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Access your cPanel using information provided from your Host. For example: www.yourwebsite.com/cpanel with username and password.

Note that the look and functionality of cPanel can change from host to host.

Locate "**Backup Wizard**" from the under **File**.

Select "**Backup**" to start the process

Hit "**Full Backup**" to backup all files, configurations, and database for your website.

Hit "**Generate Backup**" to finalise.

◆ Update your email address if necessary, backup destination should be Home Directory.

Hit "**Go Back**" or "**Home**" (top left-hand corner of screen) to get out of the Backup Wizard.

◆ You will receive an email when the backup is complete.

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