Basic Mac maintenance

• Use System Settings to review software updates and storage.

• Save your work before restarting.

• Keep a backup on a suitable separate drive.

• Time Machine can make scheduled backups, but setting up a disk can require erasing it: stop if it contains files you need.

• Check that a recent backup exists.

• Avoid cleanup apps that make unfamiliar changes.

• Ask before modifying a work-managed Mac.

General guidance. Stop and ask for help if a step is unclear.

Prepared November 24, 2026. Source and further reading: https://support.apple.com/en-ca/104984

Questions? Describe your goal at onlinetechnicalhelp.com. Scope and price are agreed before paid work.