

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

## 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.

÷	Settings		-	×
ŝ	Home	Update status		
Fir	nd a setting $\wp$	Your device is up to date. Last checked: Today, 11:45 AM		
Upd	ate & security	Check for updates		
C	Windows Update	Update history		
	Windows Defender			
Ţ	Backup	Update settings		
I	Recovery	Available updates will be downloaded and installed automatically, except over meters connections (where charges may apply).	d	
Ø	Activation	Change active hours		
Ĩŧ	For developers	Restart options		
Pa	Windows Insider Program	Advanced options		
		Looking for info on the latest updates?		
		Learn more		

Figure 3 - Backup

5. Click Add a drive.

← Settings		 -	×
<ul> <li>Settings</li> <li>Home</li> <li>Find a setting /</li> <li>Jpdate &amp; security</li> <li>Windows Update</li> <li>Windows Defender</li> <li>Backup</li> <li>Recovery</li> <li>Activation</li> <li>For developers</li> <li>8<sub>9</sub> Windows Insider Program</li> </ul>	<ul> <li>Back up using File History</li> <li>Back up your files to another drive and restore them if the originals are lost, damaged, or deleted.</li> <li>Add a drive</li> <li>Add a drive</li> <li>More options</li> <li>Looking for an older backup?</li> <li>If you created a backup using the Windows 7 Backup and Restore tool, it'll still work in Windows 10.</li> <li>Go to Backup and Restore (Windows 7)</li> </ul>		~

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.

← Settings		_	×
O Home	Back up using File History		
Find a setting	Back up your files to another drive and restore them if the originals are lost, damaged, or deleted.		
Update & security	1 Add a drive		
$\sub$ Windows Update			
Windows Defender	Select a drive		
T Backup	My Passport (E:) If you creati 930 GB free of 931 GB nd Restore		
S Recovery	tool, it'll stil Go to Backi		
⊘ Activation			

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**.

÷	Settings		_	×
ŝ	Home	Back up using File History		
Fir	d a setting ク	Back up your files to another drive and restore them if the originals are lost, damaged, or deleted.		
Upda	ate & security	Automatically back up my files		
C	Windows Update	On On		
\$	Windows Defender	More options		
₹	Backup	Looking for an older backup?		
Ð	Recovery	If you created a backup using the Windows 7 Backup and Restore tool, it'll still work in Windows 10.		
	-	Go to Backup and Restore (Windows 7)		
$\oslash$	Activation			

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).

← Settings
Backup options
Overview
Size of backup: 0 bytes Total space on My Passport (E:): 931 GB Your data is not yet backed up. Back up now
Back up my files
Keep my backups Forever (default)
Back up these folders
Saved Games C:\Users\

Figure 7 - Backup Options

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

← Settings	
Backup options	
Overview	
Size of backup: 0 bytes	
Total space on My Passport (E:): 931 GB	
Backing up your data	
Cancel	

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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