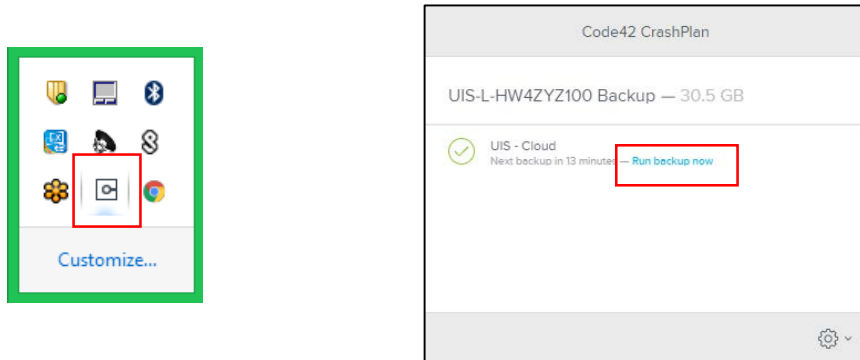


## Using CrashPlanPro

### Backing up files:

CrashPlanPro runs in your System Tray – you don't need to do anything to ensure that your files securely back up. You can choose to run a manual backup when working on important documents.

*Important! CrashPlanPro does not replace the network P drive as the primary repository for files. Please be sure to always store your CU files in your P drive for safety and redundancy.*

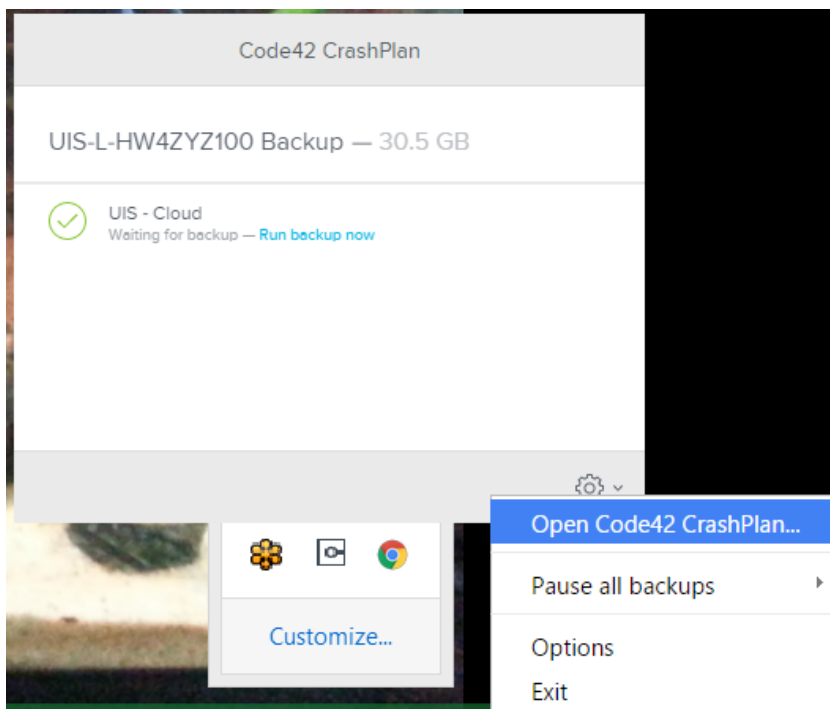


### Restoring files:

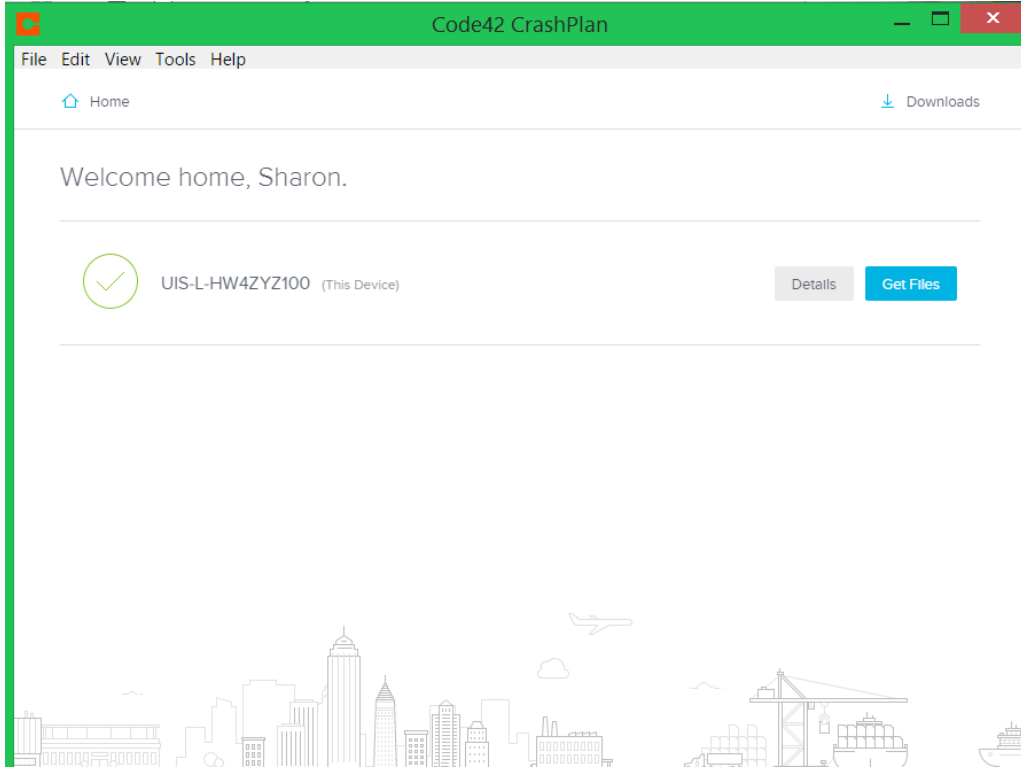
Self-restoring files is easy with CrashPlanPro. There are two ways you can restore files – from the System Tray or from the Web.

#### From the System Tray

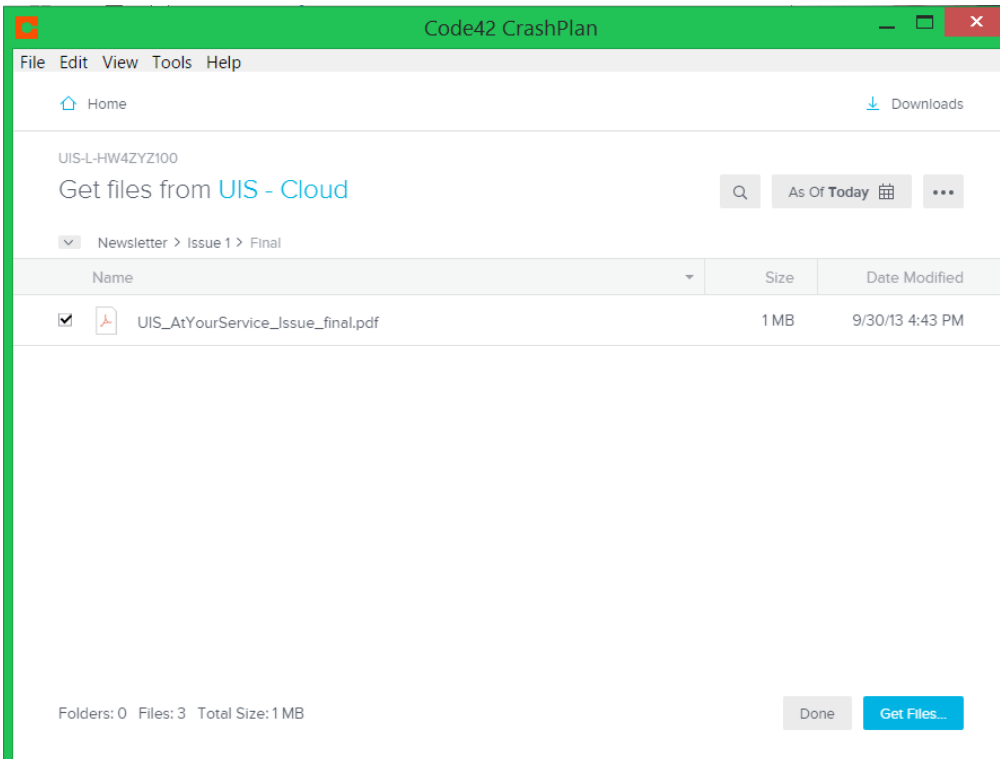
1. Open CrashPlanPro.



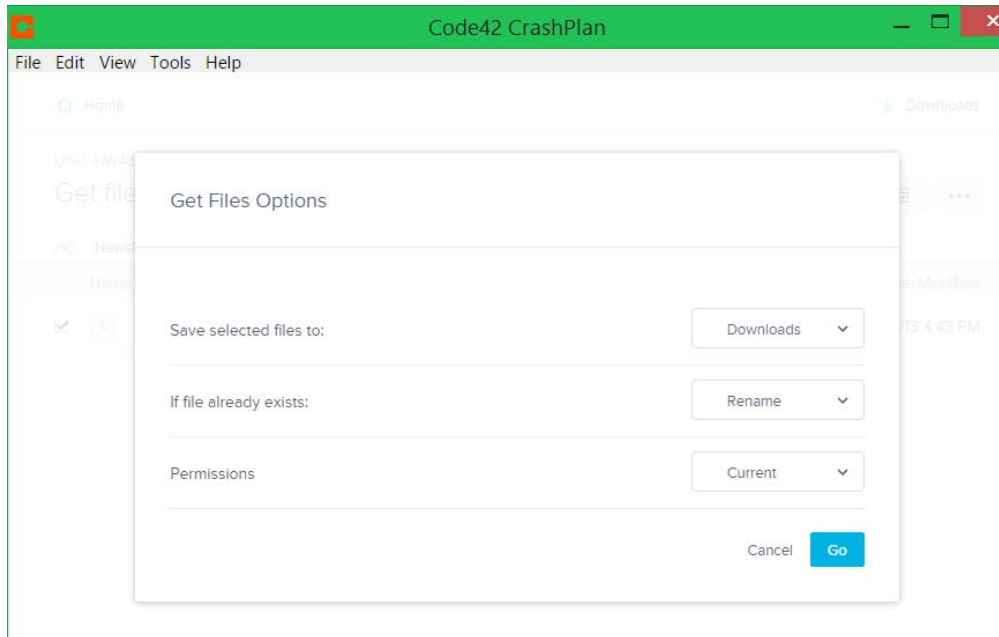
2. Select Get Files.



3. Browse to the file you want to retrieve and select it.



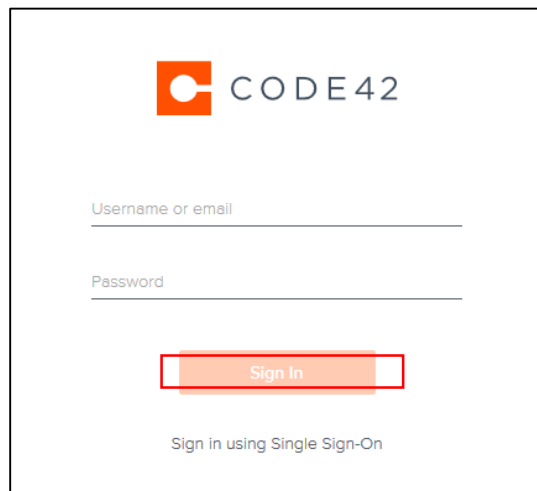
4. Select the destination options for the file and click Go.



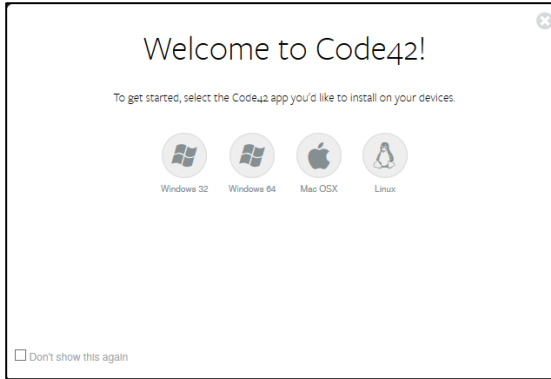
Your file is now restored.

#### From the Web

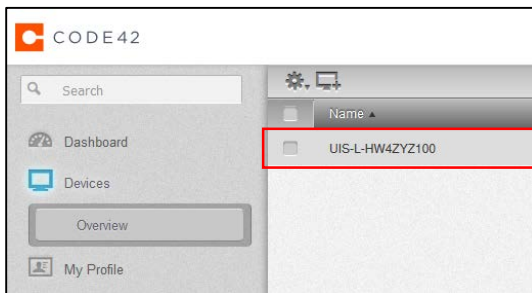
1. Access [wsb.cu.edu](http://wsb.cu.edu) and click Sign in using Single Sign-On. Login with your CU network password.



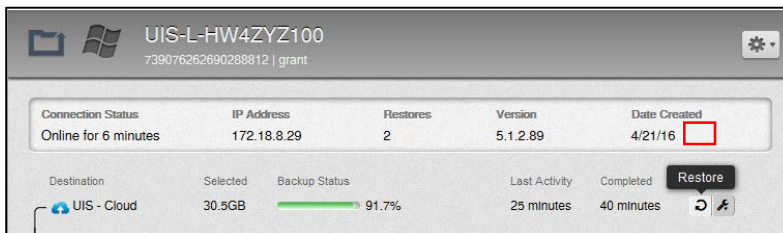
2. If you see a popup asking you to install a desktop client, select Don't show this again and close the popup. CrashPlanPro is already installed on your device.



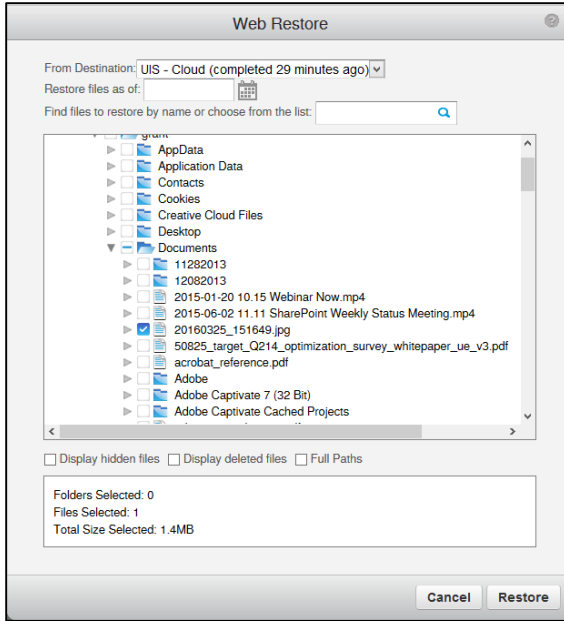
3. Under Devices, select your computer name.



4. In the information panel, click the Restore icon.



5. Select the file(s) you want to restore and click Restore.



In the lower left-hand corner of the application, click to download and select your download location.

