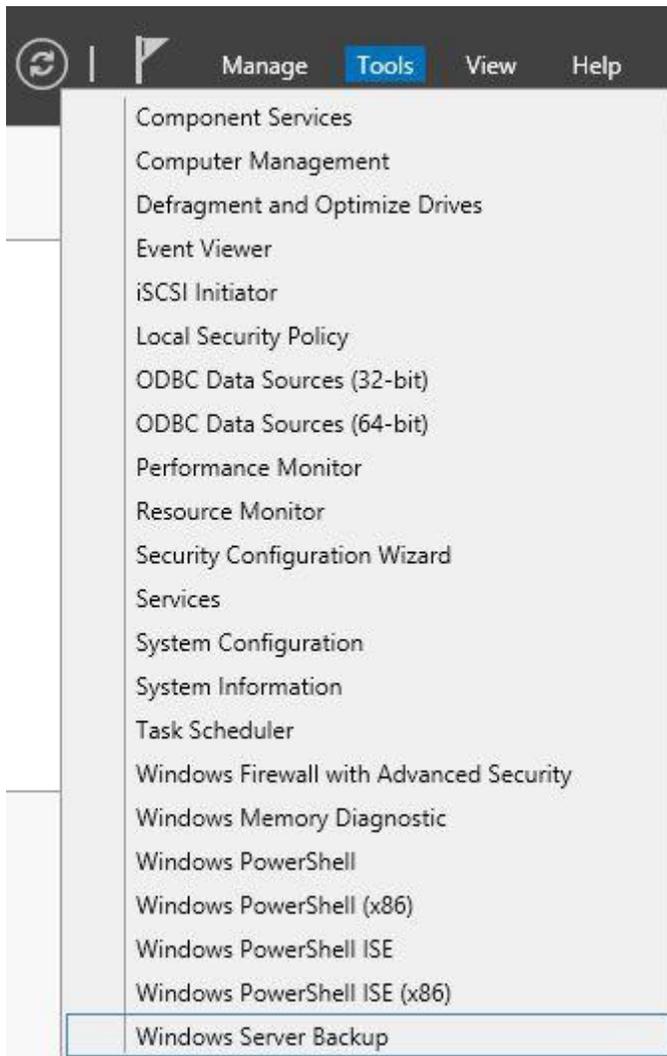


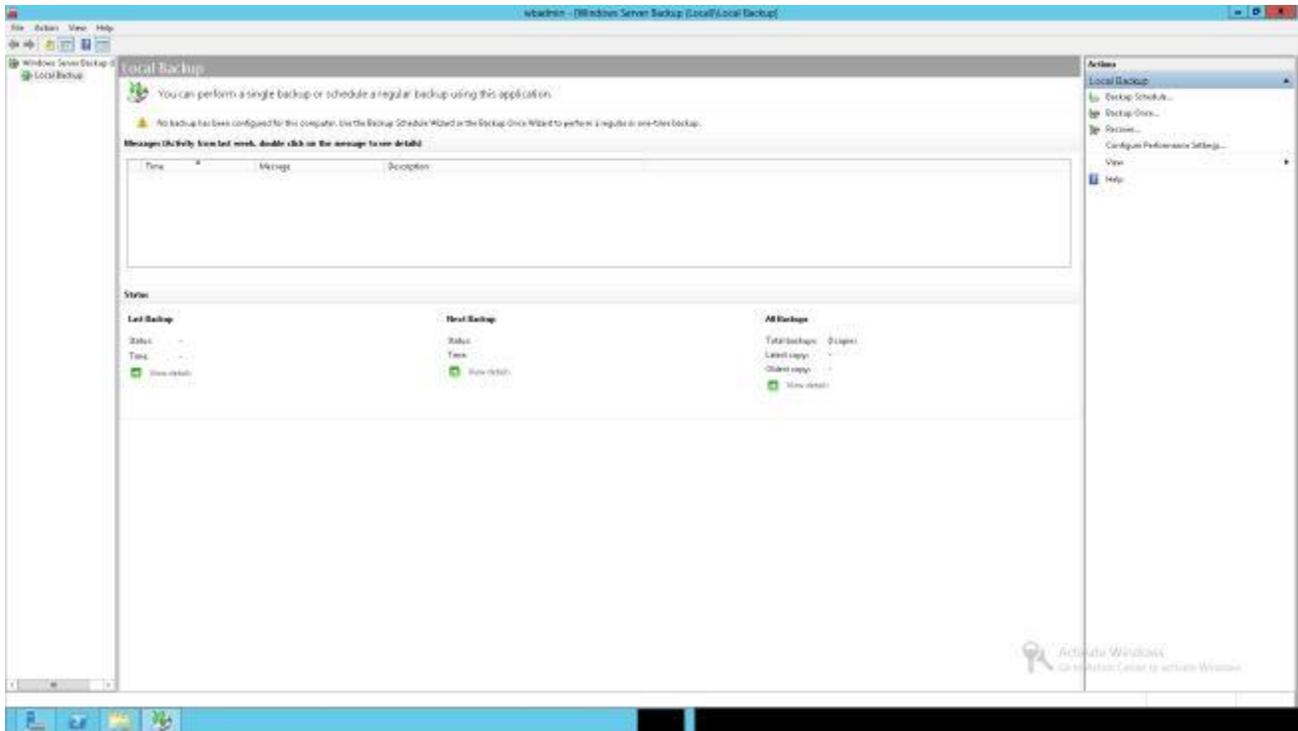
# How to use windows backup Server 2012

## Creating a one-time backup

Go to the Tools option provided by the Server Manager, left-click on it and scroll down to the "Windows Server Backup" option.

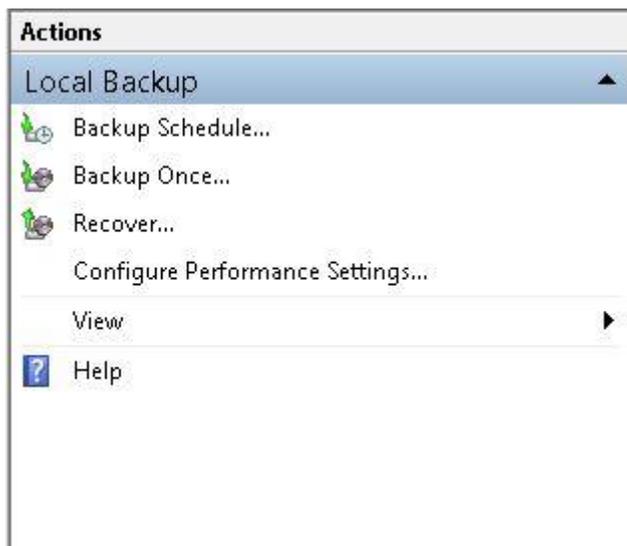


Now this type of option will be opened:

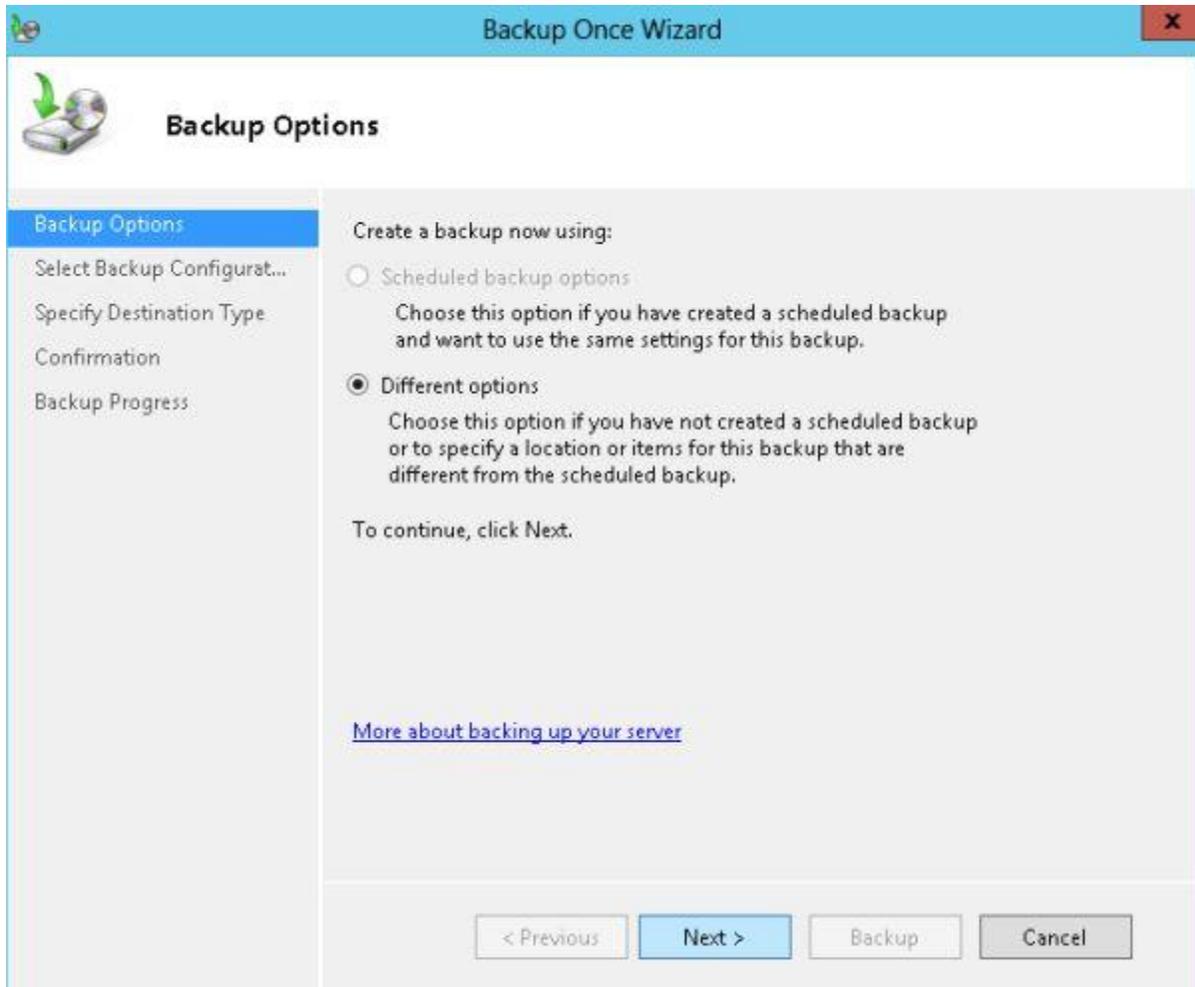


## Step 2

In the Local Backup option you will get a few options like "Backup Schedule", "Backup Once", "Recover" etc. In this article we will create a one-time backup, so click on "Backup Once".

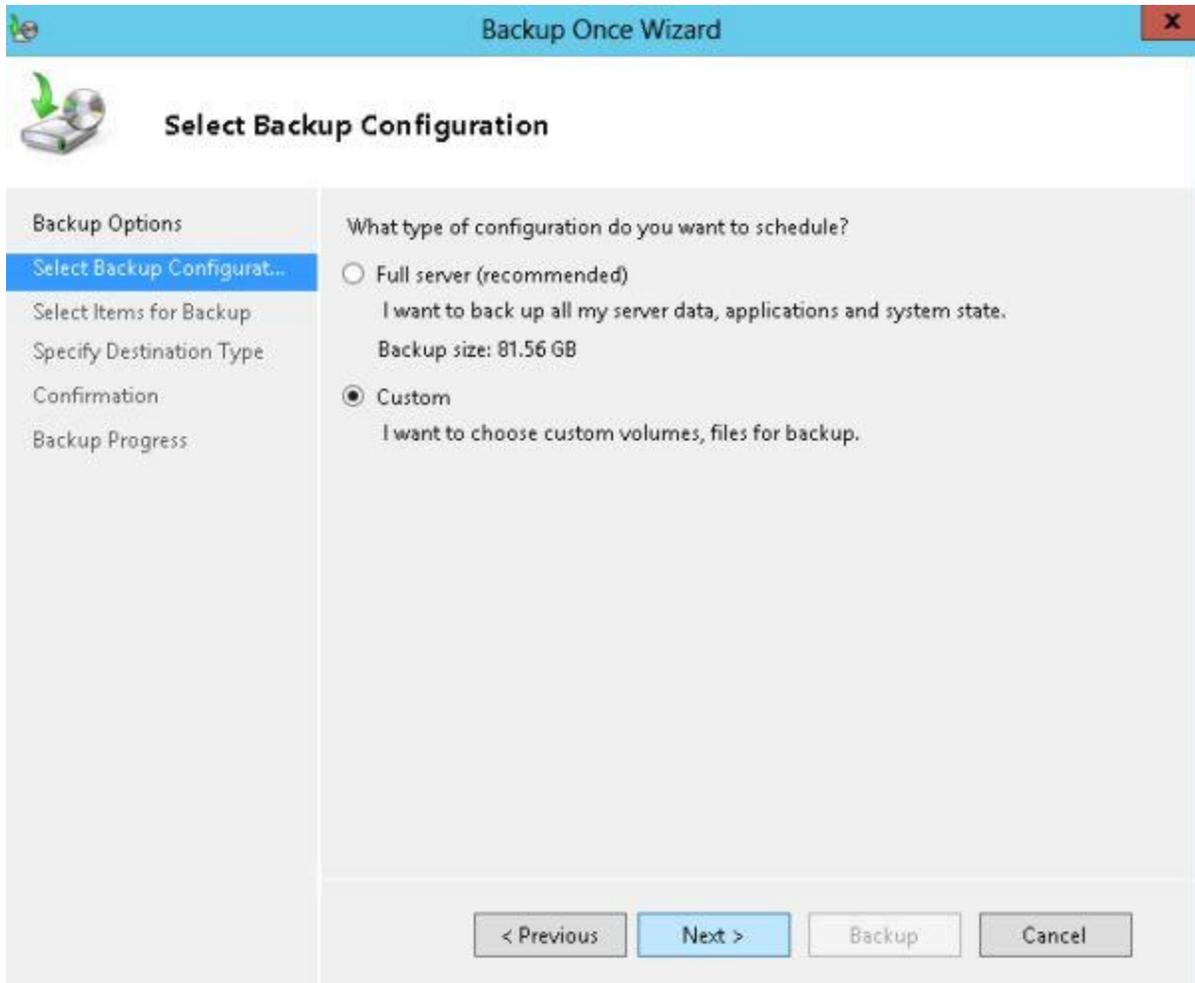


Now "Backup Options" will be available from which you must select the **second** option, "Different Options" and then click on "Next".

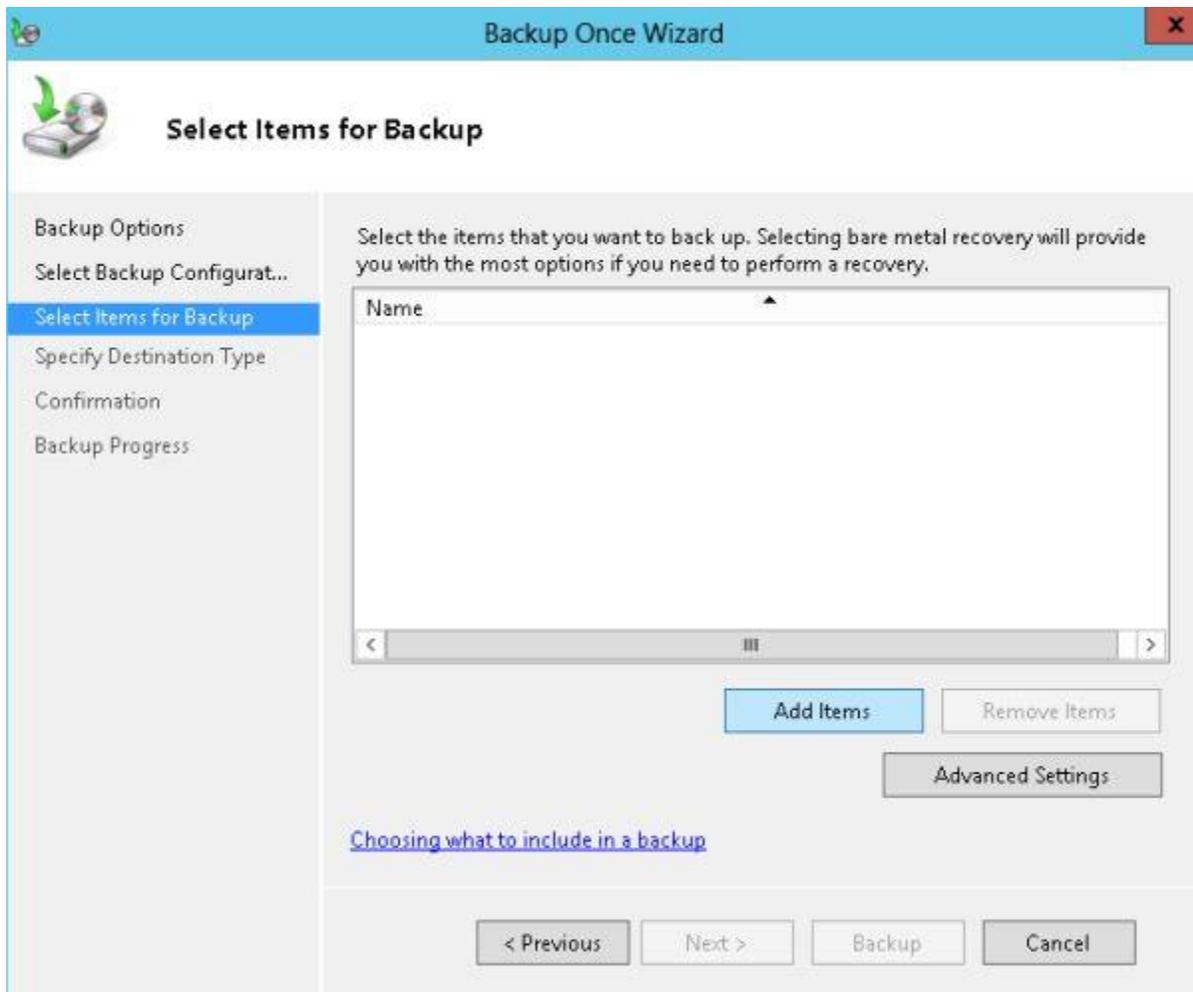


### Step 3

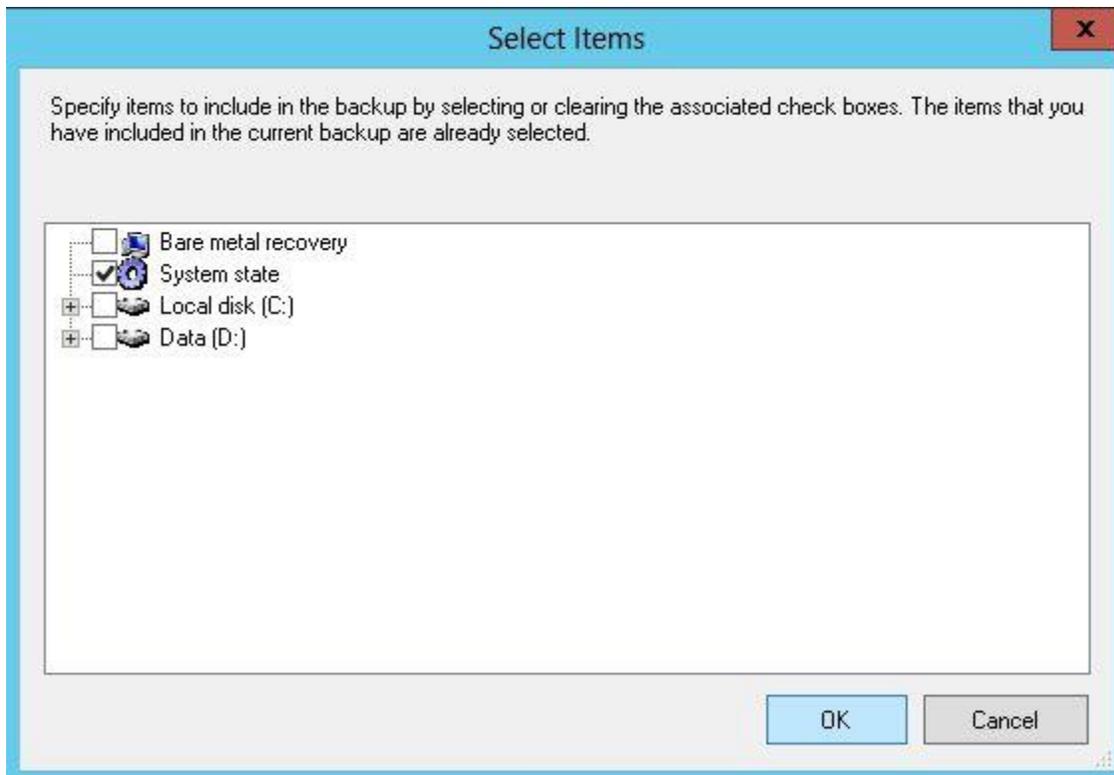
Now "Backup Configuration" will be available from which you can either select to create a backup of the "Full Server" or select the "Custom Option" that will give you freedom to chose from various options for creating a backup.



On the next page click on "Add Items" after which you will be able to select the item to create the backup of.

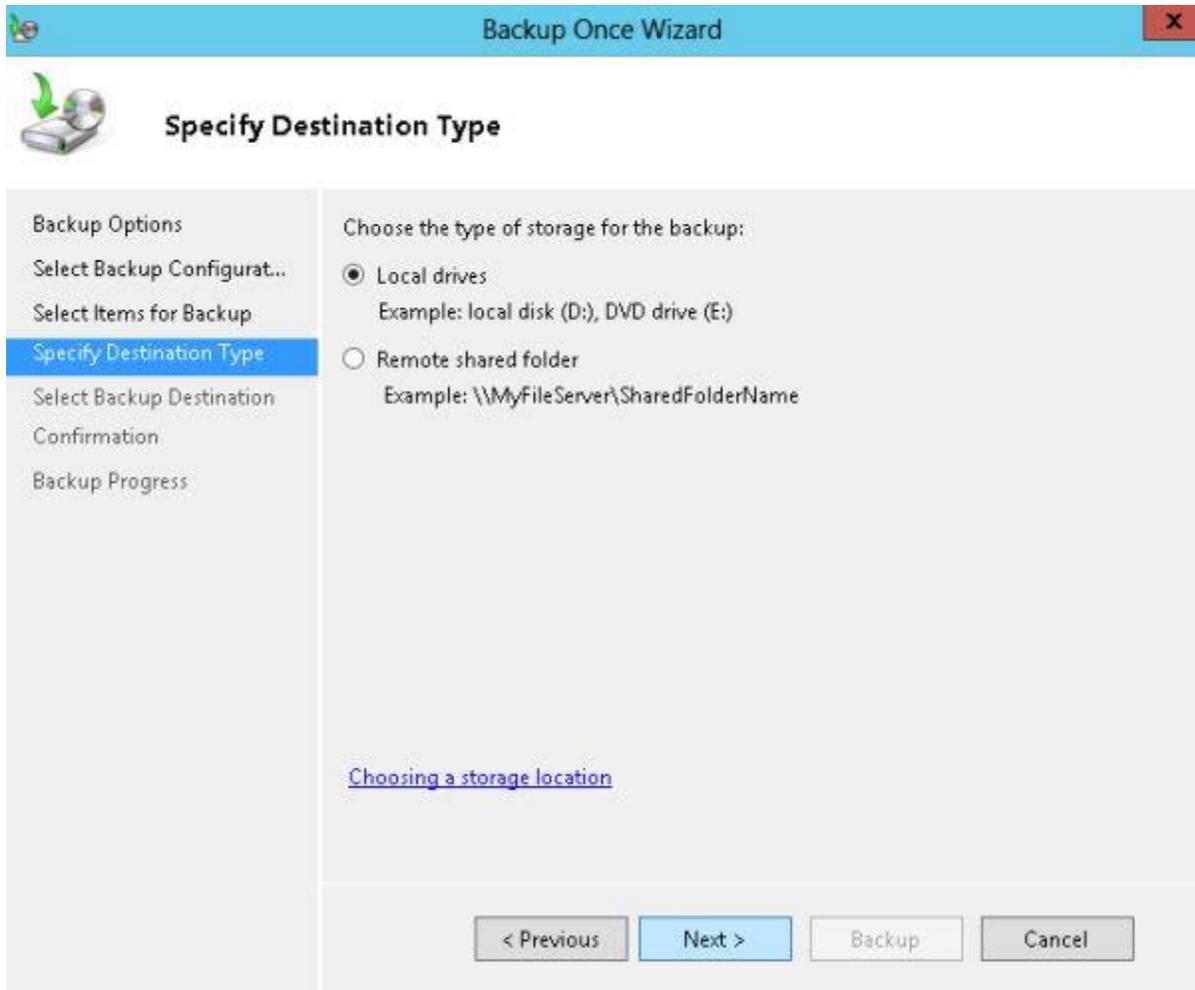


From the options you can select any Drive or System State or both. Here I will create a backup of only the System State so I select it and click on the "OK" button.

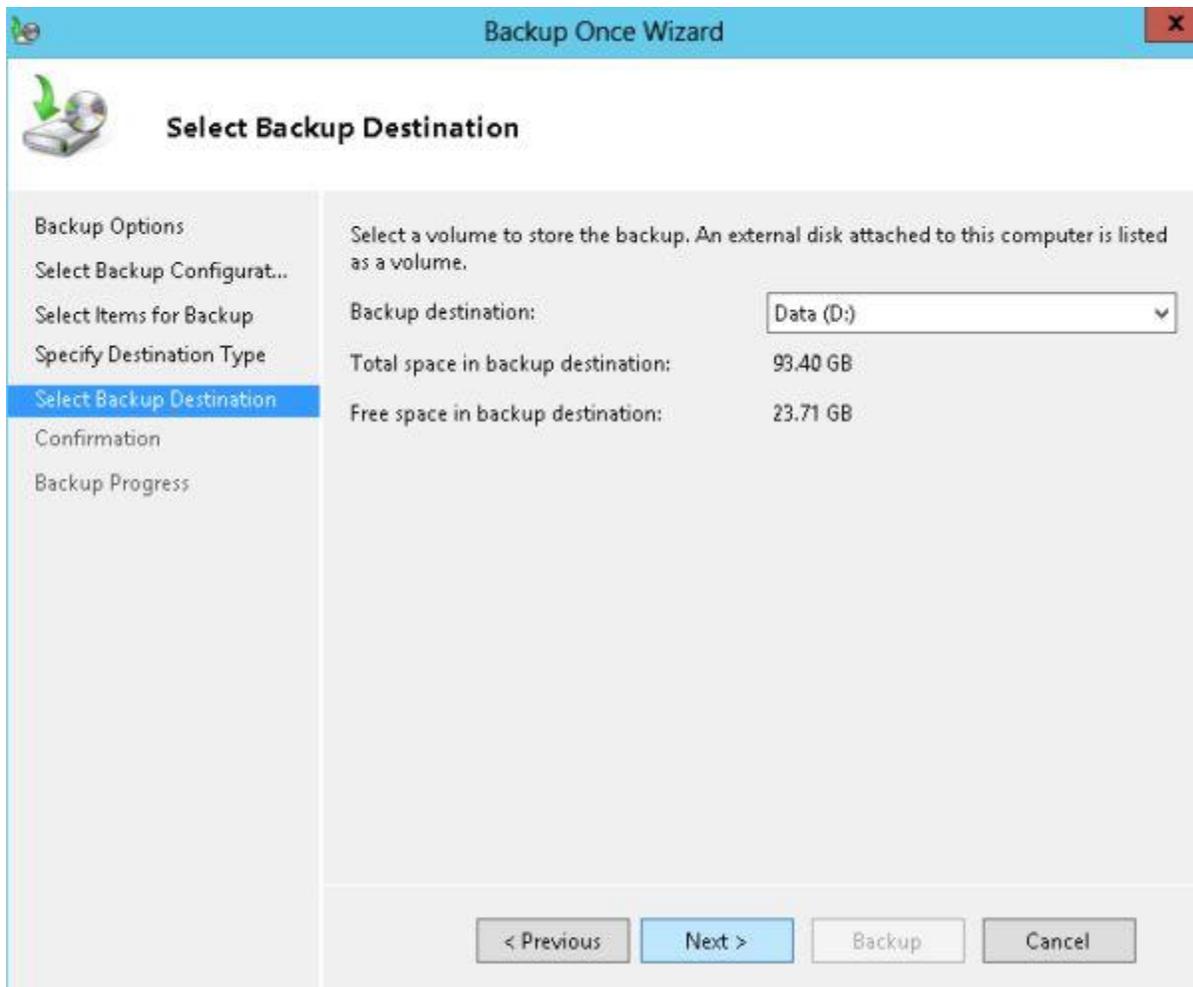


#### Step 4

Now you must select the "Destination Type" that can be either a "Local Drive" or any remotely shared folder.

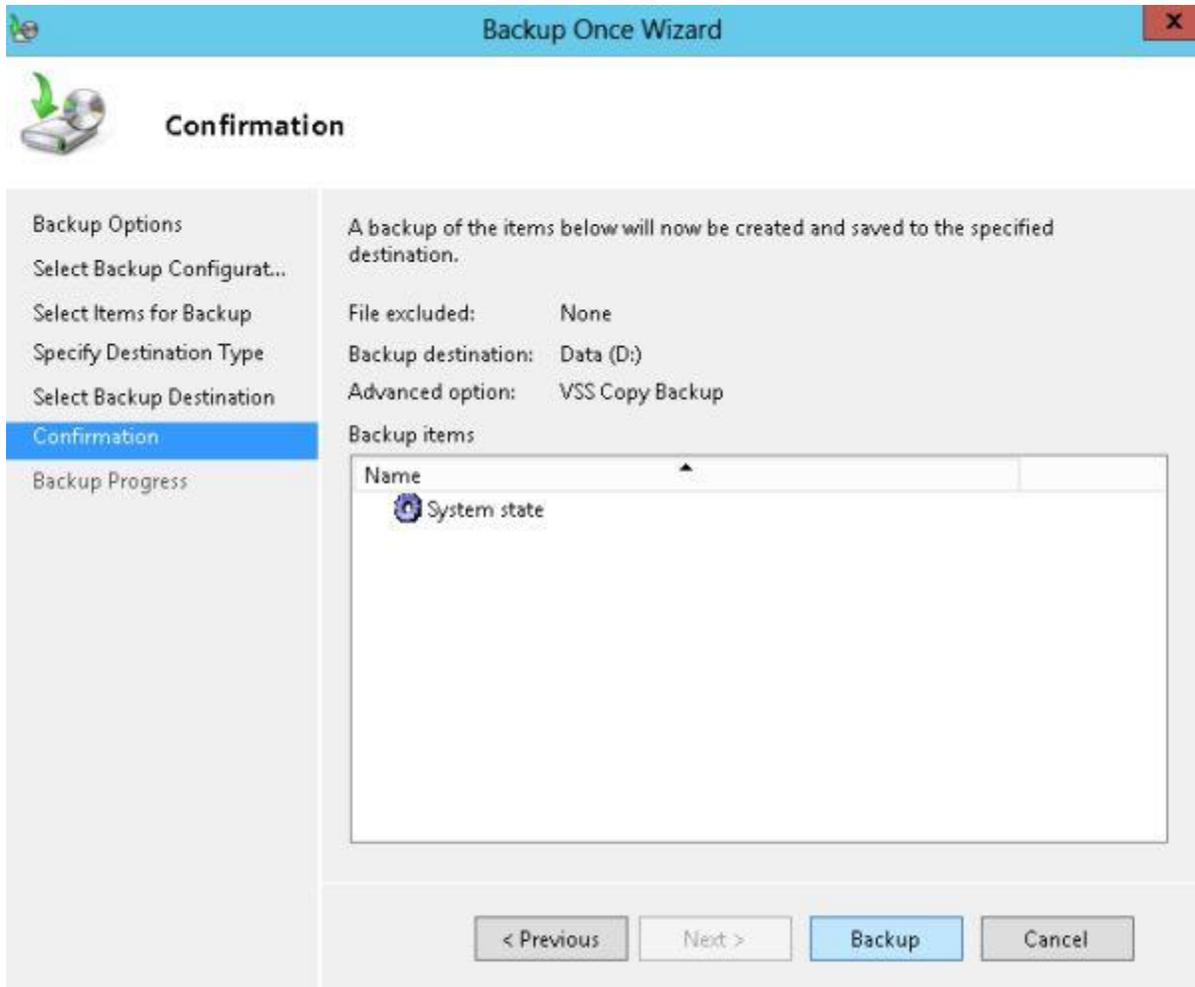


Since here I selected the Local Drive, it will ask me in which drive I would like to create the backup and how much space is available in that drive. After that click on "Next".

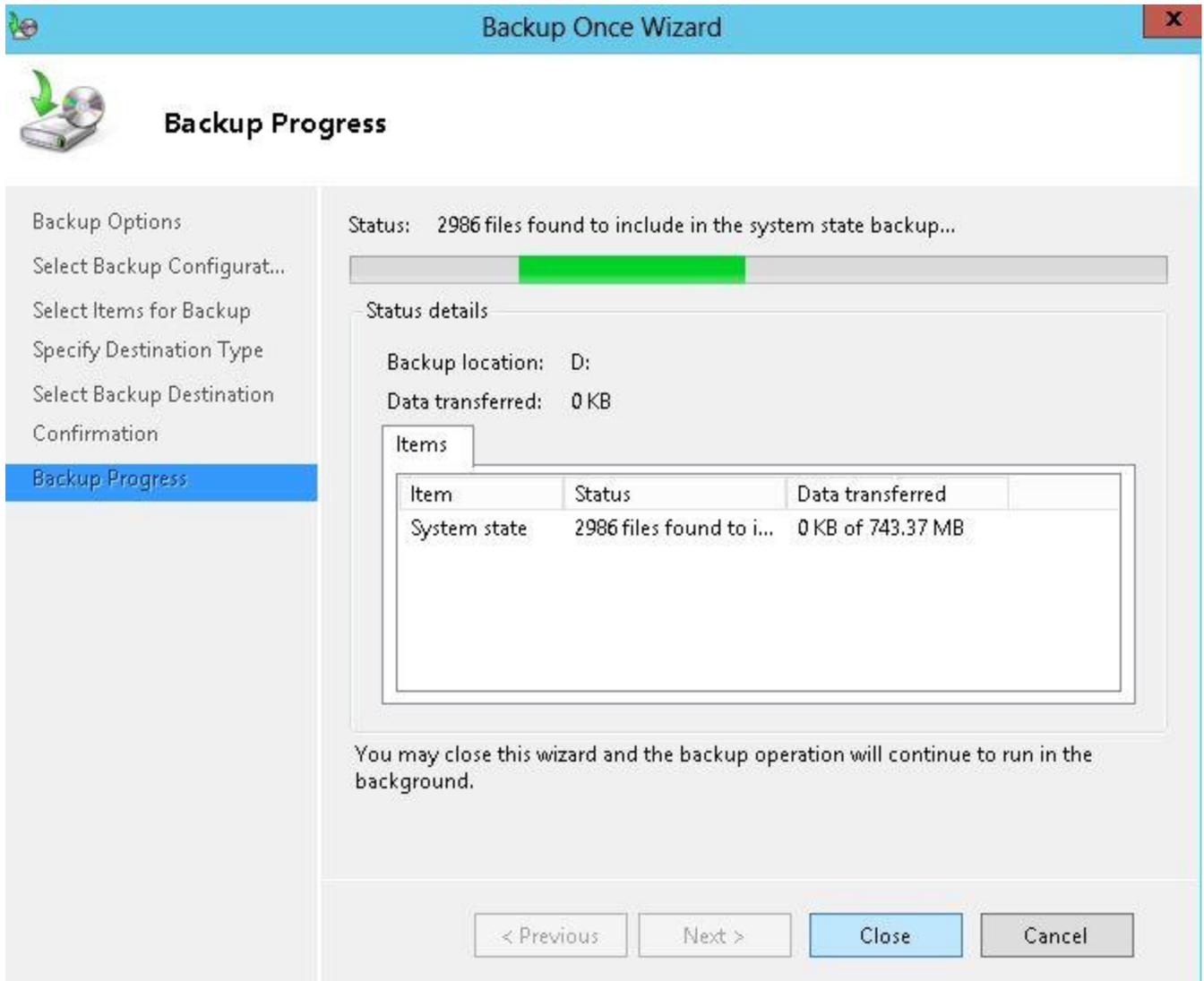


### Step 5

Now a Confirmation Page will be shown that will show you the full details of whatever you selected and will finally ask you to give permission to create the backup. Click on "Backup" to start the backup.



Now your backup will begin and within a few minutes your backup will have been created.



Now you can go to the specified drive and ensure that the backup was created.

Name	Date modified	Type
Anubhav	3/3/2013 7:04 PM	File folder
New folder	3/12/2013 5:02 PM	File folder
serverbackup	3/14/2013 9:57 AM	File folder
WindowsImageBackup	3/15/2013 10:45 AM	File folder
MCNDESKTOP43	3/7/2013 11:18 PM	Hard Disk

