# inSync – Adding Local Folders to Backup

**Windows**

**macOS**

## Windows:

**How to add additional local folders to the backup:**

1. Open the backup software in one of the following options:

    1.1. Go to the Start menu, find the software - Druva inSync, and open it.

    1.2. From the bottom menu in the software drawer look for the software icon, click on it and select Open Preferences.

2. In the settings window you can see the preset folders, and the current backup status.

3. Click on Add Folder to open the window for selecting additional folders for backup.

4. In the window that opens, you can select from a list of defined folders, or select additional folders on the computer:

    4.1. At the top is a list of folders (Desktop, Documents, Email, username). The Desktop and Documents folders are already predefined, no need to reconfigure.

    4.2. In the lower part you can open the computer and select additional folders, for example to add the Music folder, open: MyPC->Users->username->Music:

5. After the selection, click Next:

6. In the window that opens, you can select the backup content:

7. When finished, click Add.

8. During the next backup, the selected folder will respond automatically.

9. You can remove the folder from the backup, by entering the software and clicking x next to the folder name in the list of backed up folders.

## macOS:

**How to add additional local folders to the backup:**

1. Open the backup software in one of the following options:

    1.1. Go to the Applications folder, find the software - Druva inSync, and open it.

    1.2. From the top menu, look for the software icon, click on it and select Open Preferences.

2. In the settings window you can see the preset folders, and the current backup status.

3. Click on Add Folder to open the window for selecting additional folders for backup.

4. In the window that opens, you can select from a list of defined folders, or select additional folders on the computer:

    4.1. At the top is a list of folders (Desktop, Documents, Email, username). The Desktop and Documents folders are already predefined, no need to reconfigure.

    4.2. In the lower part you can open the computer and select additional folders, for example to add the Music folder, open: MacintoshHD->Users->username->Music:

5. After the selection, click Next:

6. In the window that opens, you can select the backup content:

7. When finished, click Add.

8. During the next backup, the selected folder will be backed up automatically.

9. You can remove the folder from the backup, by entering the software and clicking x next to the folder name in the list of backed up folders.