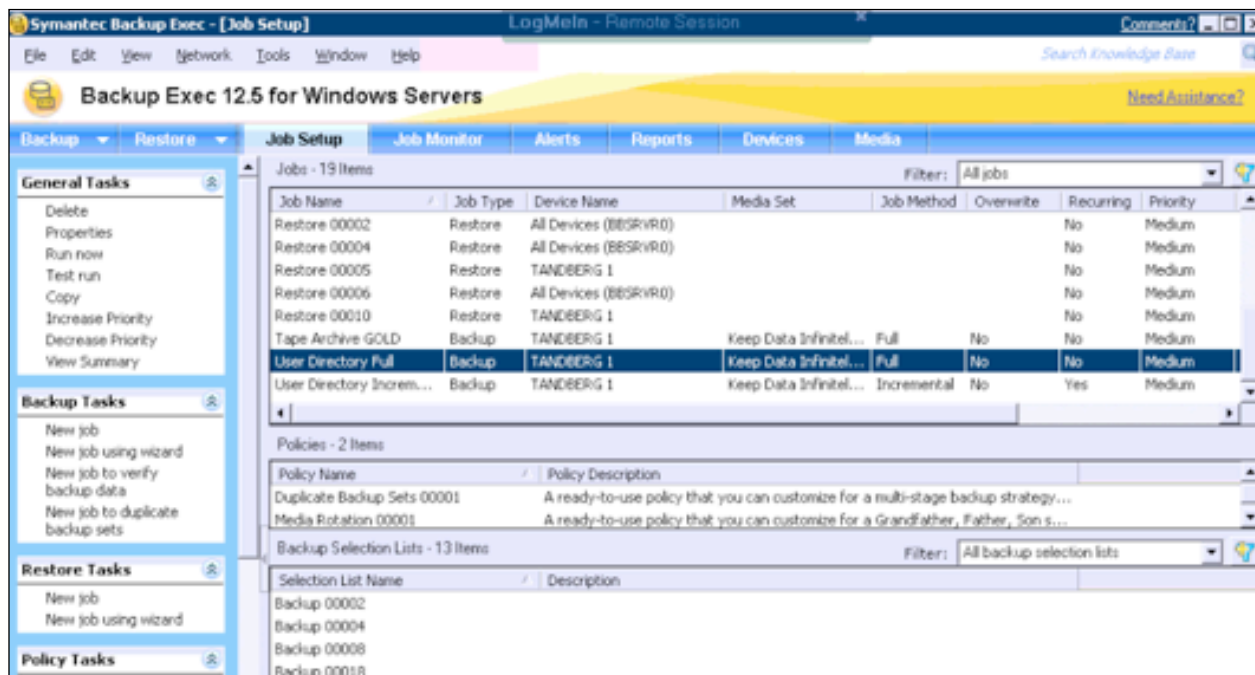


HOW TO Schedule Backup Exec

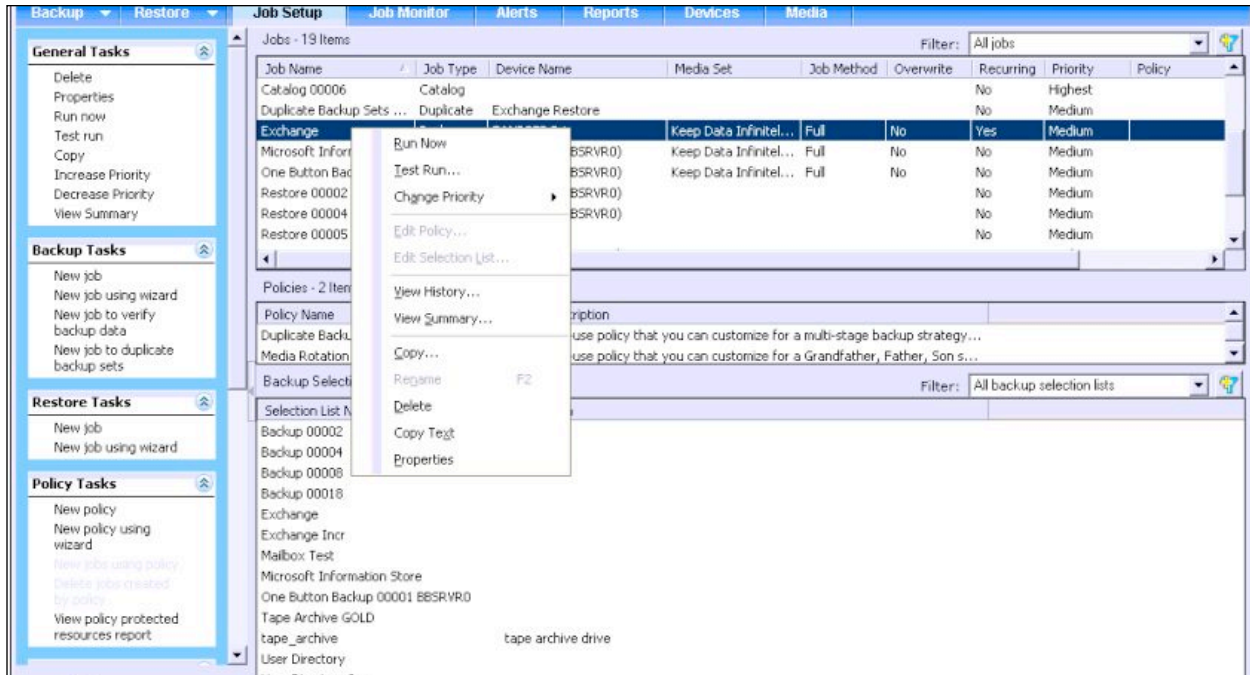
Symantec Backup Exec provides reliable data backup and recovery suites for expanding small businesses. The product was designed to easily protect and manage data backups through proprietary integrated de-duplication and archiving technologies. This document will provide information on how to Schedule a backup job to run for a specific period of time.

Note: Please record the tape name on each tape because multiple tapes will be used.

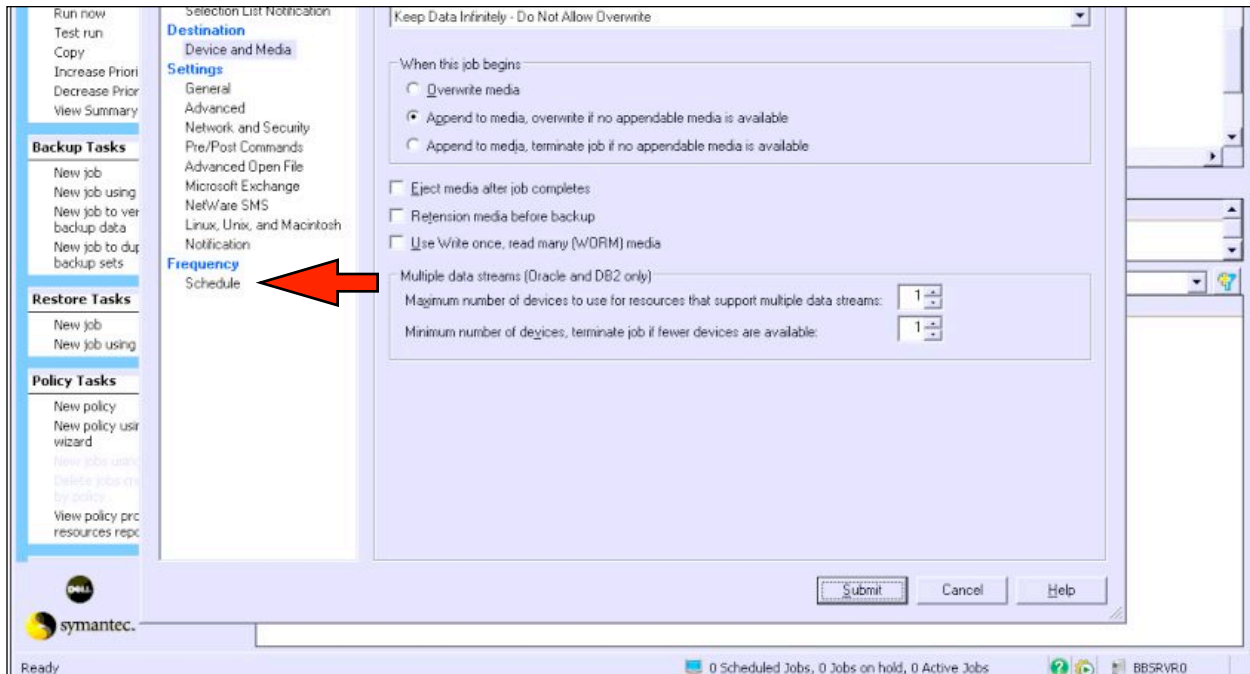
1. Open Backup Exec from the **Desktop** icon or **Start > All Programs** menu.



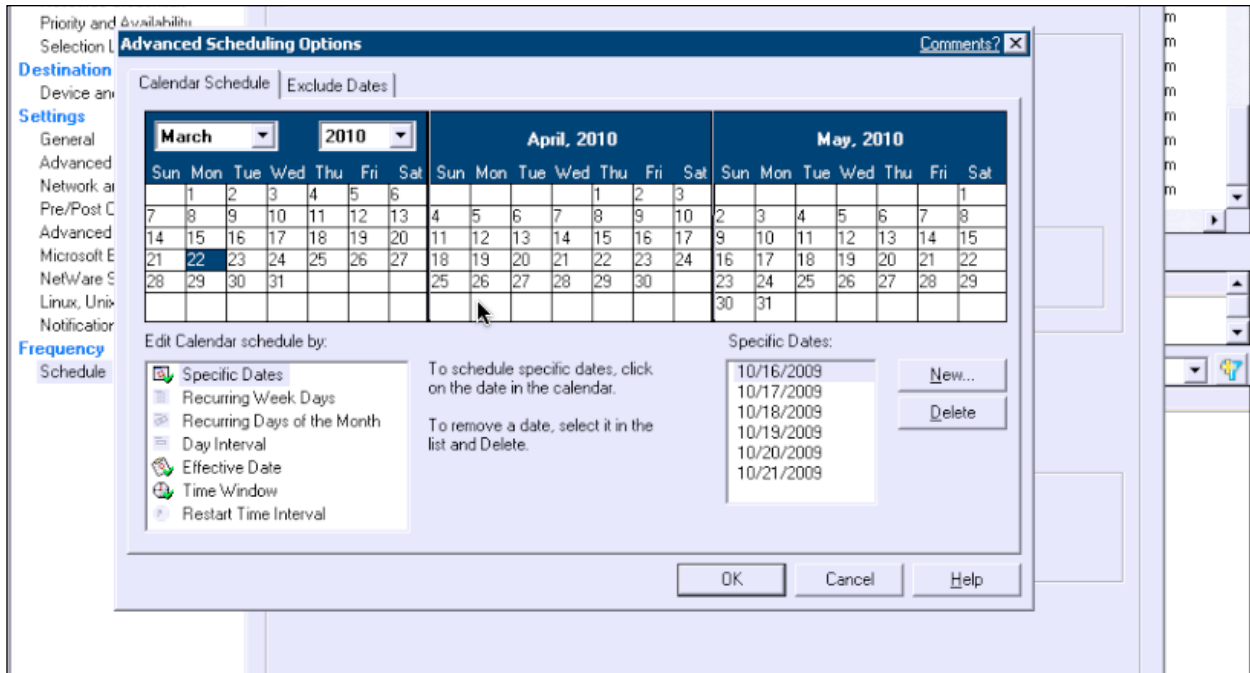
2. Click on the **Job Setup** tab then select the job that you would like to Schedule as a recurring task.



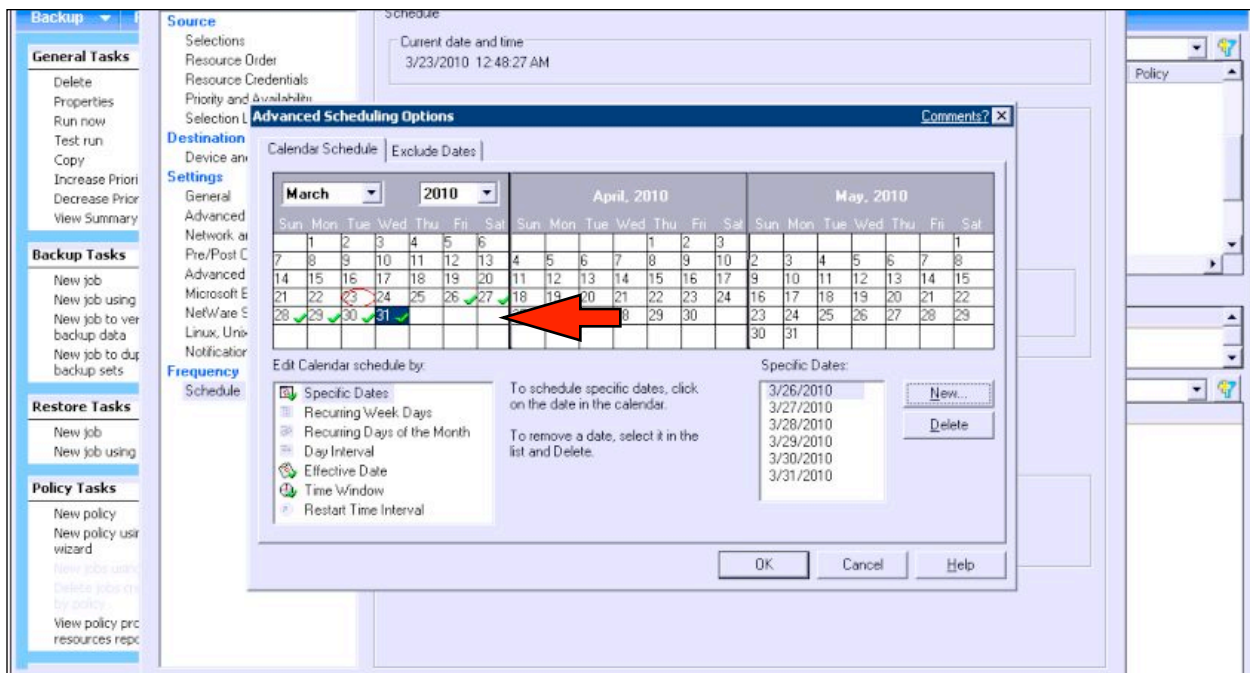
3. Right mouse click on the recurring job then select **Properties**. Select **Schedule** then press enter. (or press **Submit**)



- Remove any existing (stale / old) dates from the **Specific Dates** section by pressing **Delete** key.



- Click on the new dates that you'd like to be a part of this backup tape series. Then hit the **Ok** button to complete. Press **Submit** button at the next window to complete.



6. Your newly created job will run on the first date that was selected in the previous step. Please be sure to LABEL each tape to ensure you have the correct dates applied to each tape.