

## What is it?

SpiderOak is an automatic backup system for your files. As long as your computer is connected to the Internet, it backs up everything on your desktop, documents, and pictures folders. to the company's servers in the cloud. It does **not** back up videos, music, programs, compressed files, or certain file types.

## How do I get it?

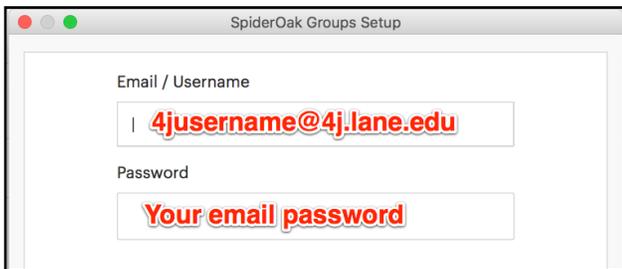
SpiderOak will either be automatically installed or a tech will install it for you.

## What do I need to do?

Once SpiderOak is installed, you have to log in only one time. After that, it will automatically backup your files.

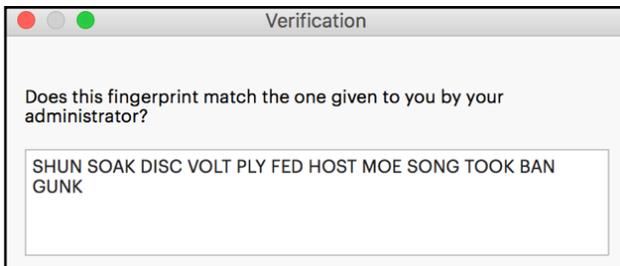
## How do I log in?

Once it is installed on your computer, a window will pop up with a log-in screen. Enter your complete 4j email address and password and then click on "Sign in"

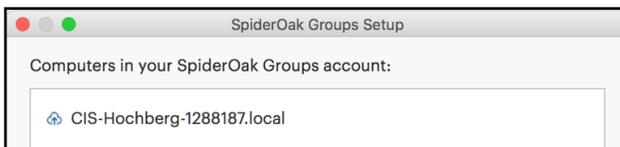


Note: If this window does not open, go to your Applications folder and open SpiderOakGroups. If it is not there, send an email to [4jdesktop@4j.lane.edu](mailto:4jdesktop@4j.lane.edu).

A verification window opens up. It does not have to match this screenshot. Click on "Yes".

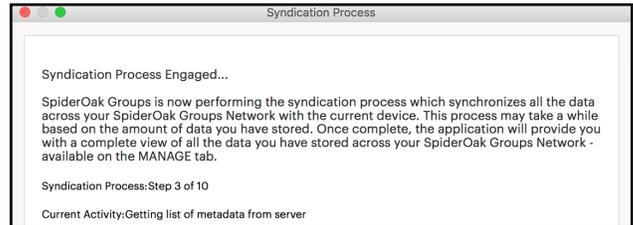


Since you can have more than than one computer backed up, the next window shows you your computers.



You can rename your computer (i.e., "my laptop", "my desktop".) If you don't do anything, it will use the existing computer name. Click on "Next".

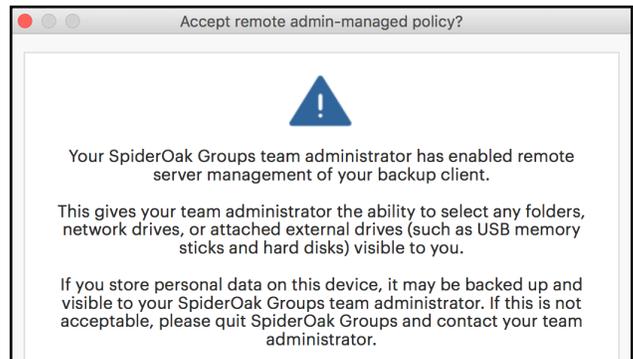
SpiderOak will begin to back up (syndicate) your files. You are done! Click on "Close" to close the window. Backing up can take a while but it does not affect your using the computer.



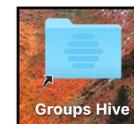
## Things to know

Since this is a district-owned computer, you will see a screen warning you that personal information on it may be visible to system administrators. Click on "Yes"

**Important! If you click on "quit", your computer will NOT be backed up.**



If a folder called "Groups Hive" appears on your desktop, you can delete it.



The new icon on your menu bar shows you that SpiderOak is running.

