Windows 10 is coming to you

ISSC installs Windows 10 and Office 2016 on all workplaces with Windows 7.

- The installation of desktop PCs takes place per floor from 5 April. ISSC start on the ground floor. You can read the detailed planning on the website. You will also receive this by e-mail and on paper at your workplace.
- The installation on laptops takes place separately from 2 May. If you have a laptop, you will be informed of the exact day and time for handing in your laptop for the upgrade.
- ‘Special’ desktop PCs, lab rooms and observation rooms are planned separately.
- The Wijnhaven building is planned for June.

Your desktop PC on the date of installation

A team of ISSC employees will perform the work on location. They can be recognized by clothing with ISSC logo. You do not have to be present. Make sure you have a clean desk (no confidential papers on your desk). You cannot use your workplace after 1 p.m. You may continue working on a laptop or another desktop, or work from home (via Citrix). Workplaces are also available in a computer room reserved for this. You can use your P-drive and J-drive. ISSC employees will return the next day from 9 a.m. to check if everything is fully operational and to solve any problems and answer questions you may have. The ISSC helpdesk also offers support.

Your preparation before the date of installation

The hard disk (C:-disk) of your desktop PC is erased and re-arranged when switching to Windows 10. Please secure your local data prior to the migration. Standard data is automatically included: your e-mail and your personal, department and workgroup documents (P-drive and J-drive).

You are requested to take a few preparatory measures beforehand:

1. Check whether you have saved files on:
   - C: \ users \ <your username> \ desktop
   - C: \ users \ <your username> \ documents
   - C: \ users \ <your username> \ downloads
   - C: \ users \ <your username> \ favorites (browser favorites)
   If so, move them to your personal P-disk.
2. Record your additional software you have installed yourself at your workplace via the Software Center (formerly Run Advertised Programs). Examples of additional software are Chrome, Firefox, SURFdrive and Adobe applications. It is necessary to re-install it.
3. Record passwords that you have saved in the browser. It is necessary to restore them. However "remember password" is not recommended for security reasons.
4. Export your favorite bookmarks only if you use Chrome or Firefox. It is necessary to import them.
5. Save your Outlook/Office signature(s) and templates, and export Outlook forwarding rules. It is necessary to restore them.
6. Note names of functional (shared) mailboxes. It is necessary to reconnect them.
7. Note printer numbers if you use additional printers. It is necessary to reconnect them.
8. If you have installed an extra hard disk into your computer, please reply to windows10@issc.leidenuniv.nl
9. Please note that Windows 10 will also be installed at dual boot workplaces. During the upgrade the Linux part of the C:-disk will also be re-installed. Secure your Ubuntu data before the migration.

Contact

Do you have questions about the planning or about the instruction? If you are unable to act before the installation date, please contact Raymond van Erkel by telephone (3931) or e-mail (r.van.erkel@fsw.leidenuniv.nl).