Pre-Upgrade Procedures for Staff Computers (Win11)

1. **Data File Back Up:** Back up all data files that you stored locally on your current computer to your Office 365 One Drive account.
2. **Outlook Archives:** If you use Outlook Archiving now or in the past, please backup your archive .pst files.
3. **Outlook Mailboxes:** If you have additional Outlook Mailboxes, please make a note of which mailbox you have added so that you can add it back on your new computer.
4. **3rd Party Applications:** Make a note of all licensed, non-licensed, TAP approved applications installed (ex: Tableau, Camtasia, etc.). If you have the license media and license key, please locate it.
5. **Drive Mapping:** Please make note of all drive mappings in Windows File Explorer so that you can re-map them on your new computer. Some drives are automatically mapped by the KIXTART login script, but some you may have to create the drive mapping.

Backing Up Data Files to OneDrive

Tools: Web browser, OneDrive, Windows File Explorer

1. Close all other applications so that your computer is operating at peak performance
2. Use Copy instead of Move so that if something goes wrong the files are not deleted
3. Limit the number of files to copy at 50 and combined size of the files to < 100mb at a time.
4. Verify the files that were copied are the same number of files and same file size as the source files after being copied
5. Follow the original folder/file directory structure so that you don't overwrite files with the same name
6. Watch these videos showing different methods of copying files to OneDrive
    - https://www.youtube.com/watch?v=iRQWD0rdRTw
    - https://support.microsoft.com/en-us/office/video-upload-files-and-folders-to-onedrive-for-work-or-school-45114744-6d42-45cd-8975-f9617819bdeb

Recommended Procedure:

1. Log into OneDrive using your favorite web browser
2. Open File Explorer
3. Using your mouse, highlight the folder(s)/file(s), click the left mouse button on the selected folder/files, and drag over to where it says "Drag files here" in the web browser.
4. An optional procedure is to use the Upload feature.

Outlook Archive files

If you use or have used Outlook Archiving now or in the past, you will need to make a backup of any .pst files that are on your c:\ drive. You will also want to check to see if any are on your j:\ drive. Make a note of all the .pst files and their path. We recommend keeping .pst files in a specific folder to keep them separate from other files.

1. Right click Start and select File Explorer
2. Click on drive c:\
3. Type *.pst in the Search Field and hit Enter
4. Make a list of all your .pst files and their path for drive c:\
5. Copy any .pst file on your c:\ to your OneDrive folder.
6. Click on drive j:\ if you have it
7. Type *.pst in the Search Field and hit Enter
8. Make a list of all your .pst files and their path for drive j:\
9. Archive files on your j:\ drive is already backed up by OIT, but feel free to make a copy if you want to your OneDrive.
10. The list will be used to add these archives back to the Outlook client on your new computer.
11. Save the list to OneDrive

Outlook Mailboxes

If you have additional mailboxes that you receive and respond to emails, please make a list of any additional mailboxes so that it can be added to your Outlook client on your new PC.

1. Open Control Panel > Mail > Email Accounts > select your Outlook email and click Change
2. Click More Settings > Advanced tab
3. Make a list or screenshot of the additional mailboxes listed.
4. Save the list or screenshot to OneDrive

3rd Party Applications

Please make a list of all 3rd party applications.

1. Click Start
3. Scroll through the list of applications and make a list or a screenshot of the applications
4. Save the list or screenshot to OneDrive

Drive Mappings

1. Open Windows File Explorer
2. Take a screenshot of the drive mappings
3. Save the list to OneDrive

Network Printers

1. Go to Start > Settings > Devices > Printers and Scanners
2. Make a list of network printers or take a screenshot.
3. Save the list or screenshot to OneDrive