

# WebHostingBreak

## How to Use the Back Up Feature in cPanel

This demo assumes you've already logged into cPanel.

Lets look at the back up options available through cPanel.

Scroll down and click the **BACK UP** icon.

This is the main back up screen, where you can back up and/or restore the files on your hosting account. In this example it is on a server that has daily, weekly and monthly back ups enabled. This means that the server is automatically backing up your files on a daily, weekly and monthly basis.

By clicking any of the option buttons (**DAILY, WEEKLY, MONTHLY**) you can download a copy of these back ups to your local computer.

Scroll down.

This is the manual back up section of the back up screen. There are several ways to back up your files depending on which files you want to back up.

You can back up only the home directory of your website by clicking on the **HOME DIRECTORY** button.

You can back up a **MySQL DATABASE** from within your account by clicking the **DATABASES** sub button.

Or you can back up only certain files and specific sub domains by clicking in the **FORWARDERS and FILTERS** section.

In this case, we are going to perform a **FULL BACK UP** and save it to a remote FTP Sever.

Click the **DOWNLOAD OR GENERATE A FULL BACK UP** link.

From the dropdown box, set the **BACK UP DESTINATION** to **REMOTE FTP SERVER**.

Enter the **EMAIL** address where you want the complete report of this back up to be sent.

Enter the **REMOTE SERVER** where you want the back up to go.

Enter the **FTP USERNAME** and **PASSWORD**.

Now click **GENERATE BACK UP**.

That's it! You've just created a full back up to the remote FTP server we specified.

Click the **GO BACK LINK**, then click the next **GO BACK LINK**.

Now lets only back up the **HOME** directory on our local computer.

Click **HOME DIRECTORY**.

A file download box appears. Click **OK**.

We've successfully backed up the home directory to our computer. Now lets restore the back up we just

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made. In the **RESTORE A HOME DIRECTORY BACK UP** section, click **BROWSE**.

Locate and select the back up file you wish to restore.

Click the **OPEN** button. Then click the **UPLOAD** button. The files have now been restored.

You now know how to use the back up utility, and can manually back up your files as often as you wish.