



Back Up Data  
On  
Network Drive  
For  
MAC OS X 10.6 - 10.11

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## 1.0 Introduction

This document describes how to set up Time Machine, a backup utility, to perform regular backups of your business data on a Network Storage Location.

The document was created in Mac OSX 10.8 but is relevant to OS X 10.6 - 10.11.

## 2.0 Definitions:

- 2.1 **Back up:** Activity of copying files so that they will be preserved in case of hard-disk or equipment failure
- 2.2 **Restore:** Process of copying backup data from storage device to hard-disk , when data is corrupted, or copy/move data to a new location
- 2.3 **Business data:** Any data / information directly or indirectly related to individual end user's role, job description, department and / or Massey University

## 3.0 Responsibilities

Individual end users are responsible for identifying their business data requiring network backup and correctly backing it up on a Network Storage Location.

ITS is responsible for maintaining and protecting backed up data on the network and providing technical support and advice, as necessary for backup and restore.

## 4.0 Recommendations

Following recommendations are made to make your backup process efficient and effective.

- 4.1 Data clean-up of the big files can improve the system performance.
- 4.2 Organise your business data & personal data separately in such a way that you don't miss any business data, while selecting for back up.
- 4.3 It's advisable to always back up business data on the Network Storage Location, and not on the same hard disk or any external media.
- 4.4 If your data is backed up on external media, for any reason, protect external media properly and place securely to avoid unauthorised access to your data.
- 4.5 Never shut down the computer or disconnect from the network while the backup is running.
- 4.6 Ensure that the backup process is completed.
- 4.7 Check the backup occasionally to ensure the process is correctly working.

## 5.0 Instructions to Connect to Network Storage Location

Before beginning please complete the [Backup Preparation Checklist](#) document. You will have to request a Network Storage Quota to complete this process by applying for the service via the online [Laptop Backup Service Application Form](#). Once you have applied for this service you will then be given the Network Storage Location. You must be an administrator on the machine you are performing the backup on or know the administrators password. Ensure you have no other applications running before you start this process.

- 5.1 From the menu bar click **Go | Connect to Server**.



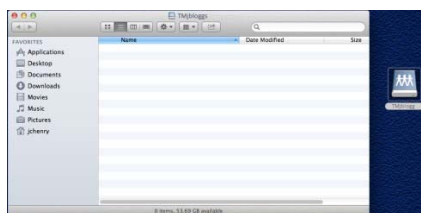
- 5.2 In the **Server Address** field type in **afp://tm.massey.ac.nz** and click **Connect**.



- 5.3 Enter in your Massey username and password and click **Connect**.



- 5.4 Your Network Share will now be mounted and will be ready to use.

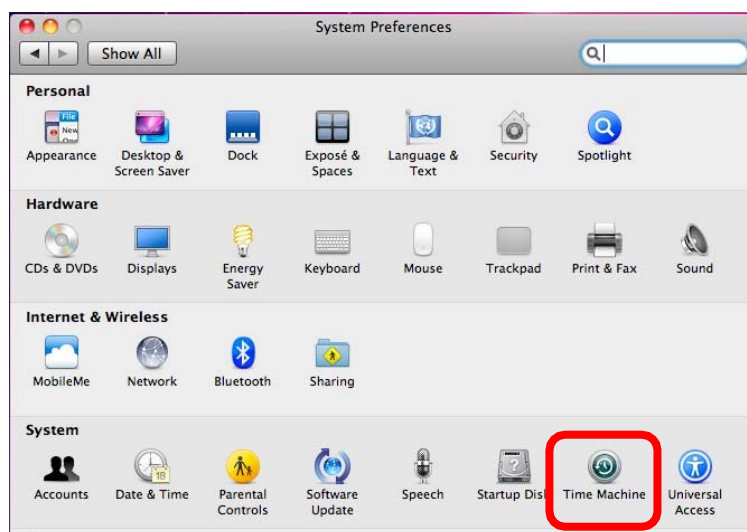


## 6.0 Instructions to set up Time Machine

### 6.1 Open System Preferences.



### 6.2 Click on Time Machine.

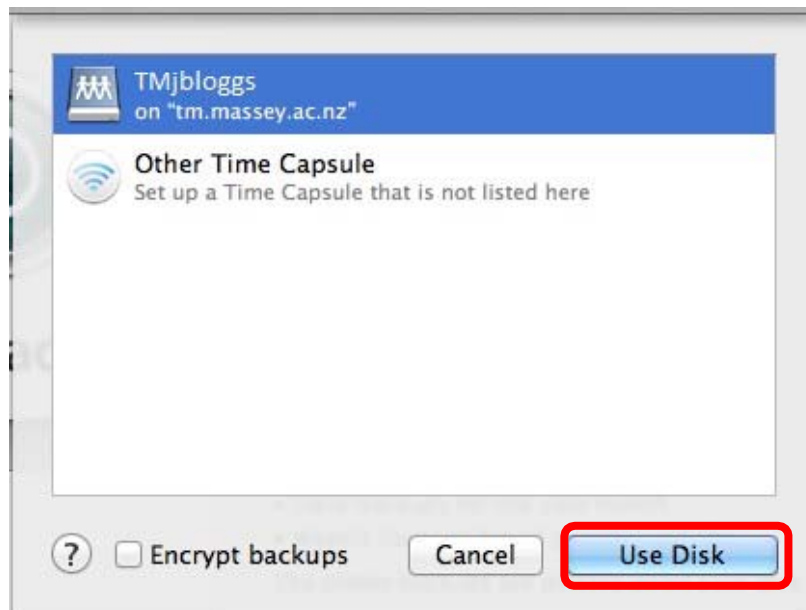


### 6.3 If Time Machine is off you will need to click the Lock to make changes. You will need to enter the administrator username and password.



Click the **On** button in Time Machine.

- 6.4 You should be prompted to select a backup disk, if not click **Select Backup Disk**. Select the Network Storage location that was mounted in section 5.0. Now click on **Use Disk**.



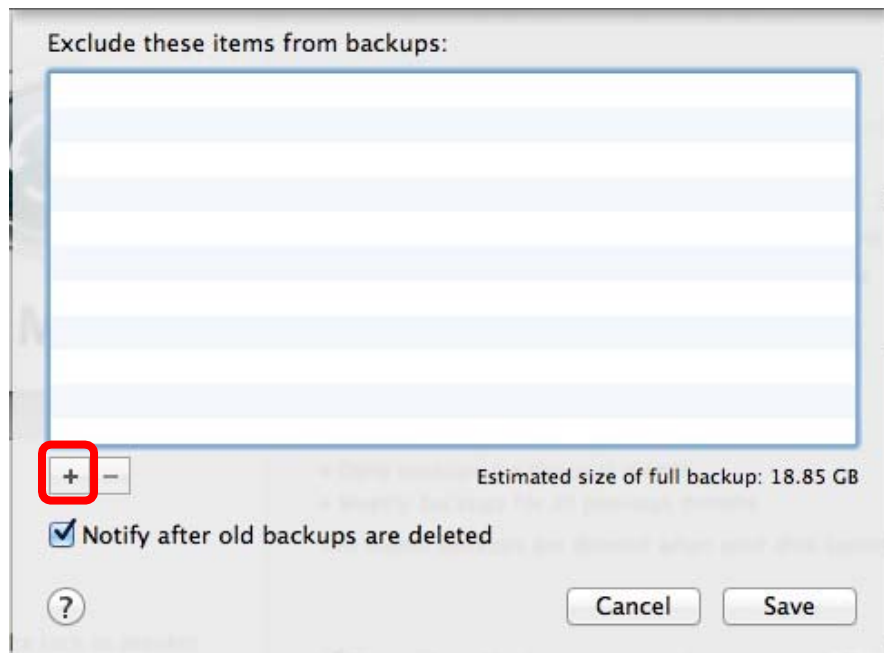
**Note:** Refer back to the **Preparation for Backup Check list** document. This will have identified where your business data is. It is suggested that you save your business data in the default Mac locations (Macintosh HD/User/Username/) These instructions will now assume that your business data is saved in these locations.

- 6.5 Click on the **Options** button.



**Excluding data:** As Time Machine backs up the entire Mac including system files, applications and preferences we must exclude these from the backup. Remember we are only backing up business data.

- 6.6 From the Exclude Items screen click the **minus** button.

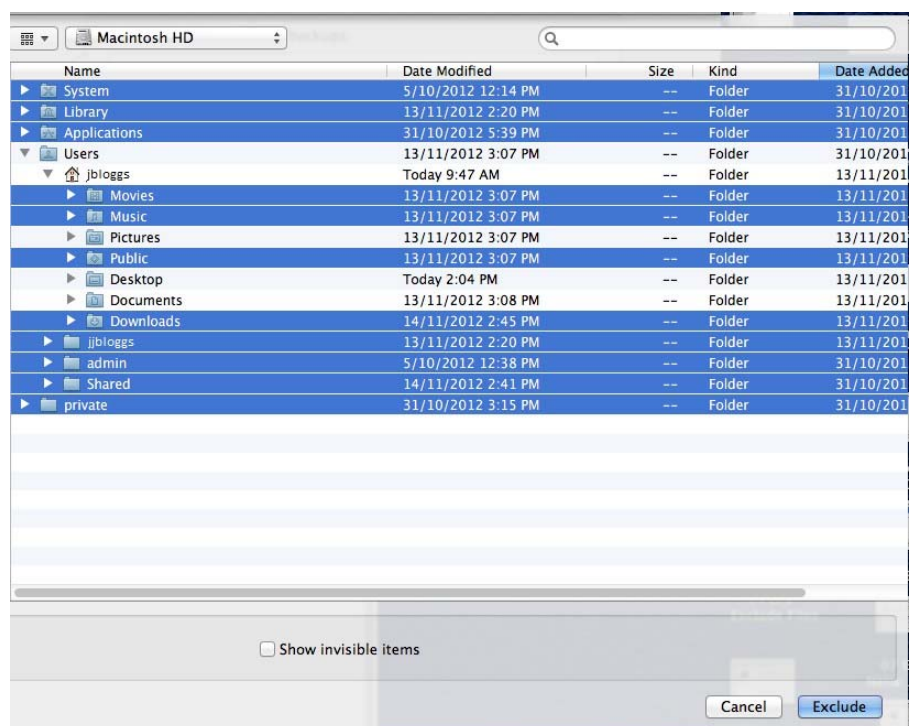


Select the following folders:

*System | Library | Application | Private | any other user's folders (eg admin).*

**Note:** Also remove the Movies, Music, Public and Downloads folders from your profile unless you have business data in these folders.

- 6.7 Click the **Exclude** button.



The exclude system files button appears. Click the **Exclude All System Files** button.



6.8 Click the **Save** button.



6.9 Time Machine will now automatically backup your data.

**Warning:** please do not turn off your computer or disconnect from network until your backup finished.

6.10 It is suggested that you leave Time Machine on for a while to back up a sufficient amount of data. Then turn Time machine off and ensures you have a reminder in your calendar to preform another backup and test the current backup in the future, as suggested in the Preparation **for Backup Checklist** document.



## 7.0 Further Help & Information

If you have any trouble with backing up or restoring the files, please direct any queries, or fault reports to the Information Technology Services (ITS) Help Desk:

Log a request via AskIT: <http://askit.massey.ac.nz>

Phone: ext 82111

Email: [service.desk@massey.ac.nz](mailto:service.desk@massey.ac.nz)

If you would like to explore further detailed information on time machine, it is available online from the following sources.

Time Machine (About) – [http://en.wikipedia.org/wiki/Time\\_Machine\\_\(Mac\\_OS\)](http://en.wikipedia.org/wiki/Time_Machine_(Mac_OS))