

Using Windows 10 Backup Utilities

Windows 10 has a whole set of backup configuration utilities. These include backup and restore functionality, file history, accessing backups on older Windows, and selecting the most suitable backup type for you.

In this exercise, you will examine these tools and observe how they can be used for backup.

To better understand this technology, also refer to your course material or use your preferred search engine to research this topic in detail.

Learning Outcomes

After completing this exercise, you will be able to:

- Learn about the Windows 10 backup and restore utilities

Your Devices

You will be using the following devices in this lab. Please make sure these are powered on before proceeding.

- **PLABWIN10** (Workstation)



Task 1 - Review Windows 10 backup options

Although the Windows 7 backup utilities are robust and effective, Windows 10 does have its own unique backup systems. In this task, you will explore the backup and restore facility in the **Update & Security** section of the Windows 10 **Settings** app.

To do so, perform the following steps:

Step 1

Ensure that you have powered on all the devices listed in the introduction to this module.

Connect to **PLABWIN10**.

Click in the Type here to search text box and begin typing **Settings**. Once the **Settings** app appears, click it.

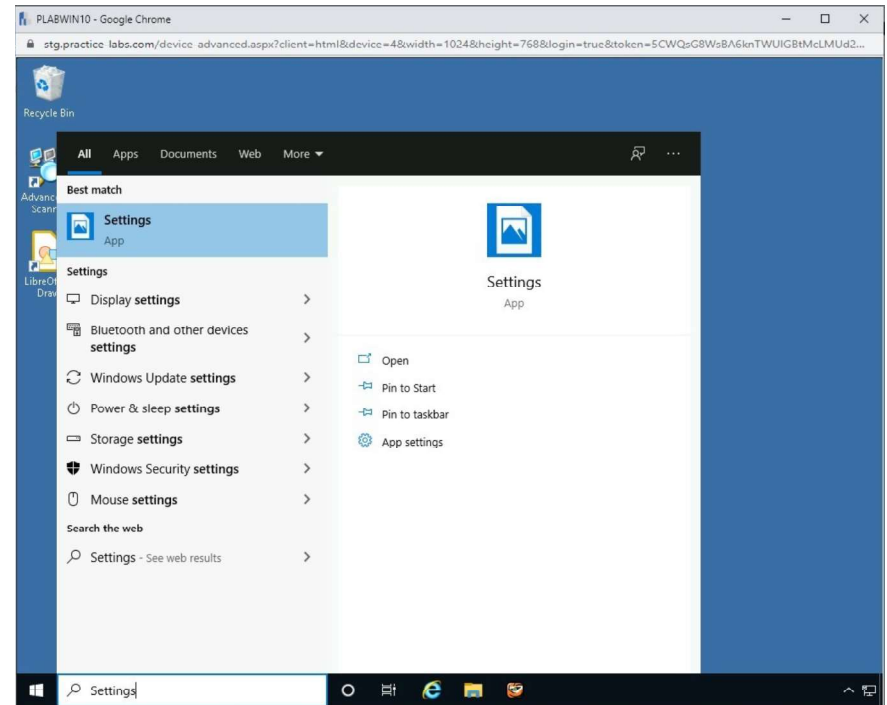


Figure 2.1 Screenshot of the PLABWIN10 desktop: Required menu-option on the Start menu is highlighted.

Step 2

On the **Settings - Window Settings** window displayed, click the **Update & Security** icon.

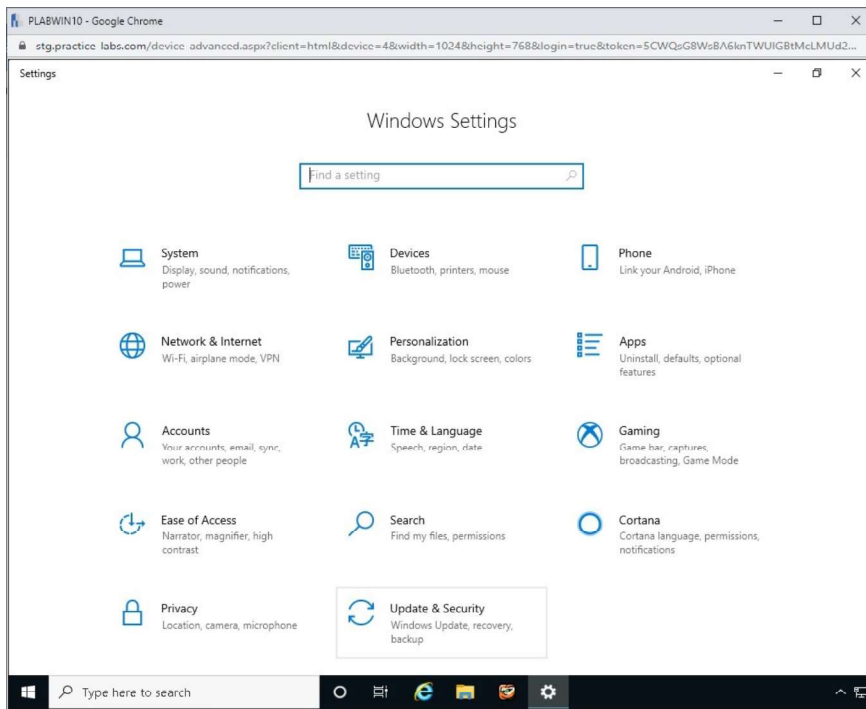


Figure 2.2 Screenshot of the PLABWIN10 desktop: Update & security icon on the Settings - Windows Settings window is selected.

Step 3

Settings - Windows Update window is displayed.

On the navigation pane at the left, click **Backup**.

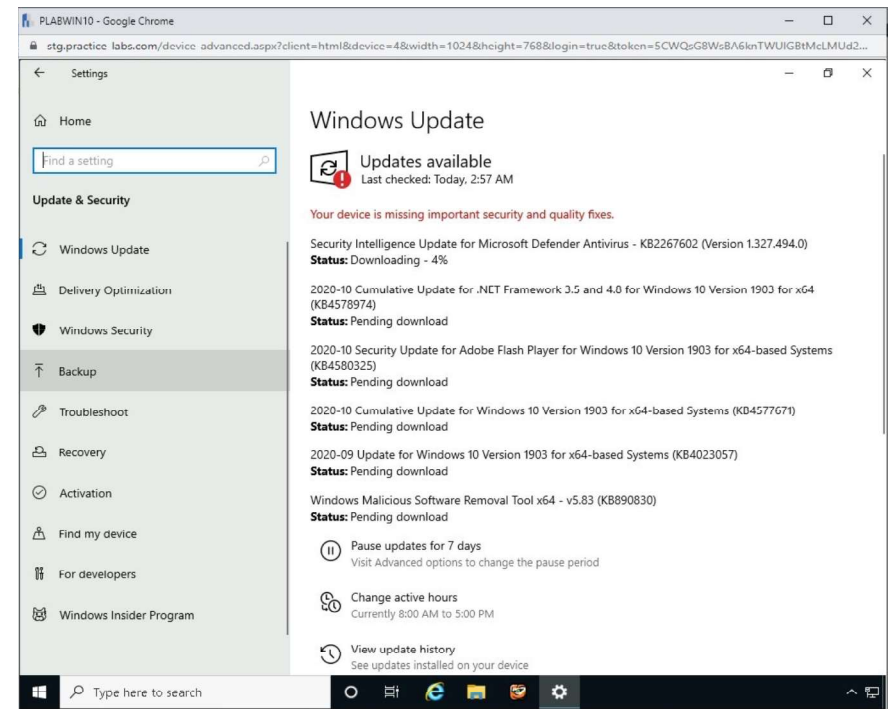


Figure 2.3 Screenshot of the PLABWIN10 desktop: Backup option on the Settings - Windows Update window is selected.

Step 4

On the **Settings - Backup** window, verify that the **Automatically back up my files** is set to **On**.

Notice that you are also given the option of going to an older version of backup. You can click the Go to Backup and Restore (Windows 7) to open the previous version of backup.

Click the **More options** link under the **Back up using File History** section.

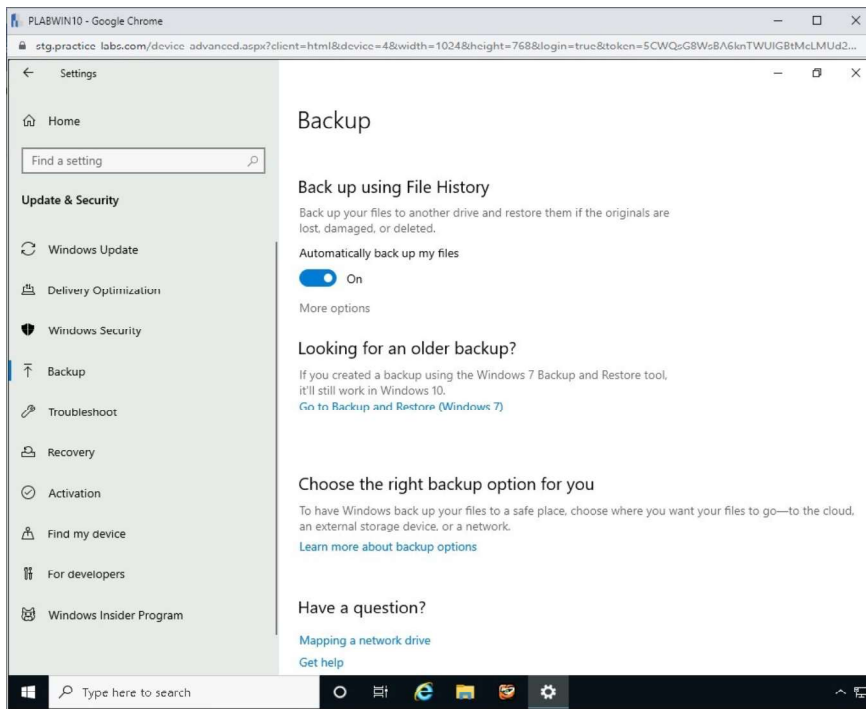


Figure 2.4 Screenshot of the PLABWIN10 desktop: More options link in the Back up using File History section on the Settings - Backup window is highlighted.

Step 5

Settings - Backup options window is displayed showing the backup configuration. Notice that regular backup is configured. Moreover, notice the backup already performed. This is the backup you performed in the previous exercises.

Scroll down to look at the other parameters.

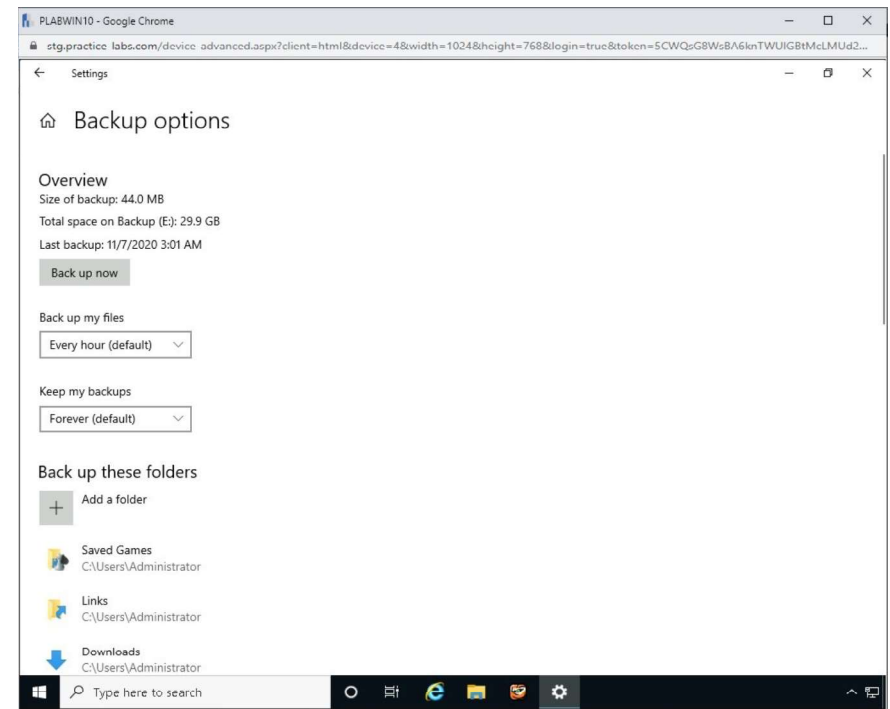


Figure 2.5 Screenshot of the PLABWIN10 desktop: Settings - Backup options window is displayed listing details of the backup configuration and the backups performed on the system.

Step 6

You may notice that the backup application here is more intuitive and offers easier to use features. For example, in this app you can exclude as well as add folders to the backup.

When done examining the parameters, click the back arrow at the top left of the window to return.

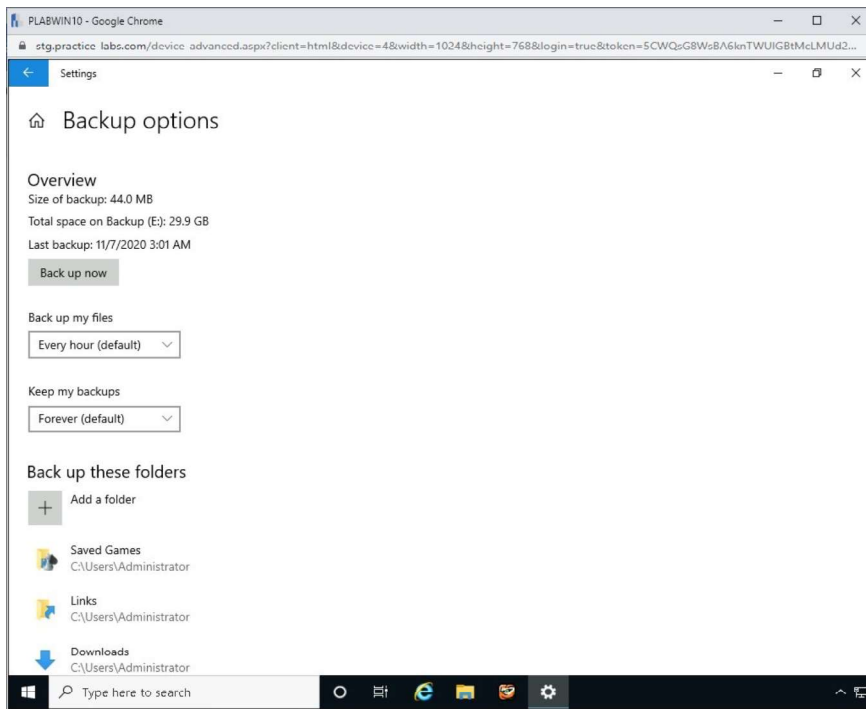


Figure 2.6 Screenshot of the PLABWIN10 desktop: The back arrow at the top-left corner of the Settings - Backup options window is highlighted.

Step 7

Back on the **Settings - Backup** window, click **Recovery** on the navigation pane at the left.

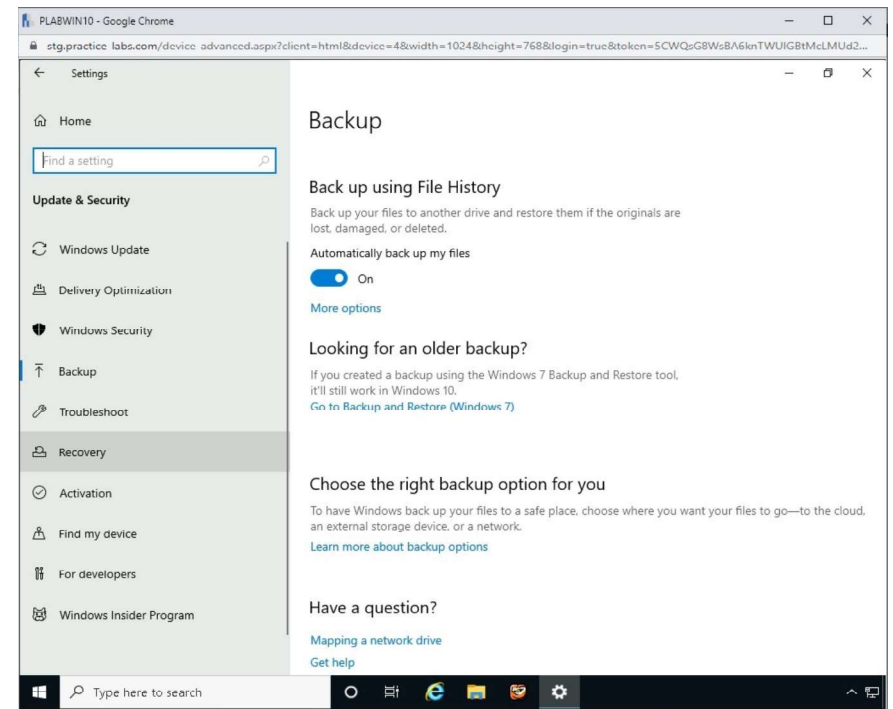


Figure 2.7 Screenshot of the PLABWIN10 desktop: Recovery option on the Settings - Backup window is selected.

Step 8

Settings - Recovery window is displayed.

Notice this option allows the restoration of the PC to its original configuration. Moreover, you can specify whether you want to keep or remove the user files.

To initiate recovery, click the **Get started** button in the **Reset this PC** section.

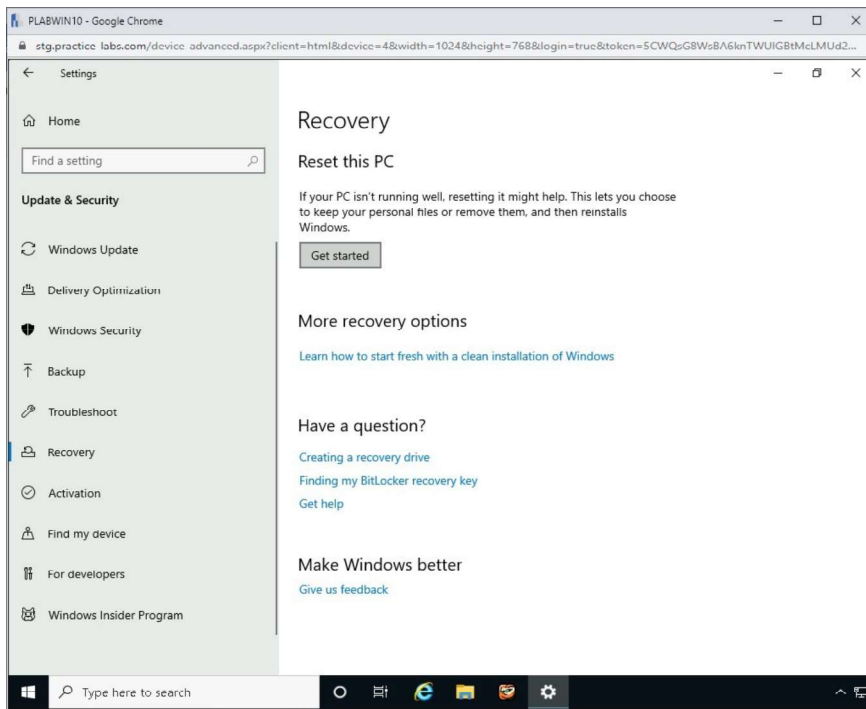


Figure 2.8 Screenshot of the PLABWIN10 desktop: Get started button in the Reset this PC section on the Settings - Recovery window is selected.

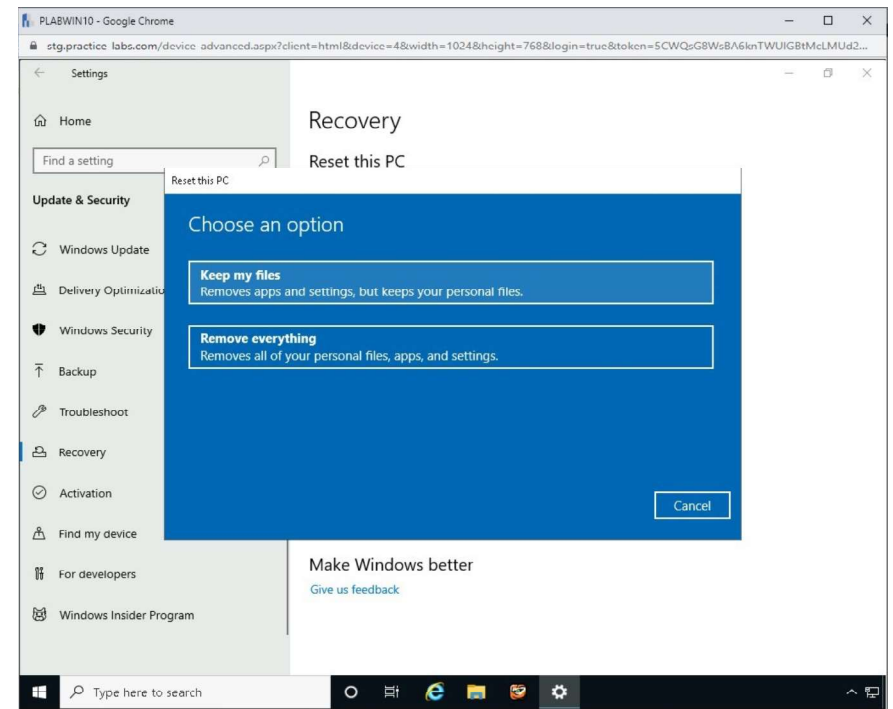


Figure 2.9 Screenshot of the PLABWIN10 desktop: Required option on the Reset this PC - Choose an option dialog box is selected.

Step 9

Reset this PC - Choose an option dialog box is displayed.

For this task, select the **Keep my files** option.

Step 10

On the **Ready to reset this PC** dialog box, notice the listing of the expected outcomes of the operation with the current settings.

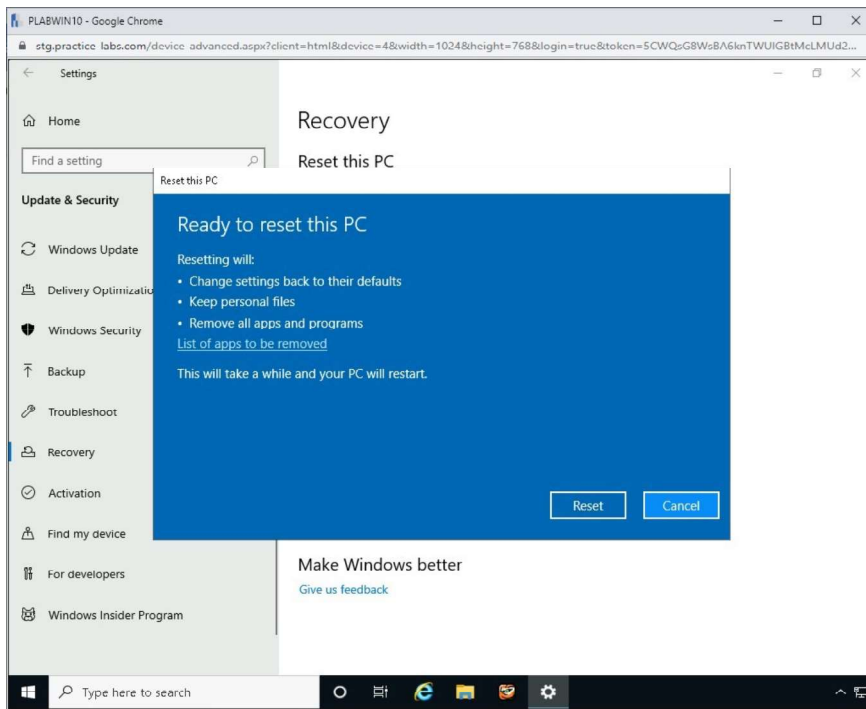


Figure 2.10 Screenshot of the PLABWIN10 desktop: Information about resetting the PC is listed on the Reset this PC - Ready to reset this PC dialog box.

For this task, click **Cancel** as you will not be resetting the PC here.

Leave the devices you have powered on in their current state and proceed to the next exercise.