How to set up Time Machine backup

By CA Tech Support Team 2017-08-14

1. Get a portable HDD

Any of these you find at this link will do: <u>http://amzn.to/2wHhbvZ</u> I usually recommend this Transcend 1TB drive. <u>http://amzn.to/2vTbH3m</u>

2. Connect the USB HDD to your computer.

Open Time Machine preferences (System Preferences > Time Machine), and click the "Select Disk" button, and select your USB HDD.

		Time Machine	Q Search
	Do you want to stop backing up to "Time Machine Backups" and use "Data Backup" instead, or back up to both? If you use both, Time Machine will take turns backing up to "Time Machine Backups" and "Data Backup".		
	Cancel	Replace "Time Machine Backups"	Use Both
Time Mac	hine	Select Disk Next backup: Whe	en disk is connected
Back Up Automatically		Time Machine keeps:	
		 Hourly backups for the past 24 hours Daily backups for the past month Weekly backups for all previous months 	
		The oldest backups are deleted when your	disk becomes full.
		✓ Show Time Machine in menu bar	Options ?

If it the HDD is not in the Mac format, you will see this warning about erasing the disk. Click "Erase" to proceed.



Done!

You're all set now. Your computer will automatically back up to this HDD, every hour while it is connected.

The first time, the initial backup will take a long time (typically 2-3 hours) because all your system and applications will be copied to the HDD. It is best to leave your computer on with the HDD connected until the first backup is complete.

Once you have backed up at least once, any subsequent backup will be quicker. Each time Time Machine makes incremental backups of only new files or changes to existing ones.

If you have to disconnect the HDD while your backup is still in progress, you can simply unmount the disk and remove it from the USB port. Your unfinished Time Machine backup will resume automatically and finish next time it is connected.