# Depositit – Backup & Restore Guide for Mac users

PART 1: INSTALLATION & ACCOUNT SET UP

1. If you have not already done so, **Email us** to set up your Mac Backup Service and we will send you an additional Welcome email including a link and password to download the Mac Backup software (as this is not included in your original Welcome pack).

2. Once received, click the Download link in the new Welcome email and Run the installation from your Downloads folder. If your machine has a password, you will be prompted to type this in, to continue installing. If your machine does not have a password, click 'ok' without typing a password.

3. Once installed, go to your Launchpad to locate and select 'Depositit Backup'.
   An alert will appear, suggesting you don't have a license to run the product. Click 'OK' to proceed.

4. Enter your Depositit Mac Account email address and password and click 'Sign in'.
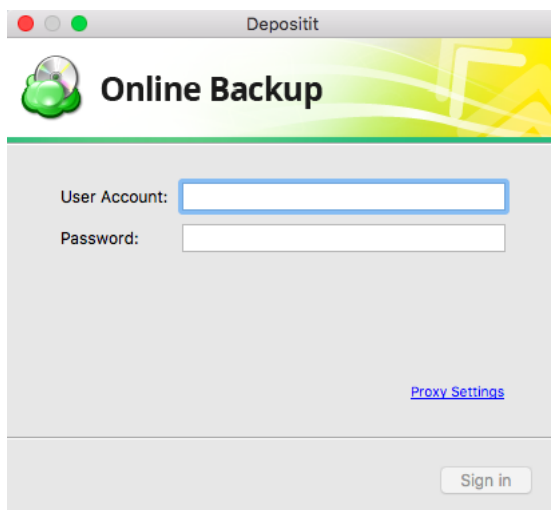
IMPORTANT!

Keep your Depositit assigned Email address and Password safe, as you will require this when restoring data or when installing the software on to a new machine.

You can use **Depositit-Organiser** to safely store these details, along with any other information you wish.

PART 2: **HOW TO BACKUP DATA FROM A MAC**

1. In the **Depositit Backup software**, select 'Back up Files' and specify a name for your plan (example: my documents or johns folder) and click 'Continue' without ticking other fields in the window.
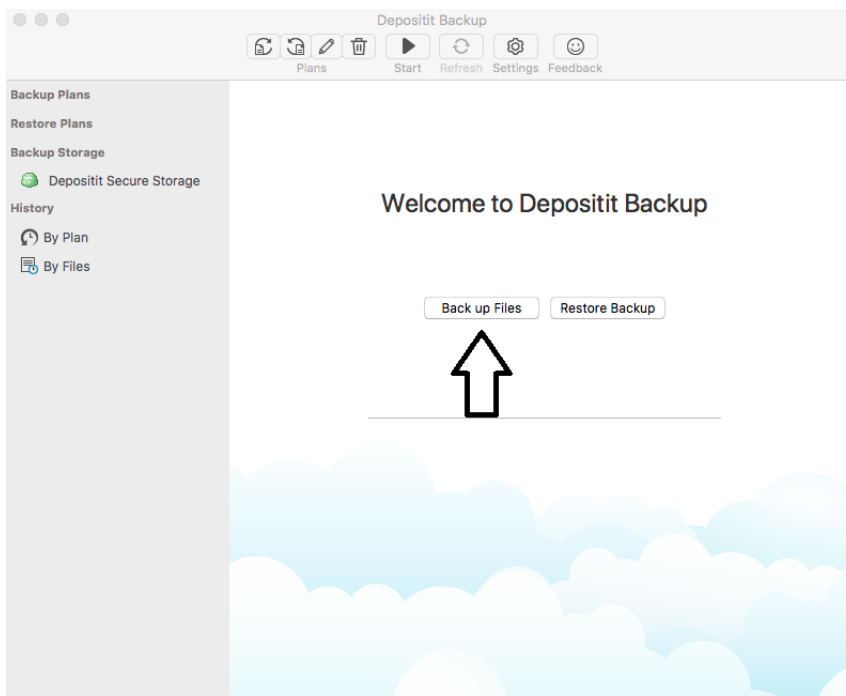

2. In the '**Backup source**' window, locate and select the folders & files you wish to back up and then click 'Continue' without ticking any other fields in the window.

   NOTE! We do not recommend selecting the entire Macintosh HD folder, Operating System, Program files or Applications as these do not need to be backed up and may fail. We recommend backing up critical files, such as those you save to your Desktop, Documents and Pictures folders.

3. In the '**Advanced Filter**' window click 'Continue' without ticking any fields.

4. In the '**Retention policy**' window, click 'Options' (next to 'Use default') and increase the 'keep number of versions' field to **30** and then click 'Close' and 'Continue'.

   NOTE! This will enable you to restore previous saved versions of files (up to 30), that are constantly updated such as spreadsheets etc.

5. In the '**Schedule**' window, select '**Enable schedule**'. This will ensure your data is backed up automatically for you. You can adjust the time/frequency that works for you. Please also select '**Run missed scheduled plan immediately upon boot-up**' as this ensures if your machine is closed at the scheduled backup time, the next time you switch on and connect to the Internet, the backup will automatically run for you. Click 'Continue'.
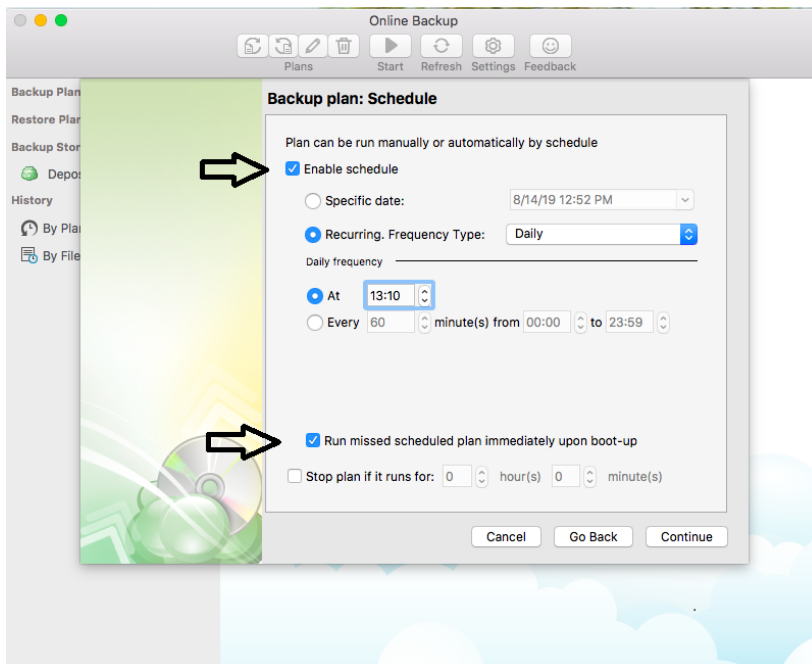
6. In the '**Pre / Post Actions**' window Click 'Continue' without ticking any fields.

7. Finally, review the '**Summary**' window and click 'Done' and your Backup plan will appear under the 'Backup plans' tab on the left hand pane of the Agent.


TIPS!

You can create multiple Backup plans, separating documents/spreadsheets/pdf's etc from pictures/media files and schedule each plan to run automatically at a different time.

You can edit your data selection and schedules at any time by highlighting your plan name on the left and then select the 'pencil' icon located in the top row of the Agent.

PART 3: **HOW TO RESTORE DATA TO A MAC**

1. Open the Depositit Backup software.
2. Select 'Restore Backup' or click the second from left icon at the top of the Agent.
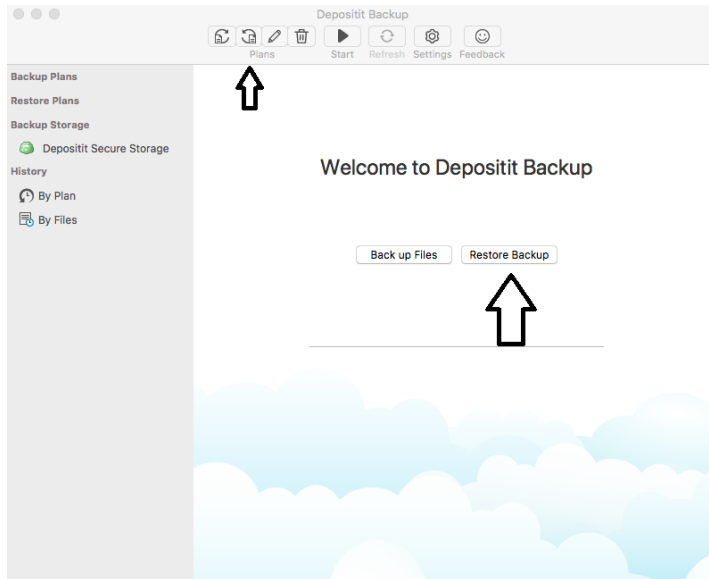
3. In the '**Plan name**' window, select 'Run restore once' and click 'Continue'.
4. In the '**Restore type**' window, select either 'Latest version' or 'Point in time' and provide a date you would like to restore from and click 'Continue'.
5. In the '**Restore source**' window, locate and tick the folders and files you wish to restore and click 'Continue'.
6. In the '**Destination**' window, select 'Restore to specific location' and click 'Browse' to go to the location you would like to restore to and click 'Open' and then 'Continue'.
7. In the '**Encryption Option**' window, click 'Continue' without ticking other fields.
8. Review the '**Summary**' window and click 'Done' and your selected folders/files will restore back to the selected location.

TIPS!

We recommend restoring all data to the 'Desktop', as that way you can easily find your files after they have restored and then move them to any other location of your choice to continue backing them up.

If you select to restore to original location, you may overwrite an earlier or later version of the same named file already in that location.

GENERAL NOTES

If you are unable to identify the exact location of your data files on your Mac, be in touch and we can assist.

Be in touch if you need to install the software to backup or restore files on to a new or additional Mac.

Be in touch if you need to reset your password.

Your Backup Plans will run at the time/frequency you scheduled and each time they complete you will receive a notification email. If you do not receive notification emails, please check your Junk or Spam email folders as they may have been filtered by your mail provider or program.

For assistance, please email support@depositit.com