

Issue: How do I delete files permanently from my archive? (So they don't get backed up again.)

Actions:

- 1. Delete files or folders from my archive.**
 - 2. Remove files or folders from future backups.**
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- 1. Removing files and folders from your archive.** Select the **archive functions** pull down menu and select '**delete archived files now.**' The software will automatically pull in a complete file list from your archive. Check the box to the left of any files or folders you would like to remove from the server. Click the delete button. You will need your password to complete the deletion process.
 - 2. Removing files or folders from future backups.** Pull down the set-up menu and select **backup selections**. A window will open that shows the tree view of the contents of your computer. Uncheck boxes to the left of any files or folders you wish to permanently remove from future backups. Click the 'save settings' button.