



inSync – Recovering files on a computer

[Windows](#)

[macOS](#)

Windows:

1. Open the backup software in one of the following options:
 - 1.1. Go to the Start menu, find the software - Druva inSync, and open it.
 - 1.2. From the bottom menu in the software drawer look for the software icon, click on it and select Open Preferences.
2. In the settings window you can see the preset folders, and the current backup status.
3. Click on Restore at the top of the screen, to open the window for selecting the folders and files to restore.
4. In the window that opens, select the computer from which you want to restore information from the list of backed up computers.
5. You can select the requested backup date, to restore an earlier version of a file or folder.
6. Select the folders or files from which you want to restore the information, you can view and select the contents of the folders by clicking on the folder name.
7. After selecting the content to restore, click Restore.
8. In the window that opens, choose the destination to which you want to restore the content, you can restore to the original folder, or choose another destination to restore.
9. Select the Enable Malicious File Scan option, to ensure that the recovered files are checked before recovery.
10. Click Confirm Restore to perform the restore.

11. The recovery process begins, and may take several minutes. You can view the recovery progress in the recovery window, on the lower right.
12. After the restoration is finished, the file will appear in the destination you chose, in a folder with the date on which the restoration was performed.

macOS:

1. Open the backup software in one of the following options:
 - 1.1. Go to the Applications folder, find the software - Druva inSync, and open it.
 - 1.2. From the top menu, look for the software icon, click on it and select Open Preferences.
2. In the settings window you can see the preset folders, and the current backup status.
3. Click on Restore at the top of the screen, to open the window for selecting the folders and files to restore.
4. In the window that opens, select the computer from which you want to restore information from the list of backed up computers.
5. You can select the requested backup date, to restore an earlier version of a file or folder.
6. Select the folders or files from which you want to restore the information, you can view and select the contents of the folders by clicking on the folder name.
7. After selecting the content to restore, click Restore.
8. In the window that opens, choose the destination to which you want to restore the content, you can restore to the original folder, or choose another destination to restore.
9. Select the "Enable Malicious File Scan" option, to ensure that the recovered files are checked before recovery.
10. Click Confirm Restore to perform the restore.
11. The recovery process begins, and may take several minutes. You can view the recovery progress in the recovery window, on the lower right.
12. After the restoration is finished, the file will appear in the destination you chose, in a folder with the date on which the restoration was performed.