DIGITAL SAFETY FOR EVERYONE

Don't lose what matters. Make a backup.

Your photos, messages and documents can disappear in one second. A backup keeps a safe copy, so you can always get them back.

No computer knowledge needed. Set it up once, in about 10 minutes.

1 What is a backup?

A backup is a **second copy** of your files, stored in another safe place. If something happens to your phone or computer, your files are still there.



> Think of it like a **spare house key** that you give to a neighbour. If you lose your own key, you are not locked out.

2 When would a backup save you?

Phone lost or stolen

You buy a new phone, log in, and all your photos, contacts and chats come back.

Computer breaks down

Coffee on the laptop or an old hard drive that stops working. Your files are still safe.

Virus locks your files

Criminals ask money to unlock them (ransomware). With a backup you don't have to pay.

Deleted by accident

One wrong click and an important letter or photo is gone. A backup brings it back.

3 What can happen without a backup?

- Years of family photos and videos gone forever
- All phone numbers and contacts disappear
- Work or school projects have to be done again
- Important papers lost: insurance, taxes, bank letters
- Paying criminals, or a shop, to try to rescue files
- A lot of stress, time and money

Why automatic? Most people forget to make a copy by hand. An automatic backup works quietly in the background, every day, without you doing anything. You set it up once and you are protected.

STEP BY STEP

How to make a backup safely

4 Remember the 3-2-1 rule

3 copies
Your original, plus two backups.

2 different places
For example: the cloud and an external hard drive.

1 outside your home
The cloud counts. Safe from fire, flood or theft.

"The cloud" simply means: your files are stored safely on the internet, on computers of Apple, Google or Microsoft.

5 Turn on automatic backup

iPhone / iPad

1. Open **Settings**
2. Tap **your name** at the top → **iCloud**
3. Tap **iCloud Backup**
4. Turn on **Back Up This iPhone**

Android phone

1. Open **Settings**
2. Tap **Google** → **Backup**
3. Turn on **Backup by Google One**
4. Also use **Google Photos** backup

Windows computer

1. Open **Settings** (the gear icon)
2. Go to **Accounts** → **Windows backup**
3. Turn on **OneDrive folder syncing**
4. Select Documents and Pictures

Mac computer

1. Plug in an **external hard drive**
2. Open **System Settings** → **General**
3. Click **Time Machine** → **Add Backup Disk**
4. Choose the drive. Done!

Menu names can be slightly different on your device. Free cloud space is limited (iCloud and OneDrive 5 GB, Google 15 GB); for many photos you may need a small paid plan.

6 Extra copy: external hard drive or USB stick

Copy your important folders to an external hard drive **once a month**. On Windows, **File History** can do this for you (search for it in the Start menu). Afterwards, **unplug the drive** and store it safely.

7 Keep your backup safe

- **Strong password** for your Apple, Google or Microsoft account. Use a sentence, not "1234".
- **Never share your password**, not even with someone who calls and says they are "from Microsoft" or your bank.
- **Turn on two-step verification**: a code on your phone, so nobody else can log in.
- **Check it now and then.** Open your backup and see if your latest photos are really there.

Not sure how? Ask a family member, friend or neighbour who is good with computers. 10 minutes of help protects your memories for years.