SOP – How to Backup WordPress Sites

**Process**

1. Login to WordPress
2. From the left-hand side bar, select *Settings > UpdraftPlus* Backups

3. From here, select *Backup Now*
4. The Perform a Backup dialogue window will appear



1. From here, select *Backup Now*
2. The backup should now begin. After the backup has completed, head to Cloudberry Microsoft Azure Blob Storage and verify that the backup is available in the specified folder
	1. Please note that it may take up to 15 minutes for the backup files to appear via Cloudberry

