

# Preparing for the Windows 10 upgrade

The upgrade from Windows 7 to Windows 10 will not affect your data on the university network: it will remain available. This applies to your mail and to your personal, departmental and work group documents.

For a smooth transition, we advise you to take a few preparatory steps before the upgrade. Below some tips and recommendations, like saving local files, locally installed software and favourite bookmarks.

## Save your local files

The hard disk (C:) of your workplace will be erased during the Windows 10 upgrade. This may affect the following data:

- If you have been using a *laptop* as a workplace, your 'Documents' were by default saved locally, on the hard disk of the laptop in the folder `C:\\users\\<your user name>\\documents`.
- If you were using a *desktop* as a workplace, your 'Documents' were by default stored safely on your personal network disk (P:). Still, there might be files on the hard disk of the desktop too, in the folder `C:\\users\\<your user name>\\documents`.
- If your workplace is a 'dual boot' pc (Windows and Linux), then make sure that the local Linux data is copied to a safe place before the upgrade to Windows 10. During the upgrade, the Linux part of the C:-disk will also be re-installed.

Below, we explain how to copy your Windows local files safely to the network.

**IMPORTANT:** Check the folder `C:\\users\\<your user name>\\documents` for local files. If you want to keep these files, you will need to copy them to your personal network disk P:, as follows:

1. Close all applications and open the file explorer.
2. Browse to folder `C:\\users\\<your user name>\\documents`, click the right mouse button and then click *Copy*.
3. Browse to your P:-disk and create a new folder with a clear name, like *laptopdocuments*.
4. Click the folder that you just created with the right mouse button and then click *Paste*. The local files are safe now, in an identifiable folder on your P:-disk. After the Windows 10 upgrade you might copy these files back to the local hard disk, if you wish.

If your workplace is a laptop, you can use the same method to save files in other local folders on your hard disk:

- C:\\users\\<your user name>\\desktop;
- C:\\users\\<your user name>\\downloads;
- C:\\users\\<your user name>\\favorites.

## Record your additional software

You can install additional software on your workplace via the Software Center (formerly RAP, Run Advertised Programs). Examples of additional software are: another browser, SURFdrive and Adobe applications.

**TIP:** Before the upgrade you can inspect and easily record what additional software you have installed as follows:

1. Go to *Start* and search for *Software Center*. In the left column of the Software Center, click *Installation status* for a summary of your additional software.
2. Note down the applications, or make a screenshot by pressing the [Ctrl]+[PrtScr] key simultaneously. You can keep the screenshot by pasting it in a mail message to yourself. After the upgrade to Windows 10 you can re-install the additional software via the Software Center.

**TIP:** If you are using a semi-managed workplace, you have administrator rights to install any software yourself. You can instantly recognize a semi-managed workplace by the desktop-icon of a yellow triangle with exclamation mark. The control panel will give a complete overview of the software on your workplace:

1. Go to *Start, Control panel*. In the Control panel, click *Programs and features*. This opens a summary of all currently installed software, including the applications that you installed via the Software Center.
2. Note down the applications, or make a screenshot by pressing the [Ctrl]+[PrtScr] key simultaneously. You can keep the screenshot by pasting it in a mail message to yourself. After the upgrade to Windows 10 you can re-install any software again.

## Save your Outlook signature(s)

If you are using one or more signatures in your personal or shared mailboxes, you can save them for future use by sending each signature in a separate mail to yourself.

The document *Frequently Asked Questions Windows 10* explains how to restore your signatures after the upgrade to Windows 10.

## Export your favourite bookmarks

After the upgrade to Windows 10, your favourite bookmarks (favorites) in Internet Explorer will still be available.

If you are using an alternative browser, like Chrome or Firefox, you can migrate your *favorites* to Windows 10 by hand. On the helpdesk portal we explain [How to export favorites and import them again](#).

## Note names of shared (functional) mail boxes

If you are using one or more shared mailboxes in addition to your personal mailbox, we recommend writing down their names.

The document *Frequently Asked Questions Windows 10* explains how to re-connect your shared mailboxes after the upgrade to Windows 10.

## If necessary, save important *Sticky notes*

*Sticky notes* is an application to quickly make notes directly on screen. During the upgrade, your *Sticky notes* will *not* be moved to Windows 10.

If you have important notes *Sticky notes*, please save them with copy-and-paste to a temporary file, like a Word file. Give the file a clear name, like 'Important *Sticky notes*' and save it to a safe place, like your personal P-disk on the network.

After the upgrade, *Sticky notes* is available again in Windows 10 and you can copy and paste the notes back from the temporary file to individual, new *Sticky notes*.

## If necessary, export Outlook rules

Within Outlook, you can automate your mail organisation with *Rules*. During the upgrade, your rules will *not* be moved to Windows 10. You can keep your rules by exporting and importing them as follows:

1. In the Outlook menu click *File, Manage Rules and Alerts*
2. Click *Options*
3. To export, click [*Export Rules and Alerts*] and save the file on a safe place, like your personal p-disk on the network.  
OR  
To import, Click [*Import Rules and Alerts*] and browse to the file that you exported before.