Post-Migration Instructions for Student Affairs Employees – Windows 10 Migration

Please follow these steps on the **next work day following your successful migration.**

**Step 1 – Access to Drives, Printers, and Customizations**
My Computer has changed to This PC. Your shared drives will be under This PC now.

- Verify you have access to all your shared drives.
- Verify you have access to all your printers.
- Verify you have all desktop icons & background image.
- Verify that your sound is working.

**Step 2 – Access to Email**
Open Outlook, click **Next** through any prompts to setup. Ensure you have access to your mailbox and any shared mailboxes/calendars.

**Step 3 – Skype for Business and Microsoft Teams**
If Skype for Business or Microsoft Teams is not running, click Windows Key and type Skype for Business or Microsoft Teams.

Sign in with your Gatorlink email address which should be prepopulated. It should not require a password.

**Step 4 – Import Bookmarks**
Follow directions at it.ufsa.ufl.edu/win10 for importing bookmarks into Chrome after you migrate.

**Step 5 – Access to Cisco VPN (Laptops Only)**
Make sure that VPN is still configured properly.

- Server: vpn.ufsl.edu (for SE/SG staff)
- vpn.ufsa.ufl.edu (for everyone else)

**Step 6 – Validate Third-Party Software Access**
Verify you have access to third-party software like:

- Check-In
- Time Reporting
- Fusion
- PsiGen
- Adobe Creative Cloud
- AutoCAD
- Project
- Any other software installed by Student Affairs IT

**Step 7 – Report Issues Immediately**
Call/text IT Help at (352) 392-2465 immediately for any issues. We are standing by waiting to help staff.