Backing Up Removable Drives in Code42

Use these instructions for backing up removable media in Code42. Many of our clients store work on USB drives or portable hard drives, these instructions will help you back up these devices to your Code42 account.

Step-by-step guide

1. The Code42 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 Code42 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 Code42, and you should then see and select Code42.
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 Code42 and the drive will be included in your next backup.

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