## Setup Windows to Backup

### Plug in an External Hard Drive

You will need a drive that is at least the same size as your computers hard drive, but it is advised to get one at least two to four times larger.

## Open the Backup Utility

On Windows 7 - Click on Start Button > in the search box start typing in "Backup" Click on "Backup and Restore". Click on "Setup Backup" Link in Backup and Restore.

On Windows 8 - Start typing "Backup" on the start screen and then choose "Save Backup Copies of Your Files with File History". Click the "Turn On" button in File History

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🔄 🎯 🕤 🕈 🥦 🖌 Control	Panel + System and Security + File History	✓ C Search Control Panel P
File Edit View Tools Help		👗 🖻 🗂 🗙 🗸 🖃 🧲
Control Panel Home	Keep a history of your files	1
Restore personal files	File History saves copies of your files so you can get them back if they're	lost or damaged.
Select drive	File History is off	
Exclude folders		
Advanced settings	Copy files from: Libraries, Desktop, Contacts, and Favorites	
	Copy files to: External Drive (D.) 349 GB free of 683 GB	
		Turn on
See also		
Recovery		
System Image Backup		

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### Set Where to Backup to

Choose the External Hard Drive for your Backups.Windows will automatically list all connected Drives.

Select Drive			_ 🗆 🔼	
Select Drive + Control Panel + System and Security + File History + Select Drive		~ C	Search Co P	
, drive				
following list, or enter a netwo	rk location.			
Free space	Total space	1		
1.42 TB	2.68 TB			
314 GB	683 GB			
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### Set What to Backup

Windows 7 - Backup and Restore will ask you to either let windows choose what to backup or select your own folders. If you let windows choose It will automatically backup User Library (Desktop, Desktop, Documents, Downloads, Music, Pictures, Videos) and default Windows Folders. Ulternatively you can select what to backup.

Windows 8 - File History chooses the folders for you and will automatically save User Library, (Desktop, Documents, Downloads, Music, Pictures, Videos), Contacts and OneDrive Folders.

Click the "Save" button to save your settings and run the backup.