

## Configure notifications for manual backup

The **Notifications** tab of the SQL Safe Backup wizard allows you to email a status notification to the appropriate database administrators about this backup. Email notifications let you, and your staff, remotely monitor the status of your backups.

Choose the status you want to monitor, type the email address of each recipient, and then click **Next**.

✔ You must configure your mail server settings before SQL Safe can send email notifications. Click **Configure E-mail** to check your settings. For more information, see [configure e-mail settings for status notifications](#).

When is the email sent?

SQL Safe sends an email to the specified recipients only when the selected backup status occurs.

For example, if you chose to monitor whether the backup fails, you will not be emailed if the backup is skipped. Because you are performing a manual backup, you will receive one status notification.

Once you configure notifications for your backup, click **NEXT** to [review details](#).

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