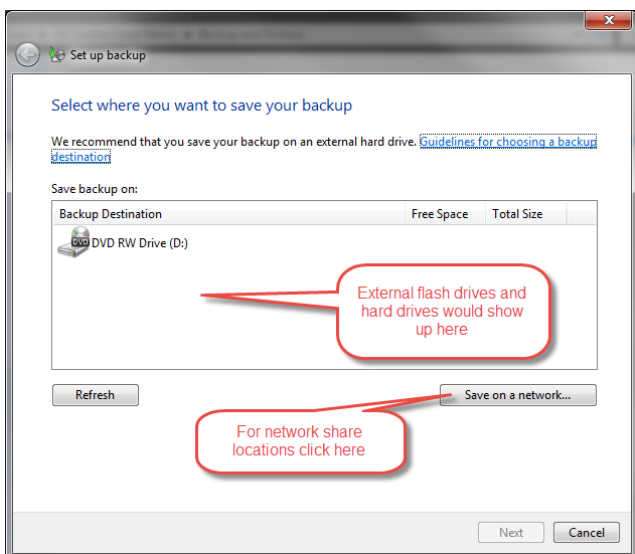
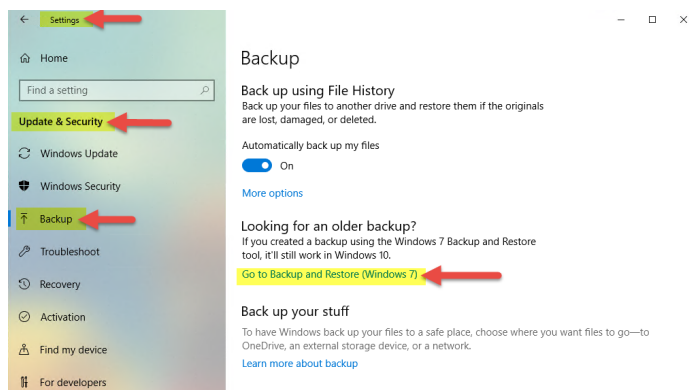


Setting an Automatic Backup for Windows

Backups may fail if the computer is not on, is not connected to the network, or there is not enough space for the backup.

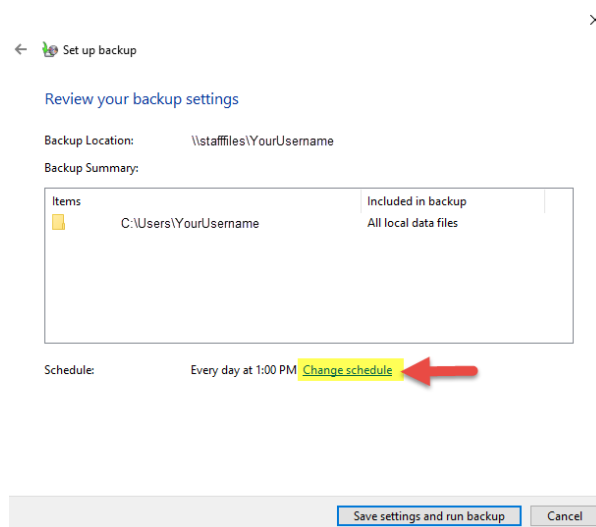
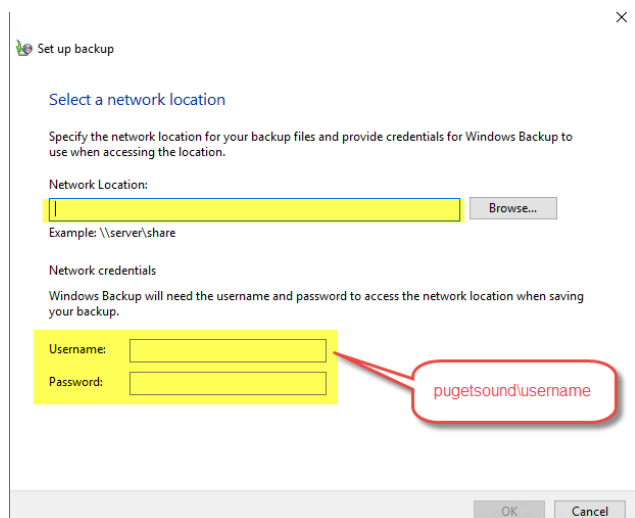
1. Open **Settings**
2. Choose **Update & Security**
3. Choose **Backup**
4. Click on **Go to Backup and restore (Windows 7)**
5. Click on **Set up backup**



6. Choose where you want to save your backup and click **Next**

6a. If you choose to **save on a network**, type the network share path and enter your Puget Sound credentials

7. Choose what you want to back up and click **Next**
8. Choose when you would like the backup to run by clicking **Change schedule**
9. When you are ready, click **Save settings and run backup**



Deleting Backups

Windows does not currently have a way to automatically clean up the backups that are created.

1. Open **Settings**
2. Choose **Update & Security**
3. Choose **Backup**
4. Click on **Go to Backup and restore (Windows 7)**
5. Click on **Manage Space**
6. Click on **View backups**
7. Choose what you would like to remove and click **Delete**

Back up or restore your files

Backup

Location: Network path: \\stafffiles\username or \\facultyfiles\username
5.07 GB free of 6.00 GB
Backup size: 18.43 MB
Manage space

Next backup: 3/2/2019 1:00 PM
Last backup: 3/1/2019 1:00 PM
Contents: Files in selected folders
Schedule: Every day at 1:00 PM
[Change settings](#)

[Back up now](#)

Manage Windows Backup disk space

Select how disk space is used by Windows Backup

Backup location: \\stafffiles\username or \\facultyfiles\username
[Browse](#)

Space usage summary: [Refresh](#)

Data file backup:	18.43 MB
System image:	0 bytes
Other Files:	16,777,215.00
Free space:	1.02 TB
Total size:	6.00 GB

Data file backup
You can free up disk space by deleting data file backups. [View backups...](#)

System image
There are no system images for this computer on this drive [Change settings...](#)

[Close](#)

Manage Windows Backup disk space

Select a backup period to delete

Deleting previous backups will free up space on your backup location. All files backed up during the selected period will be deleted.

Data file backups for this computer on \\stafffiles\logawa\

Backup Period	Size
2/1/2019 to 2/6/2019	7.36 MB
2/7/2019 to 2/8/2019	7.35 MB
2/13/2019 to 3/1/2019	3.71 MB

Total Space : 18.43 MB

[Delete](#)

[Close](#)

