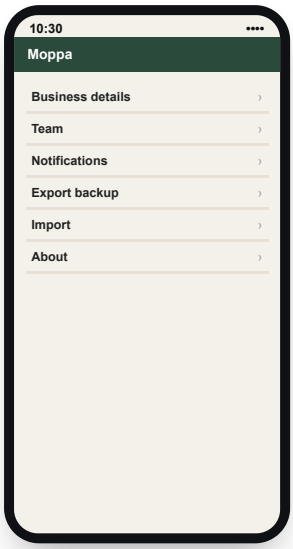
# Make a backup of Moppa

Do this once a month, and after big changes.

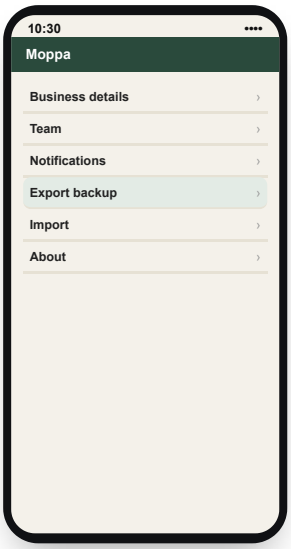
`Send it to: (your family's email)`

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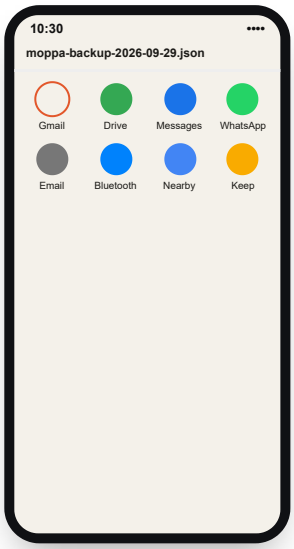
**1** Open Moppa. Tap **Settings**.




**2** Scroll down. Tap **Export backup**.




**3** Tap **Gmail**, or the app you use for email.



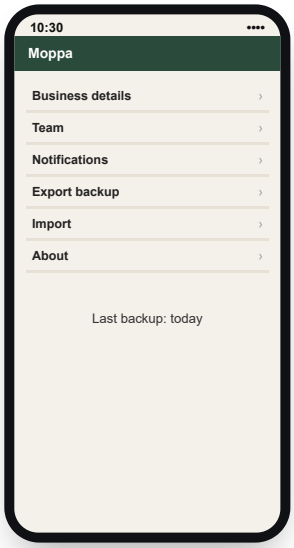

**4** Next to **To**, type your family's email address.




**5** Tap **Send** — it's the arrow at the top.




**6** Back in Moppa, **Last backup** shows today's date.




**On a computer instead?** The file saves to Downloads — attach it to an email the same way.

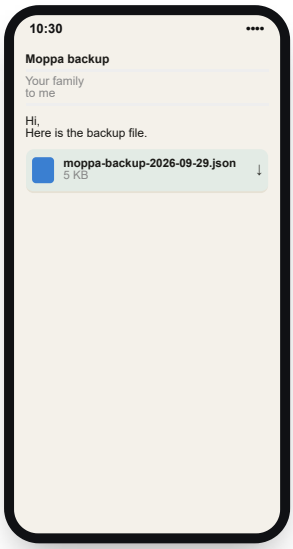
**Keep the email.** It holds your backup. Loading one back in is on the next page.

# Load a backup into Moppa

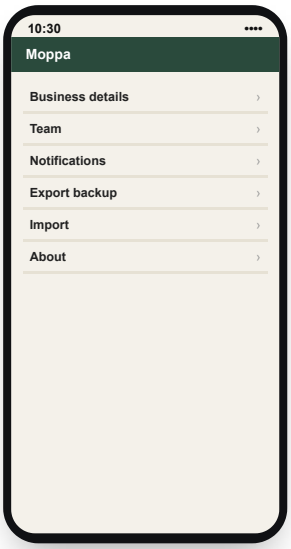
This puts your details back from a backup file.

`The file's name starts with: moppa-backup`

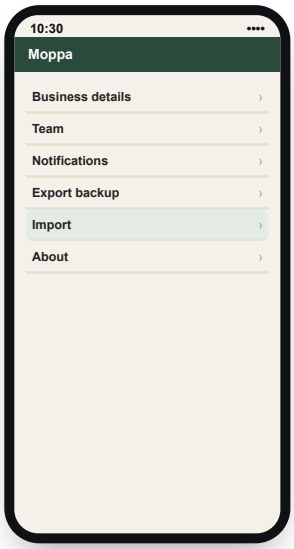
**1** In the email with the backup, tap the **download arrow**.



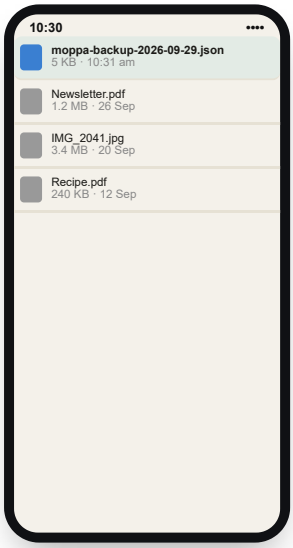

**2** Open Moppa. Tap **Settings**.



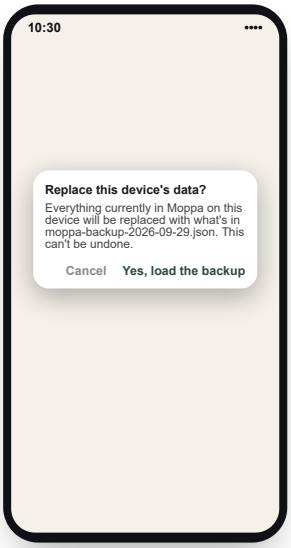

**3** Scroll down. Tap **Import**.



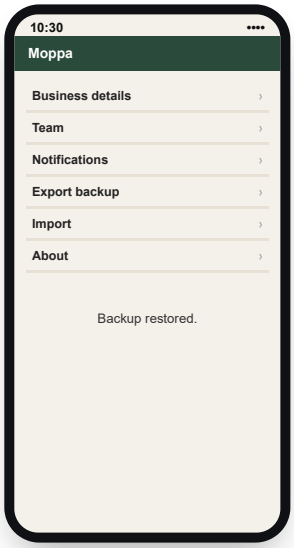

**4** Tap the backup file. Its name starts with **moppa-backup**.




**5** Check the date. Tap **Yes, load the backup**.




**6** Moppa says the backup loaded. Your details are back.




Loading a backup **replaces everything** currently in the app with what's in the file.

**Can't find the email?** Look in Sent, or ask your family to send it back to you.