Setting up a mailing list for the backup report in mBackup

Micron21 Support - 2026-11-19 - mCloud Backup (mBackup)

Setting up a mailing list for the daily backup report in mBackup

Overview

The **Backup & Recovery** service in mCloud can email a daily backup and restore report to one or more recipients. The report summarises all backup and restore activity from the previous 24 hours, so you can confirm your backups are running successfully without logging into the dashboard.

This article explains how to create a mailing list and add the email addresses that should receive the report.

Prerequisites

- Access to the mCloud dashboard at https://mcloud.micron21.com
- The email address or addresses that should receive the daily report

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Create a mailing list

1. Log in to mCloud at https://mcloud.micron21.com
2. Go to **Backup & Recovery > Settings > Mailing**.
3. Click **Create**.
4. In the **Name** field, enter a name for the mailing list (for example, `Main Mailing list`).
5. Click **Add recipient**. A new text box appears. Enter the recipient's email address.
6. To add more recipients, click **Add recipient** again for each additional address. Each click adds another text box.
7. When you have added all recipients, click **Save**.

Your new mailing list now appears on the **Mailing** page, showing its name and recipient count. From here, you can select **Create** to add another list, or **Remove** to delete an existing one.

When the report is sent

The daily report is generated and emailed at **12:00 noon** each day, covering the 24 hours up to that time. Every address on your mailing list receives a copy.