Direct to Desk
Backing up your *OLD* Computer

As a part of our PC Desktop and Laptop Refresh Program, it is important to ensure that you have your old computer backed up to make the tranistion as smooth as possible. To help, we have prepared a **SIX** step-by-step checklist. Please note: This is only for staff using a PC, not a Mac.

If you have any further questions or issues, please contact the **Service Desk**. Please reference "Direct to Desk" in the call, chat or email.

✉ itservicedesk@westernsydney.edu.au   📞 (02) 9852-5111. Ext: 5111   Windows Start menu icon ⊞

1

Check the list of Programs/Software that you will need

To ensure that you know what software you will need on your new computer, please make a list of programs that you require installed on the computer.
How?
1. To check program installed click on the Windows start menu icon.
2. Type "Programs and Features" or "Add or Remove Programs".

2

Check and Make Note of your Printers

Printing can be an important part of your job. To make sure you can hit the ground running, please take note of your current settings on your soon-to-be old computer.
How?
1. Click on the Windows start menu icon.
2. Type "printers and scanners".
3. Make note of printers.

3

Check and Make Note of Your Mapped Drives

A mapped drive is a shortcut to a shared folder on a remote computer or server. By taking note, you can easily map these drives on your new PC.
How?
1. Click on sthe Windows start menu icon.
2. Type "File Explorer".
3. Select the computer icon from the menu on the left and make note of drives.

4

Backing up your Email Signatures in Microsoft Outlook

Some staff would like to backup email signatures. You will need your STAFFID (staff number).
1. Please locate C:\Users\STAFFID\AppData\Roaming\Microsoft\Signatures. Replace STAFF ID with your staff number.
2. Save to your My Documents or OneDrive account.
3. To find more information on how to save to OneDrive, please logon to WesternNow and search KB00185412.

5

Saving your Sticky Notes

Some staff are using sticky notes on their PC and would like to save them. If you have any sticky notes, please sign into Setting and sync the account and sign in with your Microsoft account (staffid@westernsydney.edu.au)
How?
1. Please sign into settings to sync the account.
2. Sign in with your Microsoft account (staffid@westernsydney.edu.au) and password.

6

Saving your Chrome and Firefox Browser Bookmarks

A lot of staff will be concerned about their bookmarks on their internet browser of choice. This only applies to staff using Chrome or Firefox, as Internet Explorer is backed up by default. We have prepared seperate Knowledge Base Articles to help staff save them. Please click below to learn more.
1. **Chrome:** WesternNow https://wsu.service-now.com/kb_view.do?sysparm_article=KB0018541
KB Number: KB0018541
2. **Firefox:** https://wsu.service-now.com/kb_view.do?sysparm_article=KB0018540
KB Number: KB0018540