

## New Computer or Computer Reimaging Procedures for Transferring Data

### Take these steps before disconnecting, replacing or reimaging the current computer.

- Log in as the current user.
- Set the view options to allow viewing of hidden files and folders. Start\Settings\Control Panel\Folder Options\ select View tab and Left Click (LC) Show hidden files and folders
- Open Microsoft Outlook:
  - Record the locations (if any) of Personal Folders, Archive Folders, Shared Mailboxes, and Personal Address Books.
  - Copy any active PST file to a CD or if CCIS Option 1 site create a Temporary Back-Up folder on <\\Pwcdhbgfps01\ocdel\CCIS> Make a new folder with your CWOPA name
- Record the location of any network printers and drives: Start\Settings\Printers and Faxes.
  - Sample PWISHBGPRT139 on PWISHBGPMR01
- Determine if any special software is present (Adobe Professional, Microsoft Visio, etc.).
- Record PID numbers (if any).
- Backup and transfer data from the following folders in your profile to a CD or your folder on <\\Pwcdhbgfps01\ocdel\CCIS\Back-Up>.
  - My Documents
  - My Desktop
  - My Favorites
- Determine if any other folders (other than the 3 mentioned above) need to be backed up.
- Perform the backup.

### Take these steps after powering on the new or newly imaged computer:

- After Dell Installer Performs the post load procedures.
- Log in as the user – this will create a profile.
- Transfer the data you backed up to the new profile.
- Restore network printers and drives.
- Open Microsoft Outlook and restore:
  - Personal Folders
  - Archive Folders
  - Shared Mailboxes
  - Add the Outlook Address Book