Post-Upgrade Procedures for Staff Computers (Win11)

1. **Data Files:** LST recommends using Office 365 One Drive as the location where your files should reside. Files stored locally should be kept at a minimum. You can use Windows File Explorer to copy files back to your local drives.
2. **Outlook:** Outlook will come pre-installed on your Windows 11 laptop. Open Outlook at it should automatically have your staff email account added. There will be an option to enter additional mailboxes, if you would like to enter them.
3. **3rd Parth applications:** You may install TAP approved applications if you have the media and license keys. If you need assistance, please submit a ServiceNow ticket. Submit a ServiceNow ticket for installation of any applications if LST has access to the media and license key.
4. **Drive mapping:** If you have a J:\ drive, it should automatically map when you log in. Other drive mappings will require you to create the drive mapping. You will need to use the list of drive mappings that you made before turning in your Windows 10 computer.

Copying Data Files from OneDrive to your local drive

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 and from 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. Select the files or folders you want to download to your local drive and click the Download button.
3. The files or folders that you download will appear in your downloads folder and can be moved to the location of your choice using Windows File Explorer.

Outlook Archive files

If you have Outlook Archive files from the past, you can use the following instructions to open them in Outlook.

1. Use the instructions above to copy the files from One Drive to your local drive and put them in the location you prefer.
2. Open the new Outlook application
3. Click Settings > General > Outlook Data File > Add Files > Continue to Open.
4. Navigate to the .pst file, select it, and click Open.
5. Close the Settings window.
6. The archive should appear in the navigation pane on the left. You can expand it to see the contents.

Outlook Mailboxes

If you have additional mailboxes that you receive and respond to emails, you can add them when it prompts at set up. Otherwise, you can use the following.

1. In Microsoft Outlook Click File > Account Settings > Manage Profiles > Email Accounts
2. Select the Email tab and click Change
3. Click More Settings and then Advanced
4. Click the Add button and type in the name of the mailbox and click ok/next/Finish/Close.
5. Your other Mailbox should appear in the navigation pane on the left.

3rd Party Applications

1. Using the list of 3rd party applications, please install any application if you have the media or license key.
2. If you need assistance with installation or if it's an application that LST needs to install, please submit a ServiceNow ticket and we will assist you as soon as possible.

Drive Mappings

1. Open Windows File Explorer
2. Right Click on this PC and select Map Network Drive
3. Choose the drive letter that you want to map and type in the location path
4. p

Network Printers

1. In the search field, type in \\print-cluster and hit Enter.
2. Scroll through the list and find the printer you wish to install.
3. Double click on the printer and wait for it to install. Please note that it does take a few minutes to install. Clicking on it multiple times may cause error messages to appear.
4. Once the printer is installed, the printer window will appear. You can click Printer in the menu and select Set Default if you want to make a printer your default printer.