

Pre-Upgrade Worksheet

UPGRADE DATE/TIME: _____.

To Do List:

- ☐ Block off time on your calendar for the morning of the transition.
- ☐ Visit the online training website at <http://www.LearnIT.ucla.edu>

The following items will not automatically follow you to the new system. Please take a few minutes before your upgrade date to perform the actions outlined below. Once we begin the migration process, we will NOT be able to go back and retrieve this information for you.

- ☐ Outlook Shortcuts – Take a screen shot or make note of them. These will need to be recreated.
- ☐ Previously Opened Shared Calendars – list Calendar name(s):

- ☐ Signature(s) – Save/Export to Home Directory. Copy to Word document or email message.
- ☐ Rules - List Details:

- ☐ Additional Mailboxes in Outlook (if applicable) – List Mailbox Names:

- ☐ Email Address Pick List – For any email addresses you don't have handy, add them to your Contacts. List of previous email recipients will be cleared.
- ☐ Printers - Please note the names of the current printers that you use, they will need to be re-added.

- ☐ Firefox Bookmarks – You will need to back them up using the instructions here:
<http://support.mozilla.com/en-US/kb/Backing%20up%20and%20restoring%20bookmarks> .
- ☐ Wallpaper image – Locate the source image and make a note of the location and name.
- ☐ Browser Home Page(s) Note URL(s): _____
- ☐ IE Bookmark Order: Take Screen Shot, or make notes.
- ☐ Quick Launch items: Take Screen shot or make note of them.

To take a screenshot, hold down the CTRL key and then tap the Print Scrn/SysRq Key (just to the right of the F12 key). Then start a new document in Word and click on Edit, then Paste (or just hit CTRL+V).

**☐ Log off your computer before Friday at 5pm of your upgrade weekend.
Please do not log in again until we meet on Monday morning.**

If you need help gathering any of the information above, please do not hesitate to call the Helpdesk at x64525.