Please note: This tutorial is specific to Clancy Catholic College supplied Macbooks and Macbook Airs

Checking your USB External Hard Drive

To be able to use your USB External Hard Drive with Time Machine, it must be setup properly before you can use it to backup.

Make sure your Macbook is on and logged in, then plug your USB External Hard Drive into your Macbook. Open a Finder window. If your USB External Hard Drive is plugged in it should show up in your Finder sidebar. Control + Click (or Command + I when selected) on the orange External Drive and select Get Info.

The info box for the External Drive should then be displayed as below. Check the Format field under the General drop down menu. If it says Mac OS Extended (Journaled) then you can continue to the Using Time Machine for your Backups part of this tutorial.

If yours says anything other than Mac OS Extended (Journaled), then you will have to format your External Drive.

Please make sure you have backed up all existing data on the External Drive before continuing!
Formatting your External Drive will erase all existing data on it and change it so it can only be used on Macs.
To start this process, open a Finder window and browse on your Macbook to Applications > Utilities > Disk Utility. Open Disk Utility.

Once Disk Utility is open, select your orange External drive in the left bar and click on the Erase tab. Using the Format drop down menu, select Mac OS Extended (Journaled) and for the Name section, type in Backup. Click Erase.

Again, please make sure you have backed up all existing data on the External Drive before continuing!

At the next dialog box, click Erase.

Once this has been done, close Disk Utility. You can now continue with the Time Machine tutorial.
Using Time Machine for your Backups

Firstly, if you have a **USB External Hard Drive** that you wish to use as your backup drive (or one you have previously used), plug it into a USB port of your Macbook. It should show up on the **Desktop** with its name. In this case it is ‘USB HDD’ (yours may be different).

Once your **USB External Hard Drive** has shown up on your **Desktop**, you must rename it before it can be used with **Time Machine**. You can do this by clicking once on the **USB External Hard Drive** icon on your **Desktop** and pressing the **Return** key on your keyboard. Alternatively you can **Control + click** on it in the **Finder** window and select **Rename**.

For **Time Machine** to function correctly with your MacBook’s current configuration, you **must** rename it to **Backup**. If it is not named **Backup** it will not work.

Once you have completed the rename operation, you can now use your **USB External Hard Drive** for backups. To start backing up, click on the **Time Machine** icon on your **Menu Bar** and select **Back Up Now**.

You should now see the **Time Machine Backup** status appear on your screen indicating the progress of your backup. The first backup may take some time. In future, simply plug in your **USB External Hard Drive** and backups will occur automatically after a short period of time. You can check the status by clicking the Time Machine symbol in the **Menu Bar**.