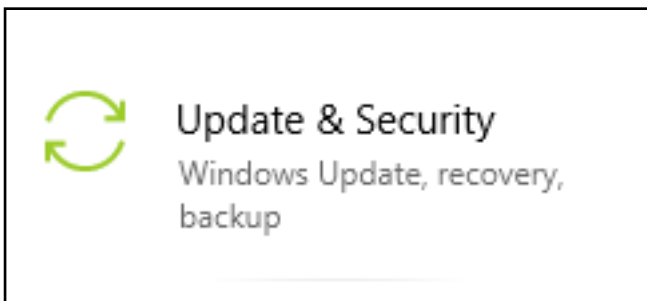
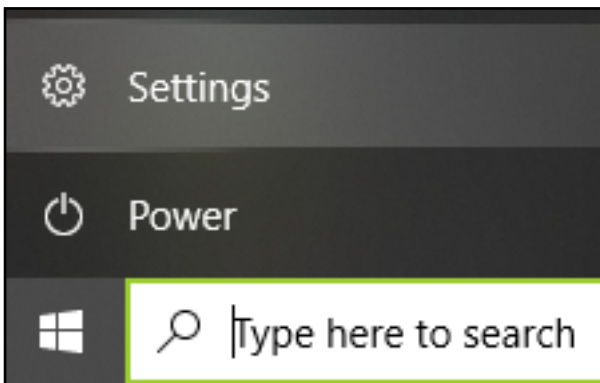


Windows 10 Backup to an external drive

If any of this is confusing, please consult with the person who provides your computer support.

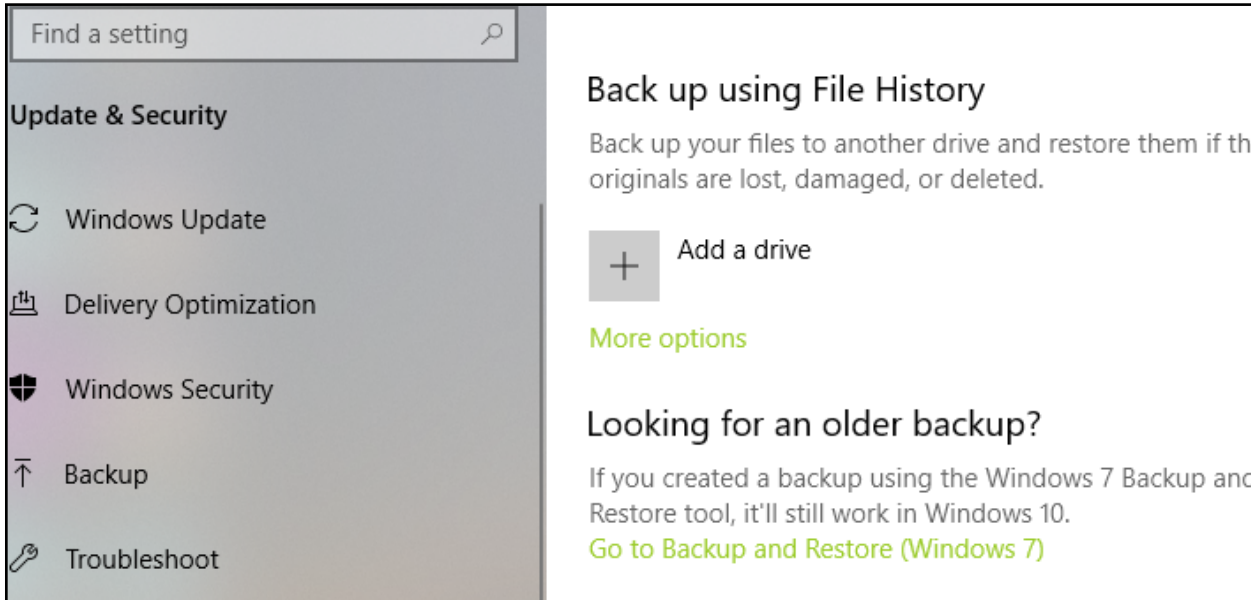
Connect an external drive to the computer. An inexpensive USB hard or solid state drive is preferable.

Select Settings from the Start menu

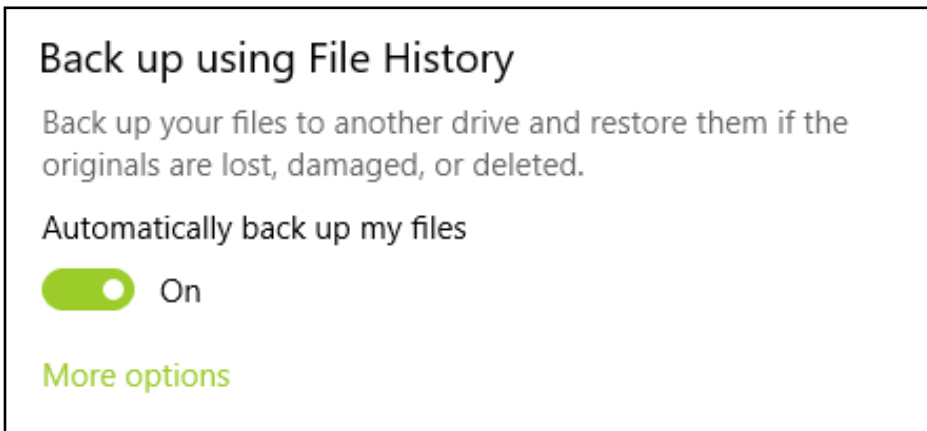


Scroll to and select Update & Security

Select + Add a Drive

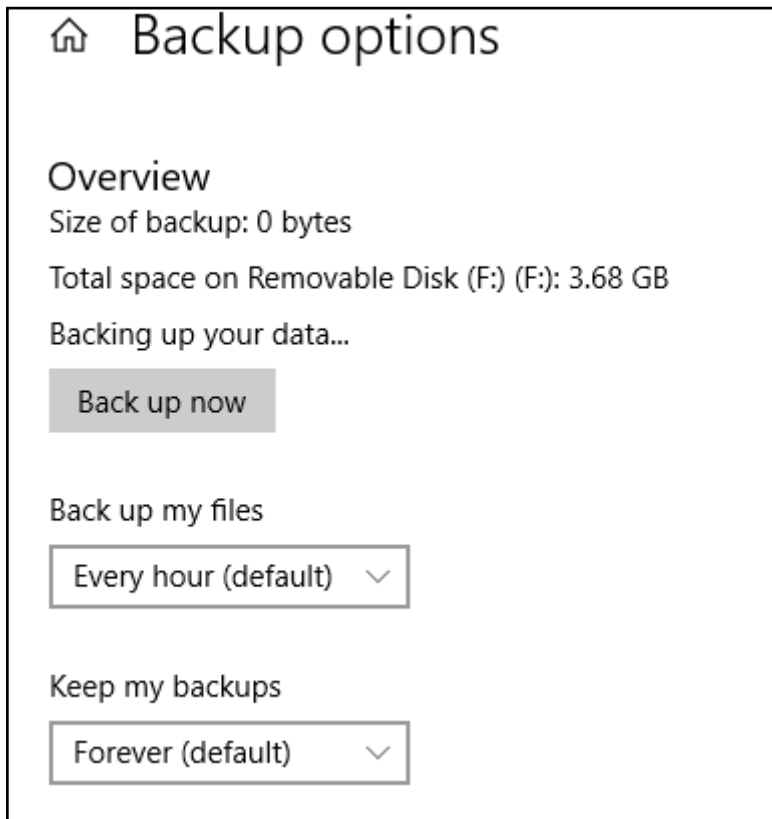


Once the drive is selected, and it is validated, your computer will be set to backup.



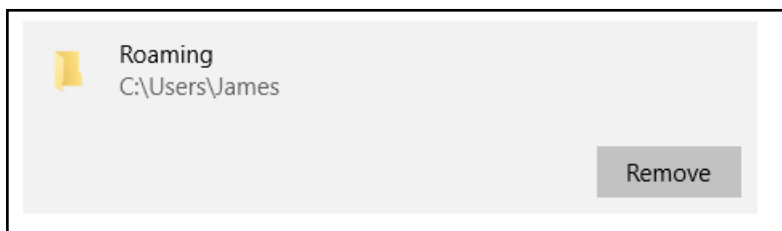
Click More options

You can change Keep my backups to a shorter period.



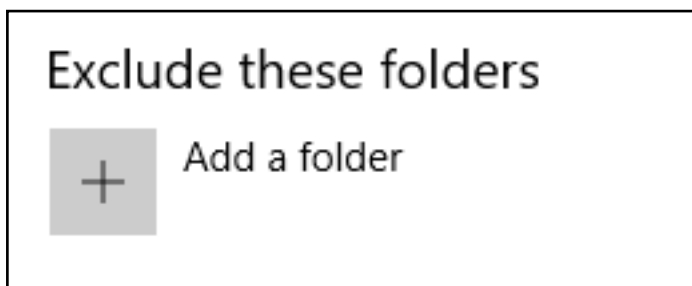
The screenshot shows the 'Backup options' window in Windows. At the top, there is a home icon and the title 'Backup options'. Below this is the 'Overview' section, which displays 'Size of backup: 0 bytes' and 'Total space on Removable Disk (F:) (F:): 3.68 GB'. A status message says 'Backing up your data...'. There is a 'Back up now' button. Under 'Back up my files', a dropdown menu is set to 'Every hour (default)'. Under 'Keep my backups', a dropdown menu is set to 'Forever (default)'.

You can remove items from the backup to free up space on the backup drive.



The screenshot shows a folder named 'Roaming' with the path 'C:\Users\James'. A 'Remove' button is located at the bottom right of the folder's card.

You can exclude things so they don't get backed up.



The screenshot shows the 'Exclude these folders' section. It features a plus sign icon in a grey square followed by the text 'Add a folder'.

When you need to recover lost files, use Restore

Restore files from a current backup

Use Stop using drive to end backups or switch to a different backup device.

Back up to a different drive

You'll need to stop using your current backup drive before you add a new one. This won't delete any files from your current backup drive.

Stop using drive