

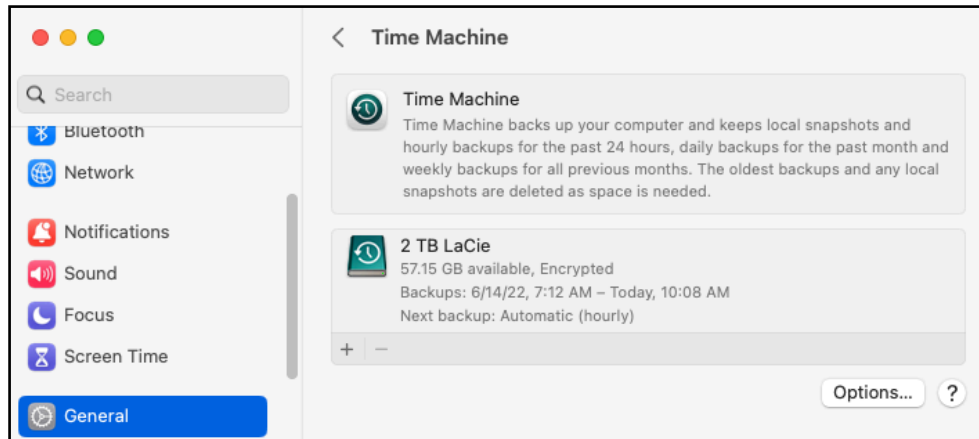
Options for Data Backups - macOS

There are numerous methods for backing up your data. Some external hard drives come with their own backup software and there are multiple vendors which offer storage in the cloud. The important thing is that your data is backed up securely and can be retrieved in case your computer experiences a mishap.

Below are two possible options for backing up your data.

Method 1: Time Machine

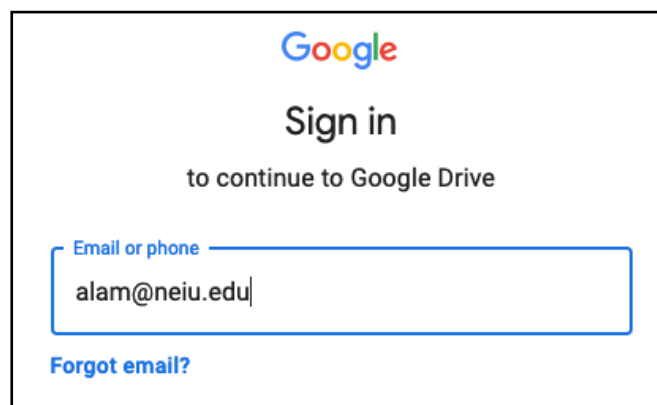
Apple includes a software known as Time Machine. If you have an external drive, Time Machine can automatically copy any new or changed files to the external drive on an hourly basis.



Method 2: Google Drive

Google Drive is similar to Microsoft's OneDrive except it can be used exclusively through a web browser. An app can also be installed on your mobile devices to allow it to access Google Drive. Google Drive can be accessed at <https://drive.google.com>.

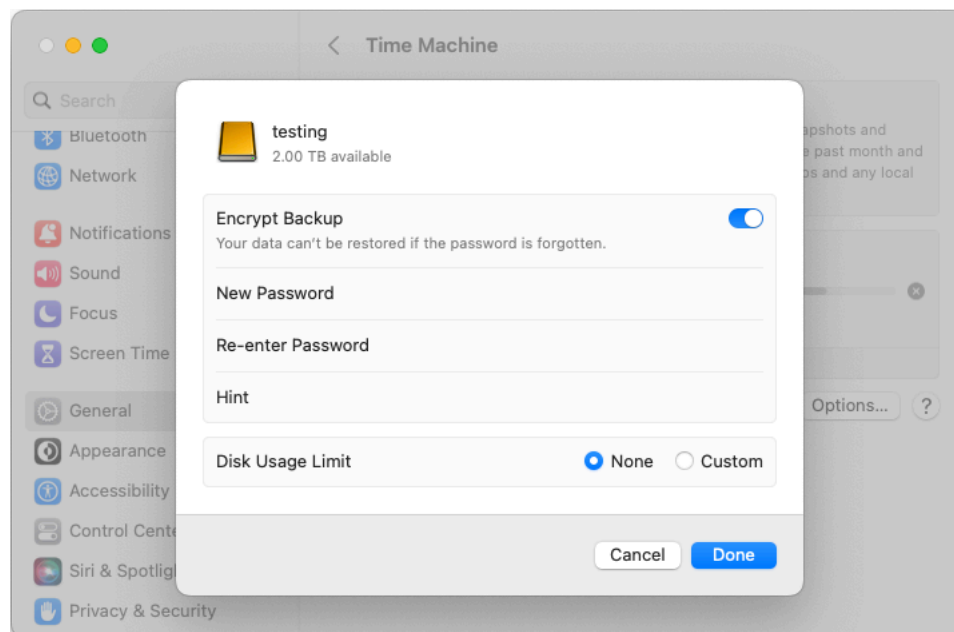
You can use your Nmail account to log into Google Drive.



Time Machine (macOS)

Time Machine is a macOS feature which works with an external hard drives and USB flash drives.

1. Connect an external storage drive to your computer.
2. Click on the Apple Menu **** → **System Settings** → **General** → **Time Machine**.
3. Click on the + symbol to add a back up drive..
4. Select the external drive and click **Set Up Disk...**
 - University Technology Services recommends turning on the option to encrypt the backup with a password.
 - You can also limit how much of the drive is used to store backups.
 - After you click **Done**, the computer will erase the external drive to prepare it for storing backups.



Time Machine will immediately begin backing up your files.

The initial backup session will take the longest because it will first back up everything. After that has been completed, Time Machine will only back up the files that have changed since the previous backup session. Backup sessions will take place once per hour. When your external storage drive eventually becomes full, Time Machine will delete the oldest backup to make room for newer backups. If you prefer to keep the oldest backups, you can connect a new external storage drive and designate it as a Backup Disk by repeating the steps listed above.

When you wish to unplug the Time Machine backup drive, eject the drive before you unplug it. It is recommended to connect the Time Machine drive whenever possible to ensure your data is backed up on a regular basis.

For more information on how to use Time Machine, follow this link to Apple's support document. <https://support.apple.com/en-us/HT201250>

Google Drive (macOS)

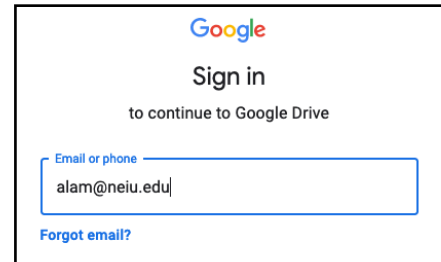
Nmail users can use their NEIU credentials to store files on Google Drive.

To begin, go to <https://drive.google.com> and enter your email address into the Google Sign in page in the following format:

username@neiu.edu

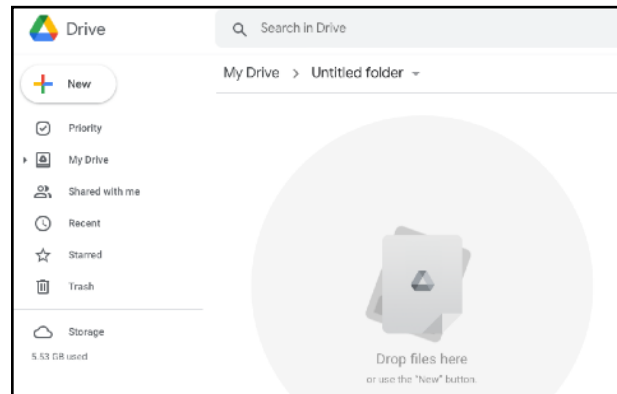
After you click **Next**, an NEIU page will prompt you to enter your NEIU credentials. The Duo security system may also prompt you to approve the log in.

After authenticating, the browser will return you to the Google Drive website.



After you log into the Google Drive site, you can click on the **New** button located on the top left corner of the window to create a folder, to upload a folder, or to upload an individual file.

You can also drag and drop files from your computer directly into the browser window to upload a copy onto Google Drive.



To access other commands, right-click on a file in Google Drive and a contextual menu will appear.

For more information on how to use Google Drive, follow this link to Google's support site.

<https://support.google.com/drive/answer/2424384?hl=en>

