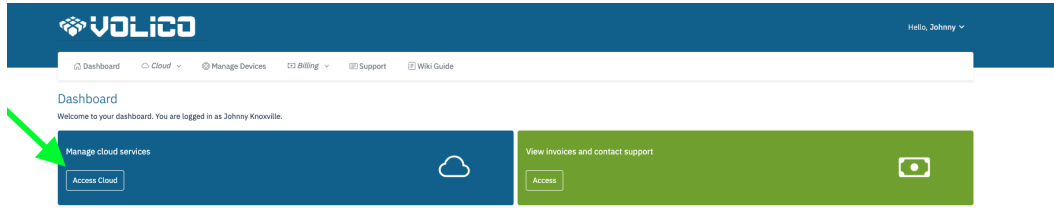


# Editing an Incremental Backup Schedule

## Logging into MyVolico Account

1. Log in to your MyVolico account.
  - a. If this is your first time accessing the portal, use the forgot password option to setup your account.
    - [https://my.volico.com/login/forgot\\_password](https://my.volico.com/login/forgot_password)
2. Click on "Access Cloud" from the dashboard.
3. You will be directed to the cloud portal.



## Editing an Incremental Backup Schedule

1. From the cloud dashboard, click on the **Virtual Servers** menu.
2. Click the label of the virtual server you're interested in.
3. Select **Backups > Schedules** tab, or click **Auto-backups** under the **Options** menu to view incremental backup schedules only.
4. Click the **Edit** icon next to a schedule to change its details:
  - **Frequency:** How frequently the backup will take place according to the set period. For example, a duration of 2 and a period of days will take a backup every 2 days.
  - **Period:** Backup period options include days, weeks, months, or years. The period must be unique for each backup target (disk or server).
  - **Rotation Period:** Number of backups after which the first backup will be deleted. This parameter is for incremental backup schedules only.
  - **Enabled:** Move the slider to enable or disable the schedule.
5. Click the **Save** button to save your changes.