Backing Up Removable Drives in Crashplan

Use these instructions for backing up removable media in Crashplan. Many of our clients store work on USB drives or portable hard drives, these instructions will help you back up these devices to your Crashplan account.

Step-by-step guide

1. The Crashplan application is always running in the background on your Windows computer. Start this process by mounting the removable media, such as plugging your USB drive into the computer.
2. Bring the Crashplan application to the foreground as follows:
   a. Macintosh - Use launchpad to find it among your applications.
   b. Windows Instructions - Click the Windows Key on your keyboard - This brings up a list of applications that are running. Type the first few letters of Crashplan, and you should then see and select Code 42 Crashplan
3. Click on the Manage Files button to the right.
4. A list of your devices should appear, and you will see the name of your removable drive in the list without a checkmark. This indicates it is not part of the backup.
5. Now check the box next to the removable drive to add it to your backup set.
6. Close Crashplan and the drive will be included in your next backup.
Start typing Crashplan and select Code 42 Crashplan App