



## Scheduling MS SQL 2000 backups

**\*Note:** Before you begin reading this tutorial, please see Appendix A as it provides important setup information for your SQL Server.

**1. Click Run a Backup Now.**

**2. Click Run an SQL Server Backup and then click next.**

**3a. Select the SQL Server to backup, if not in the list go to 3b.**

**3b. Click Add Button and specify the server settings.**

Definitions:

- **Server Name:** The name of the SQL server or IP address you wish to connect to and backup.
- **Port:** The actual port the SQL server is running on. (See how to check what SQL Port below)
- **Username:** A user account that has access to the SQL Server.
- **Password:** The password that is associated with the username name that has access to the SQL Server.

**4. To test to make sure you have a connection to the specified SQL Server, click Test Connection Button.**

If everything is correct you will see Connected Successfully to the SQL Server, if not try checking your username, password, port number and SQL server name.

**5. Select the database to backup from the drop down box and click next.**

**6. Specify where to backup to**

**7. Specify your log notifications and click finish.**

**8. Type in a name to reference the backup for future executions.**

**9. Click ok and let the backup run.**

### Appendix A:

**How to check what SQL Port your SQL Server is using:**

1. Log into the server that has the SQL Running.
2. Go to Start, Programs, Microsoft SQL Server.
3. Click SQL Server Network Utility.
4. Select TCP/IP and move it to the enabled protocols and then click Properties.
5. The default port will be displayed.