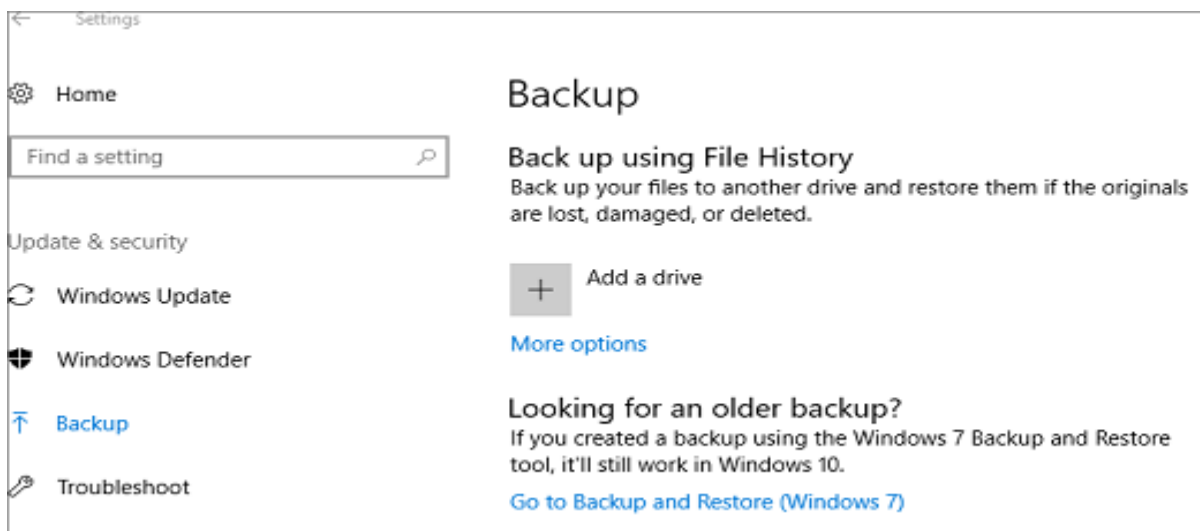


# Quick Reference

## 1. Setup your backup

Select the **Start**  button, select **Settings**  > **Update & security**  > **Backup**  > **Add a drive**, and then choose an external drive or network location for your backups.



All set. Every hour, we'll back up everything in your user folder (C:\Users\username). To change which files you want backed up or how often backups happen, go to **More options**.

## 2. Restore your files

If you're missing an important file or folder, here's how to get it back:

1. Type **Restore files** in the search box on the taskbar, and then select **Restore your files with File History**.
2. Look for the file you need, then use the arrows to see all its versions.
3. When you find the version you want, select **Restore** to save it in its original location. To save it in a different place, press and hold (or right-click) **Restore**, select **Restore to**, and then choose a new location.