	/y Notes"	
	SIZE STATUS	
V My Notes.txt	41 Bytes Available online until 11/14/2019.13-34 DM Restore to: Original loc Folder on d	Actions esktop

6. When the restore completes, the file will no longer show red text, and you will see it in the *Restore List* to the right with the status "File restored".

ARBONITE 🖲			SEARCH	I AND RESTO
graduation speech		Search	Restore List	<u>Clear complete</u>
Search complete: 3 results for "gradu	ation speech"		C:\Users\ File restored	<u>\Dropbox\Impc</u>
□ NAME	SIZE	STATUS		
🔲 🖻 Graduation Speech.docx	11.4 KB	Modified 6/6/2018 9:20 AM		
🔲 🗐 Graduation Speech.docx	11.4 KB	Modified 6/6/2018 9:20 AM	-	
Graduation Speech.docx	11.5 KB	Restored		

7. Browse back to the location where you deleted your file from. You should see the restored file there.

Anytime Anywhere Access

Once your backup contains files, you can log into your account online and from any internet-connected computer to view your files.

You can also download copies of your files to that computer if you need to use them wherever you are. Keep in mind that any changes you make to those copies remotely won't be backed up, since the Carbonite software is not actually on this machine.

- 1. Log into your account at account.carbonite.com.
- You will see your backed up computer(s) listed. Click the View Files button next to the correct computer.



3. The library folders for your user profile will be displayed near the middle of the screen. You can click through the folders to browse your backed up files, the same way you would in Windows Explorer. In the *Computers* pane on the left, you can click a different user profile or a different drive letter to begin browsing your backup from there.



- 4. To select files to download to your computer, mark the checkbox(es) next to them.
 - Note: You can select up to 5000 items or 10 GB to download at once.

Sea				Search	
0	3027 files (7.54 GB) sel 5000 items or 10 GB ma	ected ximum for each download		Download	
Dov	vnload			:= ::	
	Name 🔺	Size ÷	Date Modified 🗢		
	AppData	1.61 MB		Â	
•	Desktop	7.52 GB			
•	Documents	13.91 MB			
	Downloads	2.67 GB			
	Favorites	1.36 KB			
	Music	65.3 GB			
	Pictures	1010.19 MB			
	Videos				

5. Then click the **Download** button.

CARBONITE	ĵ.			
Computers >	Search Documents C > Users > carbonitecustomer > Documents			Search
Carbonite	 2 files (0.55 MB) selected 5000 items or 10 GB maximum for each download 			Download
Credit cards	Download			:= ::
Payment history	Name ÷	Size 🔻	Date Modified +	
Subscription information	Microsoft Access Database.accdb	484 KB	4/22/2019 11:21 AM	۵
Personal information Support	Microsoft Publisher Document.pub	77.5 KB	4/22/2019 11:32 AM	۵
	Microsoft PowerPoint Presentation.pptx	32.38 KB	4/22/2019 11:32 AM	۵

5. If you selected multiple files, they will be combined in a single .zip file before downloading. Single files will download normally. Click the **Save** option in your web browser to save the file. You will then be able to open and use the file(s) normally.

Do you want to open or save Pictures.zip (1.11 MB)	Open	Save	•	Cancel	×	

The Carbonite Application

The Carbonite application is the user interface for your Carbonite backup. It allows you to pause the backup, restore files, change backup settings, review account details, and contact Customer Care.

The Carbonite application can be opened on the computer where Carbonite is installed by double-clicking the Carbonite icon in your system tray. It can also be accessed via the Start Menu if you are using Windows XP, Vista, 7, 8.1, or Windows 10.

The Status Tab

CARBONITE 🔿		Status My acc	ount Help	, 8	
				· · · · · · · · · · · · · · · · · · ·	
	Carbonite free trial - 15 days left BUY	LNOW			
🗸 Ye	our files are safely ba	acked up			
	17046 files - 2.2 GB		\frown		
	Updated about 38 seconds ago	(
Settings & controls	Get my files back		View my backup		

Once opened, the Carbonite application will display the Status tab.

- Backup Size: Displays the number of files backed up and their total size in Gigabytes.
- Backup Status: Indicates whether your backup is up-to-date, in Recover Mode, in progress, or overdue. Information about errors will also be indicated here, if they occur.
- View my backup: Allows you to check which files you've backed up to the Carbonite cloud.
- Get my files back: Restore deleted or missing files with Carbonite.





The Help Tab



The Help tab gives you easy access to the Carbonite Knowledge Base.

The Intro Tour is great for first-time Carbonite users.

You can also view your backup from this screen.

Helpful Knowledge Base articles will be listed here for things like:

- Restoring files
- Backing files up
- Checking your backup status
- Speeding up your backup or restore

The Settings Tab



The Settings tab contains the following options:

- Control the display of the colored dots on files and folders
- Schedule your backup to begin at a certain time each day, or to not back up between certain hours
- Slow Carbonite's internet usage useful when you are running other resource-intensive programs at the same time
- Enable or disable Carbonite's default backup selections.





The My Account Tab

CARBONITE 🔿	Status My account Help	-
My account		
My subscription Carbonite Safe Basic - 15 Days Trial	Computer nickname YourComputer Edit	
15 days left in your trial Expires Wednesday, October 18, 2017 BUY NOW	Email address youremail@address.com	
Software version		
### Software version here ###		
Your software is up to date		
Serial number		
### Serial number here ###		
Activation code		
### Activation code here ###		
Lindate your account information		
a provide a second s		
On the phone with a support agent? Let them access your computer	© 2017 Carbonite	

The My Account Tab contains the following options:

- Product Name: This will display the current product of Carbonite you are running.
- Expiration date: This area shows you when your subscription is set to expire. When your Carbonite subscription expires, we will keep your backed-up data on our servers for 30 days. If you are running a trial, your data will be saved on our servers for 15 days after your trial expires.
- Software version: Here you can view what version of the Carbonite software you are running. If you do not have the latest version of Carbonite, our software will prompt you to update to the latest version through a pop-up window.
- Serial number: This area shows you the serial number associated with this computer. Your serial number is unique for each computer registered with Carbonite.
- Activation Code: This area shows you the activation code of the current subscription you are running.

The panel on the right displays information related to your account and where your backup is located:

- **Computer Nickname**: This is the nickname that you have given this computer when you first installed Carbonite on it. To change the nickname associated with this computer, click the edit link.
- Email Address: This area shows you the email address that your subscription is associated with.

Your Carbonite Account

Selections and settings for backups and restores are controlled from the computer where Carbonite is installed, but your online Account Dashboard is the control hub for all other aspects of your account. From within your Account Dashboard, you can:

- Reinstall Carbonite
- Transfer Carbonite to another computer
- Remotely access backed up files
- Convert a trial subscription to a full subscription
- Purchase subscriptions for additional computers
- Update your email address, password, security questions and/or security phone
- Update your billing and personal information
- Check your billing history
- Change your automatic billing status

You can log into your account any time after installing Carbonite by navigating to <u>account.carbonite.com</u> in your web browser and entering your login credentials:

Email	
Password	
	I'm not a robot

If you experience difficulty logging in, click Forgot Email or Forgot Password for assistance.

After your account is established, Carbonite requests some information from you to help it stay secure. We will use this information to identify you as the account owner if you ever need help with account-related problems (like resetting your password).

You'll be required to fill out some contact information and enter security questions when you log into your online account for the first time.



Required information		
To complete your registration plea forgot your password and allow C	se answer the questions below. This information will help you access your Carbonite account if y arbonite to more easily identify you as the account holder if you call in for support.	ou
Contact Information		
First Name		
Last Name		
Alternate Email	optional	
Two-Step Verification (recommended)	
For extra account protection. We	will send a unique code to your phone to identify yourself at log in or if you forget your password	,
Cel Stated		
Security questions		
	use can approve the quartiese you get up to identify yourself	
It you ever torget your password,	you can answer the questions you set up to identify yoursen.	
It you ever torget your password,	you can answer une questions you set up to identify yoursen.) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
If you ever forget your password, Question 1	Choose a Question	
If you ever forget your password, Question 1	Choose a Question	
Il you ever torget your password, Question 1 Answer 1	Choose a Question	
It you ever torget your password. Question 1 Answer 1	Choose a Question	
It you ever torget your password. Question 1 Answer 1 Question 2	Choose a Question Choose a Question	
It you ever torget your password. Question 1 Answer 1 Question 2 Answer 2	Choose a Question Choose a Question Choose a Question	
It you ever forget your password, Question 1 Answer 1 Question 2 Answer 2 Question 3	Choose a Question Choose a Question Choose a Question	

You're also encouraged to set up Two-Step Verification for added security.

Renewing Your Subscription

Carbonite offers one-year, two-year, and three-year subscriptions for Carbonite Safe Basic, Carbonite Safe Plus, and Carbonite Safe Prime.

The easiest method to purchase a subscription is through your Carbonite account. The subscriptions available for purchase depend on how you originally signed up for Carbonite and which subscription you originally purchased for your computer. Alternatively, you can upgrade or downgrade your Carbonite subscription.

Renewing Early

Log into your Carbonite account at <u>account.carbonite.com</u>.

Once logged in, click Computer options, then select Renew Now.

	Computer o	
Last backed up May 16, 2018 12.593 files (3.41 GB)	View	Move my Subscription Reinstall Carbonite
This Carbonite Safe Prime subscription is valid until May. 16, 2019	Get file	Renew now
+ Add a new computer		Recovery disk

After clicking **Renew Now**, follow the prompts to complete your purchase. A confirmation page will then be displayed, and you will receive a receipt by email to confirm your purchase.

ORDER CONFIRMATION			
Congratulations!			
This payment covers your subscription through May 17, 2019).		
The subscription has been applied to Computer Test automatically.			
Explore my dashboard			
Receipt		Print	
Fname I name			
your_email@address.com			
Date of purchase: May 17, 2018			
PLAN		AMOUNT	
1 x Carbonite Safe Plus - 1 year for Computer Test \$XXXXXX each		\$XXXXXXXX	
	Subtotal	SXXXX_XXX	
	Prior subscription credit	- SXXX.XX	
	PAID	\$X.XX	
			1 0
You will get a credit of \$XX.XX on your account, to be used on future Carbonite	e transaction(s).		
A confirmation email with order details has been sent to your_email@address	s.com		

Renewing an Expired Account

If your subscription expires before you can renew it, you will have 30 days to do so before your data will be removed from our servers.

Log into your Carbonite account at <u>account.carbonite.com</u>.

Once logged in, click **Buy Now** or **Pay My Bill**, then follow the prompts to complete your order.

Updating Your Security Information

You can use your account to update your contact information, password, security phone number, and security questions at any time.

- 1. Log into your account at <u>account.carbonite.com</u>.
- 2. Click Personal Information in the menu on the left.

Computers
Credit cards
Payment history
Subscription information
Personal information
Support

Your current personal information will be displayed on the screen. Click the **edit** link next to any of the headers to change the related information.

	Personal Information	
Backup Dashboard		
Notifications	Contact Information (edit)	
Manage Backup Policies		
Account Summary	Password (edit)	
Billing Information	*****	
Personal Information	Two-Step Verification (recommended) (edit)	
Get Help	For extra account protection, we will send a unique code to your phone to identify yourself at log in or if you forget your password. No phone number on file	
Contact Us		
	Security questions (edit)	
	What is your maternal grandmother's first name?	
	What is your father's middle name?	
	What was the name of your first boyfriend or girlfriend?	

Updating Your Security Questions

When editing your security questions, your three current questions will show and your answers will be masked. You can change the questions by clicking the dropdown menus and selecting a new question. Your updated answer will not be masked until you click **Save**.

Security	Questions	(edit)

Question 1:	What is your maternal grandmother's first name?
Answer:	* ****
Question 2:	What is your father's middle name?
Answer:	****
Question 3:	What was the name of your first boyfriend or girlfriend?
Answer:	*****
	Save Cancel

Updating Your Two-Factor Verification Information

When updating your security phone, we will send you a confirmation code to that phone number, either by call or text message (your choice). Enter this code in the next popup to confirm your valid number.

1. Click edit next to Two-Step Verification.

Two-Step Verification	(edit)
For extra account protection. We password.	e will send a unique code to your phone to identify yourself at log in or if you forget your
Phone Number:	+1

2. If you already have a phone number entered, you will see the following popup. Click **Change this number**.

Two-Step Verification

You are currently using your phone to help secure your account.

Phone Number:

Change this number | Remove this number



4. You'll receive a text message or voice call with a verification code. Enter that code in the next popup, then click **Continue**. If you entered the correct code, your security phone will be updated to the new number.

Confirm Your Number	
Carbonite just sent a security code to your phone at:	our.
Continue	



Installation Problems

Installation issues are almost always caused by an incompatible setting in a different program or component on your computer that interferes with Carbonite's ability to connect to the backup servers. We have a detailed Knowledge Base article to help get around many of these problems: <u>click here</u>, or search our Knowledge Base for "difficulty installing carbonite".

Stuck Backup Problems

If you think your backup appears to be moving slow or is stuck on a file, follow this checklist to make sure none of these settings are the issue.

Your backup may seem stuck if your internet connection is slow. Check your Internet access speeds to determine whether your connection is fast enough to support data transference. If your connection is too slow, you may need to contact your Internet Service Provider. We also recommend checking the following:

- C Ensure that your computer does not go to sleep or hibernate.
- If possible, switch from Wi-Fi to a wired internet connection. If you are unable to do so, please ensure that your computer is as close as possible to your wireless router.
- \swarrow Power off your modem and/or router for 60 seconds and power it back up before attempting another backup.
- > Ensure that your laptop lid is not shut.
- 🔿 Ensure that your computer stays on if there are a lot of files still pending backup.
- Restart the computer to refresh system resources.
- \bigcirc Ensure that the Carbonite Service is enabled in the Microsoft Management Console.
- Ensure that there are no files selected for backup with file paths longer than 256 characters. Carbonite may not be able to back up files with file paths longer than 256 characters. Shortening the file path of these files will allow them to be backed up normally.
- Close all programs that may be continually trying to access or lock your files (such as other backup software, disk defragmenters, etc.).
- Ensure that your hard drive is not full or close to being full. We recommend at least 15-20% of free hard drive space.
- Refer to the Backup Overdue article in our Knowledge Base for additional information about troubleshooting a stuck or overdue backup:
- Backup Overdue (Carbonite Safe)

D Ensure that Carbonite is allowed through any firewall(s) or anti-virus software:

• Temporarily <u>disable *Windows Firewall*</u> so that Carbonite can have free access to the Internet and your system.

If none of these items fixed your stuck backup problem, please contact Customer Care for further investigation.

Stuck Restore Problems

You can see your restore progress in the *Restore Manager*. If Carbonite is restoring files to your computer, it will restore them as fast as your internet connection and bandwidth allows. If the Restore Manager appears to be stuck on a file for a long time, there are a couple things you can do to make sure things are progressing.

- 1. Close the *Restore Manager* by clicking the red X in the top right corner (This will not stop a running restore).
- 2. Open the Carbonite application by double-clicking the Carbonite logo in your system tray or on the desktop.
 - You should see a notification that your backup is in *Recover mode*. Click the View status of files being restored link within the popup.

CARBONITE • × Your backup is in recover mode • Carbonite pauses your backup while getting files back to make sure you get the right versions of your files. • When you are done getting files back, resume your backup to make sure new files are protected as you add and change them. • When you resume your backup, any files in Carbonite that are not on your computer will be available for 30 more days. What do you want to do? View status of files being restored Resume my backup Close this window			
 Your backup is in recover mode Carbonite pauses your backup while getting files back to make sure you get the right versions of your files. When you are done getting files back, resume your backup to make sure new files are protected as you add and change them. When you resume your backup, any files in Carbonite that are not on your computer will be available for 30 more days. What do you want to do? View status of files being restored Resume my backup Close this window 	CARBONITE 🔿	×	
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What do you want to do? <u>View status of files being restored</u> <u>Resume my backup</u> <u>Close this window</u>	 When you resume your backup, any files in Carbonite that are not on your computer will be available for 30 more days. 		
View status of files being restored Resume my backup Close this window	What do you want to do?		
Close this window	<u>View status of files being restored</u> <u>Resume my backup</u>		
	<u>Close this window</u>		

3. See if the Restore Manager has progressed beyond the stuck file. If so, it may have been just the display that was stuck, not the restore itself.

CARBONITE 🔿	
	How can I make this faster?
Getting files back	
10% done - 12.44 GB of 124.4 GB About 18 hours left	
Currently getting back: Spring Play.mov 10% done (80 MB of 800 MB)	
Need something back right away? If you need a few files or folders back right away, you can search your backup and download from Carbonite.com.	

Another thing to keep in mind is that Carbonite restores one file at a time. If it is restoring a very large file (multiple GB in size), the Restore Manager may display the same file name for several hours as it is downloading. It will progress normally once the file has returned to your computer. Furthermore, if the internet connection is interrupted in the middle of restoring a file, Carbonite must start that particular file over when the computer reconnects. It cannot resume a partially restored file.

If you have ruled out display and connection issues, please search our <u>Knowledge Base</u> for more assistance.





The Carbonite Knowledge Base

If you have a question about Carbonite that isn't covered in this handbook, our frequently-updated Knowledge Base contains information about every facet of Carbonite.

Carbonite Knowledge Base: https://support.carbonite.com

Searching the Knowledge Base

Our Carbonite Knowledge Base is available for you anytime you need. Simply go to <u>support.carbonite.com</u>, input a search term or question, and click **Search**.



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