# Running Time Machine for first time

You should now have successfully pulled back all the files you need from either your external back-up drive (sophomores and juniors), your older laptop (most seniors) or from the "Shared folder" (faculty).
Go ahead and check that all your files have successfully been transferred. Run iPhoto, iTunes, Stickies, etc. to verify that all is in order.
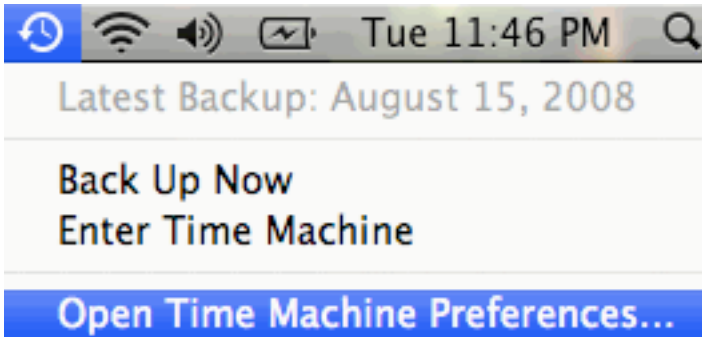
When you are completely satisfied that all is working - it's time for the final step of preparing for Time Machine.

## Setting Up

1. Quit all applications on your computer. This ensures that your transfer from one drive to another goes safely.

2. Plug in your external hard drive and connect the Firewire cable to your laptop.

3. Turn on the drive [image] , and after a few seconds a new blue-green hard-drive icon should appear on your desktop.
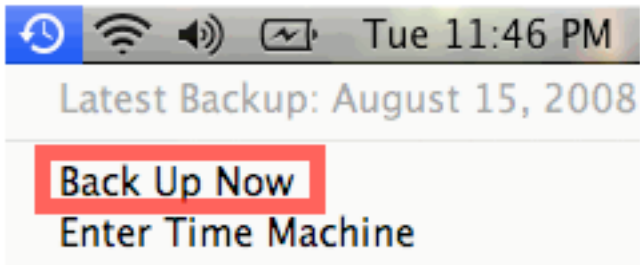
4. Open Time Machine Preferences - found in the top right-hand side of your menu-bar.

[image]

5. Click on the "Change Disk" button [image] - choose your "Backup Drive" and click "use for Backup".

6. Prompt your first backup in the Time Machine menu - select "Back Up Now".

[image]

That's it.

Time Machine  will automatically back-up everytime you plug in the drive. This first time, however, the backup process will take somewhere between 30 minutes and 2 hours, depending on how large your files are.

One Final Step.....

Once you have successfully run Time Machine and you again verify that your laptop contains all your necessary files, you should DELETE the old users folder stored on your external back-up drive. This will give Time Machine more space to continue backing up your computer. Your old users folder stored on your external back-up drive is in fact an older duplicate of what should now be stored in Time Machine.