

Memeo® Backup Professional 4.5

QUICK REFERENCE GUIDE

Getting Started with the online management console

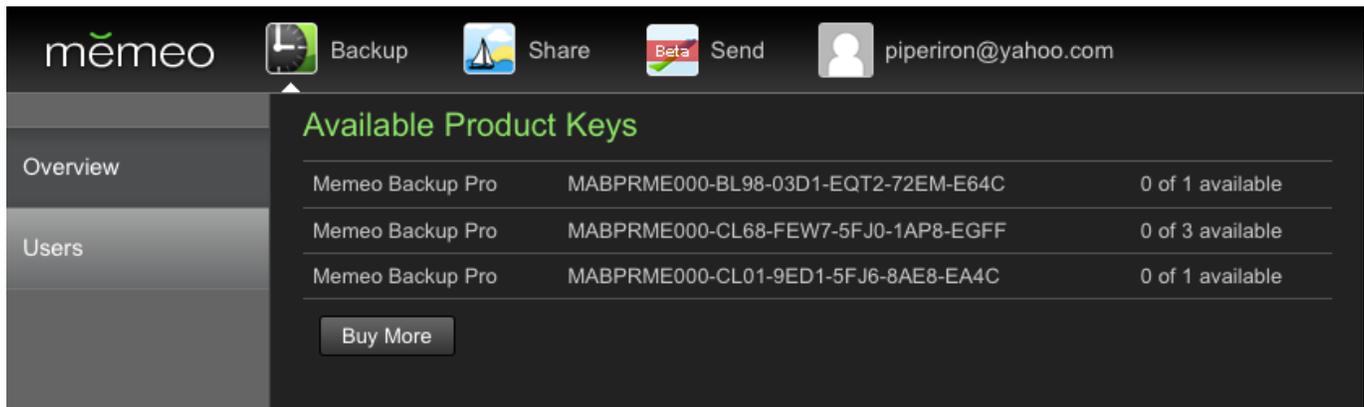
The online management console allows administrators to distribute licenses (product keys) to users in a small business environment, monitor the status of backups, and view backup alerts and activity. Individual users can then download and install their copy of Memeo Backup Professional.

Step 1 – Admin Orders Backup Professional with the management console

1. Go to the Memeo.com store and order the desired number of licenses for Memeo Backup Professional.
 - o Business products can be found at: <http://www.memeo.com/business/>
 - o Enter a valid email address when ordering. This enables access to the management console as an Administrator.

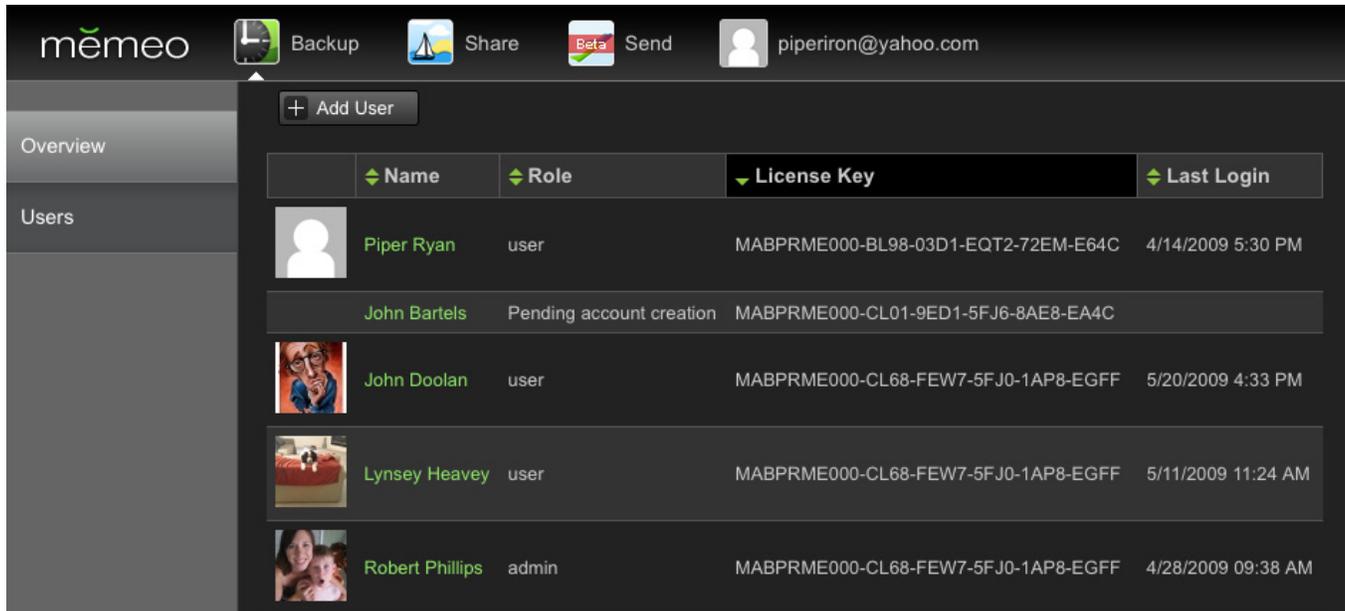
Step 2 – Admin Accesses the online management console

1. Go to <http://me.memeo.com> to log in.
 - o **NOTE:** Be sure to **log in using the email address used when ordering** in Step 1.
 - o If you need to reset your password you can do so from the login screen.
2. **Go to the Backup tab** to view the Product Keys available for distribution.



Step 3 – Admin Distributes Product Keys

1. Select “Users” area on the left panel.
 - o This displays the users currently assigned a license.
2. Click the “Add User” button.
3. Enter the new user’s first name, last name, and email address. Select a product key from the drop down list.
4. **NOTE:** An **email will be sent to the new user** with a download link and the product key to register the software.



Step 4 – Users Download and Install the Backup Software

1. The Users you selected in the previous step will receive an email with a download link.
2. Be sure the users click on the link “Download Memeo Backup Professional”
 - o This will initiate the download to their desktop (about 16MB).
3. The users will need to run the installer to install the software to their Windows computer.
4. The users will be prompted to reboot their computer.

Step 5 – Users Run Backup Professional

1. When the Users first run Memeo Backup Professional, they will be prompted to create a backup plan by doing the following:
 - o Selecting a destination for the backup files.
 - o Selecting what files to back up.
 - o Providing a name for this backup plan.
2. Users will be prompted to create a Memeo account. They should use the same email address used in the installation email they received.
3. Users will be prompted that they are using a trial copy of Memeo Backup Professional and that they need to buy a license or enter their product key.
 - o If the software does not auto-register, the user should enter the product key provided in the installation email.
4. After the software has been registered and a Memeo account has been created, the administrator will see backup plans in the management console as users create them.

Step 6 – Admin Monitors the Status of Backups

1. Under the Backup area, click “Overview” at the left.
2. View the “Alerts & Activities” section to view all of the different backup plans of users you are monitoring.
3. View current statuses under the “Status” column. Click the column header to sort by status.
 - o **TIP:** Click on a user’s name in the management console to view more details about the user’s backups.

The screenshot shows the Memeo Management Console interface. At the top, there is a navigation bar with the Memeo logo, a 'Backup' button, a 'Share' button, a 'Send' button (marked as Beta), and a user profile for 'piperiron@yahoo.com'. On the left side, there is a sidebar with 'Overview' and 'Users' options. The main content area is titled 'Backup Overview' and includes a bar chart showing backup statistics: 64 Docs, 12 Songs, 116 Photos, 0 Videos, and 44 Others. Below the chart is an 'Alerts & Activities' section with a table listing backup events.

Name	Backup Plan	Destination	Status	Date & Time
Piper Ryan	MEMEO - Online	Online	Backup completed	5/20/2009 3:06 PM
Piper Ryan	MEMEO - Online	Online	Backup completed	5/20/2009 3:06 PM
Piper Ryan	Documents	RemovableStorage	Backup paused	4/15/2009 3:16 PM
Piper Ryan	Process Docs	Online	Backup completed	4/14/2009 5:54 PM
Piper Ryan	Pictures	Online	Backup completed	4/14/2009 5:28 PM
John Doolan			Product Key Not Registered	
Lynsey Heavey			Product Key Not Registered	
Robert Phillips			Product Key Not Registered	