

 **10 Easy Steps**

to Get Started Backing Up Your Data

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| 1 | Figure out how many devices will need access to files (<i>including laptops, tablets, phones</i>) | <input type="checkbox"/> |
| 2 | Decide frequency: how often do you want your data to back up (<i>hourly, daily, weekly</i>) | <input type="checkbox"/> |
| 3 | Determine the type of information you're backing up and the estimated size | <input type="checkbox"/> |
| 4 | Will this information be accessed regularly or is it just for occasional reference | <input type="checkbox"/> |
| 5 | Set your purchasing price range | <input type="checkbox"/> |
| 6 | Think about your business growth plans (<i>are you planning to scale up?</i>) | <input type="checkbox"/> |
| 7 | Look at employee needs (<i>do you have remote workers; do people work on the go?</i>) | <input type="checkbox"/> |
| 8 | Pick your redundancy methods (<i>combination of internal hard drive, removable storage or cloud</i>) | <input type="checkbox"/> |
| 9 | Make sure you plan where to keep one copy of the data offsite | <input type="checkbox"/> |
| 10 | Determine whether IaaS, PaaS or SaaS is best for you (<i>this dictates if public or private cloud is required</i>) | <input type="checkbox"/> |
| Bonus step: | | |
|  | Find a qualified managed service provider who can help guide you in the best direction for your business | <input type="checkbox"/> |