

Backing up your computer with Time Machine

What is Time Machine?

Time Machine is the built-in backup feature of your operating system. You can use Time Machine to automatically back up your entire Mac, including system files, applications, preferences, and more.

What do you need to setup Time Machine?

- Your Mac computer
 - An external hard drive (recommended: size of your computer's hard drive or larger)
 - Thunderbolt, FireWire or USB cable
 - Time for the backup to complete
(recommended: starting the backup in the evening and letting it run into the night)
- Your laptop should be connected to power for the initial back-up and large back-ups in the future.

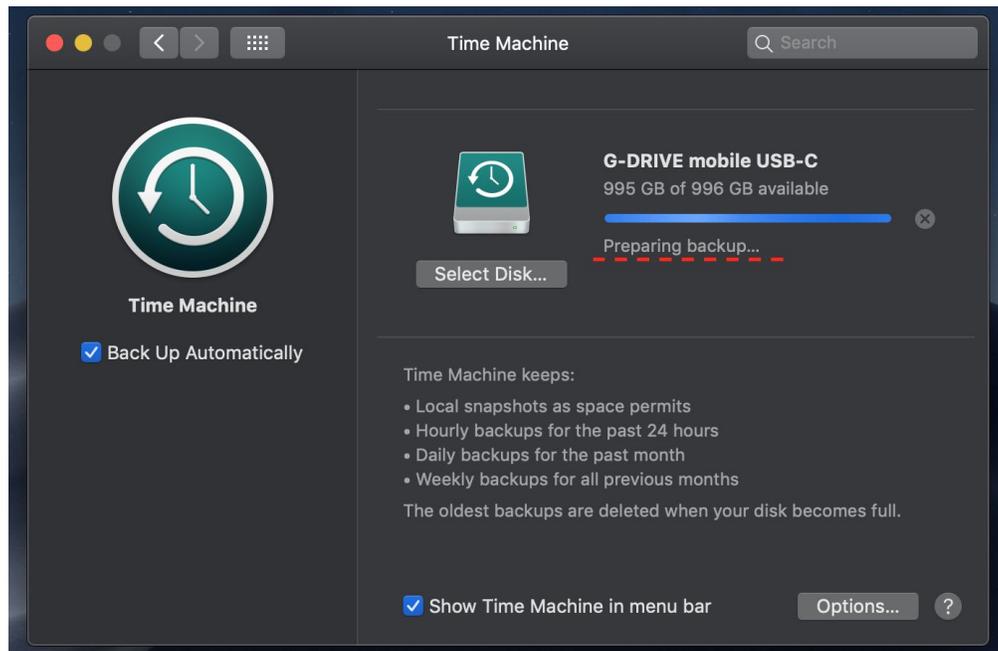


Your first Backup:

- We highly recommend that you do not move or use your laptop during the initial back-up. A good way to ensure your laptop stays plugged in and undisturbed is to start the initial back-up right before you go to bed.
- Connect your external drive to your computer with a Thunderbolt, FireWire or USB .
- Time Machine will ask if you want to use the connected drive to back up.

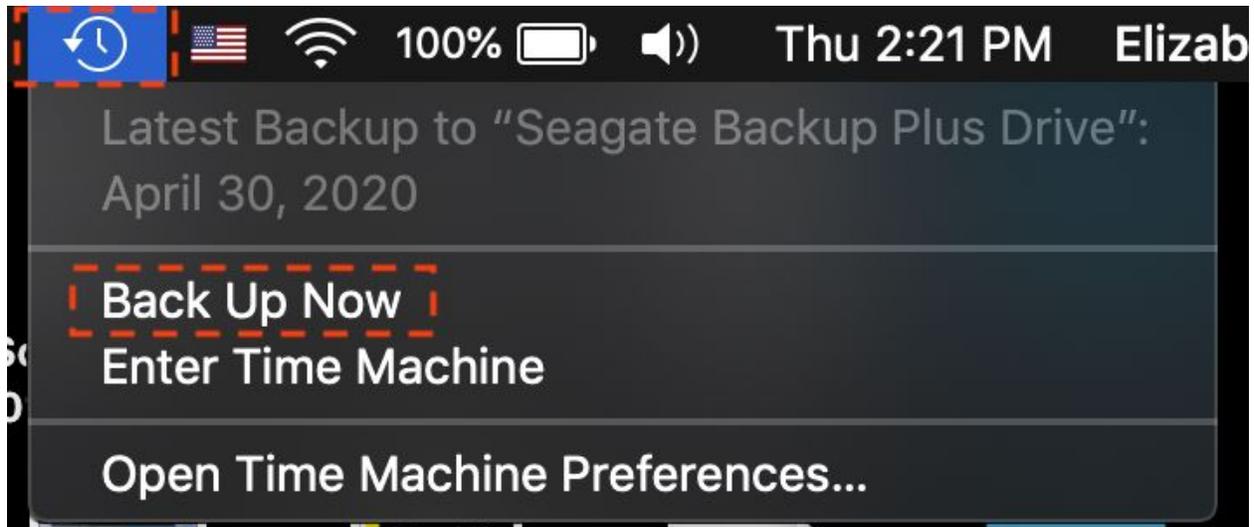


- Select 'Use as Backup Disk' if you wish to proceed.
- *****In some instances you will be asked to re-format the drive. Reformatting the drive will delete the contents on that drive. Please be sure to save any data that may be on that drive somewhere else before reformatting your external drive.**
- Time Machine will now backup your computer.



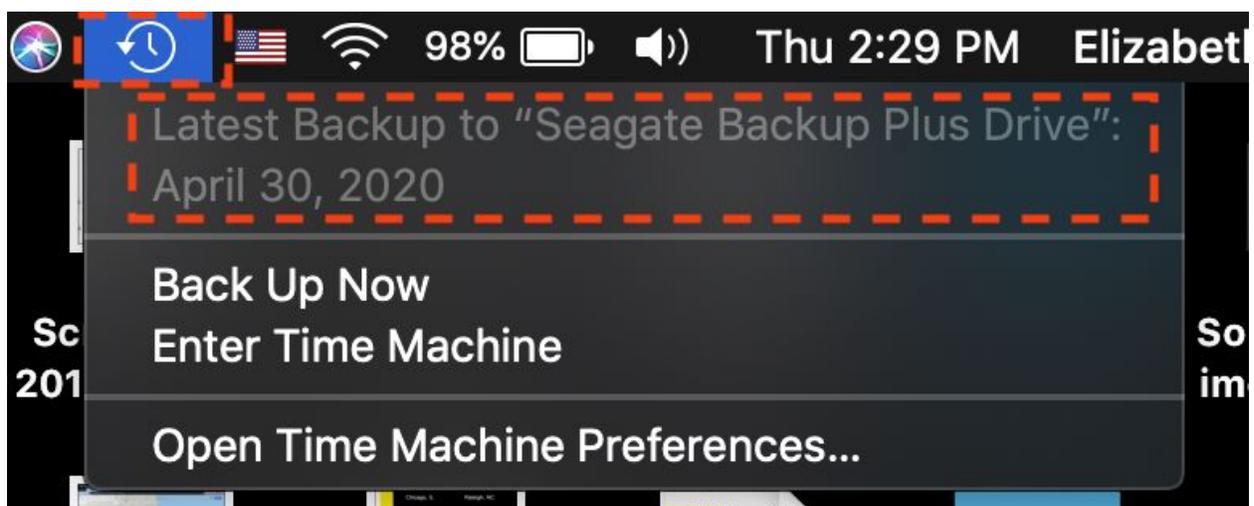
Backup Regularly

- After the initial backup, Time Machine will automatically backup your files when you connect your drive to your computer.
- You can manually start a backup by selecting '**Back Up Now**' from the Time Machine drop-down menu when your backup drive is connected to your computer.



The Time Machine menu

- The easiest way to access Time Machine is through the Time Machine icon in the menu bar. Clicking on the Time Machine icon will show the drop-down menu pictured below.
- First and foremost, the Time Machine menu will show you when your most recent backup was completed.
- We recommend completing a backup as often as possible.



The Time Machine icon

- The Time Machine icon in the menu bar also lets you know the status of your backup.
- When a backup is in progress the icon will spin. You may continue to use your Mac during a backup.
- If you have not run Time Machine for a while the next backup may take up to several hours to complete.
- If an error has occurred, the icon will display an error icon. Click the icon to see what is preventing the Time Machine from backing up.



idle (normal)



in progress



error (cannot back up)

Please reach out to the CRIT Help Desk if you have any questions or concerns with setting up Time Machine on your Mac.

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