

# CLICKON MAC SOLUTIONS

## How To Configure Time Machine Backups

### *With external Hard drive/AirPort Time Capsule.*

1. Connect external drive into machine.
2. If this is the first time you have connected an external drive or if your backup drive has not yet been configured a dialog box should appear.
3. Click “use as backup disk” if dialog box appears, if no dialog box go to your System Preferences → Time Machine → Select Disk. Then you will be able to chose your external drive as the your backup.
4. You can change your Time Machine setting by going to the System Preference → Time Machine.
  - a. You can click the option button and select files that you do not wish to back up.
  - b. You can also chose to have Time Machine notify you when an older backup is deleted.
5. From the System Preferences → Time Machine → select drive. And you will be able to change the drive to use on your backup and in 10.7 and 10.8 you can also configure it to use more than one drive for backing up.
6. If your are planning to use a Time Capsule as your backup devices, make sure that your Time Capsule is set up for your home network, then select it as your drive for backing up by going into System Preferences → Time Machine → Select Disk → set up Time Capsule
  - a. Time machine will attempt to discover your Time Capsule, if it can not the make sure your Time Capsule is set up and then try again. You may have to reset your Time Capsule.



*Full Stock of Airport Extreme  
\$199, Time Capsule 2TB \$299  
and 3TB \$399*