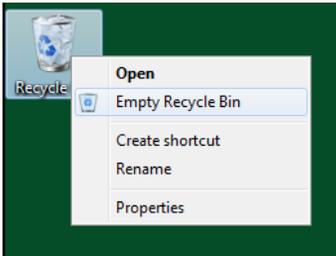


End-User Instructions for Pre-Migration to Windows 7

1. Review all of your folders and email and delete any obsolete files and/or documents. This should be completed no later than the morning of your migration date. After you are finished deleting all of your obsolete files, you must empty your Recycle Bin. Right mouse click on the Recycle icon, located on your desktop, click Empty Recycle Bin.



2. Backup any files you want to save on the computer. The migration process will temporarily backup your files under your profile only. However, it is important to have your own backup in case the backup process of the migration process fails. Only files located within your profile will be transferred. Any files outside the profile will be deleted, to include files on the root drive (C:). Following steps below to check for any files or directories on the root drive:

Click on Start



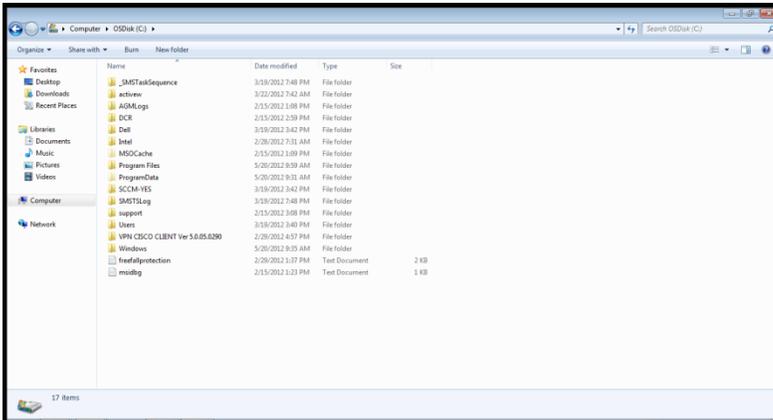
Click on computer



Double Click on OSDisk (C:)



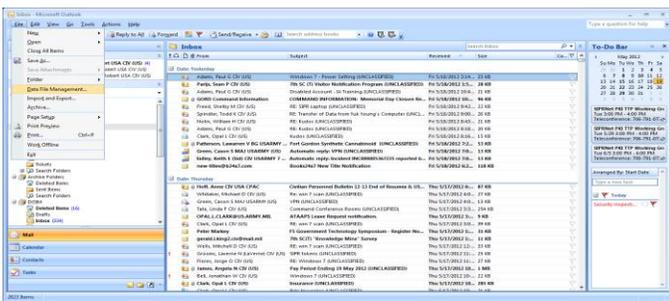
Look for any files you may have saved to the root drive and copy them to your documents folder or desktop.



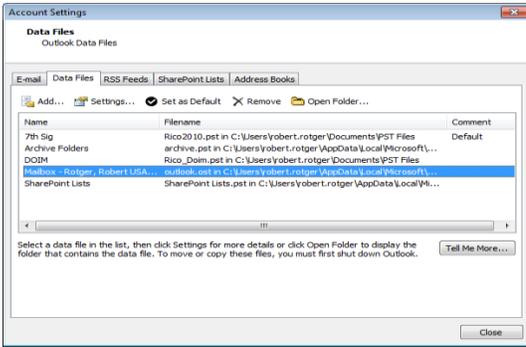
Outlook:

3. For the migration, you must ensure your email is not downloaded to a local PST file. If you keep your email on the mail server and it is not downloaded automatically to a PST file, go to step 4. If you download to a PST file or are not sure, please do the following:

Open Outlook, Click File, Data File Management



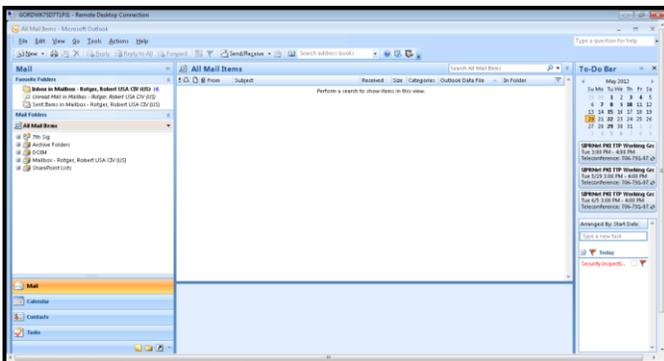
The below window will open. If Default is on the comments line next to Mailbox – “Your Name” then go to the next step. If not, you need to highlight the Mailbox – “Your Name” and click “Set as Default.”



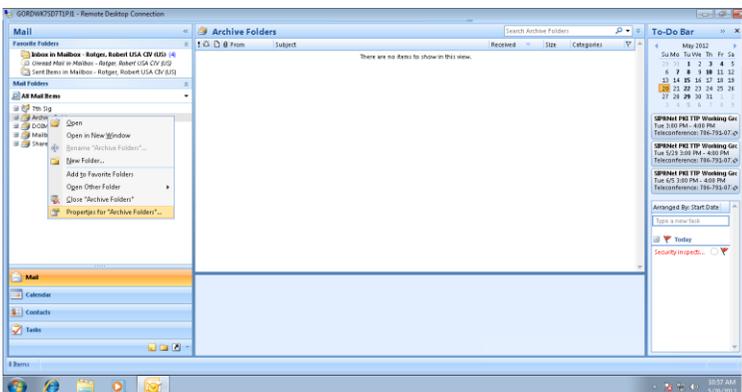
4. Make sure your email (PST Files) is located within your profile. Most PST files are located in the default location C:\Users\Your **user name**\AppData\Local\Microsoft\Outlook. As long as your PST files are located in the above location, documents folder, or Desktop, they will be backed up.

To make sure that your PST files are in the right location, please do the following:

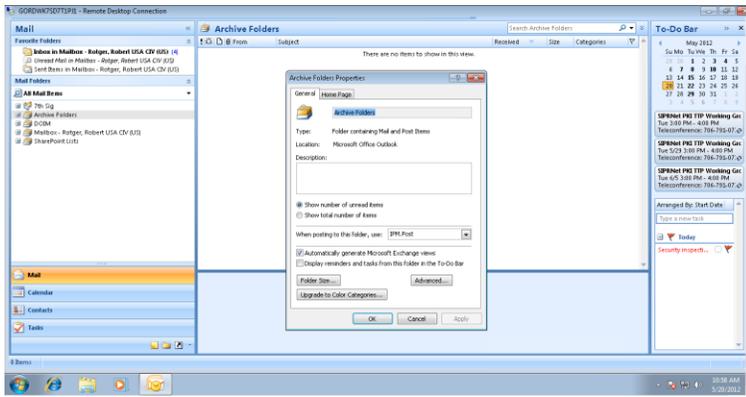
Collapse all your PST files. If there is no “X” besides the PST file name, click on it until the “X” appears.



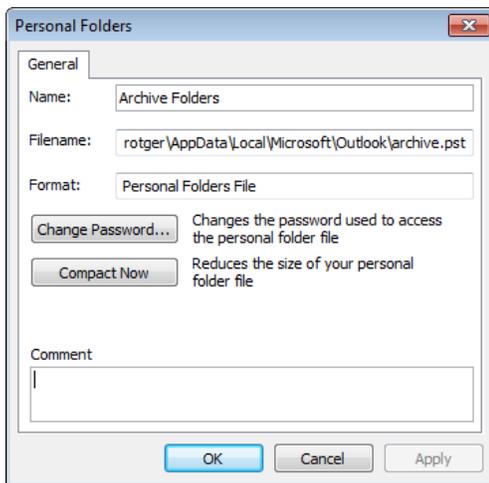
Highlight each PST file, except for Mailbox – “Your name”, which is on the server. Right click each PST label and click on Properties for “PST File Name.”



Click on the Advanced Tab.



As long as your PST files are located in the below Documents folder, or Desktop, they will be backed up. If they are not, please copy them to your profile.

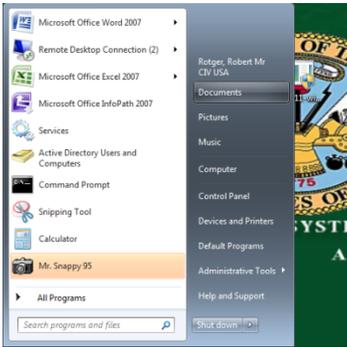


5. Everyone has an encrypted folder in the documents folder which should be in green letters. Please follow the instructions below to unencrypt the folder and all documents inside:

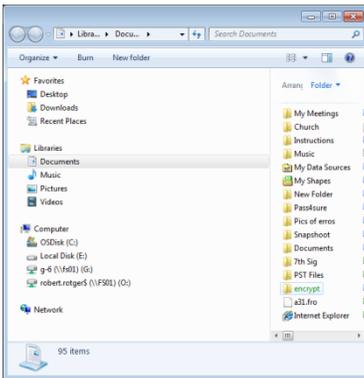
Click on start



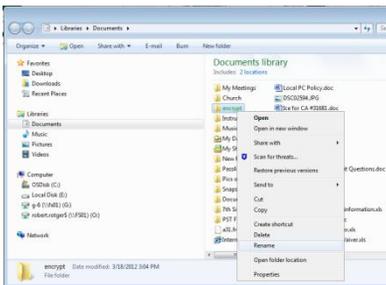
Click on Documents



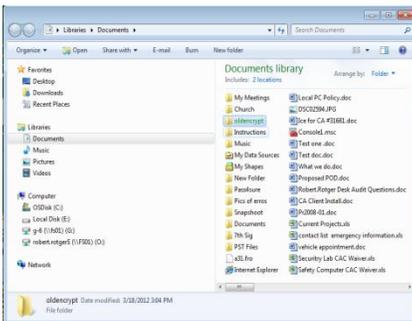
Go into the encrypt folder.



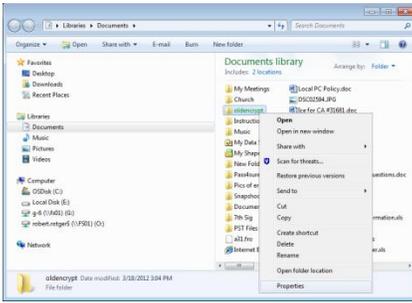
Go back to the documents folder, highlight the encrypt folder, then right mouse click and rename the folder. For example, "Old.encrypted."



Rename the folder. The preferred name is to "Old.encrypted."



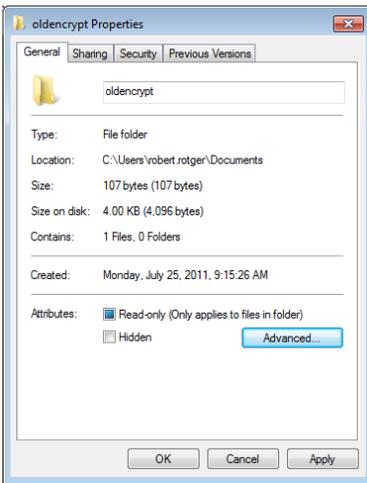
Now highlight the old encrypt folder, right mouse click, and go to properties



Uncheck the box for "Encrypt contents to secure data" and click OK.



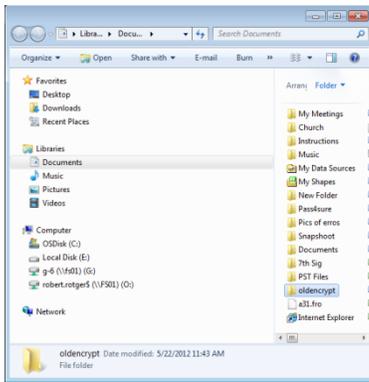
Click Apply



Ensure the "Apply changes to this folder, subfolders and files" are filled in and click OK



After all the files have been unencrypted, the folder name will not be green.



Backup your encrypted (now unencrypted) files.

How do you know if you have been migrated? You will see the picture below [the coin only] and will have a green strip across the top of the screen with the word "Unclassified."

