

## Windows 10 Backup & Restore

In the event that you need to recover files, you have the ability to restore data from Windows backup. The following explains how to create a backup and restore data from your backup.

### Recovery Using a Recovery Drive

You will need an external drive to store the backup. Connect it to your computer and follow the steps below:

#### Setting up your Backup

1. Click the **Start** button (See Figure 1).
2. Click **Settings** (See Figure 1).

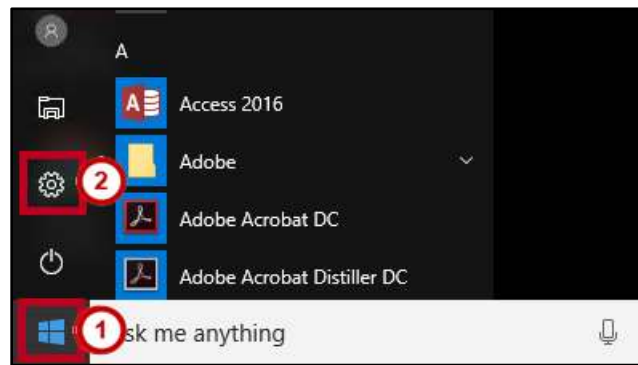


Figure 1 - Settings

3. Click **Update & security**.

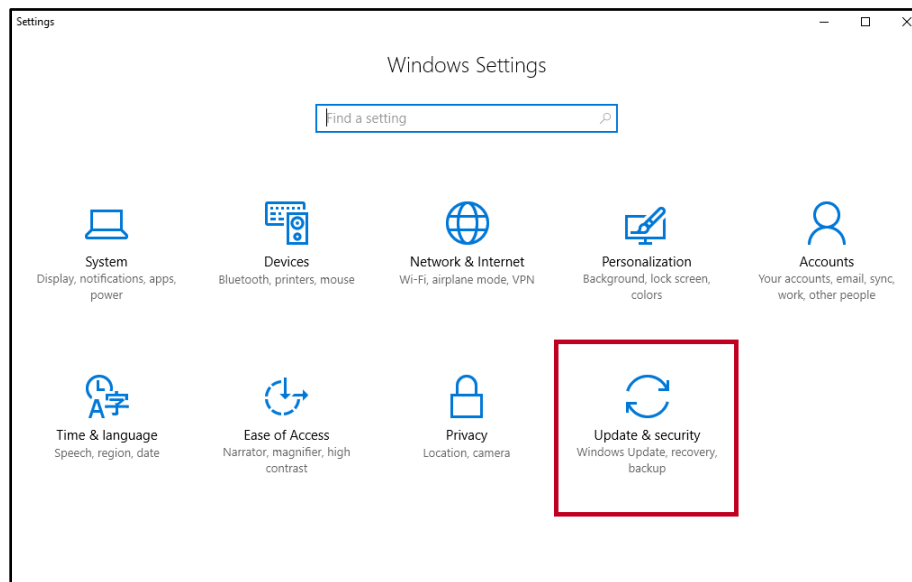


Figure 2 - Update & Security

4. Click **Backup**.

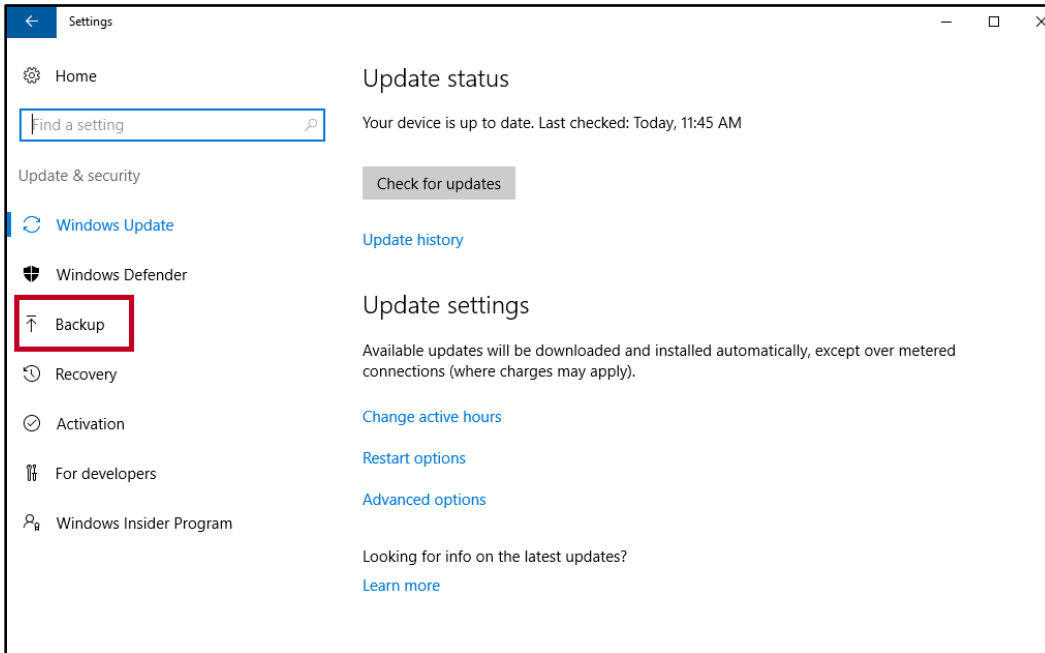


Figure 3 - Backup

5. Click **Add a drive**.

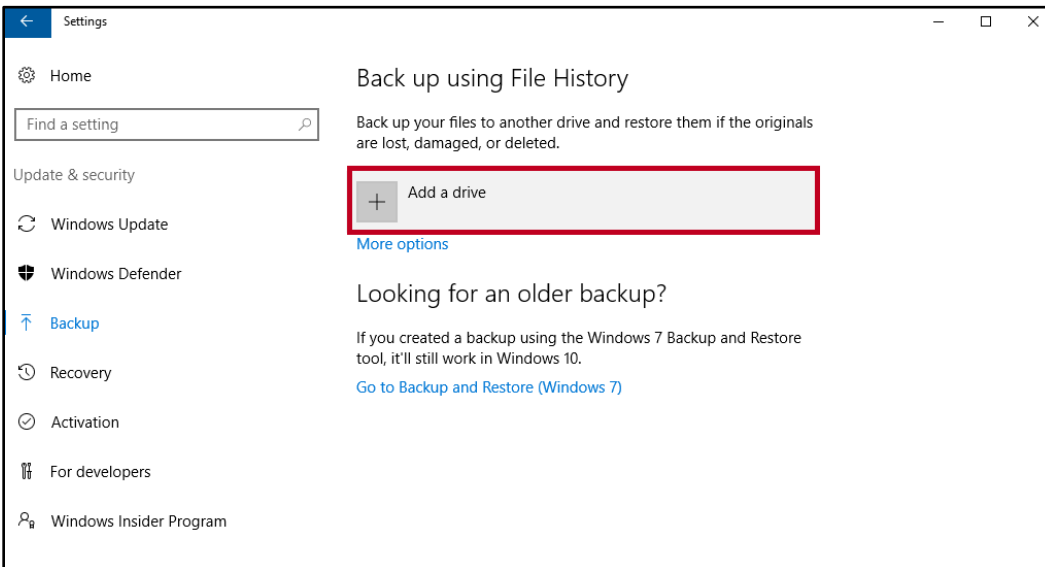


Figure 4 - Add a Drive

6. The *Select a drive* window will open to display all available drives. Click the **drive** you want to use.

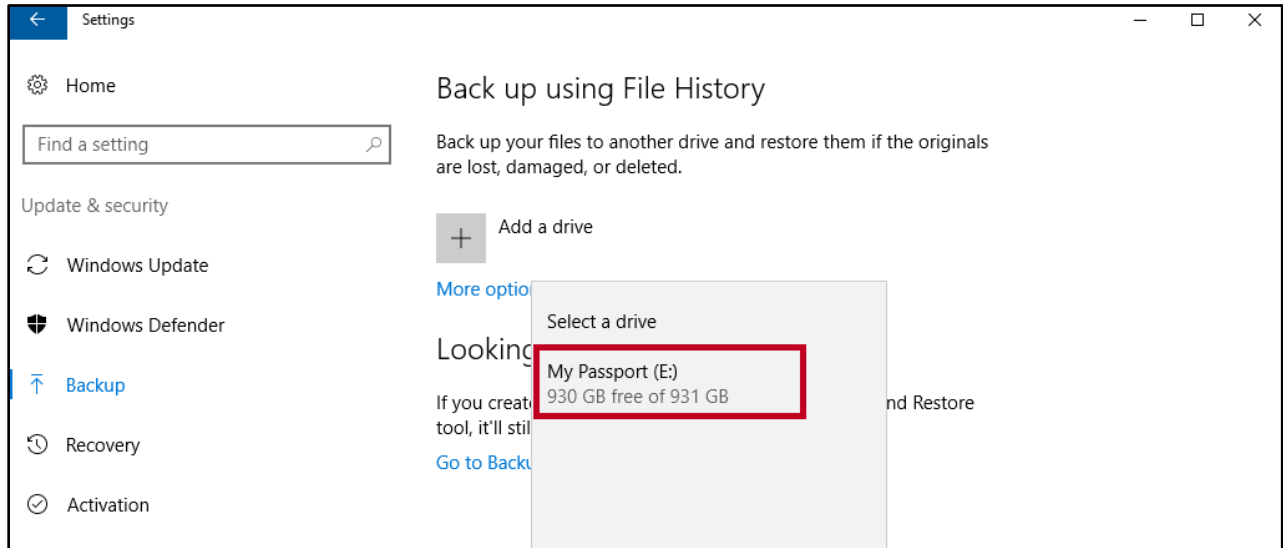


Figure 5 - Click the Drive

7. After selecting the destination drive, Windows 10 will set Automatically back up my drives to the *On* status. If you want to configure the backup options, click **More Options**.

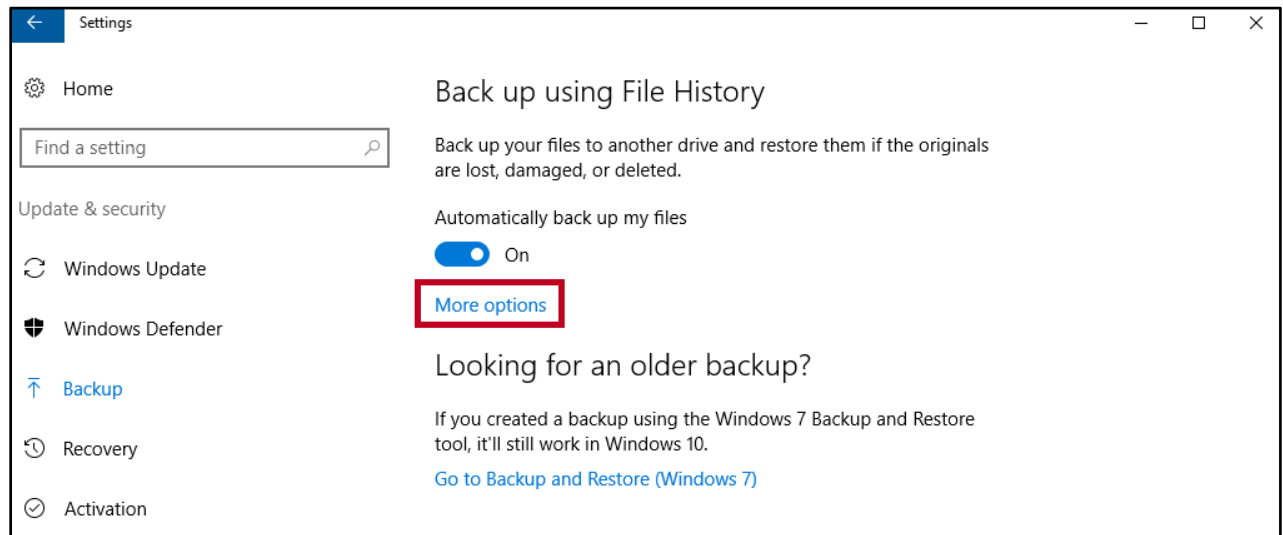


Figure 6 - More Options

8. The *Backup options* window opens displaying the folders included in the backup as well as drop-down menus and buttons to modify settings for your backup.
  - a. Click **Back up now** to begin an immediate backup of your folders (See Figure 7).
  - b. Click the **drop-down** menu to select how often to back up your files (See Figure 7).
  - c. Click the **drop-down** menu to select how long to retain backups (See Figure 7).
  - d. Click the **Add (+)** button to add a folder to the list (See Figure 7).

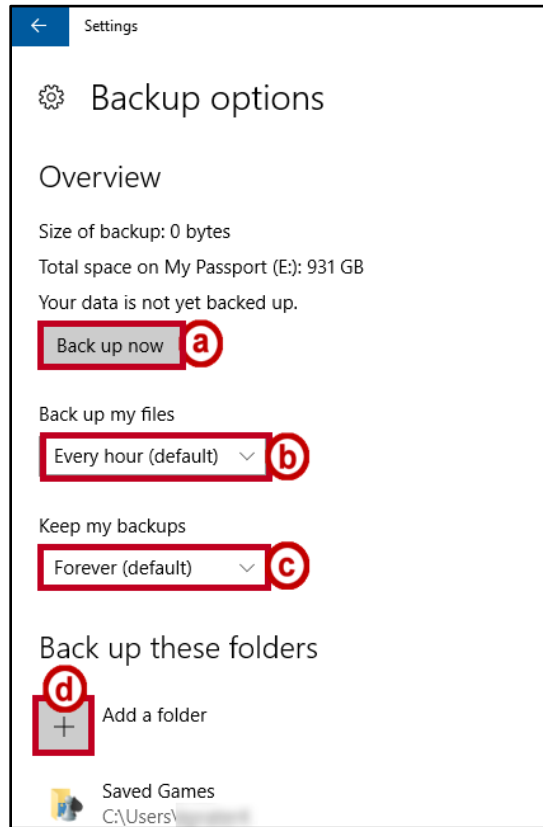


Figure 7 - Backup Options

9. A status of *Backing up your data* will appear. A backup is now being created.

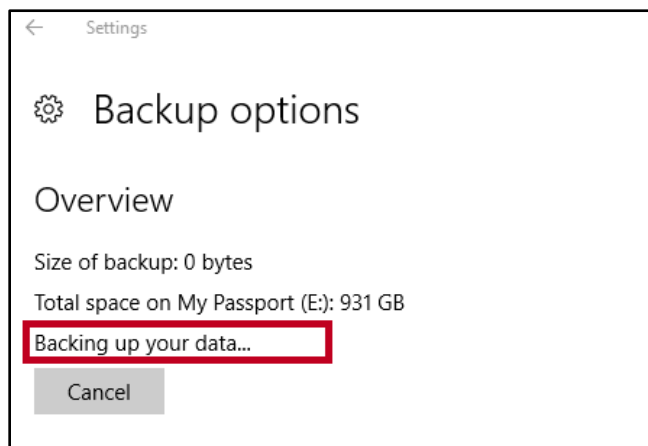


Figure 8 - Backing Up Data

## Restoring from your Backup

In the event that you need to recover files, you have the ability to restore data from your Windows Backup. The following explains how to recover data from your backup.

**Note:** You must first setup a backup in order to recover files.

1. In the search bar, type **Restore**.
2. From the resulting menu options, select **Restore your files with File History**.

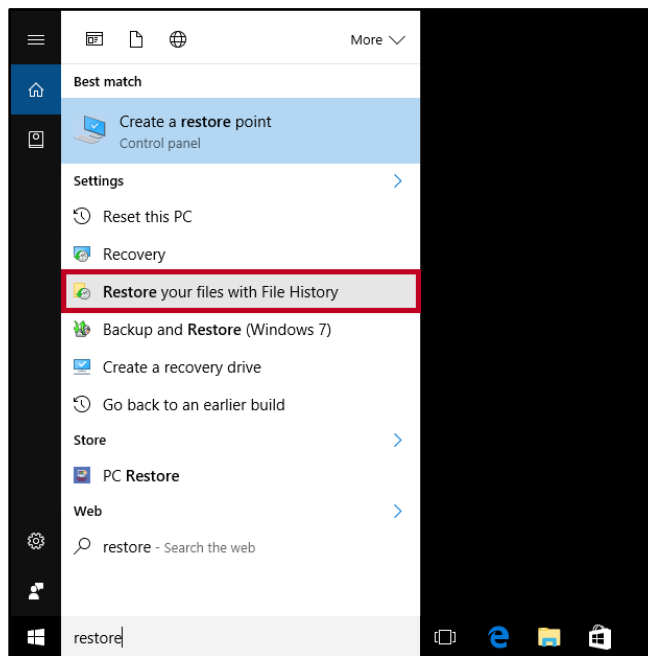


Figure 9 - Recover Your Files with File History

3. Select the **files** you want to restore (See Figure 10).
4. Click the **Restore** button (See Figure 10).

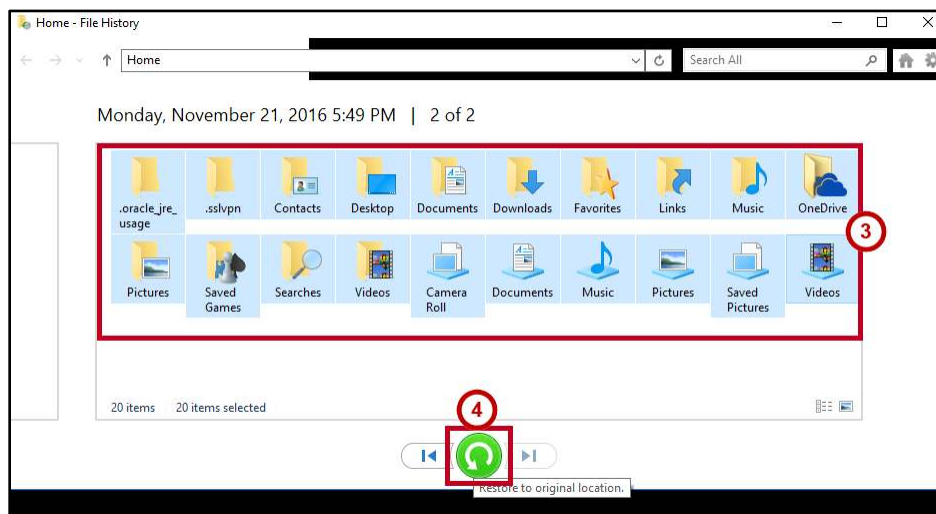


Figure 10 - Select Files and Restore

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