Apple Computers

Apple computers come with the Time Machine app installed.

How to Use Time Machine:
1. Plug in your external hard drive.
2. Go to System Preferences.
4. Click Select Backup Disk and choose your external hard drive.
5. Your computer will begin the backup.

Windows Machines

You can create a backup on your Windows machine.

How to Create a Backup:
1. Click the Start button.
2. Click Control Panel.
3. Click System and Maintenance.
4. Click Backup and Restore.
5a. If you’ve never used a backup before, select Set up backup and follow the steps in the wizard.
5b. If you’ve backed up before, you can wait for your next scheduled backup, or manually create a new backup by clicking Back up now.

UMD Box

You can store up to 50GB of data online using UMD Box to back up individual files and make them accessible online. (Box is not an automated backup service.)

How to Activate UMD Box:
1. Go to it.umd.edu/new and click on New Incoming Students.
2. Click the link Activate your UMD accounts and log in.
3. Check the box next to UMD Box and click Submit. Activation may take a few minutes to complete.
4. Go to umd.box.com and log in with your Directory ID and password.
5. Create folders and upload the files you’d like to save.

Back Up Your Data

Hard drives can break and fail just like any other piece of equipment. Learn how to keep your data safe by backing it up. Start by buying an external hard drive that is at least as large as the device you want to back up. There are no OS-specific brands, so buy the brand you prefer.

You can purchase an external hard drive at Terrapin Tech or elsewhere. If you bring an external hard drive to Terrapin Tech, we will do the backup for you!