Manage folders for backup

Overview

The folders from where the inSync Client backs up data are called backup folders. Your administrator can define the backup folders for you. You cannot exclude these folders from the inSync Client backups or change the configuration settings of the backup folders. Your administrator can allow you to configure folders for backup. You can also change the configuration settings of the backup folders.

Important considerations for inSync Client 6.5.0 installed on macOS Mojave (version 10.14) or later:

**Important:** The macOS will display an authorization prompt when inSync Client tries to access the prompting locations if configured for backup. Click **OK** to allow inSync to back up the data.

**Prompting Locations:**

- Location Services
- Contacts ~/Library/Application Support/Address Book
- Calendars ~/Library/Calendars
- Reminders ~/Library/Calendars
- Photos ~/Pictures/Photos Library.photoslibrary
- Desktop ~/Users/User Name/Desktop
- Documents ~/Users/User Name/Documents
- Downloads ~/users/User Name/Downloads
**Important:** If inSync Client users do not take any action on the prompts, inSync will pause the ongoing backup and it will remain in that state until the user takes an action.

**Important:** inSync may display an authorization prompt if inSync does not have the required access permissions.

If inSync displays the authorization prompt to access the locations for backup, it is recommended to grant inSync the required access permission. Click **Open Security & Privacy** and complete the following steps:

1. Click the **Privacy** tab.
2. Click **Full Disk Access** on the left pane.
3. Click the + button.
4. Click **Applications** on the left pane.
5. Select **inSync** from the list of applications.
6. A prompt is displayed to apply the modified settings. Perform the following steps:
   1. Select **Quit Now**.
   2. Go to **Launchpad** and start the inSync Client.

**In this section**

The following table lists the tasks that you require to configure folders for scheduled backups.

<table>
<thead>
<tr>
<th>Task</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add folders for backup</td>
<td>Add folders</td>
</tr>
<tr>
<td>Edit folders</td>
<td>Edit folders</td>
</tr>
<tr>
<td>Remove Folders</td>
<td>Remove folders</td>
</tr>
</tbody>
</table>