



## Office of Information Technology Services

Good news! The New York State Office of Information Technology Services (ITS) Refresh Team would like to inform you that you will soon receive a new computer and updated software as part of a computer replacement project for your agency.

On the scheduled date of your computer's replacement, an **ITS** Install Technician will remove your old computer and install the new one at your physical workstation. This process may take approximately one to two hours. To help make this equipment transition as smooth as possible please review and take the steps outlined below to ensure your **local** files and personalized settings will be preserved for the new computer.

**Please note: Your email and any files already saved on a network drive will NOT be impacted by this transition. The data file transfer instructions apply only for local files and personalized settings.**

The Install Technicians will perform the basic installation only. In addition to the Install Technicians, ITS Level 2 Workplace Services staff will be on hand to assist and answer any specific questions you have about your new equipment. They will install any agency-developed or licensed software and assist with the personalization of the new computer if required.

Additionally, ITS staff will also reattach any peripheral equipment, such as keyboards, scanners, etc., that you wish to keep.

ITS will place your old computer in a secure storage area for a limited time prior to performing data destruction. Therefore, it is critical that you review your new computer to ensure that you have all necessary files immediately after receiving it. **If you determine any files are missing, ITS will make its best effort to retrieve missing files before data destruction is performed.**

If you have any questions or for further information, please contact [its.sm.workplaceservices@ny.gov](mailto:its.sm.workplaceservices@ny.gov).

Thank you,


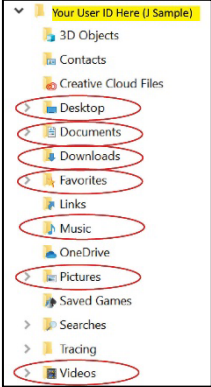
**The ITS Endpoint Refresh Team**

### Migrating Data Files from Desktop to Laptop

The New York State Office of Information Technology Services (ITS) strongly recommends that all state data be secured and stored on network drives to ensure its backup and protection.

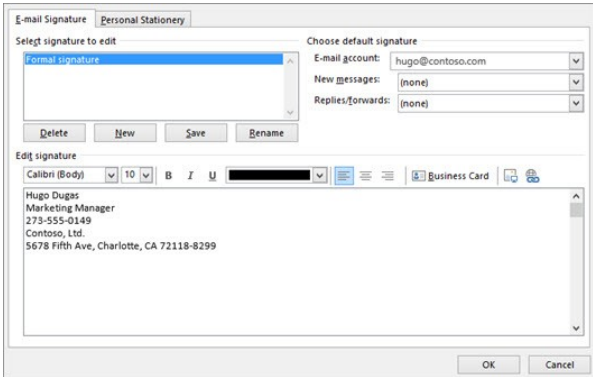
Please remove any files currently saved on your local computer to a network drive at this time. **Your email and any files saved on a network drive will NOT be impacted by this transition.**

To migrate files from your desktop to your laptop, follow these steps:

<p><b>Step 1:</b> Find your local files at <b>C:\Users\{USER ID}</b>.</p> <ul style="list-style-type: none"><li>• Click the folder button at the bottom of your screen</li><li>• Click on your C:\ drive</li><li>• Click on Users</li><li>• Click on your Username</li></ul>	
<p><b>Step 2:</b> Within the Username folder, copy files from the identified folders on the right to a network drive.</p>	
<p><b>Step 3:</b> After you have moved your local files to a network drive, visually verify to confirm that the move was successful, and all necessary files are now saved to the network drive.</p>	

### Migrating Your Personalized Settings

Users often personalize their computer to fit specific preferences which can be lost during a migration. The steps below will help preserve your settings so you can revert back to them on your laptop. Locate and copy the following items to your shared drive before migration of data.

<p><b>Step 1:</b> Copy your web browser favorites and bookmarks.</p>	<p><b>Mozilla Firefox:</b> Go to Bookmarks &gt; Show all Bookmarks &gt; Import and Backup &gt; Export Bookmarks to HTML. Save the file "Bookmarks" to your shared drive.</p> <p><b>Google Chrome:</b> Press Ctrl + Shift + O to open the bookmark manager. Click Organize &gt; Export bookmarks to HTML file. Save the "Bookmarks" file to your shared drive.</p> <p><b>Internet Explorer:</b> Favorites can be found in the C:\Users\USER ID\Favorites. Save the folder file to your shared drive.</p>
<p><b>Step 2:</b> Save any Background Wallpaper and Desktop Shortcuts.</p>	
<p><b>Step 3:</b> Save any personalized templates and macros for Word, Excel, etc..</p>	
<p><b>Step 4:</b> Recreate your Email Signature on your new machine.</p>	<ol style="list-style-type: none"><li>1. Open a new email message.</li><li>2. On the <b>Message</b> menu, select <b>Signature &gt; Signatures</b>.</li><li>3. Under <b>Select signature to edit</b>, choose <b>New</b>, and in the <b>New Signature</b> dialog box, type a name for the signature.</li><li>4. Under <b>Edit signature</b>, compose or copy and paste your existing signature from a recent email into the <b>Edit signature</b> box.</li></ol>  <ol style="list-style-type: none"><li>5. Under <b>Choose default signature</b>, set the following options for your signature:<ul style="list-style-type: none"><li>• In the Email account drop box, choose your email account.</li><li>• To apply your signature to all new messages, select your signature from the <b>New messages</b> drop-down box.</li><li>• To add your signature to all messages you reply to and forward, select your signature from the <b>Replies/forwards</b> drop-down.</li></ul></li><li>6. Choose <b>OK</b> to save your new signature and return to your message. All future messages will have the signature automatically added</li></ol>