

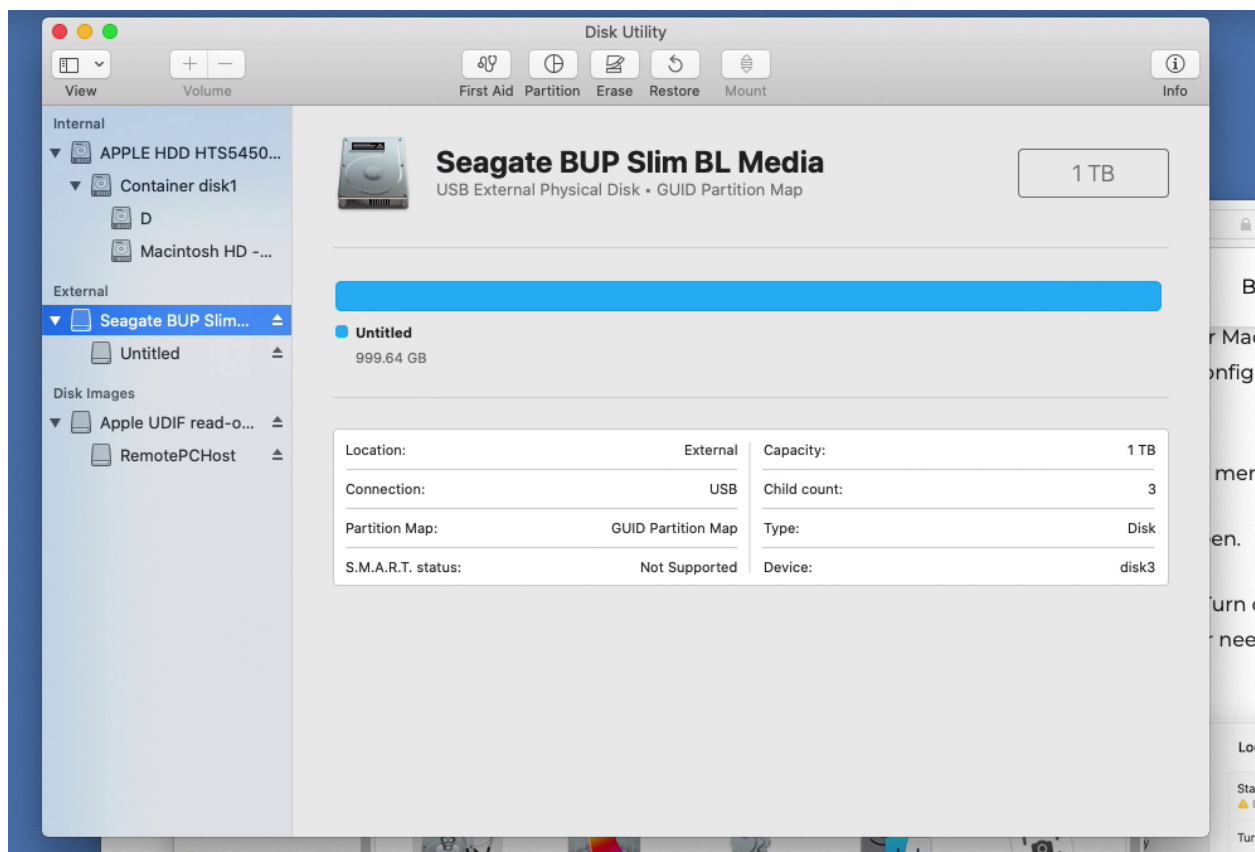
## How to Perform a Backup on Mac with Time Machine

\*OS is for Mac OS Catalina. Process may be different for different OS

You need an external drive plugged in- be careful, you need to erase whatever is on it to use it for backup.

-Go to Finder. Click Applications on the sidebar, then the Utilities folder, and then find and click on Disk Utility.

-Go to the sidebar and click on the top-level drive name under the External heading. Then, click the Erase icon at the top.



-Change Scheme to “GUID Partition Map”.

-Change Format to “Mac OS Extended (Journaled, Encrypted)”.

-A Password window will pop up. Create a password, then type it in twice to verify. Note that the key icon leads to a password generator. We recommend storing the password in a database like Keepass.

-Press Choose.

-Then, press Erase on the next window.

-Once complete press Done.

-Click on the Apple icon at the top left of the screen. Select System Preferences from the dropdown menu, and then select Time Machine from the options.

-In the Time Machine menu, click "Select Disk".

-Choose the external drive that was named earlier.

-Select "Use Disk".