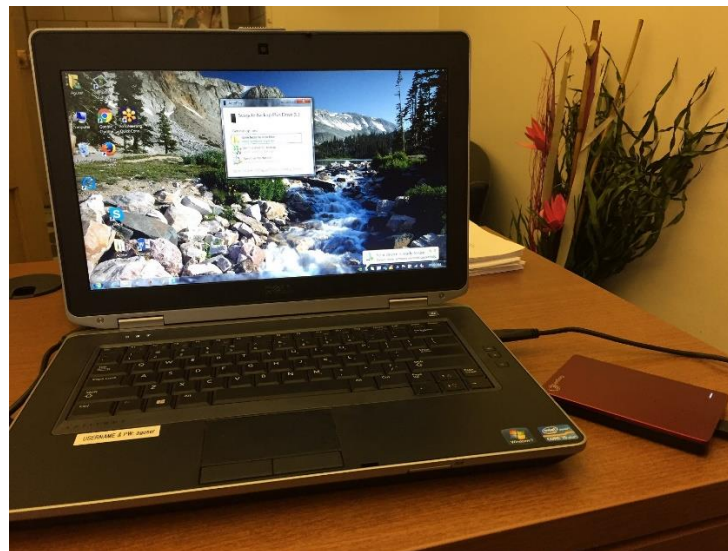# Seagate Backup Plus Slim Portable Hard Drive Quick-Start Guide - *PC*

1. Your new **Seagate Backup Plus Slim** portable drive comes with the drive, printed guide, and a USB cable.
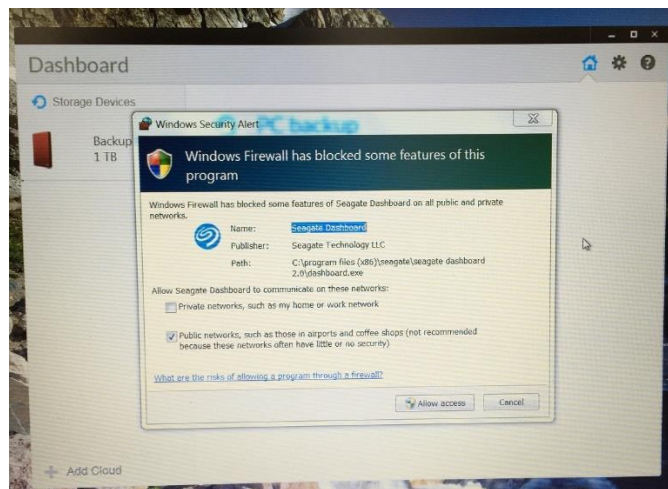

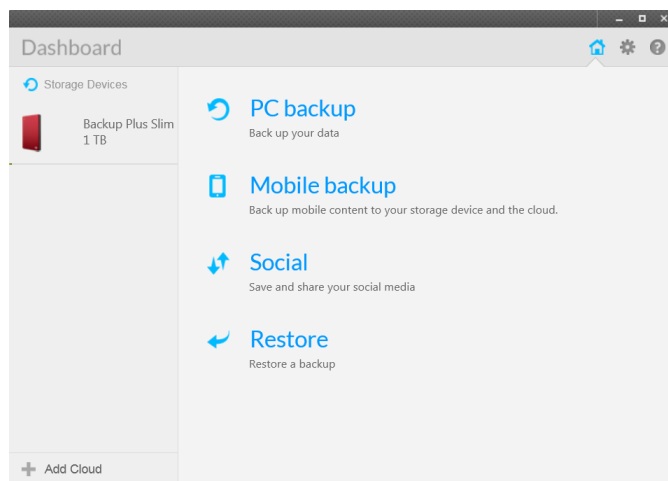2. Connect the USB cable to the drive and to your computer.

3. Your computer will recognize the drive and open **one** of the following:
   a. **Dialog box** - select "Open Folder to View Files" then select "Seagate Dashboard Installer.exe" to begin installation.
   b. **Folder view** – select "Seagate Dashboard Installer" to install.
   c. **Other** – if your computer opens a different prompt, close it and access the installation files by going to the Start menu and opening the drive. Then select the "Seagate Dashboard Installer" application file

4. Once Dashboard installation has begun, close any open folders to see installation progress. *NOTE: if a Registration box pops up and prevents installation progress, close the Registration box and delay or refuse product registration.*

5. When the InstallShield Wizard has completed, click "Finish"

6. Accept the License Agreement to install the Seagate Dashboard software. (Note that you now have a new icon for the Dashboard on your desktop.)

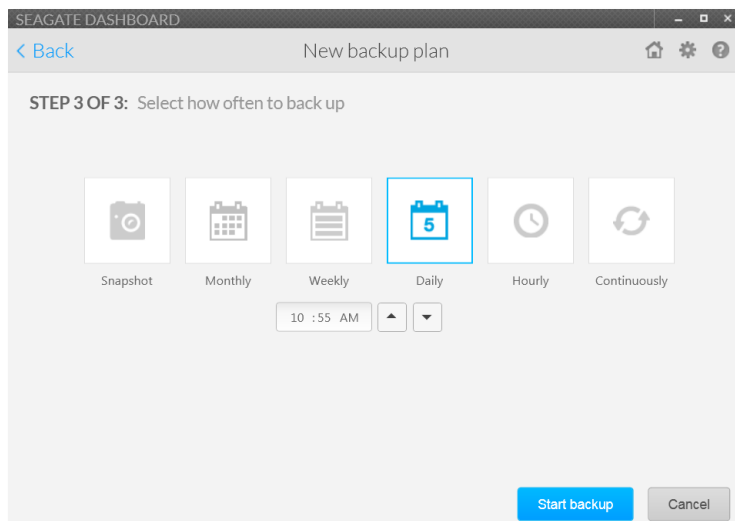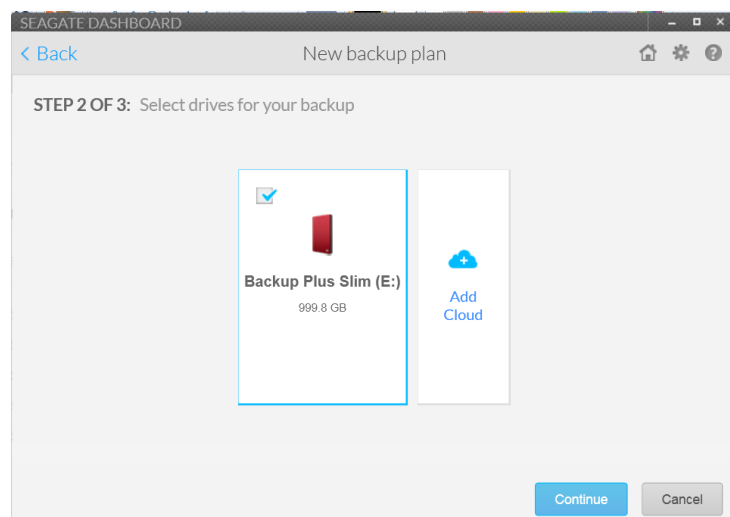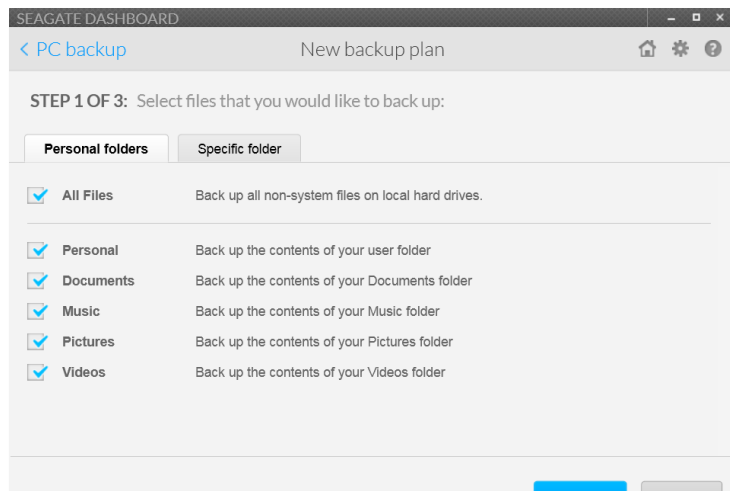7. If a firewall notification pops up, click "Allow Access"

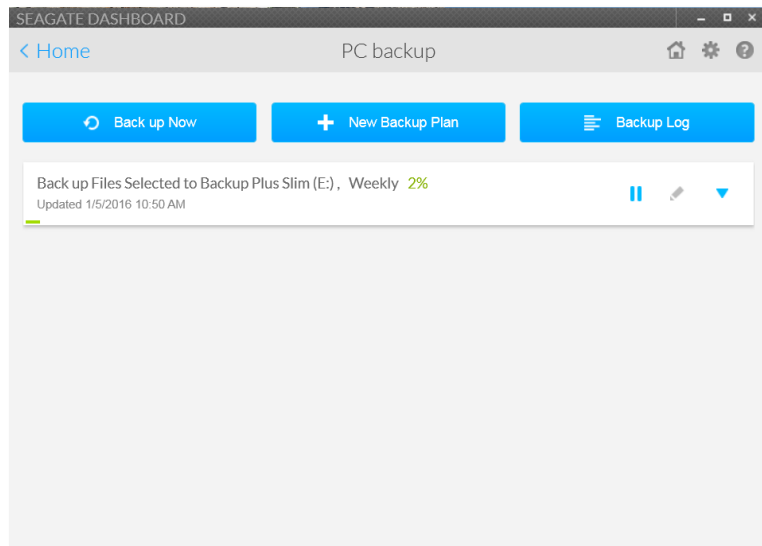8. You have now successfully installed the Seagate Dashboard and can begin backing up your files.

Setting up a backup schedule:

1) From the Dashboard, select "PC backup"

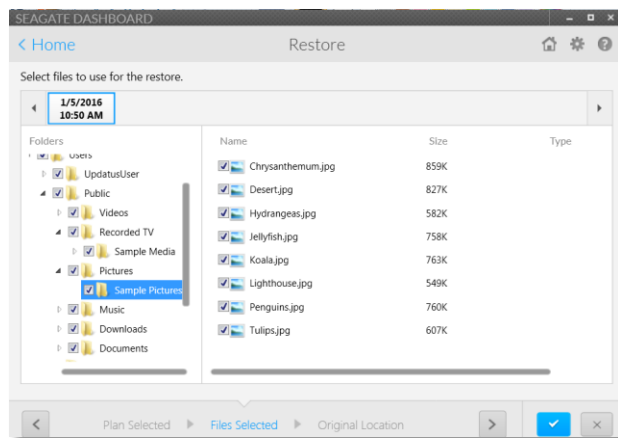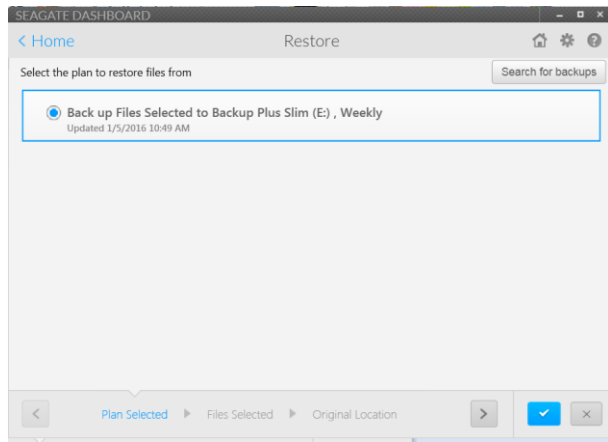2) Select "New Backup Plan" then select folders, location, and schedule (see below).

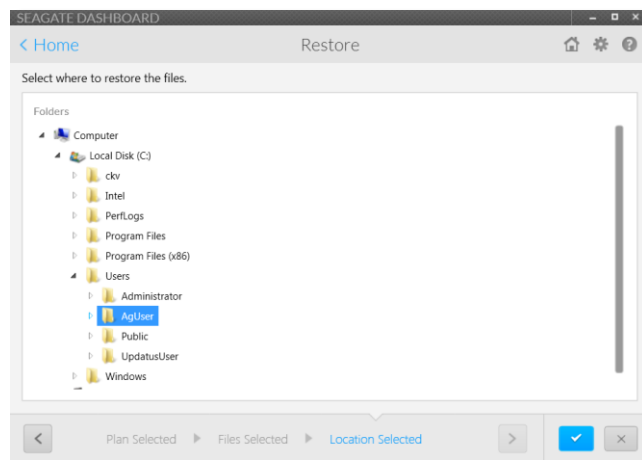3) Once you have set your backup time/schedule, you can force an immediate backup by clicking "Back up Now"

Retrieving backed-up files:

1) From the Dashboard, select "Restore"

2) Select the backup plan to restore from, then select folders, individual files, or leave everything selected for a full restore. (See below)
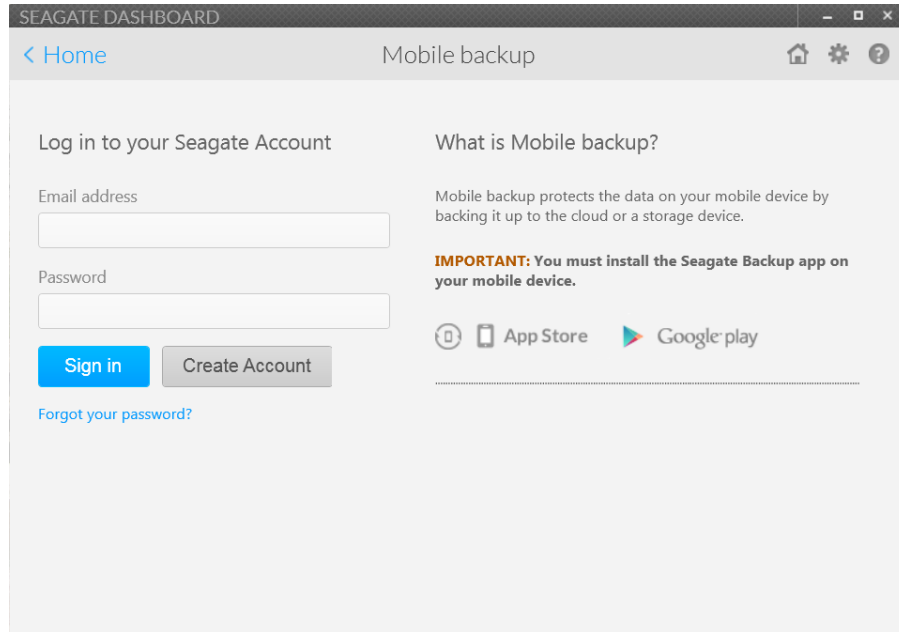

3) Select the files you need from the backup drive, then select the location on your computer where they should be saved. Click the blue check mark to restore files.

Backing up files from a mobile device (UW-owned iPad, etc.):

1) Backing up files from a mobile device requires creating an account with Seagate. *For consistency, please use your UW username/password when creating the account*.

2) To initiate a backup of your mobile device, you must download the Seagate Backup app from the app store onto your iPad/Android device. Once downloaded, follow the directions in the app to create a backup plan.

Social backup:

1) Files and data from social media accounts can be backed up with the Seagate Backup Plus drive. However, this is not recommended at this time due to file sizes of embedded videos and photos.

Cloud storage/cloud backup:

1) The Seagate Backup Plus drive offers a free "trial period" for additional cloud storage. However, UW employees have other options and using this free trial (and potentially incurring future subscription expenses) is not advised.