



Thanks for Downloading Our Simple Free Backup Guide!

Who are Hixon Group?

[Hixon Group](#) are an award winning company that provides high quality [IT support](#) to Businesses throughout the UK.

The business started in early 2010 in Newcastle under Lyme with the goal of providing “enterprise quality” IT support services to small businesses without the associated high costs. Today we have a managed office in Staffordshire and serve over 500 customers from diverse sectors including Manufacturing, Construction, Healthcare, Retail, Insurance and Marketing to name a few.

Our secure remote support technology enables us to monitor and manage all our client’s computers simultaneously and pro-actively work on them preventing problems before they occur – saving time and money.

Many problems can be fixed remotely, often within a few minutes, but we also have engineers based throughout the Staffordshire & Cheshire ready to visit clients when required. It’s just like having your own dedicated [IT support](#) department ready to help at any time, but without the usual associated high costs.

Need Help or Advice? Call our Award-Winning Support Team on 01782 365247

How do I configure my backup?

Click the links below.

Navigation: [Windows 7](#) | [Windows 8 / 8.1](#) | [Windows 10](#) | [Apple Mac](#)



Windows 7 – How to Configure Windows Backup

Disclaimer: Even though this process is super simple, we're not responsible for any data loss. Make sure you read through each screen carefully and you should be fine!

1. Click the Start button.
2. Type "backup" into the search box.
3. Click on Backup and Restore.
4. Choose "Set up Backup".
5. When Windows has finished preparing, select your external hard drive and click Next.
6. Click "Let Windows Choose" and press Next.

You can change when Windows backs up your files by clicking "Change Backup Schedule" if you like. The more often, the better!

Then click "Save settings and run backup".

You're all done! Windows will backup automatically from now on. Make sure you leave your hard drive plugged in, or if you're on a laptop, set a reminder to plug it in often.

Congrats on setting up your first backup!

Need Help or Advice? Call our Award-Winning Support Team on 01782 365247



Windows 8/8.1 – How to Configure Windows Backup

**Disclaimer: Even though this process is super simple, we're not responsible for any data loss.
Make sure you read through each screen carefully and you should be fine!**

1. Open your start screen and start typing "file history settings".
2. In the search results panel, tap or click "File History Settings".
3. Tap or click "Select a drive".
4. Choose your external hard drive from the list.
5. Click "Turn on".

That was easy. Windows will back up all your files automatically from now on. Make sure you leave your hard drive plugged in - or at least plug it in often.

Congratulations on setting up your first backup!

Need Help or Advice? Call our Award-Winning Support Team on 01782 365247



Windows 10 – How to Configure Windows Backup

**Disclaimer: Even though this process is super simple, we're not responsible for any data loss.
Make sure you read through each screen carefully and you should be fine!**

1. Type “backup settings” into the search bar in the bottom left corner.
2. In the search results panel, tap or click “Add a drive”.
3. Choose your external hard drive from the list.
4. There should now be an on/off slider under the heading “Automatically back up my files.”.

That was easy. Windows will back up all your files automatically from now on. Make sure you leave your hard drive plugged in - or at least plug it in often.

Need Help or Advice? Call our Award-Winning Support Team on 01782 365247



Apple Mac – How to Configure Windows Backup

Disclaimer: Even though this process is super simple, we're not responsible for any data loss.
Make sure you read through each screen carefully and you should be fine!

First, plug in your USB hard drive. Then, follow the instructions below to start automatically backing up your Mac!

****WARNING:**** Make sure your new USB drive is totally empty! Time Machine will usually *erase the drive* so it can do its thing. If this is a new drive and you're okay with it, keep reading!

1. Open the Apple menu (in the top left of your screen) and choose **System Preferences**.
2. Click on **"Time Machine"**.
3. Click **"Select Disk"**.
4. Choose your USB hard drive from the list and select **"Use Disk"**.

You're done! Your Mac will back itself up automatically from now on. If you're using a MacBook, make sure to plug in your hard drive regularly so it can save your files!

Need Help or Advice? Call our Award-Winning Support Team on 01782 365247