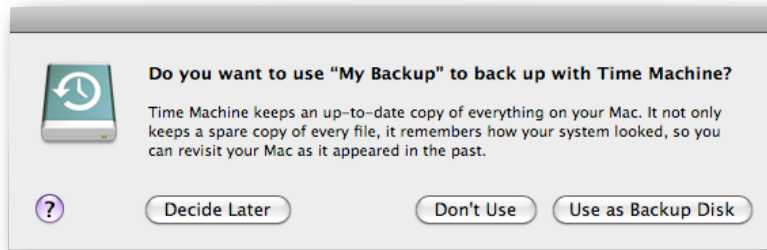




## Backing up with Time Machine

### Setting up Time Machine for backups

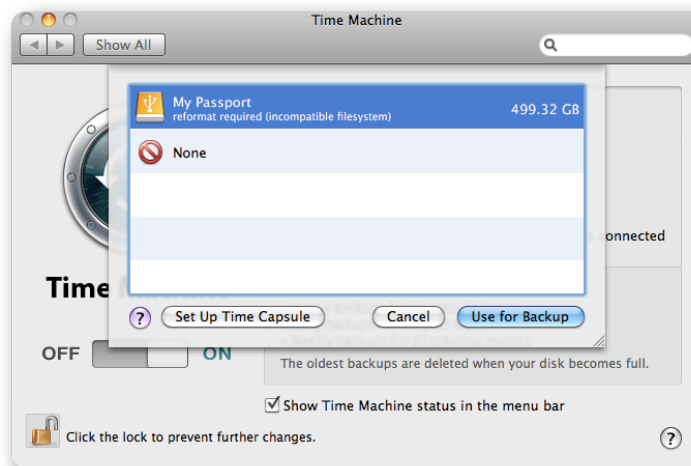
- (1) Setting up Time Machine is as easy as connecting an external hard drive to your Mac via USB. If you haven't specified a backup disk yet, the first time you connect a hard drive, Time Machine asks if you would like to use it as a backup drive. (If this message doesn't show up, simply go to System Preferences and click on the Time Machine icon). Click **"Use as a Backup Disk"** to confirm you want to use the disk for Time Machine backups.



- (2) Time Machine preferences will then open. Click the lock to make changes and turn on Time Machine.



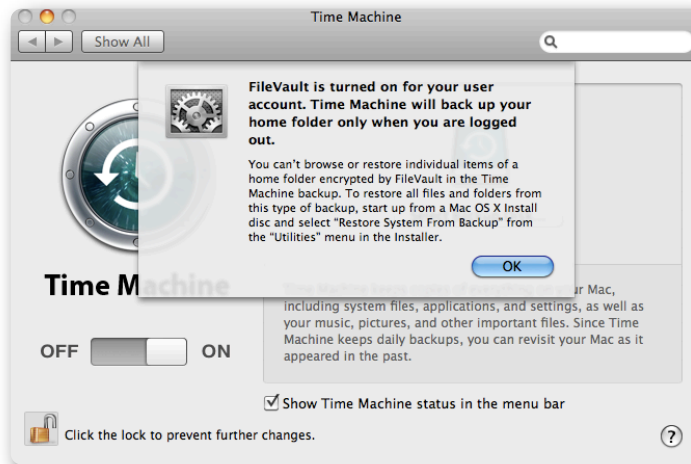
- (3) Select the disk and click Use for Backup.



- (4) If this message comes up, choose “Erase” to reformat the hard drive to use with a Mac. This should allow you to begin the backup process.



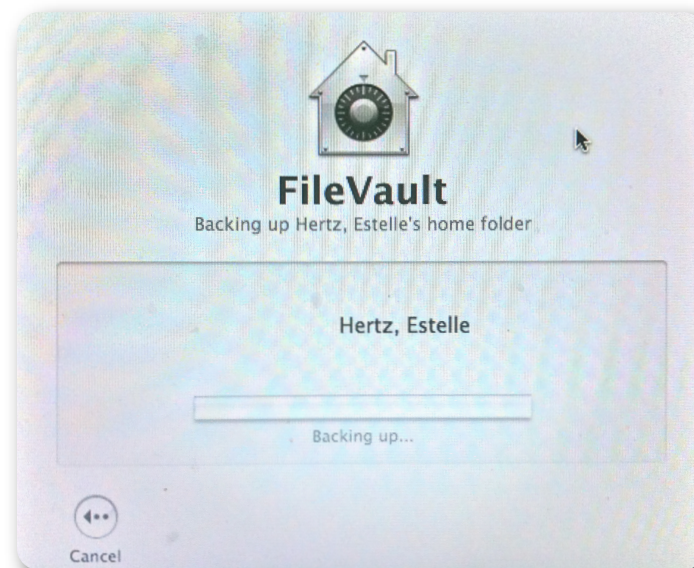
- (5) Click OK.



- (6) Allow 1-3 hours to allow the initial backup process to begin. After that is complete, close the Time Machine window and log out to backup your home folder.



- (7) Upon logging out of your user account, your screen should look similar to this. This will verify that you are backing up correctly to the external hard drive.



## About the first backup

The first backup may take a while. You may want to set up Time Machine in the evening so that the initial backup can be done overnight. Also, make sure your MacBook is plugged in with the power supply. You should not interrupt the initial backup.

Once the initial backup is completed, Time Machine performs subsequent hourly backups of only the files that have changed on your Mac since the last backup (as long as your Mac is awake and the backup disk is connected). Time Machine keeps hourly backups for the past 24 hours, daily backups for the past month, and weekly backups until your backup drive is full.

**Note: Since [FileVault](#) is enabled, your files will be encrypted and your Home folder is backed up only when you are logged out and the Mac is awake for a Time Machine backup cycle. To allow Time Machine to properly backup your home folder, you must log out and leave your computer turned on.**

## Tips and Best Practices

1. Always keep your external hard drive separate from your laptop.
2. Give yourself plenty of time to backup. e.i. end of the day, in the evening, etc.
3. Go to System Preferences > Time Machine to view latest backup.