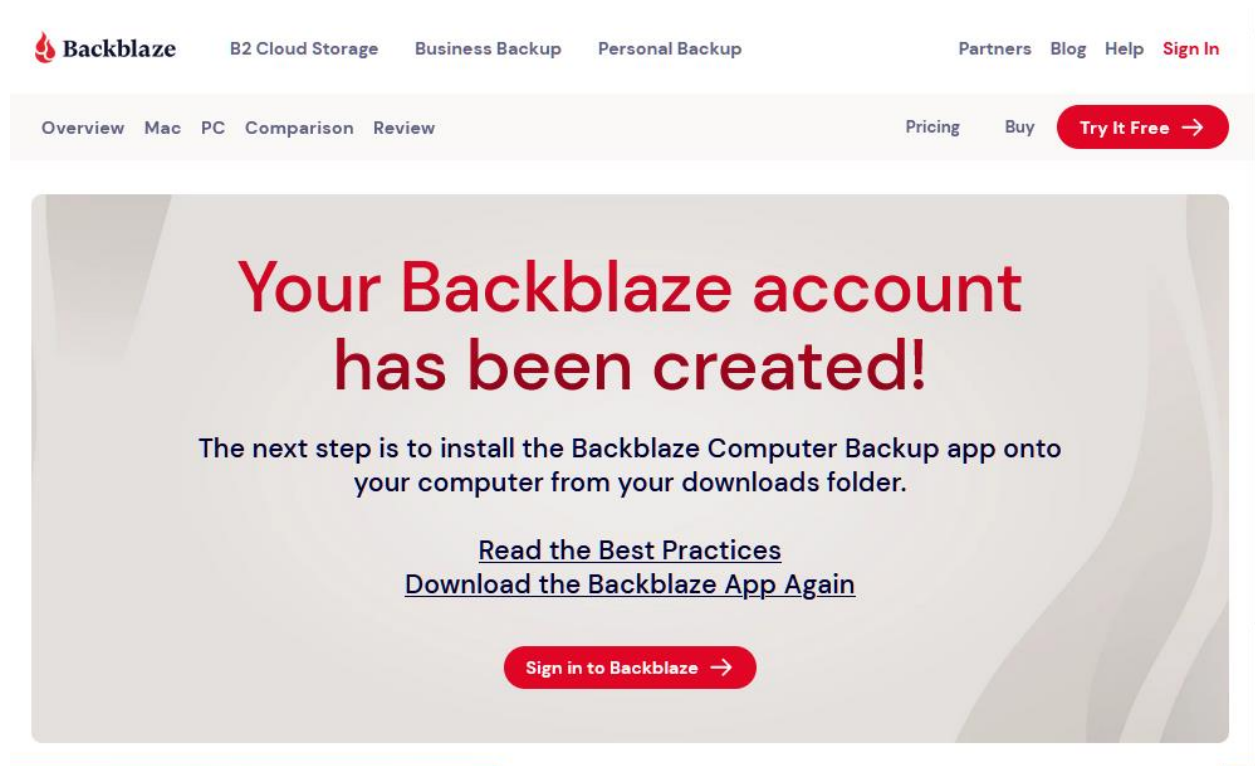


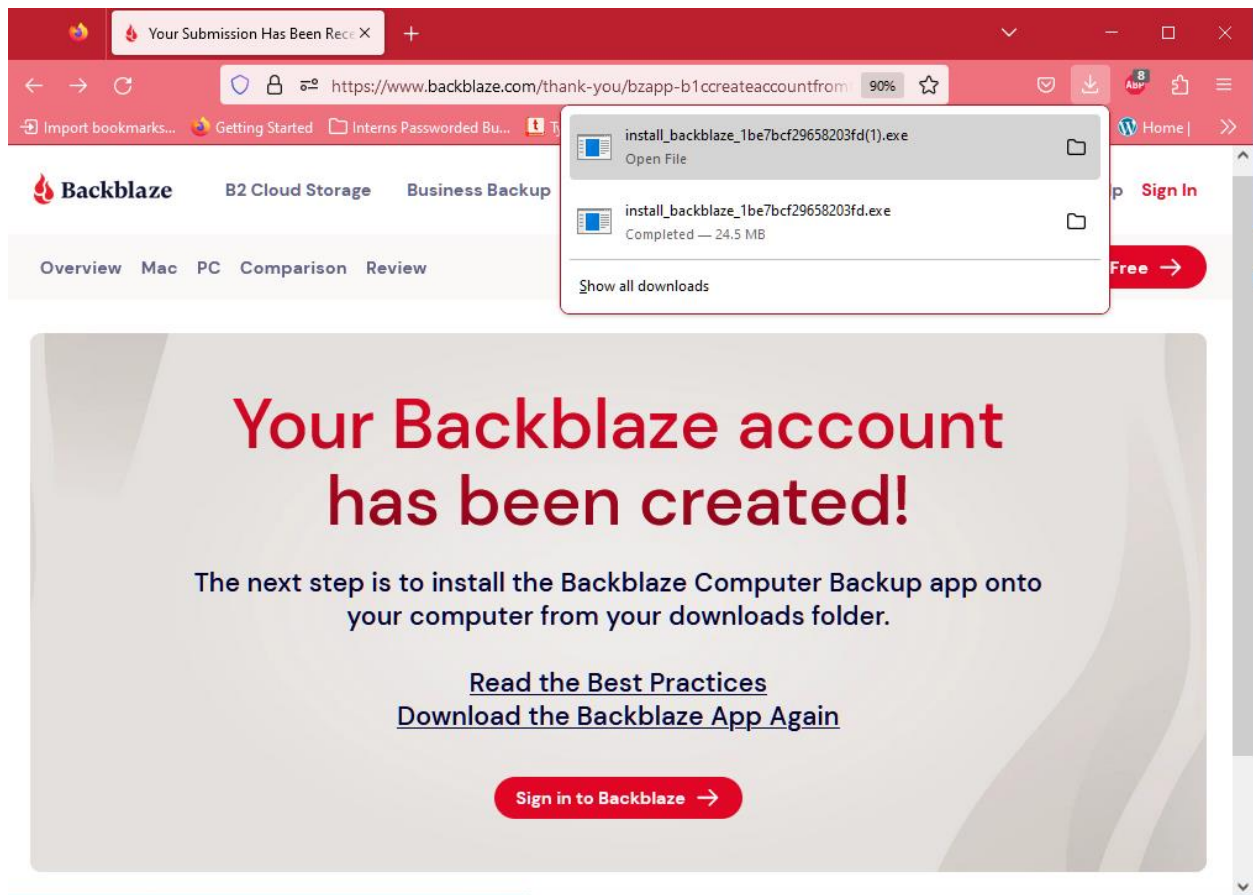
## Create an account

In your browser, type in “https://www.backblaze.com/cloud-backup/personal”

In the input field headed “Sign Up for a 15-day Free Trial”, enter your email and a password. Then, press the “Sign Up Now” button



Go to the downloads section of the browser and select the .exe file that was just downloaded- starting with “install\_backblaze\_” in its name



On the first Backblaze Installer screen, press “Install Now”

On the next screen, select “OK”

Back in your browser, you can press “Sign in to Backblaze” to get in

### How to set/reset private key

Once you have an account, you can do the private encryption key from the Control Panel Backblaze application (a hidden icon in the taskbar)

Click Settings...

Click on the Security tab

Click on “Enter Your Private Encryption Key”

Enter it twice

Remember without the private key there is no way of restoring what you back up- Backblaze cannot help you retrieve it

### How to use Backblaze date filter

From the home page on the website, after you log in, click “View/Restore Files” on the sidebar (the left side of the web window under “Computer Backup”)

If you have a private key, and the screen tells you to “Please enter a valid private key”, enter it in the box, then click “Unlock”.

The page will reload. Below the “Continue with Restore” button, use the dropdown text inputs next to “Files uploaded from:” and “to” at the top of the file directory to set the start and end date range for backup files

Then, press “Go”

### How to restore files on Backblaze

To actually restore your backed-up files, look on the list under Folders. Check the boxes of the ones you want to restore.

Press the arrows to expand, collapse, see what folders are inside the folder.

You can also select individual files on the right side of the menu.

Or, to back up individual files, click on the name, and on the screen that pops up, select “Download”.

When done, press “Continue with Restore”

On the “Zip Restore” pop-up screen, you can change the name of the ZIP file that will hold the files you chose to restore. When you are satisfied, press “Create Restore.”

You will get the message that the restore is “being prepared”. Click on “Check Your Restore Status” to get to the file(s). If it is not finished, you will get an email from Backblaze telling you when it is.

There, in My Restore, click the black “Download” button to the right of your restore. Yours will be at the top with the most recent date in gray.

Go to the downloads section of the browser and select the .zip