

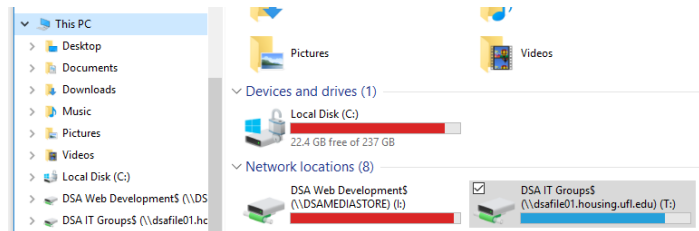
Post-Migration Instructions for Student Affairs Employees – Windows 10 Migration

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

Step 1 – Access to Drives, Printers, and Customizations

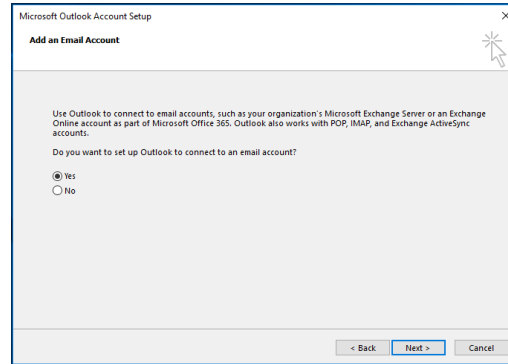
My Computer has changed to **This PC**. Your shared drives will be under **This PC** now.

- 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.



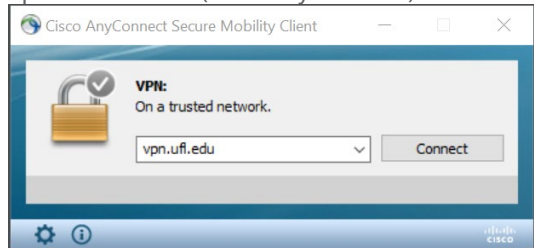
Step 5 – Access to Cisco VPN (Laptops Only)

Make sure that VPN is still configured properly.

Server:

vpn.ufl.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.

