

## **Symantec Backup Exec Media & Media Set Preparation Process**

- 1) Label physical media (i.e. Monday, Friday, Friday3)
- 2) Open Backup Exec and click on the Media tab
- 3) Right click on media sets
- 4) Choose new media set
- 5) Type in set name (i.e. MondayTape) and click OK
- 6) Repeat steps 3-5 for each media set (i.e. Monday, Tuesday, etc.)
- 7) Insert first tape
- 8) Click on Devices tab
- 9) Right-click on tape drive and choose inventory and run now
- 10) When job finishes, right-click on tape drive and choose label media
- 11) Type name for media (i.e. Monday, Friday1), click OK and choose run now
- 12) Click on Media tab
- 13) Click on online media
- 14) Click and drag media from right pane to appropriate media set (i.e. tape "Monday" goes to media set "MondayTape" and tapes "Friday1 and Friday2" go to "FridayTape")