

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).

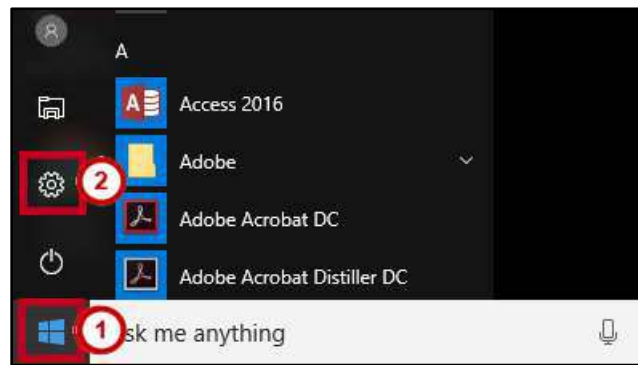


Figure 1 - Settings

3. Click **Update & security**.

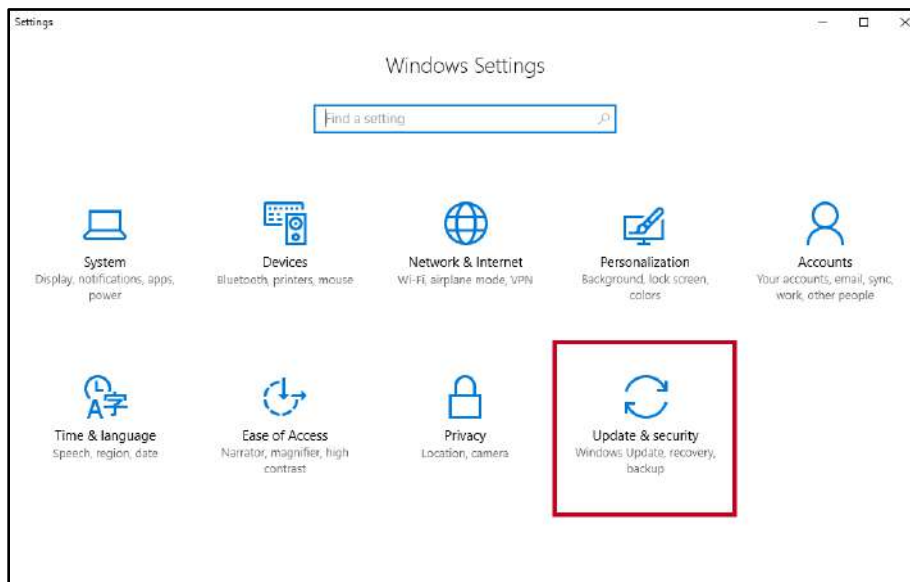


Figure 2 - Update & Security

4. Click **Backup**.

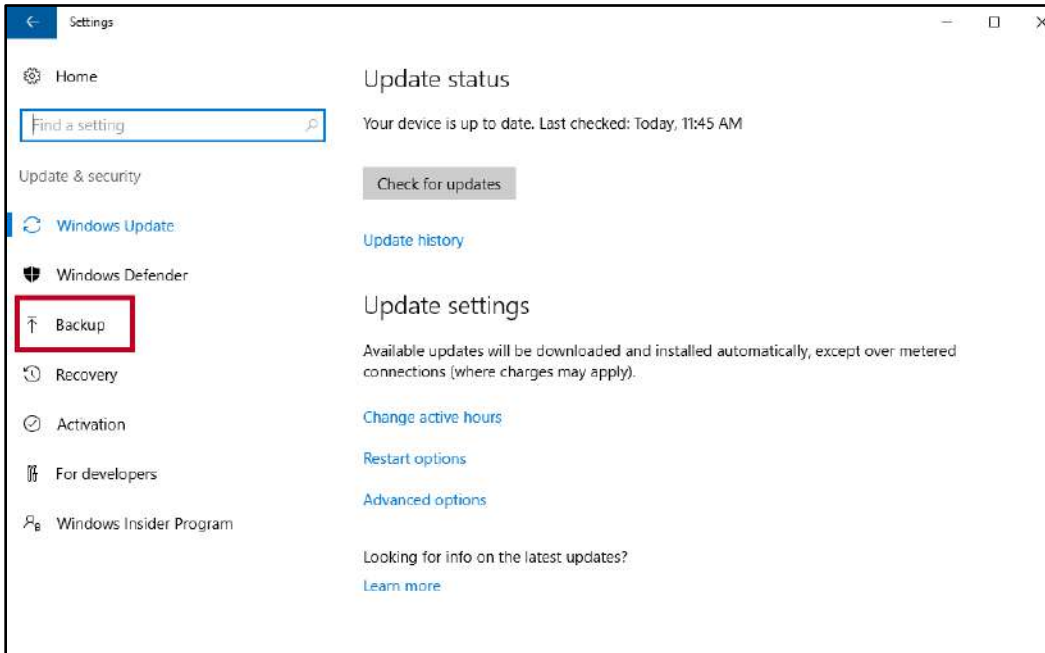


Figure 3 - Backup

5. Click **Add a drive**.

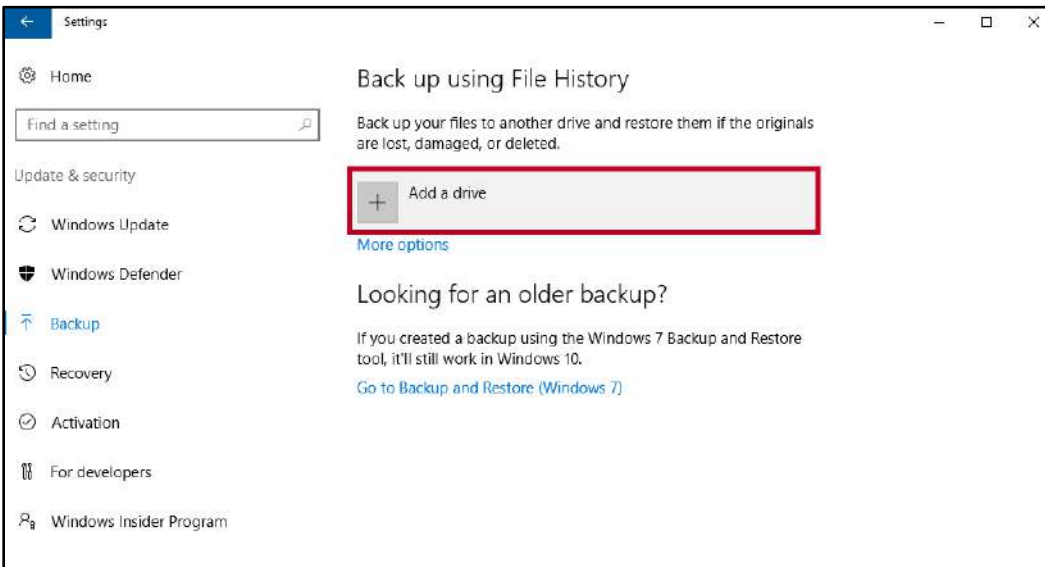


Figure 4 - Add a Drive

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

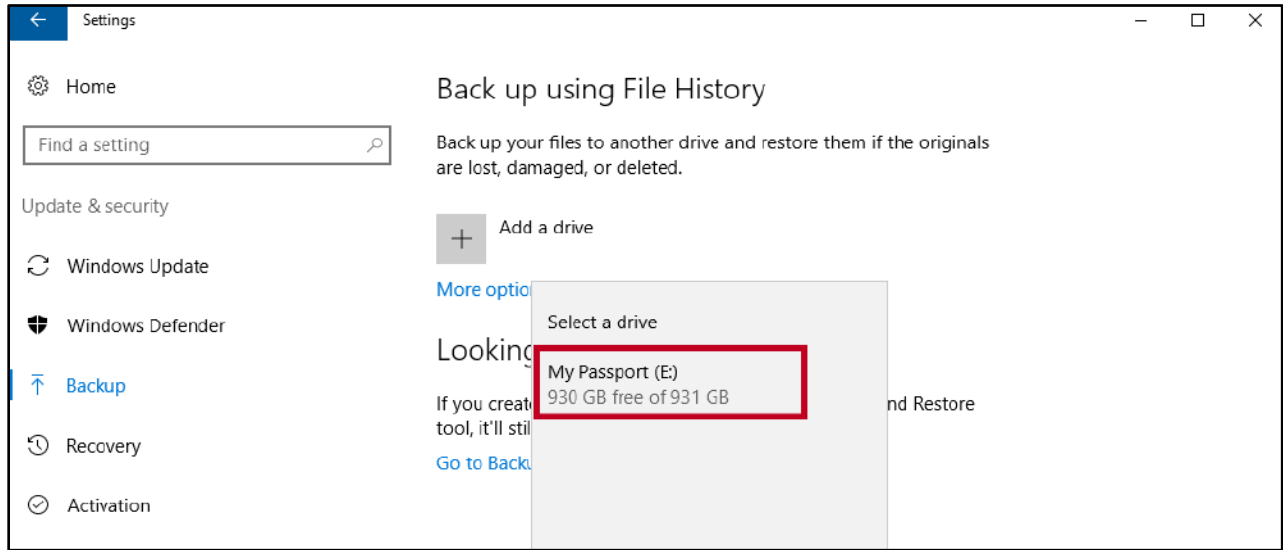


Figure 5 - Click the Drive

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**.

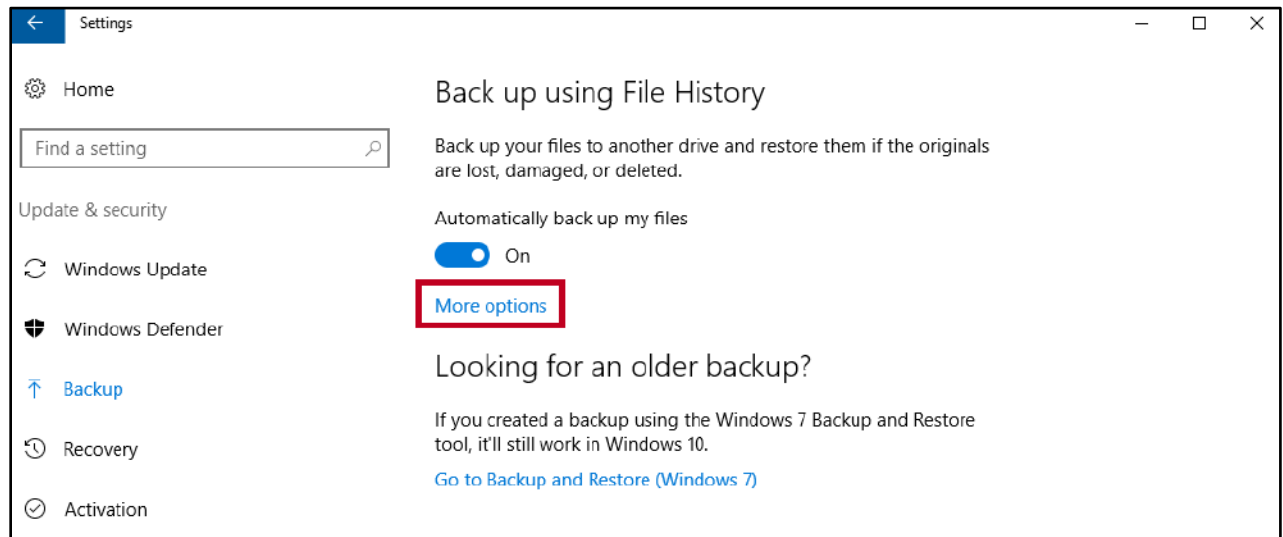


Figure 6 - More Options

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).

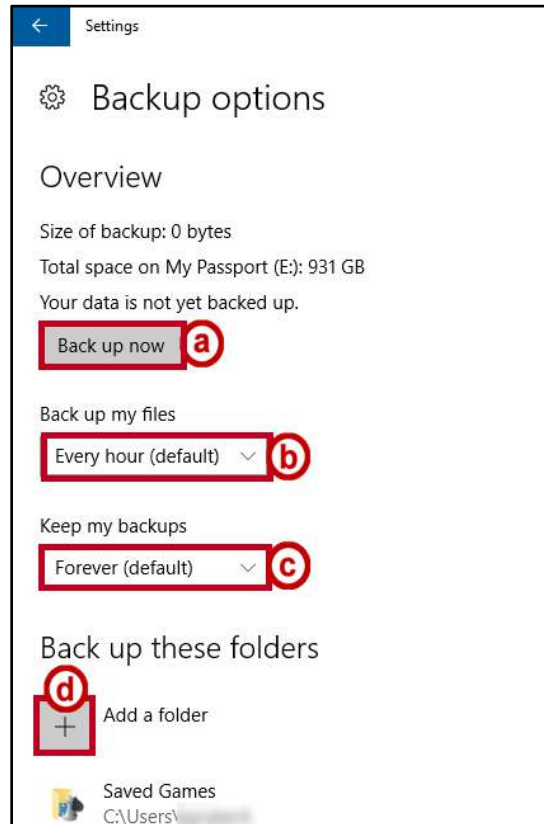


Figure 7 - Backup Options

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

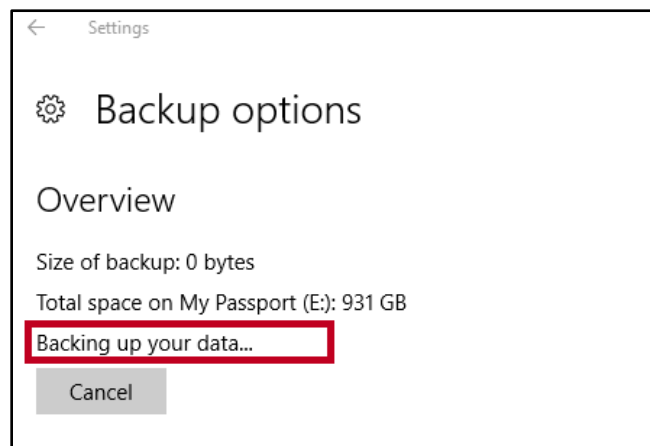


Figure 8 - Backing Up Data

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**.

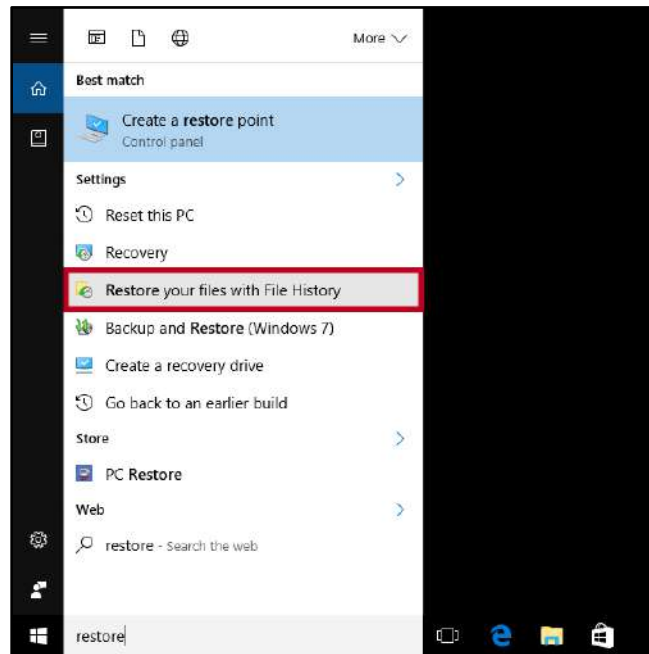


Figure 9 - Recover Your Files with File History

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

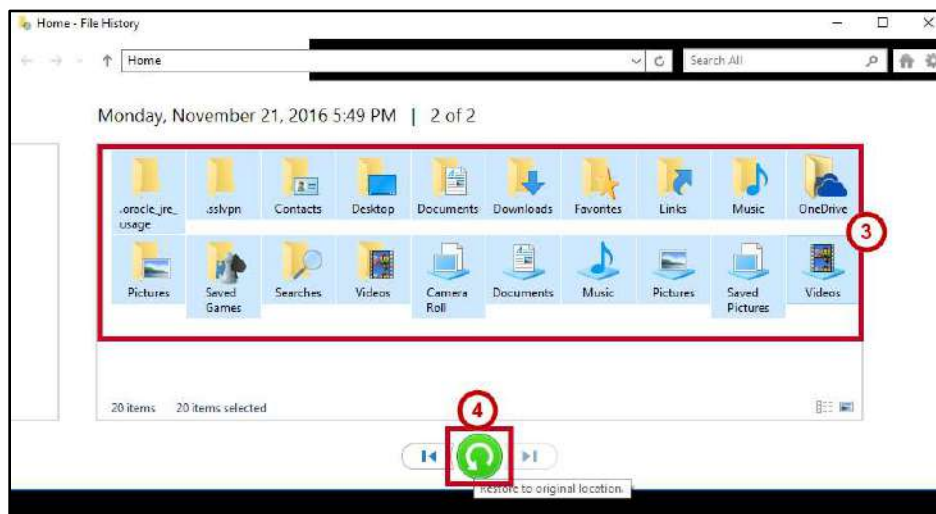


Figure 10 - Select Files and Restore

Recovery from a System Restore Point

Recover from a system restore point takes your computer back to an earlier point in time, called a system restore point. Windows automatically saves restore points when installing a new application, driver, or Windows update, but you can also create a restore point manually. Restoring will not remove your personal files, but it will remove applications, drivers, and updates installed after the restore point was made. The following explains how to create a system restore point manually and restore from a system restore point:

Create System Restore Point

1. In the search bar, type **Restore**.
2. From the resulting menu options, select **Create a Restore Point**.

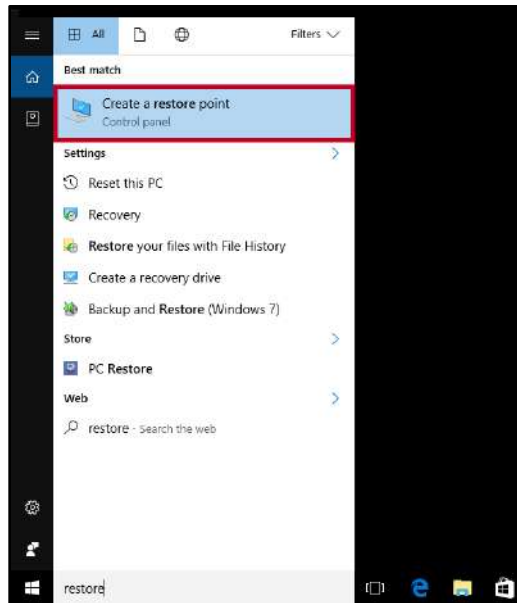


Figure 11 - Create a Restore Point

3. The *System Properties* window will open to the *System Protection* tab. Click **Configure**.

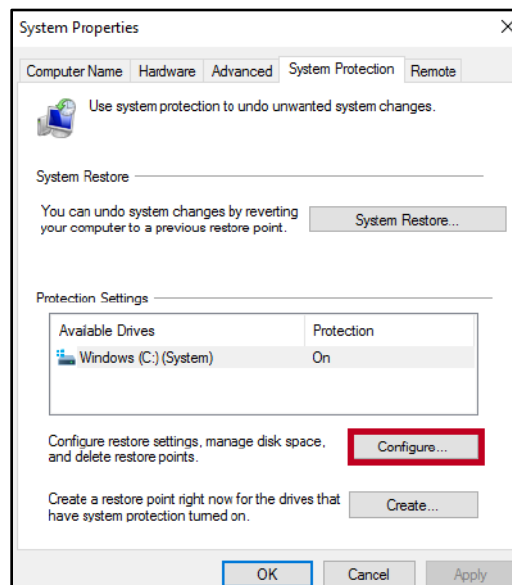


Figure 12 - Click Configure

4. Click to enable **Turn on system protection** (See Figure 13).
5. Use the **Max Usage** slider to determine how much of your hard drive to use to store restore points (See Figure 13).
6. Click **OK** (See Figure 13).

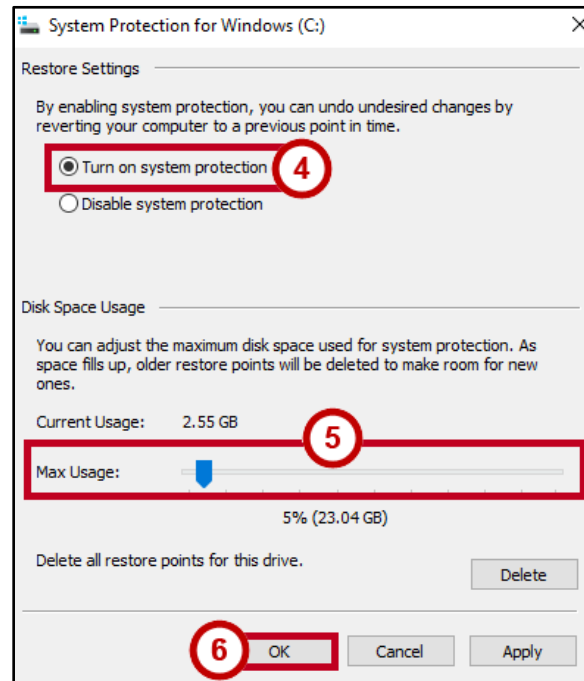


Figure 13 - Configure Restore Settings

7. Click **Create**.

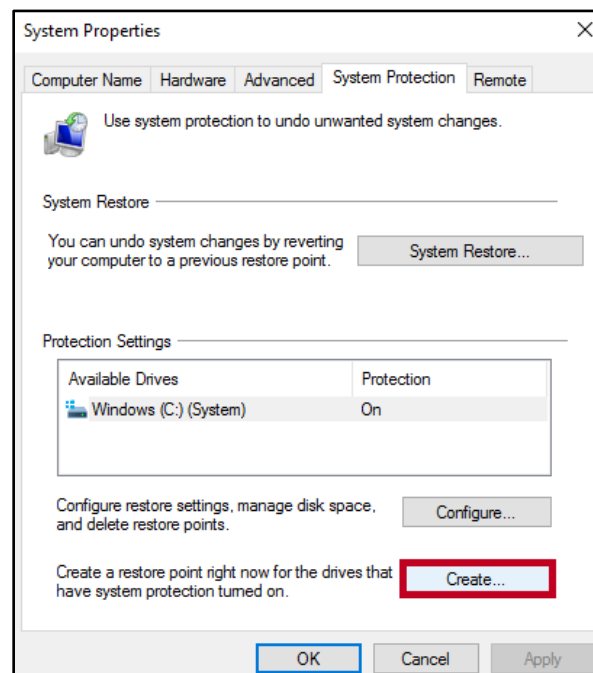


Figure 14 - Create Restore Point

8. The *Create Restore Point Description* box appears.

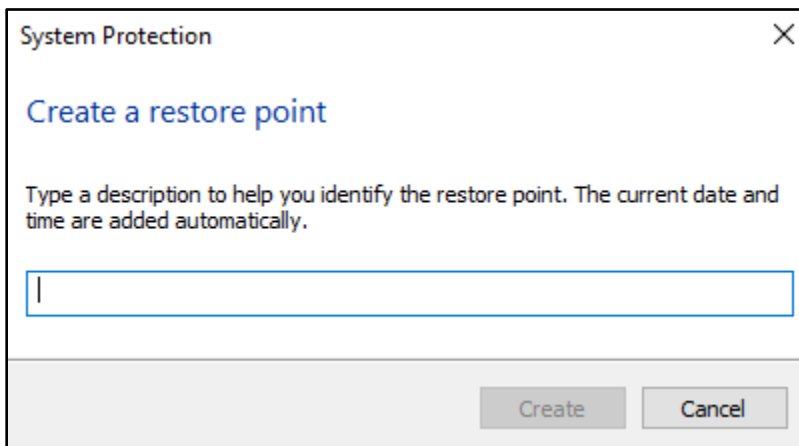


Figure 15 - Restore Point Description Box

9. Type in a **description** to help identify the restore point and click the **Create** button.

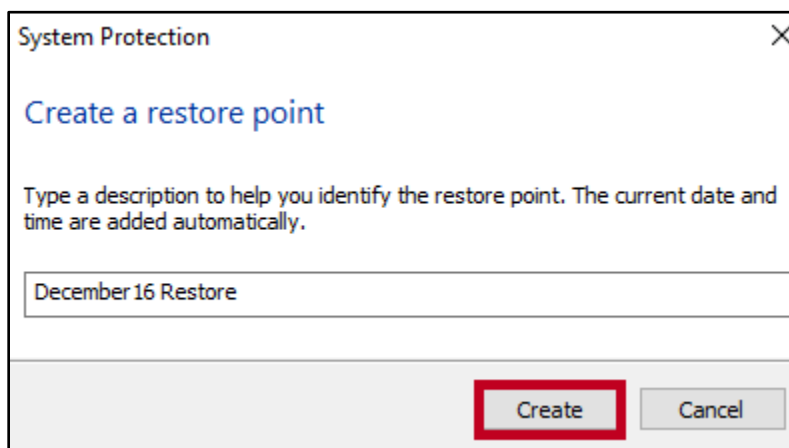


Figure 16 - Click the Create Button

10. A restore point is now being created.

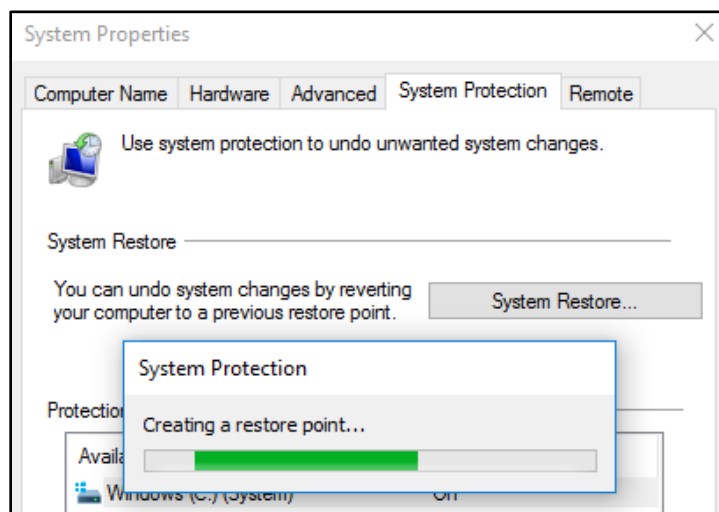


Figure 17 - Creating a Restore Point

11. The restore point has been created successfully. Click **Close**.

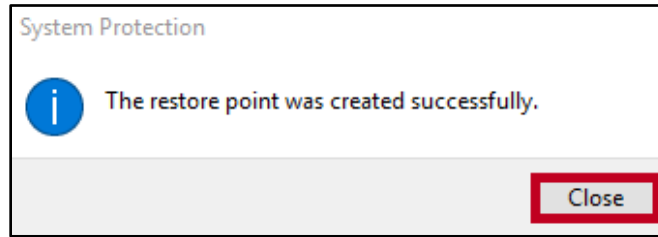


Figure 18 - Restore Point Created Successfully

Restore from System Restore Point

1. In the search bar, type **Recovery**.
2. From the resulting menu options, select **Recovery**.

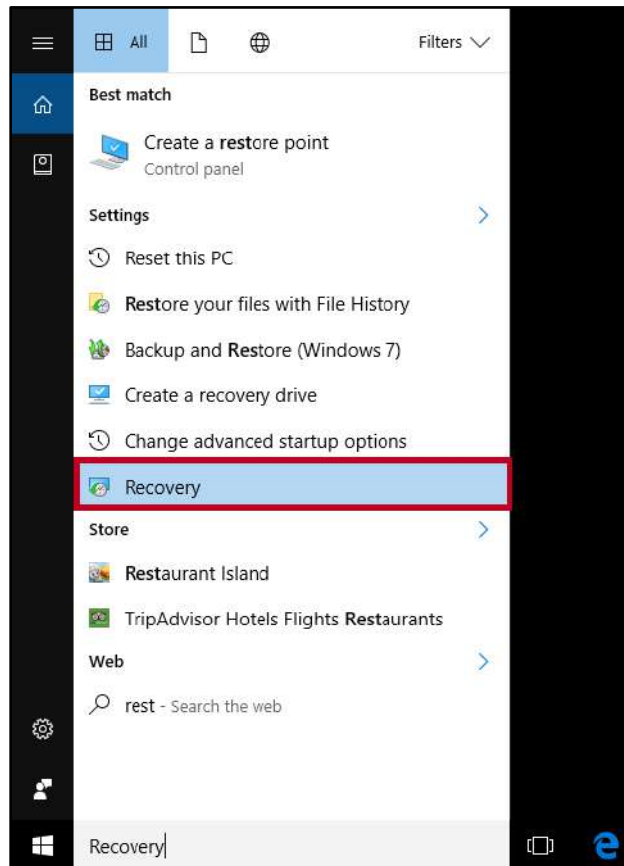


Figure 19 - System Recovery

3. The *System Properties* window will open to the *System Protection* tab. Click **System Restore**.

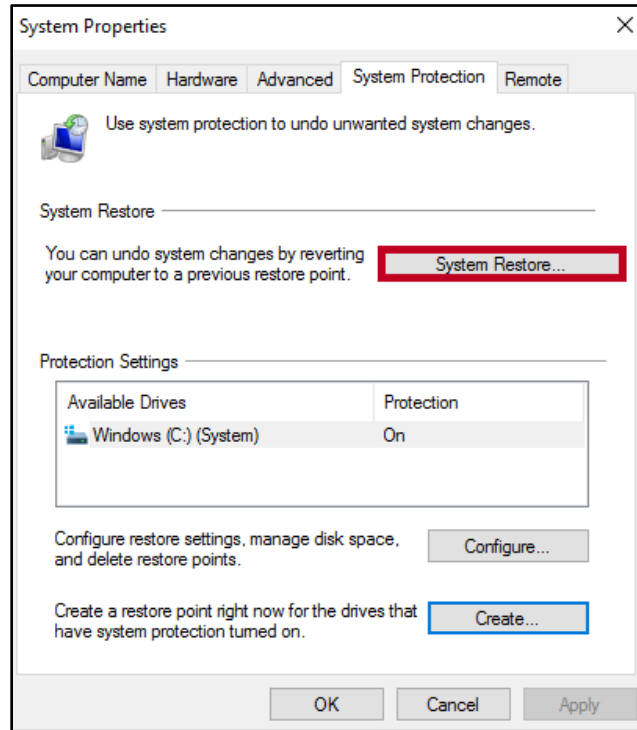


Figure 20 - Click the System Restore Button

4. The *System Restore* window appears. Click **Next** to proceed to restore options.

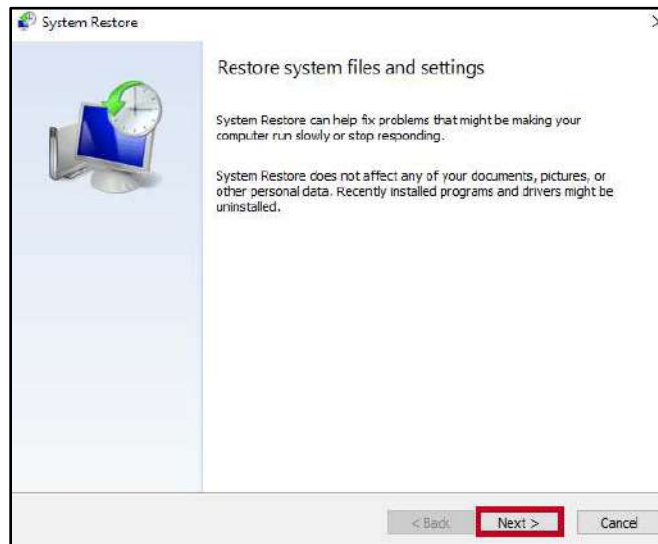


Figure 21 - Click Next

- A list of restore points will be displayed. Click the **date** you want to use for your restore point (See Figure 22).
- Click **Next** (See Figure 22).

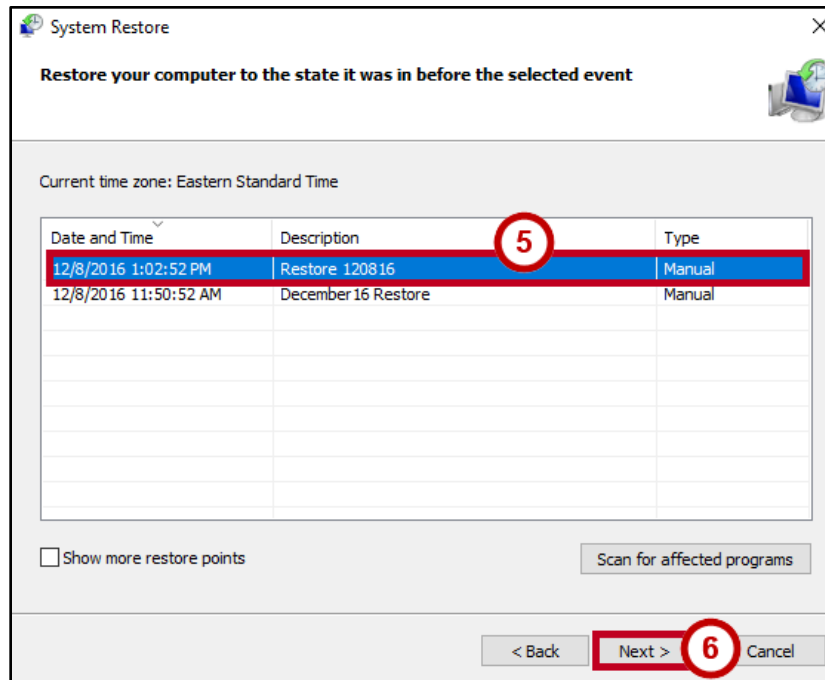


Figure 22 - Click Next

- The *Confirm your restore point* window appears. Click **Finish** to begin the restore process.

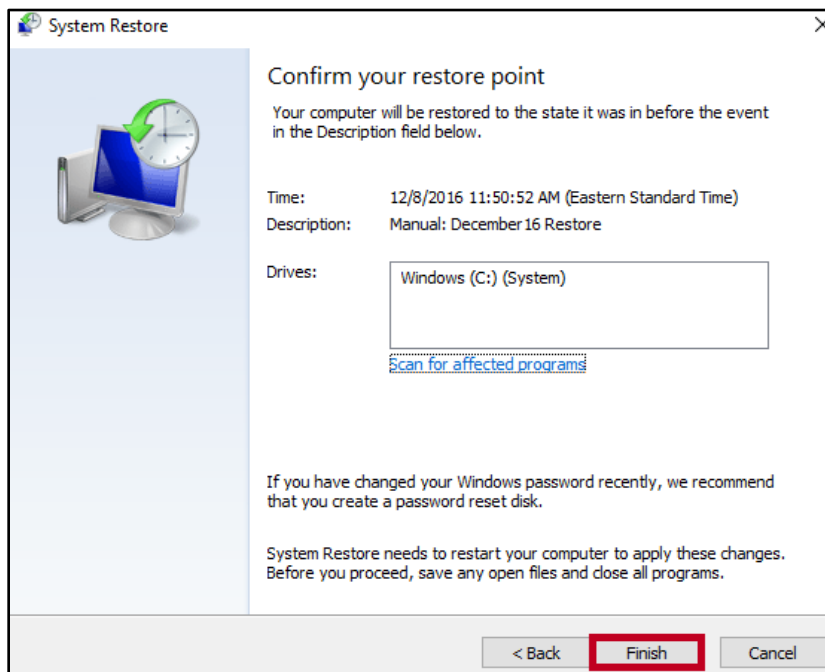


Figure 23 - Click Finish