Preparing for a New Computer

The instructions below will help you through the process of backing up files and settings before turning in your old computer or before having your computer re-imaged or upgraded.

It is your responsibility to back up your data, and the following these steps will ensure you are able to restore setting and access your data on your new computer.

- Back up your computer data to avoid losing files and bookmarks
- Back up and restore Outlook email signatures
- Back up Outlook data files (.pst files)

Backing up Data

USF IT recommends that you back up of your computer's data to Box. It is not recommended save anything on the local computer.

Files

1. Log into https://usf.account.box.com/login and create a folder where you can save files.
2. Click **Upload** to copy files or folders from your computer.

The following is a list of common places users store files on their computer.
- Desktop
- Documents
- Music
- Pictures
- Videos

For more detailed information including images on how to save files to Box visit the following:
- https://usfjira.atlassian.net/wiki/display/UHID/Box+-+Saving+User+Files+to+Box
- https://usfjira.atlassian.net/wiki/display/UHID/Box+-+How+to+Easily+Save+Desktop+Files+to+Box

To learn more about Box, please visit:
- https://usfjira.atlassian.net/wiki/display/UHID/Box

Need Assistance?
Please feel free to reach out to the IT Service Desk by visiting https://itchat.usf.edu or by phone at 813-974-HELP(4357).

Bookmarks

The easiest way to save your bookmarks is to login to your browser and create an account allowing your bookmarks, history, passwords, and other settings to sync securely across all devices.

If you choose not to create an account you will need to export a file that contains your bookmarks, save the file to Box, then use the file to import them into your new or reimaged computer.

For detailed instructions including images on how to complete this process visit the following:
- https://usfjira.atlassian.net/wiki/display/UHID/How+to+Save+Your+Browser+Bookmarks

Back up and Restoring Outlook email Signatures

If you use multiple email signatures, visit the following:
- https://usfjira.atlassian.net/wiki/display/UHID/Outlook+-+Backing+Up+and+Restoring+Email+Signatures

If you only use only one signature, visit the following after you receive your computer:
- https://usfjira.atlassian.net/wiki/display/UHID/How+to+Re-enter+Your+Signature+in+Outlook+Desktop+Application

Back up Outlook Data Files (.pst files)

Outlook data files (.pst files) are used to store copies of messages and other items locally to your computer. With the advent of the Microsoft Exchange Server these items are now stored on a mail server in the cloud. If you need access to previously sent and received messages that were stored locally to your computer, you will need to back up these files and add them to your new computer.

USF IT does not support the use of these files. If you wish to load any PST/Outlook Data File back into Outlook, please submit a ticket to help@usf.edu for the Email team to discuss archiving options.

For detailed information on how to back up Outlook data files visit the following:

- https://usfjira.atlassian.net/wiki/spaces/UHID/pages/10944154812/Outlook+-+How+to+Back+Up+Outlook+Data+Files+.pst+files

Accessing Applications and Files Remotely

There are some ways of being able to access some of the same materials you might need if you are working remote and not at your new office computer. Below are links to products USF provides that might help in these cases.

VPN (Virtual Private Network)

Connecting to the USF VPN will allow you to be able to be on the USF network when working remotely. To find more information on how to download and install this up on your remote device, please visit:

- https://usfjira.atlassian.net/wiki/spaces/UHID/pages/20412694914/Virtual+Private+Network

Apps.usf.edu (Application Gateway)

The Application Gateway is a virtualized environment where students, staff, and faculty can access software programs that cannot be provided as individual licenses. To learn more about this option, please visit:

- https://usfjira.atlassian.net/wiki/spaces/UHID/pages/10944155296/Windows+Virtual+Desktop+and+Applications

Remote Desktop Connection

If you require access to your on-campus computer, follow the link below.

- https://usfjira.atlassian.net/wiki/spaces/UHID/pages/10934682845/Remote+Desktop+Gateway+Access+Instructions+-+RDG

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