



Auto-Backup Notability to Box

Don't Lose your Notability Documents!

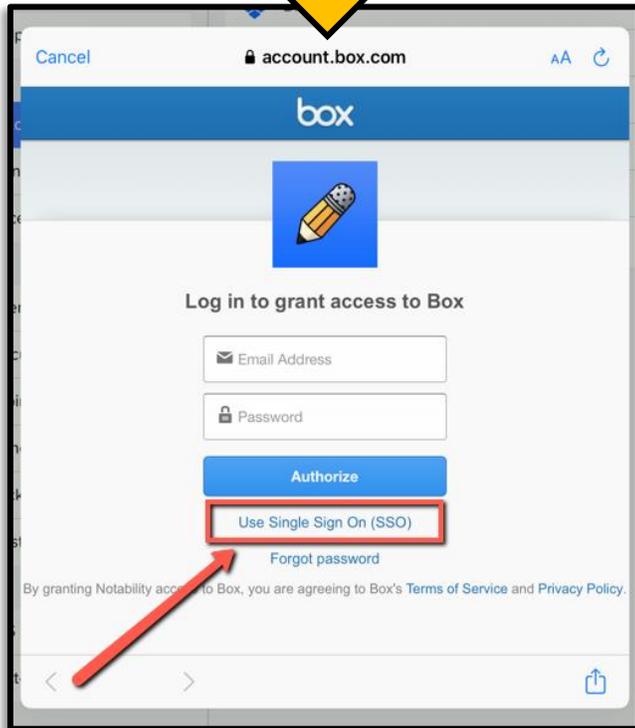
Notability can be setup to automatically backup your Notability notes to your URMC provided Box account by setting up Auto-Backup. After setting up Auto-Backup, when you close a document by returning to the Notability library the document that you are closing will be backed up to Box. This is a one-way backup—deleting a note in Notability does not delete the backup copy in Box. Similarly, deleting a backup in Box does not delete the original note in Notability.

Consider verifying / testing Auto-Backup periodically to confirm that it is working. There is no reason to think that it won't continue to work, however, the comfort that knowing your data is backed up is worth the time spent ensuring it is. **Remember, if it is worth backing up, it's worth verifying.** To do this you can check your Box account to see that new files are showing up, import a file from Box into Notability to ensure it matches your expectation, or from the Box app, check the modified time of a recently edited file (tap the three dots next to the file name and then tap "File Information").

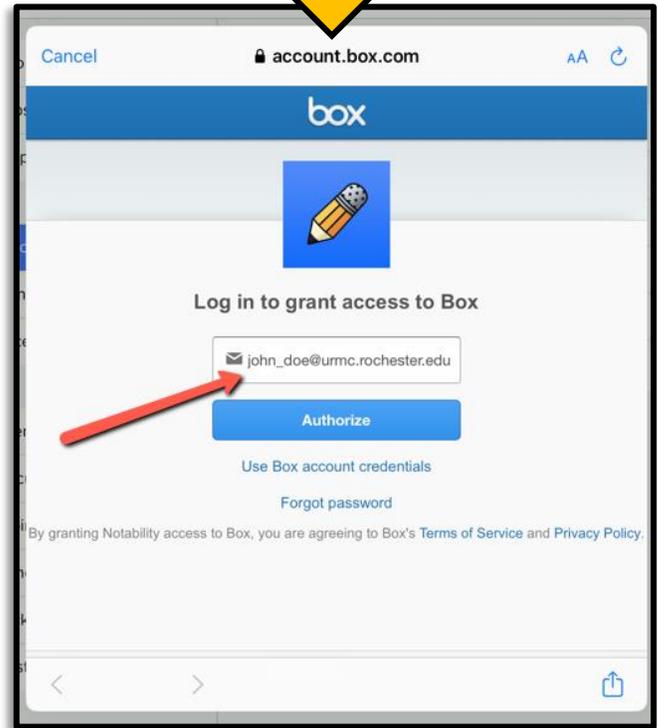
To enable Auto-Backup:

1. Open the Notability App
2. Tap the settings gear
3. Tap Auto-Backup
4. Tap Box
5. Tap Continue

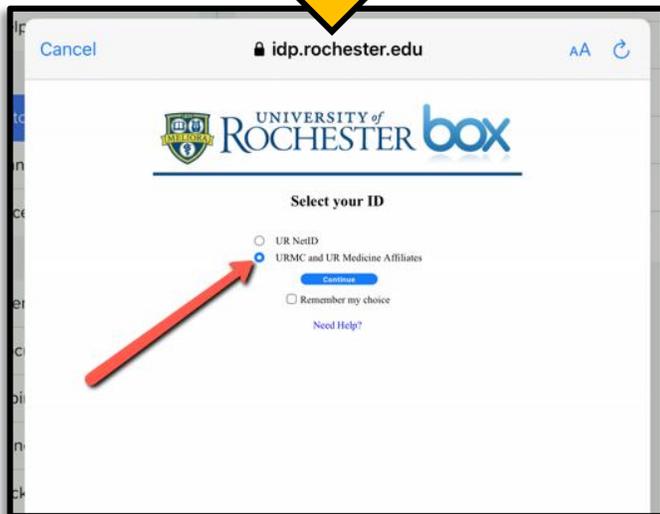
6. Tap "Use Single Sign On (SSO)"



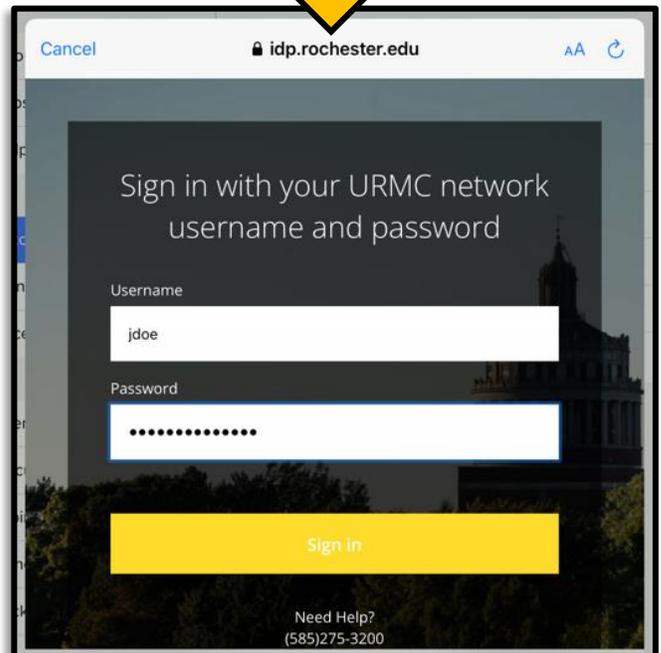
7. Enter your full URM email address and tap "Authorize"



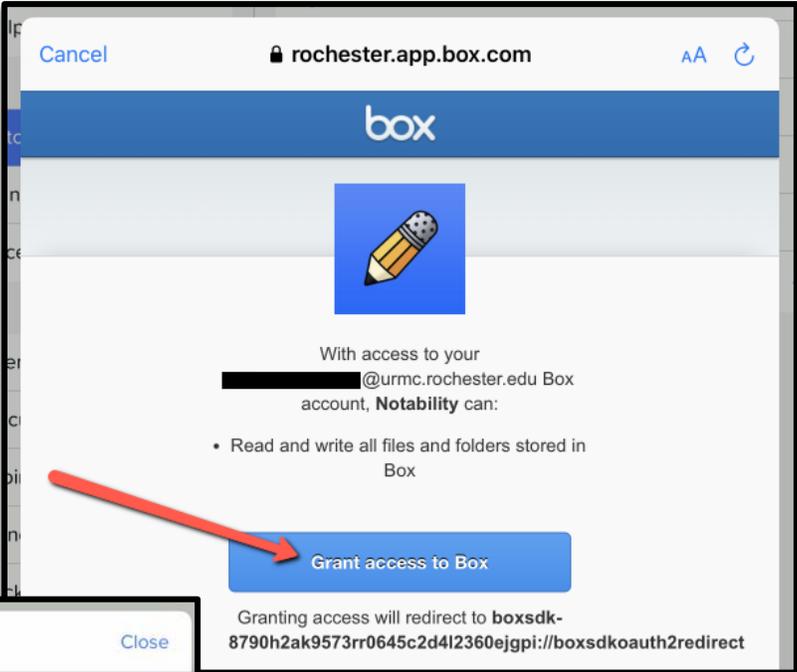
8. Select "URMC and UR Medicine Affiliates" then tap "Continue"



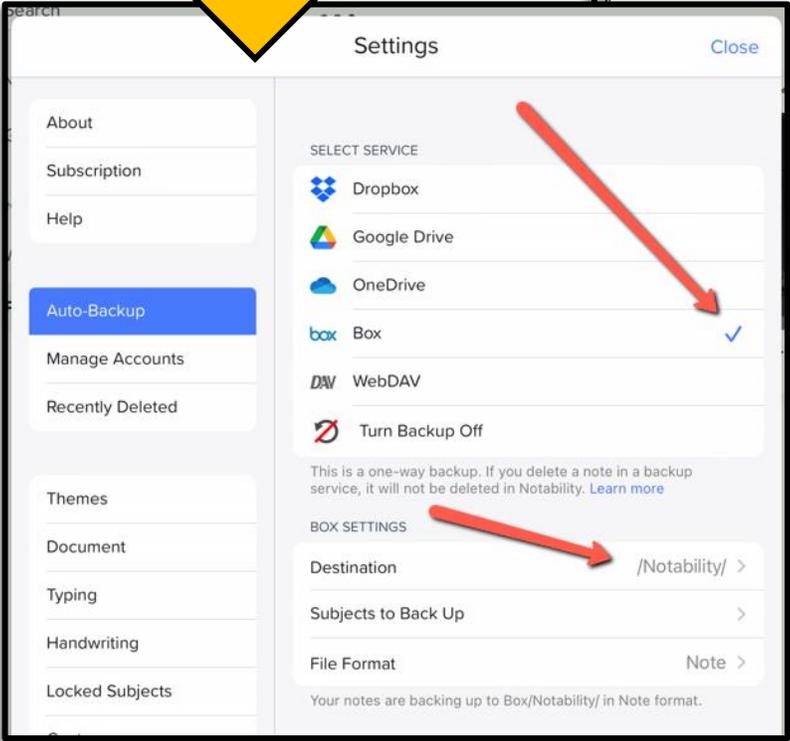
9. Enter your URM Active Directory credentials and tap "Sign in"



10. Tap "Grant Access to Box"



11. There will be a check next to Box and the destination folder in Box for the backups will be "Notability"



For more information on Auto-Backup see the following link:
<https://support.gingerlabs.com/hc/en-us/articles/206061467-Auto-Backup-Guide>

If you affiliated with the URM \ Rochester.Edu and need help with Notability please contact the Miner Library Computing Center.
Call 585-275-6865, visit 1-6051, or email ccdesk@urmc.rochester.edu www.urmc.edu/miner