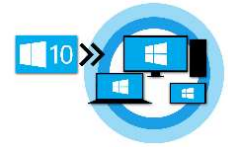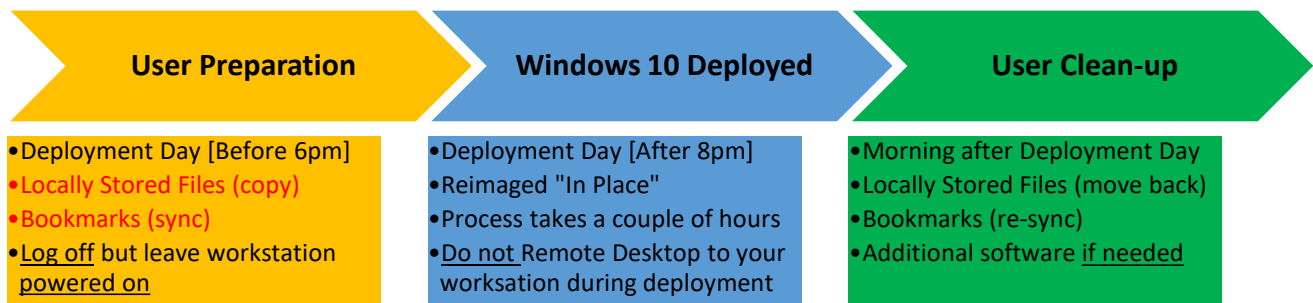# Windows 10 Deployment v20180615b

Department Users Steps – A Quick Start Guide

Though most of the deployment is automated, there are some simple steps you must follow to ensure a smooth transition from Windows 7 to Windows 10.

"Deployment Day" Overview

On your scheduled **Deployment Day**, your DSA workstation will be reimaged "in place" with Windows 10. This means that DoIT will not remove your workstation, rather Windows 10 and required business software will be deployed remotely over the network.

IMPORTANT: On or before **Deployment Day**, you will need to prepare by addressing any **Chrome/Firefox Bookmarks** and **Locally Stored Files** (see User Steps below) as they will be permanently lost during the deployment process and **cannot be recovered by IT**. When you leave the office on Deployment Day, **please <u>log off</u> but leave your workstation <u>powered on</u>**. Do not remote in to your workstation after business hours.

User Preparation	Windows 10 Deployed	User Clean-up
•Deployment Day [Before 6pm] •Locally Stored Files (copy) •Bookmarks (sync) •<u>Log off</u> but leave workstation <u>powered on</u>	•Deployment Day [After 8pm] •Reimaged "In Place" •Process takes a couple of hours •<u>Do not</u> Remote Desktop to your worksation during deployment	•Morning after Deployment Day •Locally Stored Files (move back) •Bookmarks (re-sync) •Additional software <u>if needed</u>

The **morning after** your Deployment Day, you can login to your workstation and **do your "clean-up" tasks**, such as **resyncing Bookmarks**, **moving Locally Stored Files back** to your workstation, and **coordinating any additional software installations**. *Please note that required business software should already be installed. It is possible that some software is a newer version than what was previously installed. It is also possible that some previously installed software is no longer supported or is not compatible with Windows 10, and therefore cannot be reinstalled.*

For questions or help:

- Contact the DoIT Service Desk via help@doit.tamu.edu or (979) 862-7990.
- Check the Windows 10 website at http://doit.tamu.edu/windows10.

Favorites / Bookmarks

Internet Explorer Favorites are part of your user profile and are **safe** but **Chrome Bookmarks** and **Firefox Bookmarks** are not part of your user profile and will be **lost** UNLESS you sign in with their respective accounts and sync them.

User Steps for Chrome
https://support.google.com/chrome/answer/165139?co=GENIE.Platform%3DDesktop&hl=en

Users Steps for Firefox Sync
https://support.mozilla.org/en-US/kb/how-do-i-set-sync-my-computer

Locally Stored Files

Files stored on your **Desktop**, in your **Documents/MyDocuments,** and **MyShare** folders, or department **network shares** are safe but files stored **locally on the C or D drives**, or in your **Downloads, Music** and **Pictures** folders, will be lost during the deployment process.

Users can follow the instruction below to **move locally stored files** to a temporary network share. After your Windows 10 deployment is complete you **must move your files back** to your workstation as files on the temporary network share will be deleted weekly.

Note: The "UserData" D drive is going away and will not be recreated under Windows 10. Items previously stored under D:\UsersLocal can be relocated to C:\UsersLocal after Windows 10 is deployed.

User Steps

On your Windows 7 workstation, open the DSA temporary network share by clicking the *Start* button, type \\DSA\Temp into the Search field, then press the *Enter* key.
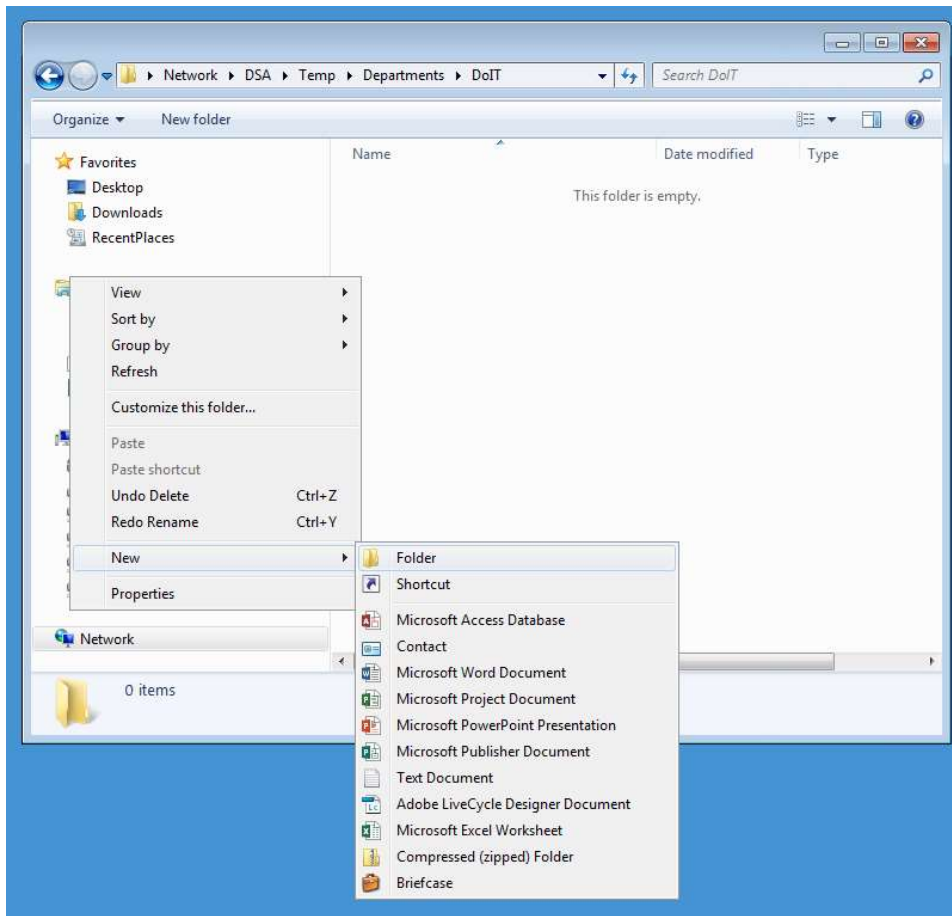

The following File Explorer window should open with the *Departments* folder visible.
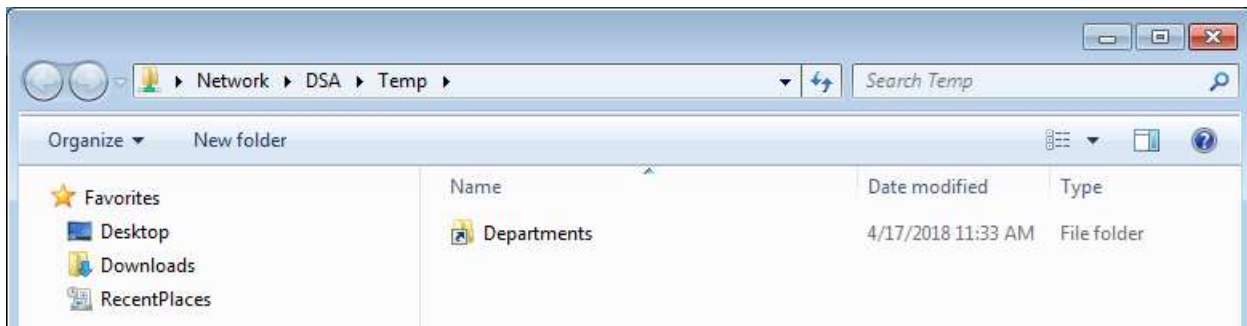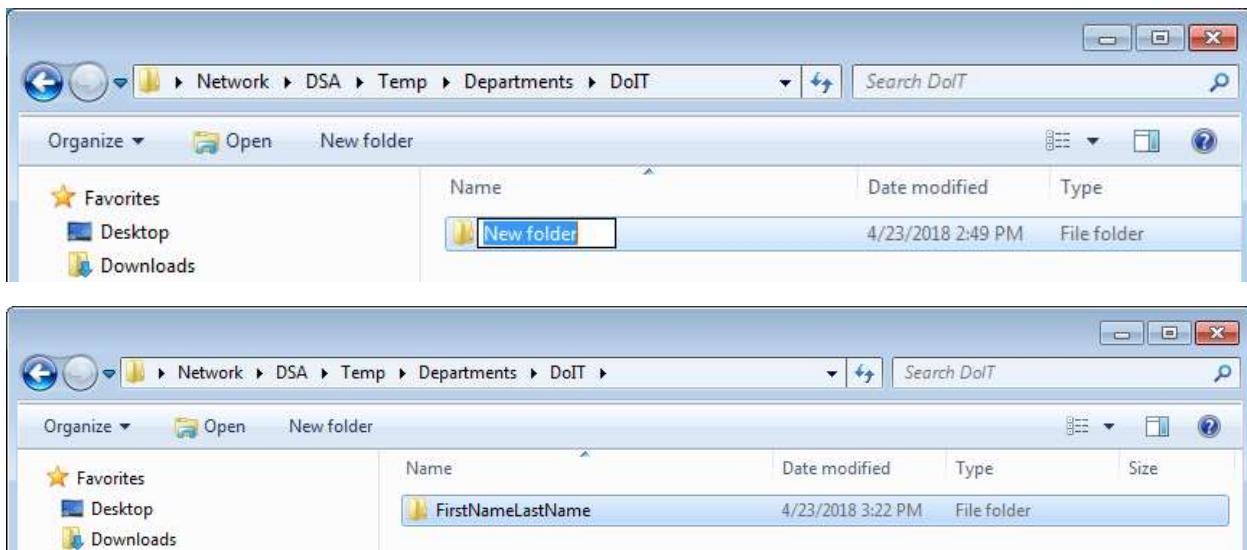

Go into the *Departments* folder and then into your *DepartmentName* folder (example *DoIT*).

Create a personal temporary folder under your department folder using the *FirstNameLastName* format (example *SammyJones*).

Right-click, from the menu select *New > Folder*.


Rename the new folder to your *FirstNameLastName.*

Note: Anyone in your department can see this folder and contents. Please do not store confidential or sensitive data here.

Go to *Computer* (or *File Explorer*) and locate local files you've stored under your C drive, D drive, Pictures or Videos folders. A good place to check is under D:\UsersLocal.

In this example, there are two folders and three different files deemed necessary to move to the temporary network share.
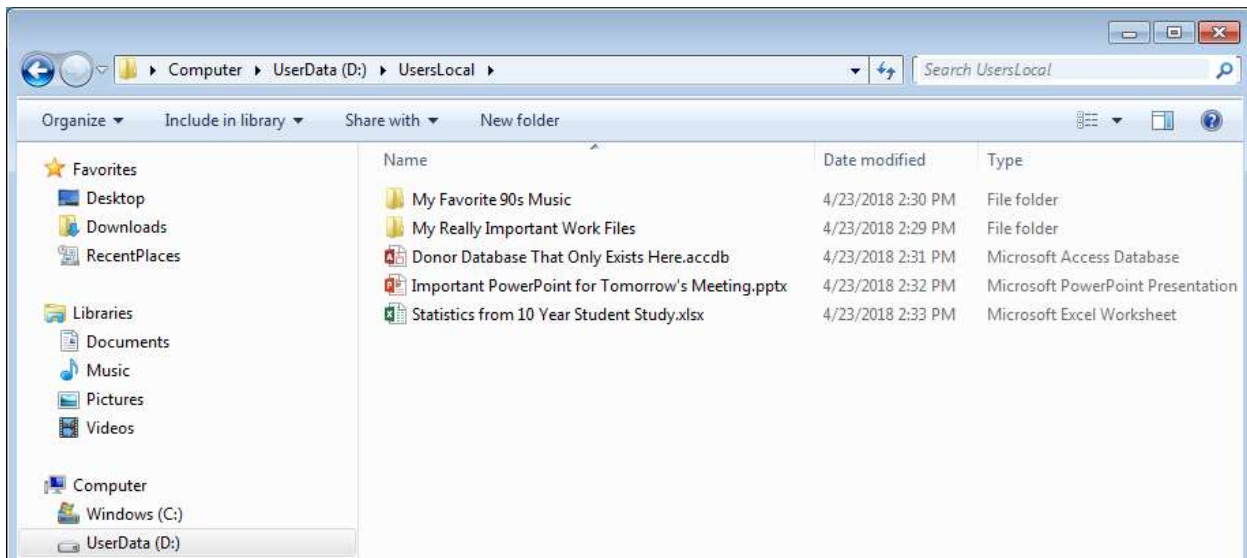

Note: This is a good time to consider moving any business critical files to your departmental network share instead of keeping them on a local storage that is not backed up.

At this point, you should have your local folder open with the intended files to be moved as well as the DSA temporary network share under your personal folder.
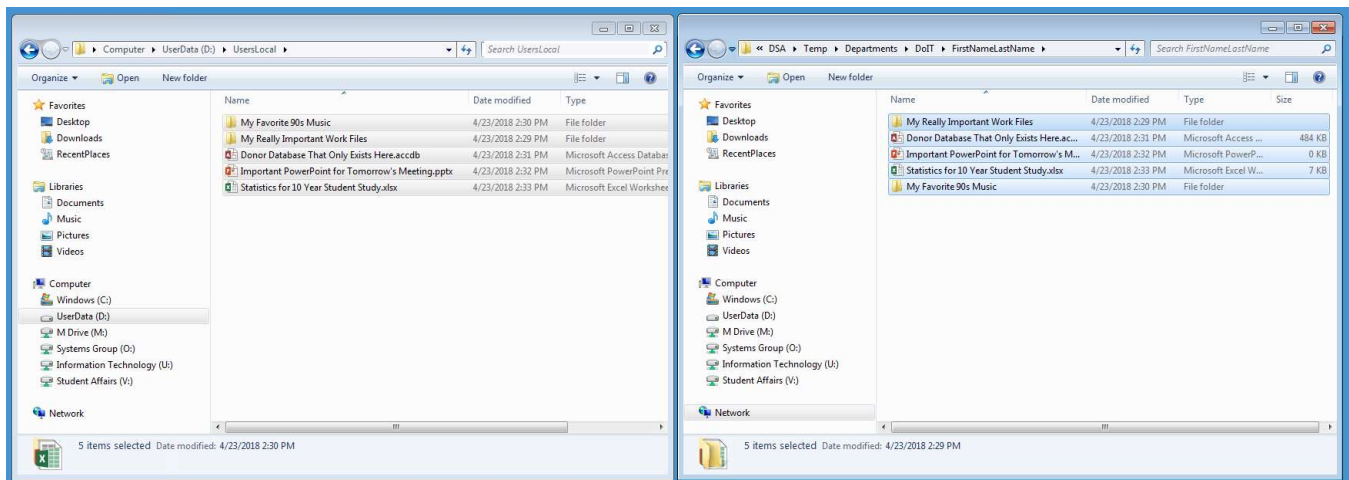
In the local folder, select all of the folders and files you want to copy. Then, right-click and select *Copy* from the menu.
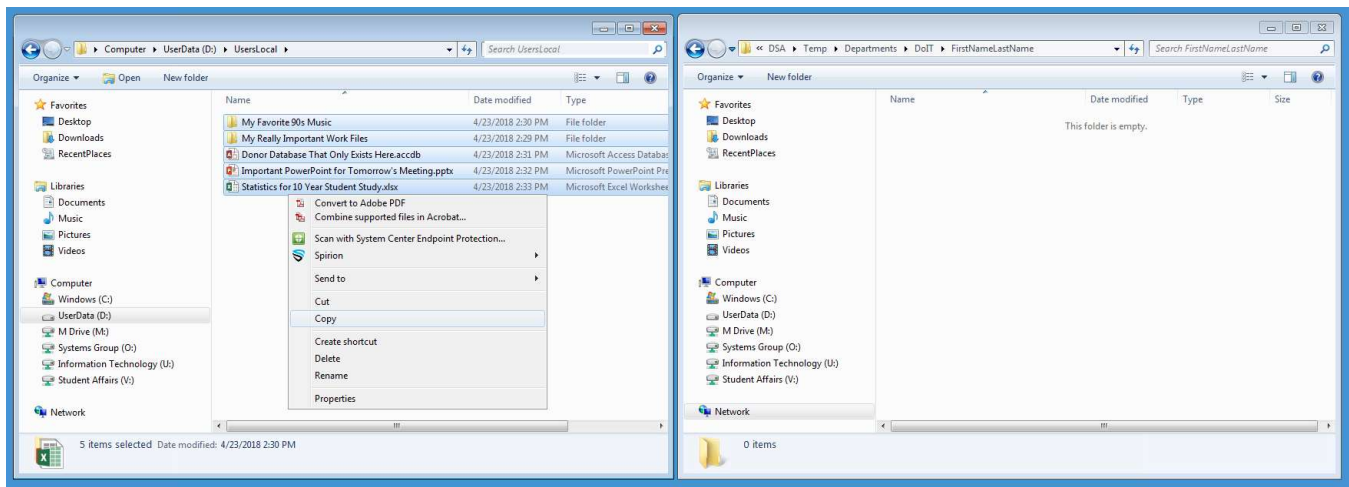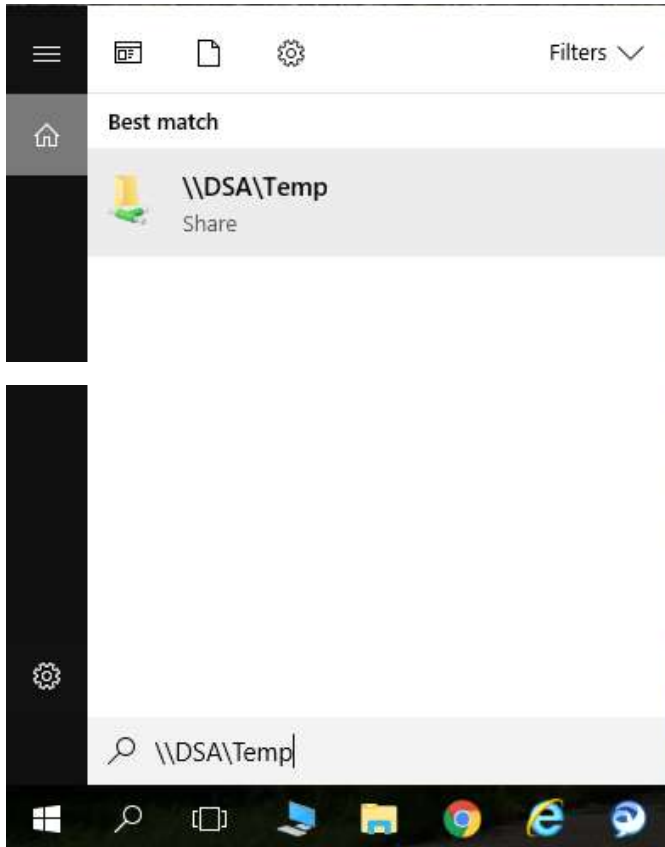

In the DSA temporary network share, right-click and select *Paste* from the menu.
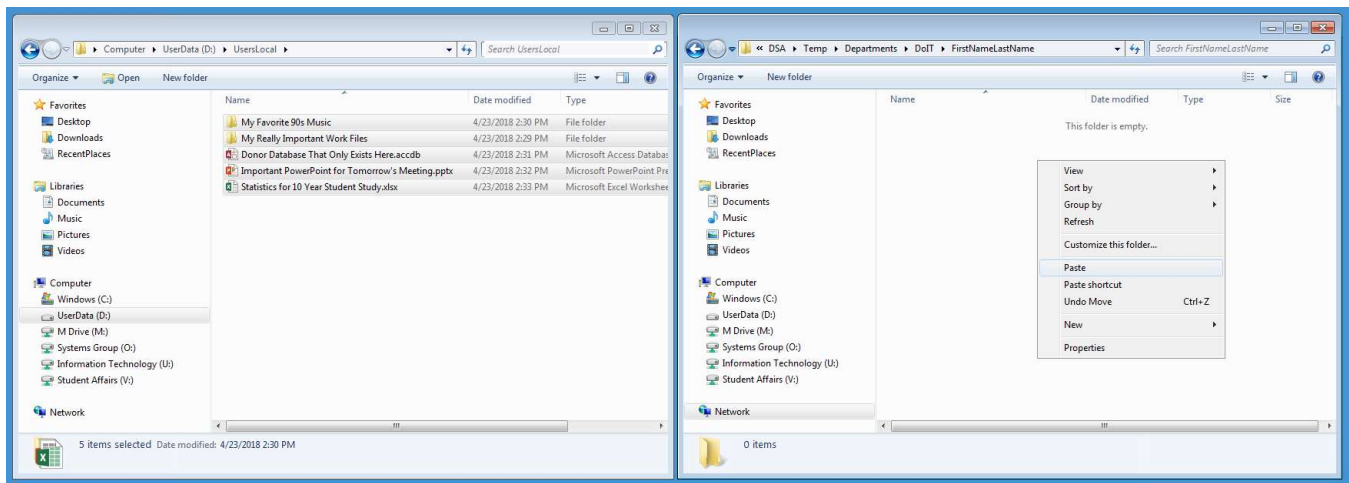
The files will be copied into your personal folder on the DSA temporary network share.

On your re-imaged Windows 10 workstation, open the DSA temporary network share by clicking the *Search* button, type \\DSA\Temp into the *Search Windows* field, then press the *Enter* key.


The File Explorer window should open with the *Departments* folder visible.

Go into the *Departments* folder and then into your *DepartmentName > FirstNameLastName* folder (leaving it open for use shortly).

Go to *Computer* (or *File Explorer*) and locate your new local storage location which is C:\UsersLocal (leaving it open for use shortly).

At this point, you should have your personal folder on the DSA temporary network share as well as your new local folder open.
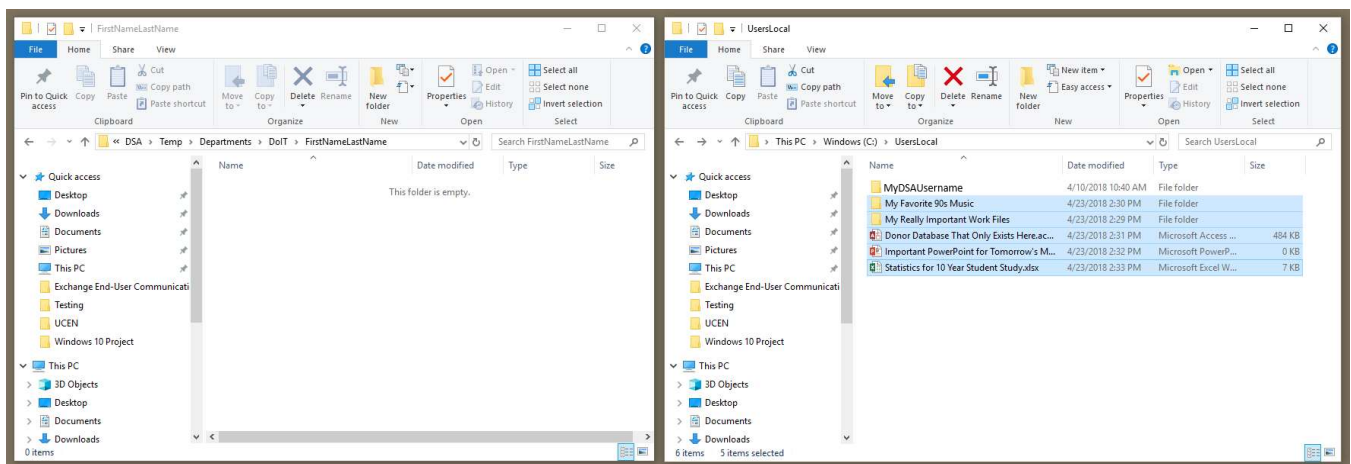
In the DSA temporary network share, select all of the folders and files you want to move. Then, right-click and select *Cut* from the menu. Note: *Cut* means to <u>move</u> the selected items, versus just copying them.
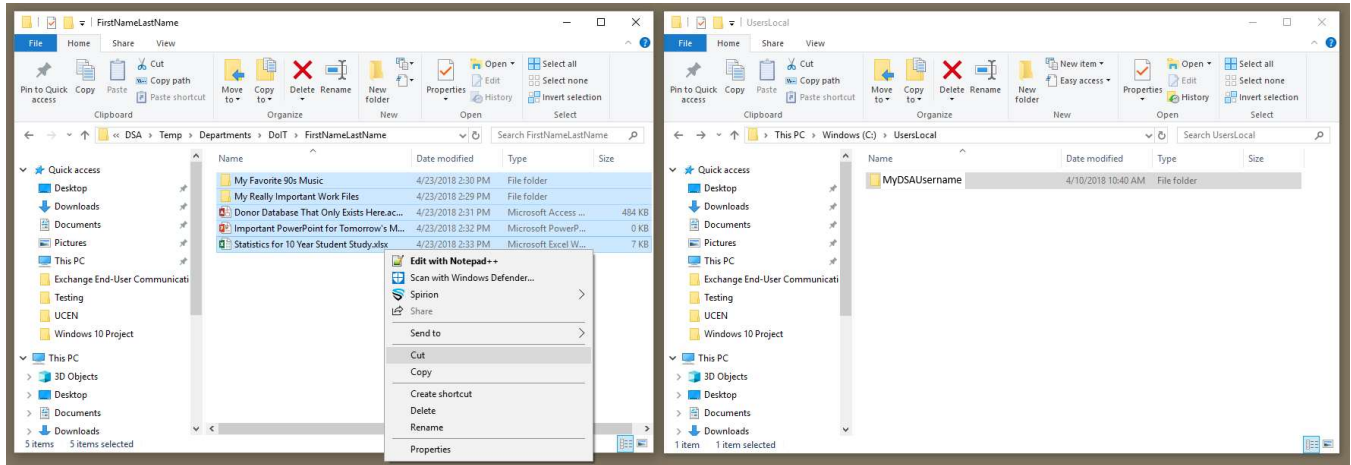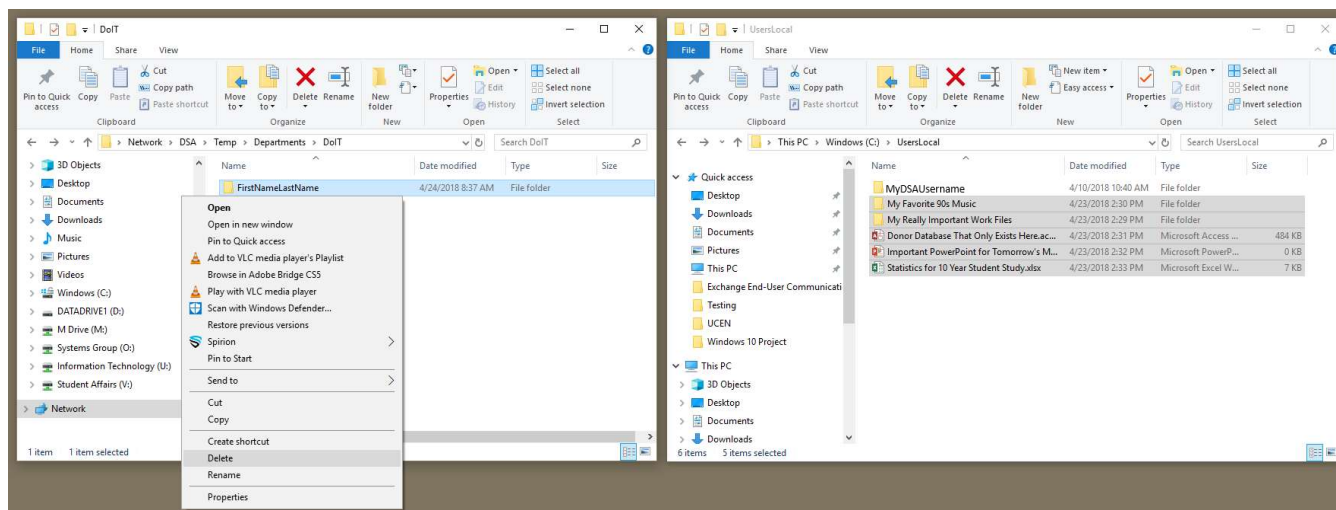

In the local folder, right-click and select *Paste* from the menu.
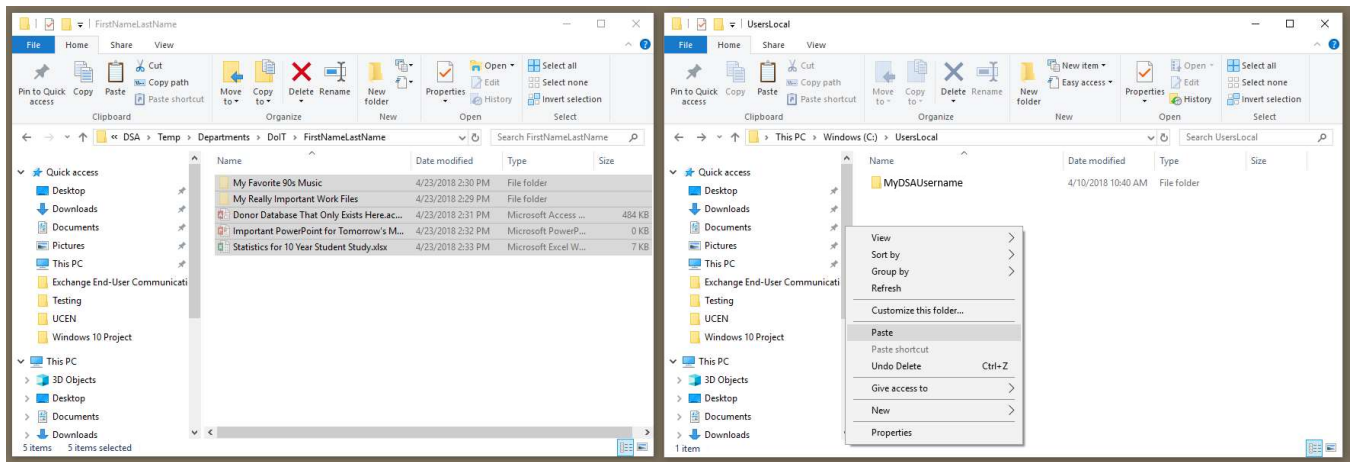
The files will be moved into your local folder.

After you confirm that your personal folder on the DSA temporary network share is empty, please delete it. Select your *FirstNameLastName* folder, right-click, and select *Delete* from the menu.

Press the *Yes* button to confirm deletion.