Setting up a Time Machine backup drive
(Mac OS 10.6 - 10.8)
(Faculty and Staff)

Time Machine is an easy to use program that comes standard with Mac OS that does automatic backups of your hard drive.

Step 1 Format Hard Drive

Select a portable hard drive that is at least the same size as your Mac's hard drive.

If you are using an empty external hard drive for a Time Machine backup it may be necessary to format the hard drive to the Mac HFS+ format. The drive will not backup unless it is in this format.
To do this attach the drive to your Mac. Open Disk Utility in the Utilities folder (search for it using Spotlight or Go to Utilities from the menubar). Click on the drive (orange) on the left. Click Partition from the menubar in Disk Utility, you will have three fields to enter: 1. name the drive, 2. click Mac OS Extended(Jounaled) for the format, 3. size can be left alone. It will look like the screenshot to the left when done.

Step 2 Open Time Machine

Open Time Machine from the Applications folder. Go to Applications from the menubar

Turn on Time Machine using the button and you will be prompted to use an available disk. Select the disk you named and click “Use Disk”. A popup will appear showing the disk you selected. Time Machine will automatically backup your drive from this point whenever the portable hard drive is connected. It will take 2 - 10 hours to complete. You may manually elect to backup your drive by selecting “BackUp Now” from the Time Machine dropdown menu in your menubar.

This is a publication of University Information Services. For further assistance please contact the Technology Information Center (503-352-1500, lower level Marsh) or University Information Services for the Health Professions Campus (503-352-7243, HPC 211) or email help@pacificu.edu.
Step 3 Encrypting your drive (10.8 only)

The next step is to encrypt your backup drive. In your Finder right click on the drive you just set up. Select “Encrypt” in the dropdown menu. You will then be prompted to select a password and then re-enter it. The key icon on the right will help you select a hard password if you click on it. Enter a password hint for yourself in the bottom field. Please put the password in your password safe or another safe place should you need to retrieve it later.