

## A Quick Guide to Restoring Data

### Important

1. Ensure the Depositit backup software is installed on the computer that you want to restore files to. (If it's not installed go to <http://www.depositit.com/download.shtml> where you can download it).
2. Have your correct username & password to hand. (Your username is located at the top left of all emails we send you and your password is personal to you and will be a mix of letters & numbers).  
If you have forgotten your password, see the '*Password*' section below.

### Restoring Data

- a. Open the backup software & select the 'Restore Files' tab & type in your password.
- b. Select the definition you wish to restore from & the date you wish to restore from.
- c. On the right hand side you can select any folders or files you wish to restore.
- d. Select 'New Location' and then choose 'Desktop' and finally, click 'Restore to'.

A progress meter will appear and the files you have selected will restore to your desktop.

You can view a short demo at <http://www.depositit.com/demos.shtml#restore>

### Passwords

**Forgotten your password?** Reset it here: [www.depositit.com/reset.shtml](http://www.depositit.com/reset.shtml) and then carefully follow the instructions contained within the email that is sent to you together with your new password.

**Want to change your password?** When you have updated the software with your new password you can (in the future) change it to something more memorable if you wish. To do this, open the backup software and in the 'EDIT' menu select 'Update My Account Details'. Scroll down to the very bottom of the window and you can change your password.

### Safeguarding your Password

Depositit online backup accounts come with a FREE Business *CLOUD* account. Use your Cloud account to securely store all passwords, usernames and much more. You can access via any device 24/7.

1. View a quick video demo & register for free at [www.depositit.com/bizsafe.shtml](http://www.depositit.com/bizsafe.shtml)
2. Log in / set up your account at [www.depositit.com](http://www.depositit.com) or via the 'VIEW' menu in Depositit Backup software.

### CONTACT US

Full instructions can be viewed on our online Helpdesk at [www.backuphelpdesk.com](http://www.backuphelpdesk.com) and you can email [support@depositit.com](mailto:support@depositit.com) for extra assistance.