TRAINING 4 · HANDS-ON TRAINING

Back Up Your Data



Set up the 3-2-1 backup rule on your devices and test a restore

Cybersecurity Basics: Hands-On Training

By the end of this training you will have



A list of what matters
The files you cannot afford to lose



Automatic backups
Running on your computer and phone



An offline copy
Safe from ransomware and accidental deletion



A tested restore
Proof that your backup really works

04

Training 4 of 8
Back Up Your Data

About 30 minutes

Why backups matter



Ransomware

Encrypts files and often attacks backups it can reach



Mistakes and failures

Deleted files, broken drives, spilled coffee



Loss and theft

A lost phone should not mean lost photos

The 3-2-1 rule

A simple rule used by professionals and home users alike.

3

copies of your important data

2

different types of storage

1

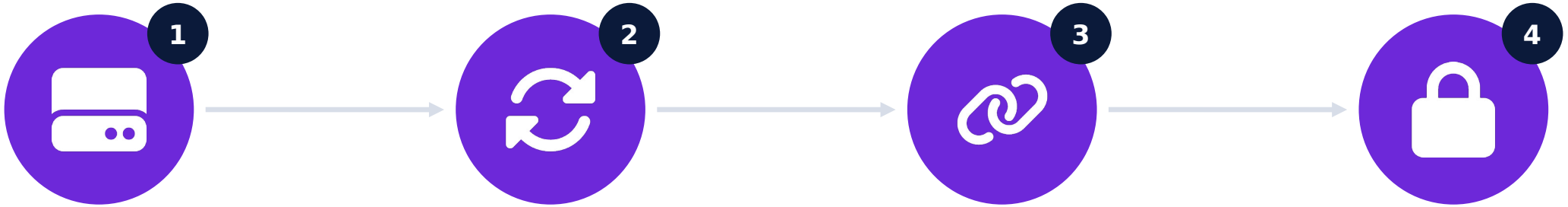
copy kept offline or off-site

Many professionals add “0 errors”: regularly test that backups can be restored

Step 2: Set up automatic backups

Device	Built-in option	Where to find it
Windows 11	Windows Backup and OneDrive; File History to a drive	Start › Windows Backup; Control Panel › File History
Mac	Time Machine to an external drive	System Settings › General › Time Machine
iPhone	iCloud Backup	Settings › your name › iCloud › iCloud Backup
Android	Google One backup	Settings › Google › Backup

Step 3: Keep one copy offline



Use an external drive

Separate from your computer

Back up regularly

Weekly, or after big changes

Disconnect it

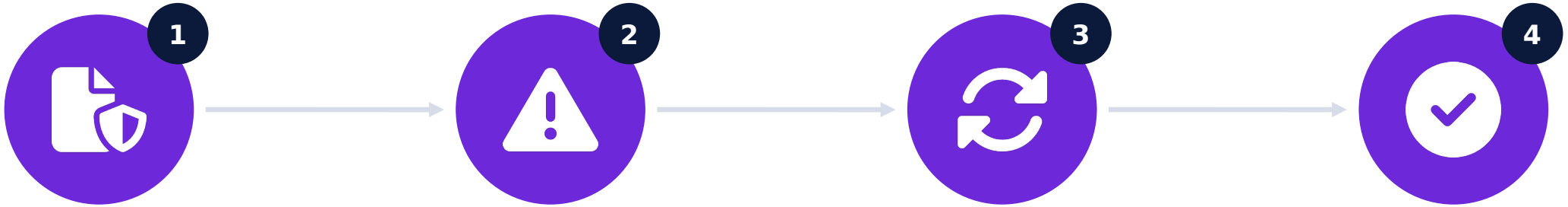
Unplug when finished

Store it safely

Encrypted, away from the computer

Ransomware can encrypt any drive that stays connected. An unplugged drive is out of its reach.

Step 4: Test a restore



Pick a test file

A copy of a real document

Delete it

From its usual folder

Restore it

From your backup

Open it

Check it is complete

Test every few months. A backup you have never restored is only a hope.

Your checklist

- [ ] Listed the files and photos you cannot lose
- [ ] Automatic cloud backup on for computer and phone
- [ ] Local backup set up with File History or Time Machine
- [ ] One copy kept on an unplugged external drive
- [ ] Backup drive encrypted and stored safely
- [ ] Restored a test file successfully
- [ ] Calendar reminder to test again in 3 months

Check your work

1. What do the numbers in the 3-2-1 rule stand for?

2. Why should one backup copy be kept offline?

3. How do you know your backup actually works?

Answers are in the training guide.

Well done

- Your important data now exists in three places.
- One copy is safe from ransomware and accidents.
- You have proved you can restore it.

Coming next: Training 5 · Secure Your Wi-Fi