How to setup backups

This is generally for the benefit of the staff computers that have information that they CANNOT LOOSE.

There are a couple of options for backing up a computer. There are third part solutions that you can download, drag, and drop. This does require an email account. I do like these options for photos and videos and things that you want to have FULL redundancy on but it is not system critical. To do this please follow the how to guide on YouTube about google drive.

Guide on how to setup google drive

That is part one of the storage procedure for your personal backups of things that you need to do. Of course if this is work related then make sure it is safe to send this to the cloud and directors keep in mind you will not be retrieve the information other than asking for it from that employee.

Another VITAL part of backing things up is your system. This can be done using my passport or ANY external hard drive. I do prefer passport but that is my sole opinion. An example of this is from amazon.



WD 1TB Black My Passport Portable External Hard Drive - USB 3.0 - WDBYNN0010BBK-WESN

★★★★☆ ~1,198

$49.99

prime FREE Delivery Fri, Nov 1

More Buying Choices

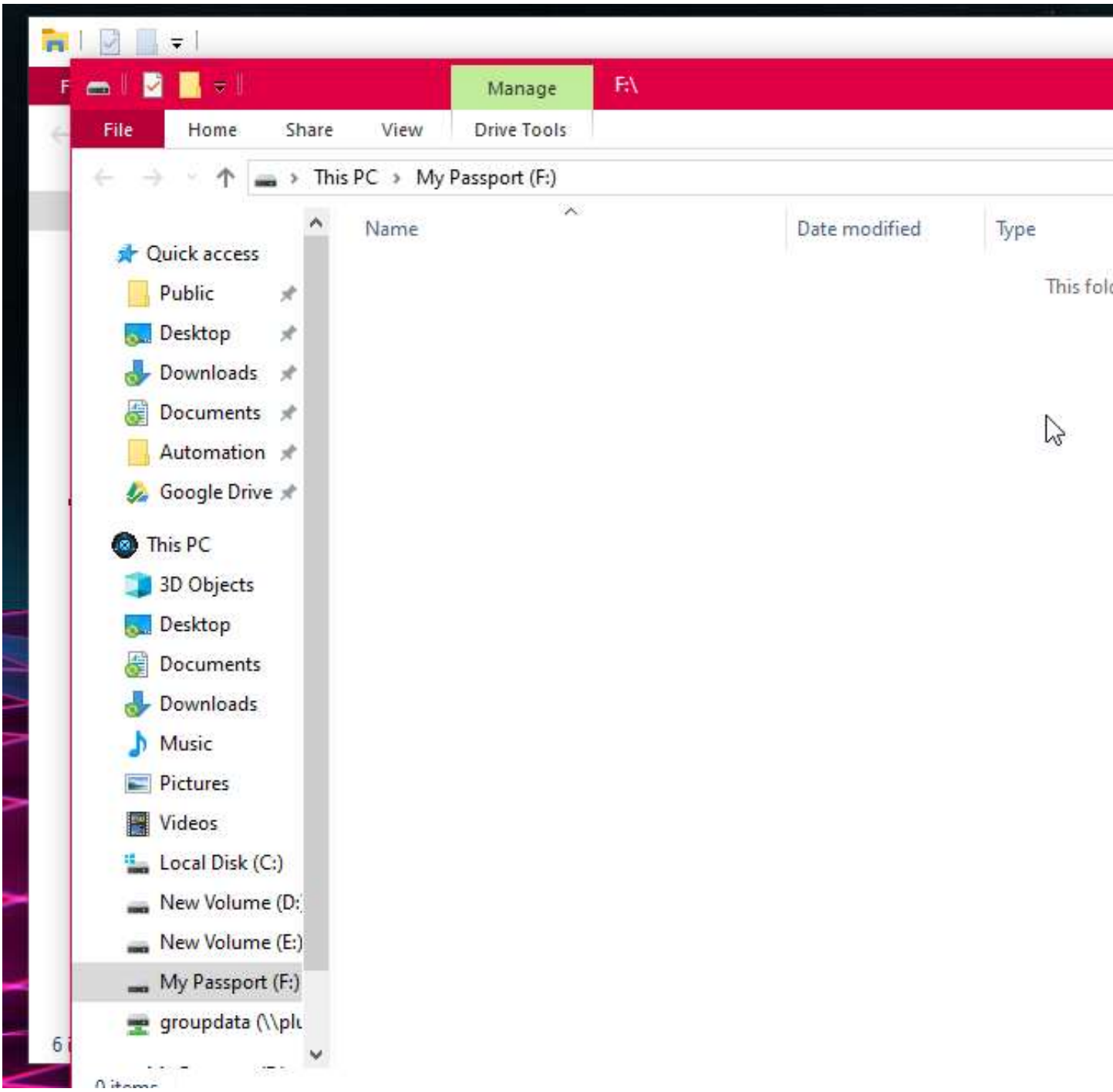
$35.62 (90 used & new offers)

Amazon.com: 1 TB storage external hard drive. Retrieved 30 October 2019, from https://www.amazon.com/s?k=1+TB+storage+external+hard+drive&ref=nb_sb_noss_2

Once you purchased this item, you will want to start up a backup routine. This routine can be set in windows. There are three different types of backups that we can set in windows. Full, incremental, and differential. The differences are Full backups are a good one time deal. The incremental does an initial backup and backs up only what is changed in the system since the last backup. Differential backups are a little bit of both and does incremental backups during the week and does a full backup of your system on a Friday (any day is fine). Differential is fine for larger backups and provides redundancy of multiple backups and if you can afford to go ahead. I am going to use incremental because it saves space and between the google backup and this there is not quite as strong as a need for it.

So let’s begin.

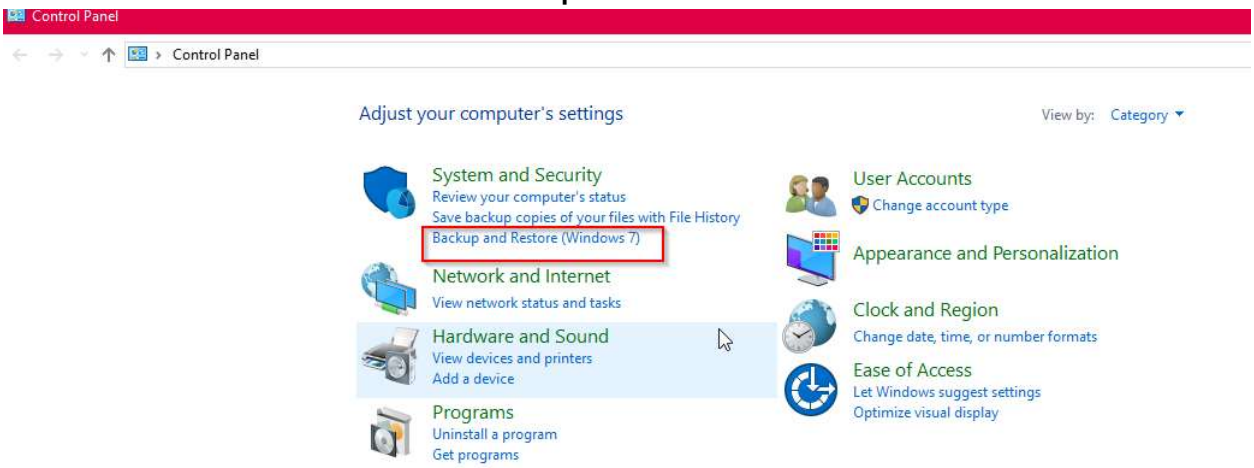
1) Plug in your External hard drive to a USB. You should see windows exploder pop up on your screen.



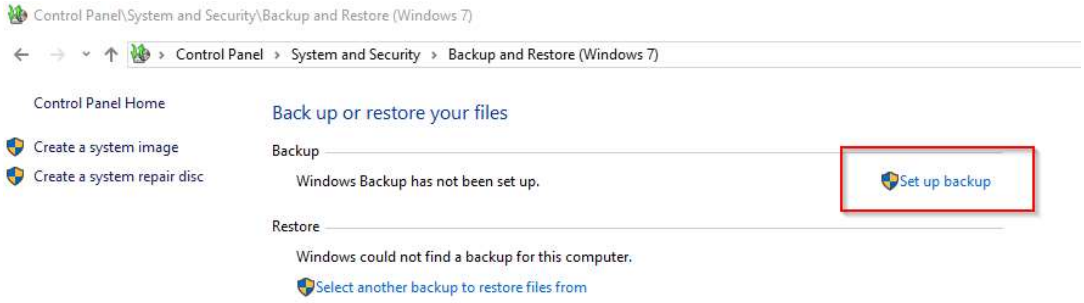
2) Select the windows key and R and type in control and press enter.



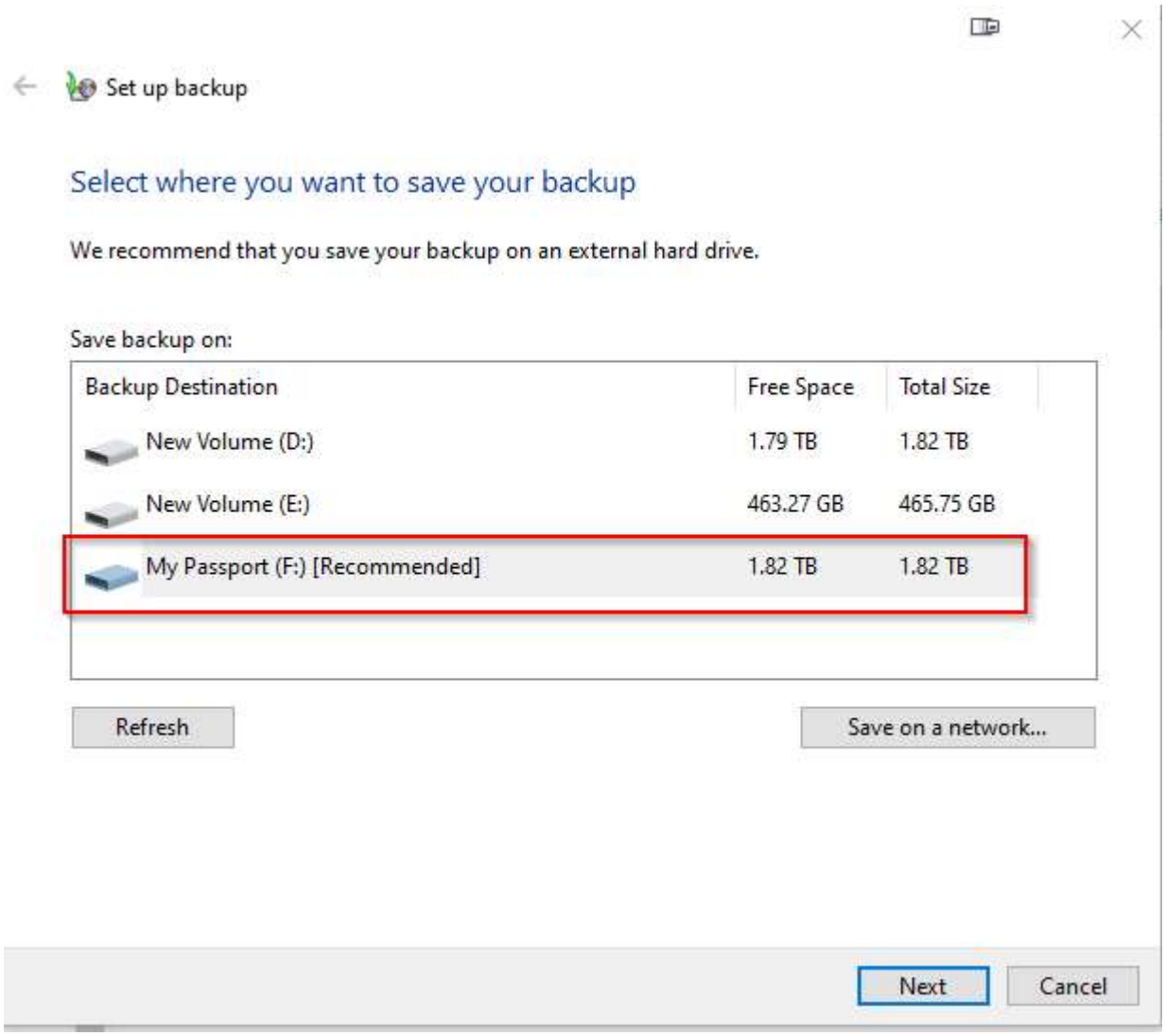
3) You will want to select backup and restore



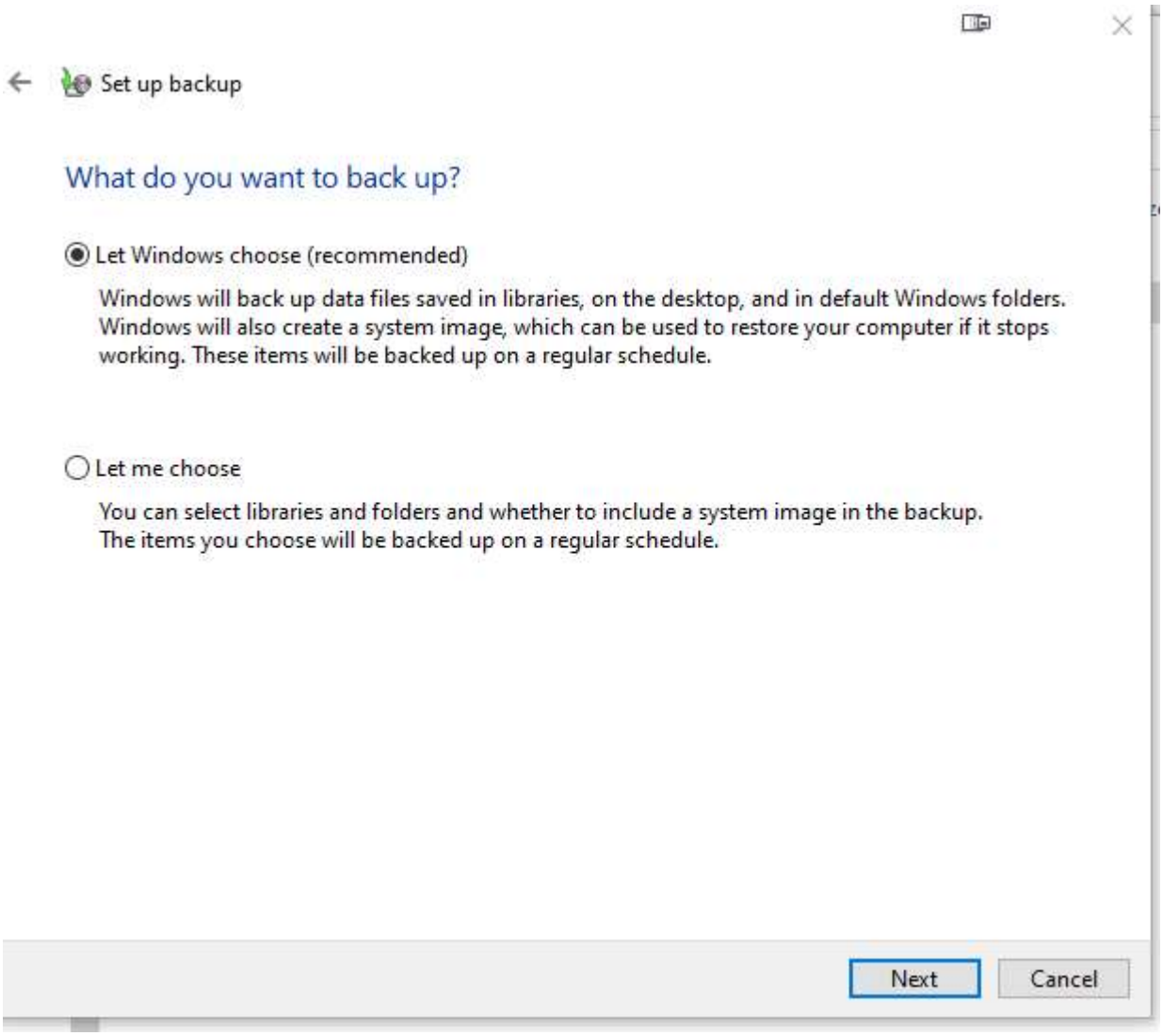
You will see a backup and restore screen with a option to set up a backup.



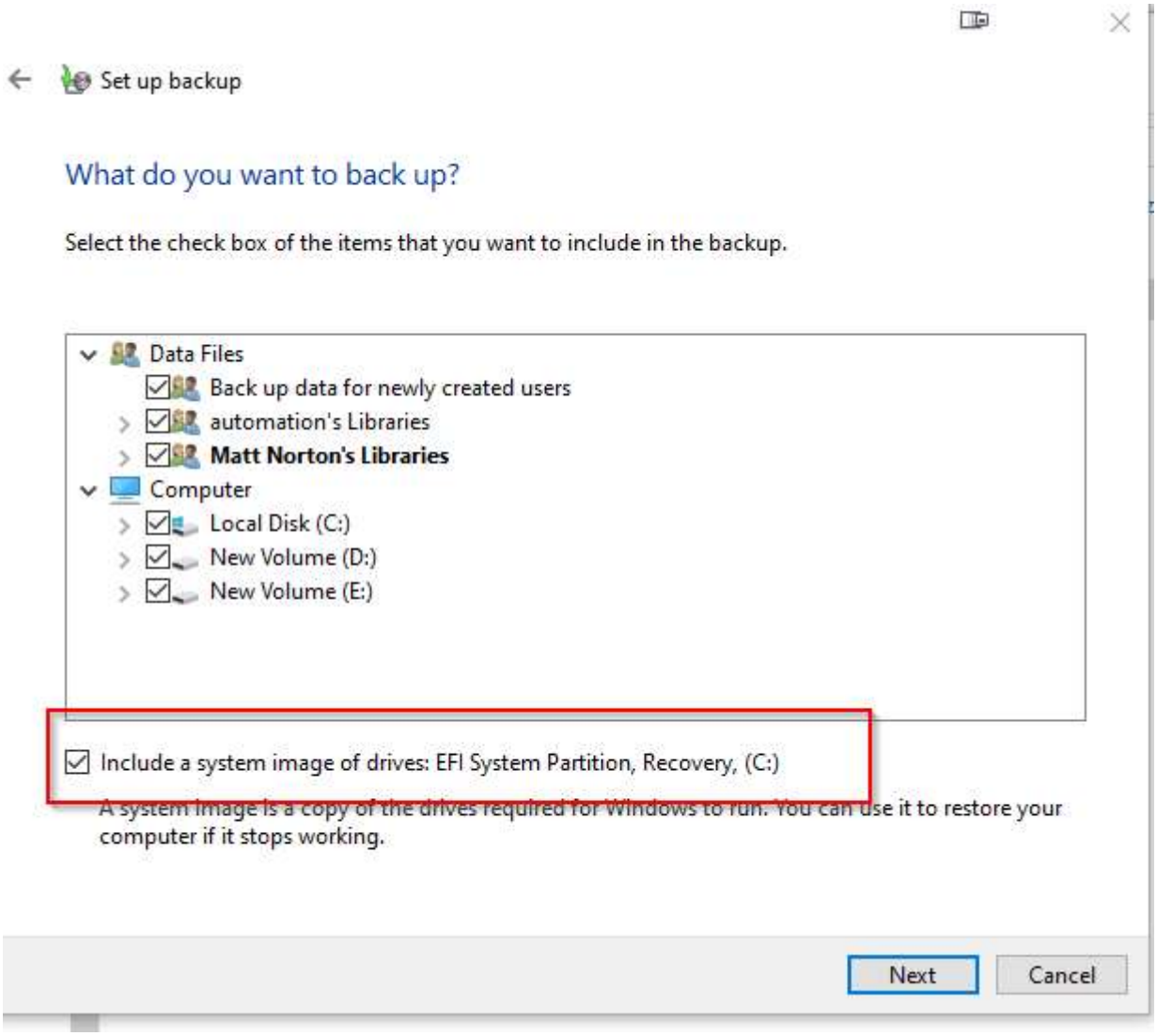
4) Select the My passport drive and select next



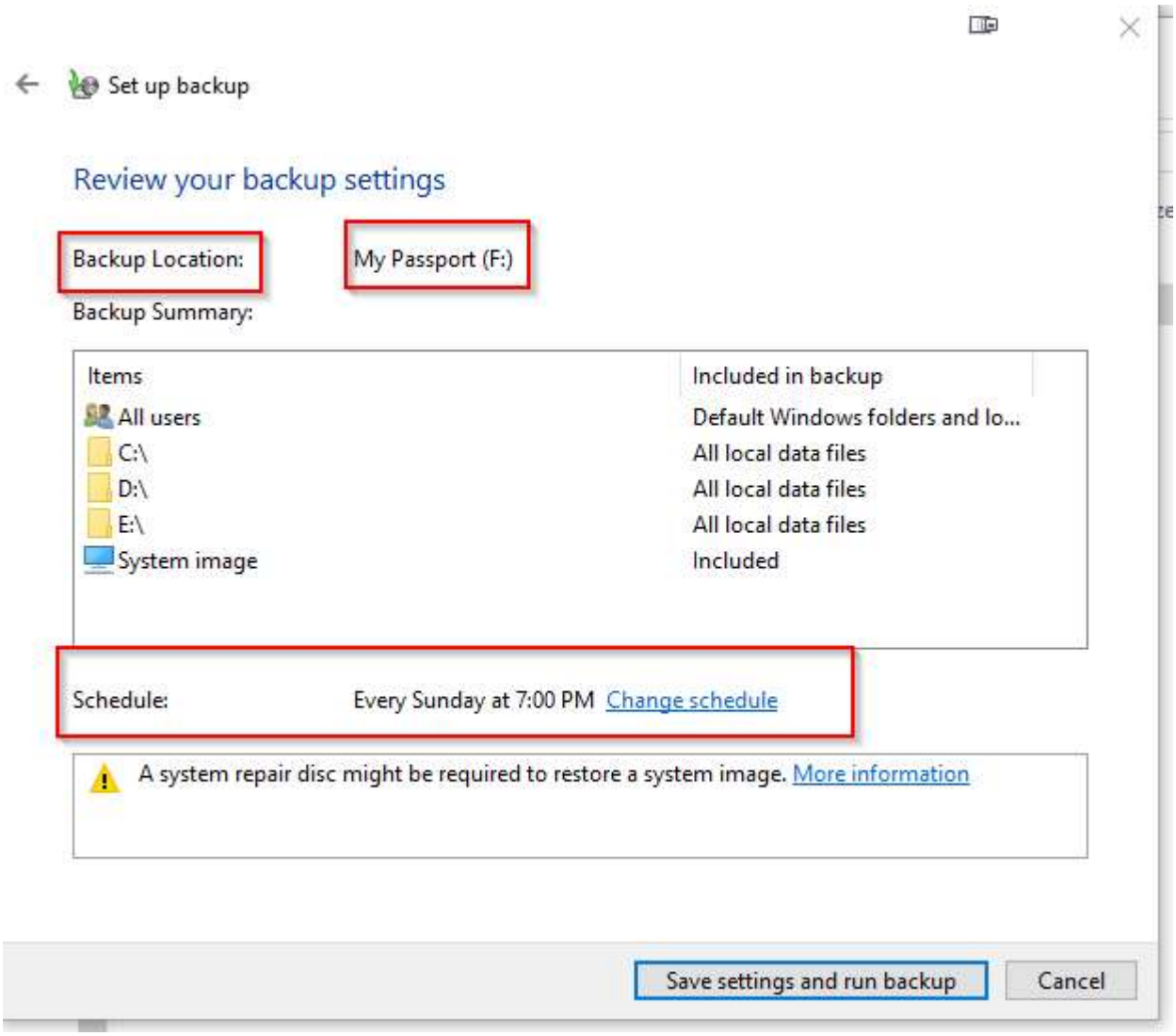
5) MOST of the time you will want to do a recommended unless you have folders in areas that are out of your libraries or any place other than the C: Drive. In this case though you will want to select let me choose.



4) In the let me choose option you will want to select the folders and drives you want backed up. You want to also want to check the Include a system image of drives with EFI system partition recovery C: so that the system is recoverable.



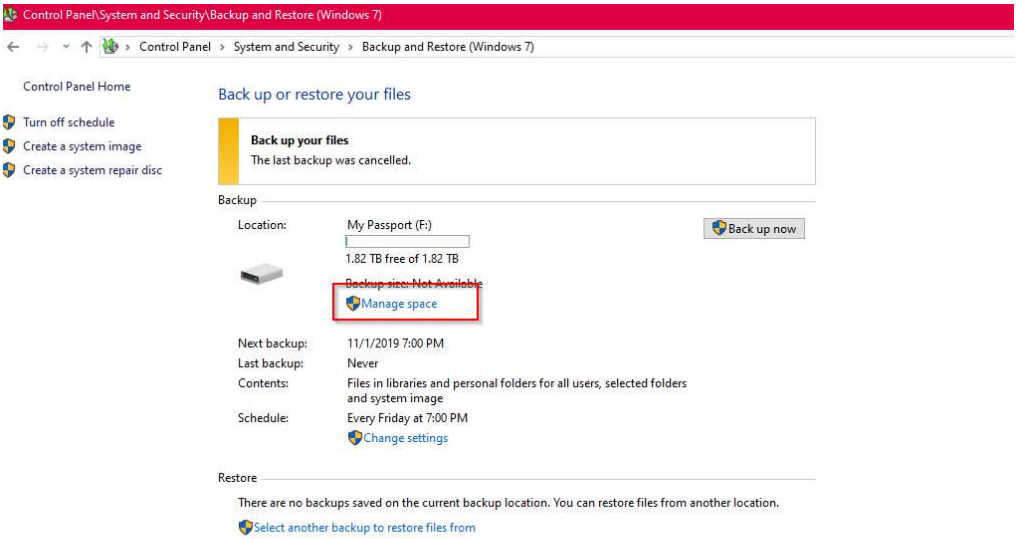
You will then get a review of the backup It should look something like this. Also make sure you set the day of the week you want it to back up and what time.



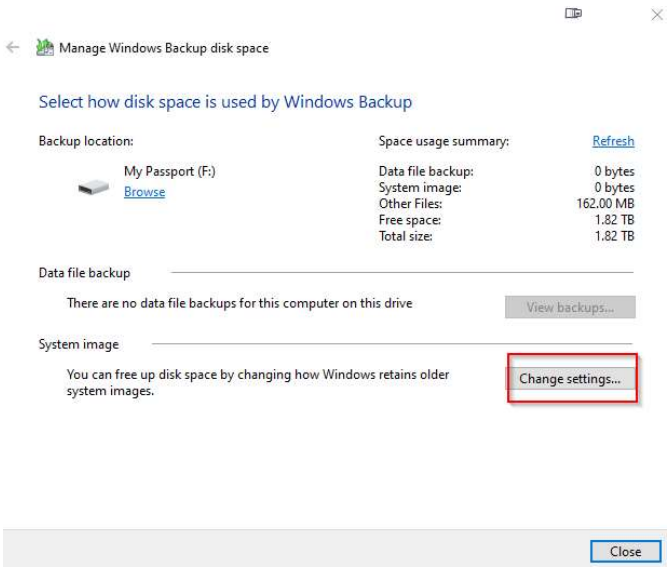
Once that is set you can let it save and run the backup. But there is one last setp. Once the control shows as complete or you cancel. For demonstration purposes I am cancelling.

LAST STEP)

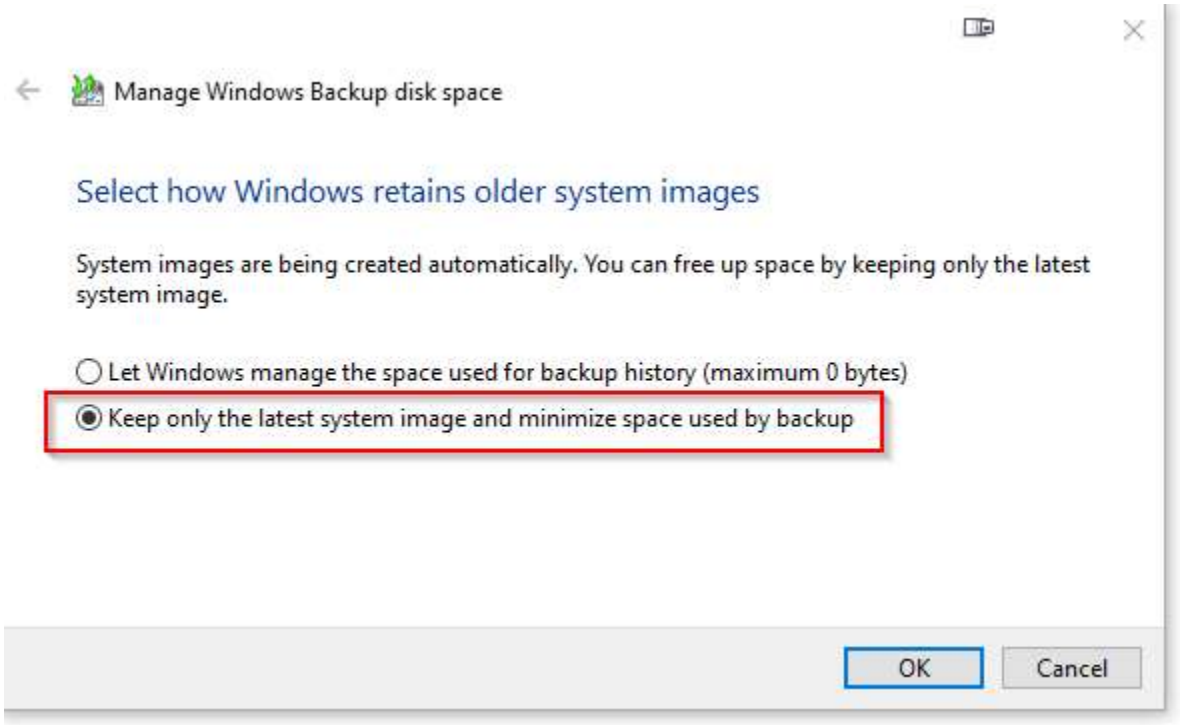
In the Control panel, backup restore option you will see a backup is now set. You then want to select manage space option.



Under the managed space selection, you will get a review of the backup settings however, you will want to go to system image and change settings.



Select the second option to keep the latest system image and minimize space used by backup.



YOUR DONE! Good job!

There is an additional way to do this in a SoHo(router) environment.

It does require a router that has a capability and takes a little more cunning. If you are looking more into that, it depends on your manufacturer settings. I will show you a typical one with a Linksys smart router.

Linksys smart wifi demo

This should help you keep the things you need to keep. If you have any questions, feel free to get ahold of automation and ask for matt or whoever is there that can help you with this task. Make sure you stick to it and backup regularly. Once this is setup all you need is to put in the passport on the schedule you set.