Depositit Backup and Restore Guide for Windows users

PART 1: INSTALLATION & USER ACCOUNT SET UP

1. Download the Windows Backup software from the Download page on our website: http://www.depositit.com/download.shtml

2. Follow the installation wizards and at the end, in the 'Account Set Up' window, enter your Account Username and Password and click 'Submit'.

   You can obtain your Username via your Welcome email and the password will be a mix of letters & numbers that you created during registration.

IMPORTANT!

Keep your Depositit assigned Email address, Username 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 BACK UP DATA FROM A PC**

IMPORTANT! **We do not recommend selecting the entire Drive, Operating System, Software Programs or downloaded applications as these do not need to be backed up and may fail. We recommend backing up folders containing your critical files such as those you save to your Desktop, Documents and Pictures folders, Email and other specific Databases required (i.e .pst, .access, SQL etc).**

1. In **Depositit Backup software**, select 'New' and specify a name for your definition (example: my documents or barrys folder) and click 'OK'.
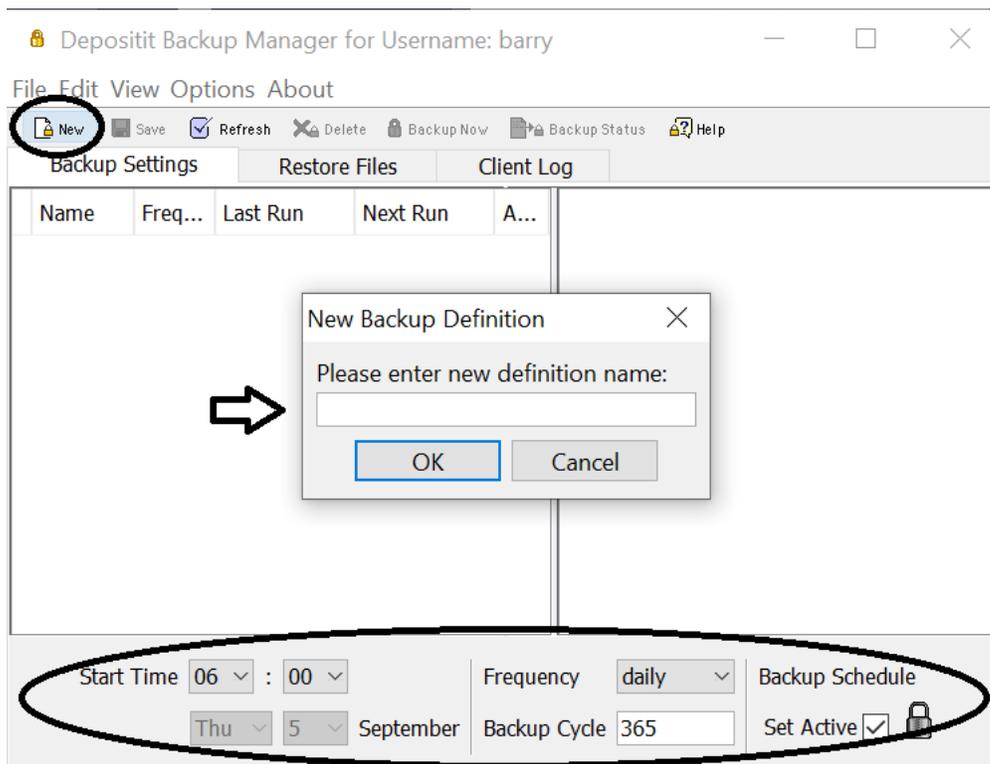
2. The name will appear in the right hand pane above the list of drives and you can expand these to locate and select the folders/files you wish to backup (normally C: or D: drive).

3. In the '**Backup Schedule**' section at the bottom, 'Set Active' is ticked by default to ensure your data is backed up automatically for you. 'Frequency' is set by default to run each day and 'Backup Cycle' is set to retain any deleted files for at least one year. The backup cycle also enables you to restore previous saved versions of files that are constantly updated such as spreadsheets etc.

4. You can adjust the '**Start Time**' to whenever is convenient for you and if your machine is switched off at the scheduled backup time, it will carry out the missed backup automatically the next time the machine is switched on and connects to the Internet.

5. When you've set up your backup, click the '**SAVE**' button (next to 'New') and review the '**File Selection**' window and click '**OK**'. Your Backup definition will appear on the left hand pane of the window and will run automatically at the scheduled time for you.

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IMPORTANT!

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Depending on the size/amount of your backup selection, the first backup could take some time to fully complete. When it does you will receive an email confirming this.

Please ensure your machine remains switched on and 'Sleep' mode is turned off to allow the initial full backup to complete.

Thereafter, subsequent daily backups run incrementally, backing up just new or amended files and will be much quicker.

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TIPS!

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You can create multiple Backup Definitions, separating your important documents & spreadsheets from your personal pictures & media files and schedule each Definition to run automatically at a different time.

You can edit your data selection and schedules at any time by highlighting your Definition name on the left and then amending your selection on the right and clicking SAVE to save the changes you've made.

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

1. Open **Depositit Backup software**.
2. Select '**Restore Files**'.
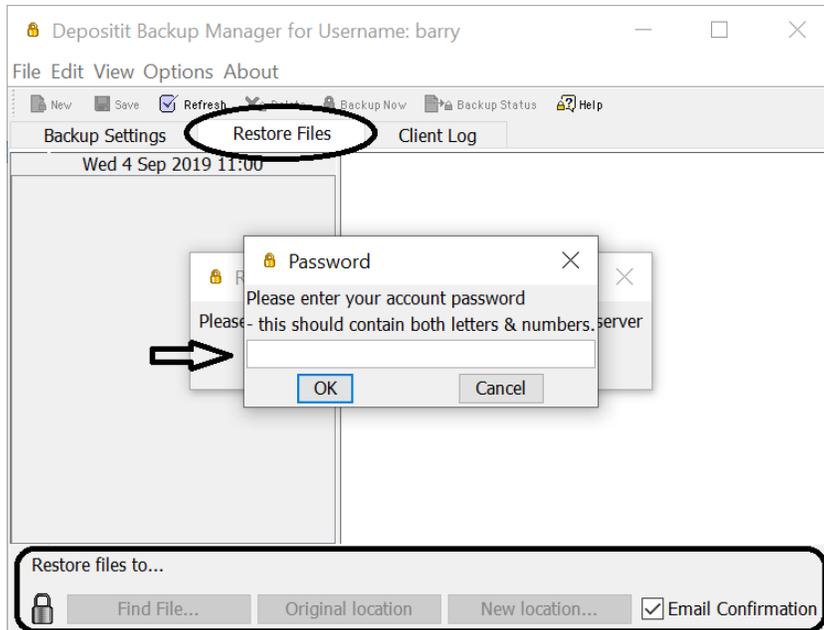
3. Enter your Depositit Account Password and click '**OK**' to reveal your Backup definition/s.
4. Expand the definition you wish to restore data from and a list of dates will appear.
5. Highlight the required date and in the right hand pane you can locate and tick the folders and files you wish to restore.
6. At the bottom of the window select '**New location**' and in the next window you can browse to the location you wish to receive the files and click '**Restore to**'.
7. A Progress meter will appear and your selected folders/files will start to restore to your chosen location. Once completed, the Progress meter will disappear and you will receive a notification email.

TIPS!

We recommend restoring all data to the 'Desktop' as this 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 PC, be in touch and we can assist.

Be in touch if you need to install Depositit Backup software on to a new PC or if you need to restore your files to a new PC.

Your Backup definitions 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