TSM Backup Service - Back Up Your Files

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The first time you log in to TSM, you'll need:

- The password that the Help Desk sent you when you registered.
- To decide how you want to do your backups: manually or scheduled.

Manual Backup

1. Log in to TSM. (Macintosh or Windows or Linux).
   a. Start TSM and enter your password.
   b. If this is your first-time login, you'll get the message: "Password successfully changed." Even though you did not change the password, TSM did. It automatically changed the password, encrypted it, and stored it on your computer. The next time you log in and for all subsequent login sessions, TSM will automatically use that stored encrypted password and you won't be prompted to enter a password.
      To verify that your password was successfully stored on your computer, quit out of TSM and start it again. You won't be prompted for a password.
2. Select the files you want to back up.
3. Click the Backup button.
   Result: When the backup is done, a confirming message "Backup completed successfully" will appear on your screen.