

Dell Direct Ship: How to transfer files from Old Machine to New Machine

There are multiple ways to transfer your data be it using a USB to move files from one laptop to another, moving your data into a university provided service like OneDrive or Box (may need to be installed if you do not currently have them), or moving the data you want to keep to your personnel shared drive. All these methods can be started before you get the new machine, though I would recommend starting it the day you do the transfer unless you work off the files in you have moved as anything you moved won't necessarily update if you edit the local laptop copy. I will explain each method, then show an example of how to do a move.

USB Method:

This is the simplest method but requires a decent size USB drive (Recommend one over 20GB as some user profiles/data are larger). This process can take 30-60 minutes depending on the computer that is being upgraded. If you don't have a big enough USB drive, I would recommend one of the other options.

- Does not require you to be online or on VPN
- Does possibly require a large USB drive to move all data at once (depending on the size of your profile or the amount of data you want to transfer over) otherwise you would need to move your data in smaller batches which would increase the time it would take

Cloud Service Methods:

OneDrive: Adds a OneDrive folder to your computer once installed and signed into. It also allows you to back up specific folders (You can choose between Desktop, Pictures, and Documents) and those folders can then be sync to the new machine.

- Has more storage than your Personal Shared Drive.
- You can add files to the OneDrive folder similar to how you copy them over in the example at the end of the document or like how it was described in the USB section.
- Once you log into OneDrive on the new computer and set the folders you have syncing it'll begin to sync the files over from the old machine to the new machine
- Does require an online connection to use and access

Box: Adds a Box folder to your computer once installed and signed into. You do need to have a box account setup, though most people do by default. Though if you are not able to sign into it, I would reach out to the Helpdesk to confirm you have access.

- Has more storage space then the Personal Shared Drive.
- You can add files to the Box folder similar to how you copy them over in the example at the end of the document or like how it was described in the USB section.
- Doesn't have an option to sync certain folders
- Does require an online connection to use and access

Personal Shared Drive Method

This is similar to the USB Method but instead of moving the files onto a USB you move them onto your UR Shared folder (this does require you to be on the VPN). This would be the least referred method as the shared drive free space is smaller than the Cloud Method Options.

- If you plan to move the files back onto the new laptop, I would leave them in their folders when you copy them over to the shared drive that way you know what folder to copy them back into when you are ready to transfer to the new machine.
- If you want to just keep the files on your shared drive, I would just move the files/folders within those main folders (ex: Desktop/Documents) themselves unless you want them separated.
- You can add files to the Personal Shared Drive similar to how you copy them over in the example at the end of the document or like how it was described in the USB section.
- Does require you to be on the VPN to access

Commonalities between all methods:

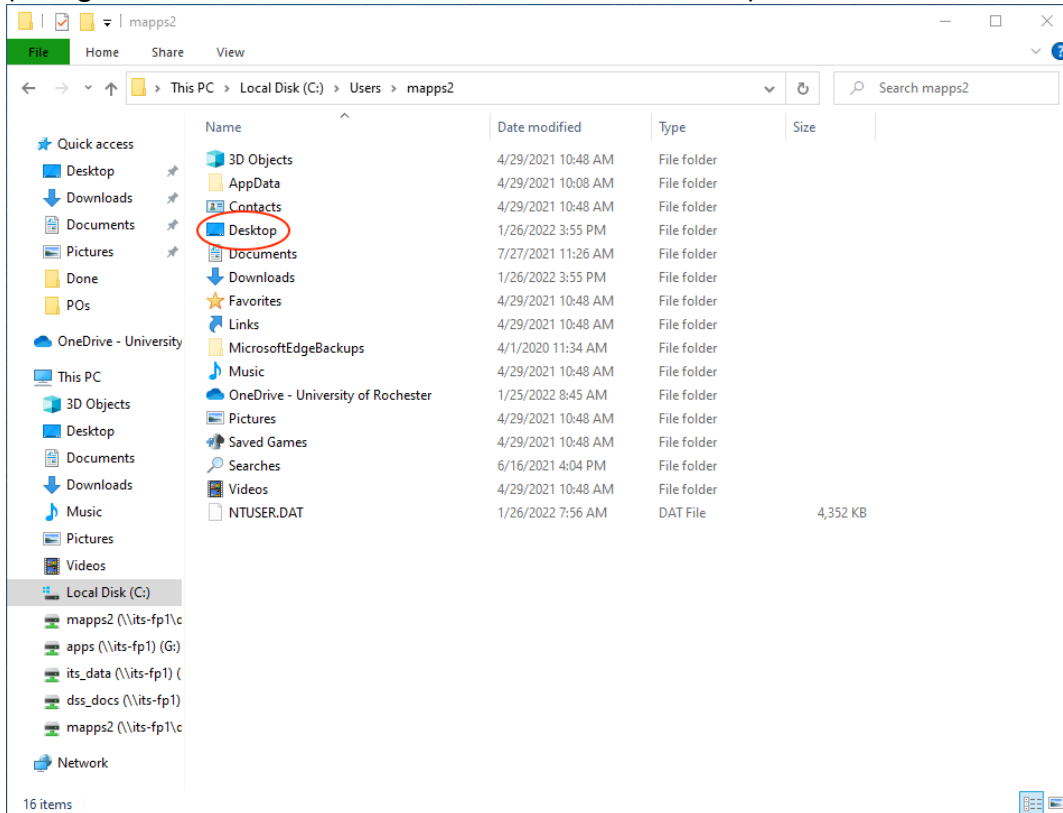
All of these methods will have you moving any folders/files in a similar way. Below is a written-out guide that gives two options for moving the files and after that is the walkthrough with images for one of the ways to move the folders/files

Where to find files and how to move folders/files

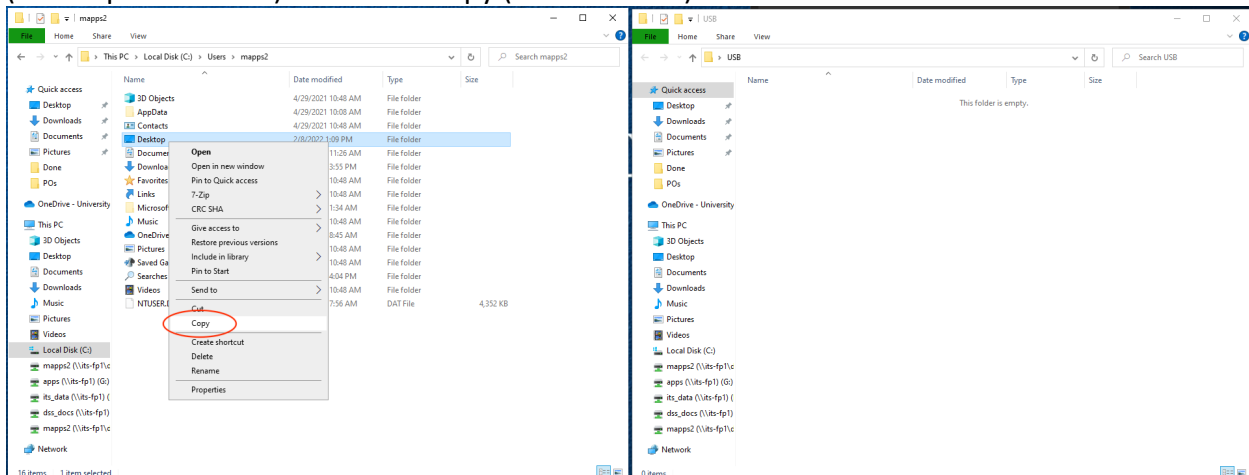
1. Most files you'll want to move will be under C:\Users\{Your Username Here}. The first reference image below shows what a usual profile would look like
 - a. The most common folders you'll want to grab files from will be "Desktop", "Favorites (if you use IE/Edge)", "Documents", and "Downloads". There may be other folders in your profile you want to grab files from.
2. As long as you have the USB/Online Drive open in another File Explorer window you can copy those folders over to them. Below are two ways to do that
 - a. You can copy the folders over to the USB by dragging the folder over to the USB/Online Drive window. Make sure it says "Copy to ___" and not "Move to ___", if it says move to while you're still holding onto the folder/file press "Control" and it should change to "Copy to ___"
 - Or**
 - a. You can right click on the folder/File you want to move, select "Copy", then go into the USB/Online Drive Window and right click and select "Paste".
3. Once you've moved the files over to the USB/Online Drive, to get them over to the new machine you'll just have to repeat the process but instead of copying the folders/files to the USB/Online Drive you'll copy them from that into your Profile.

Walkthrough of How to Move files via Copy/Paste:

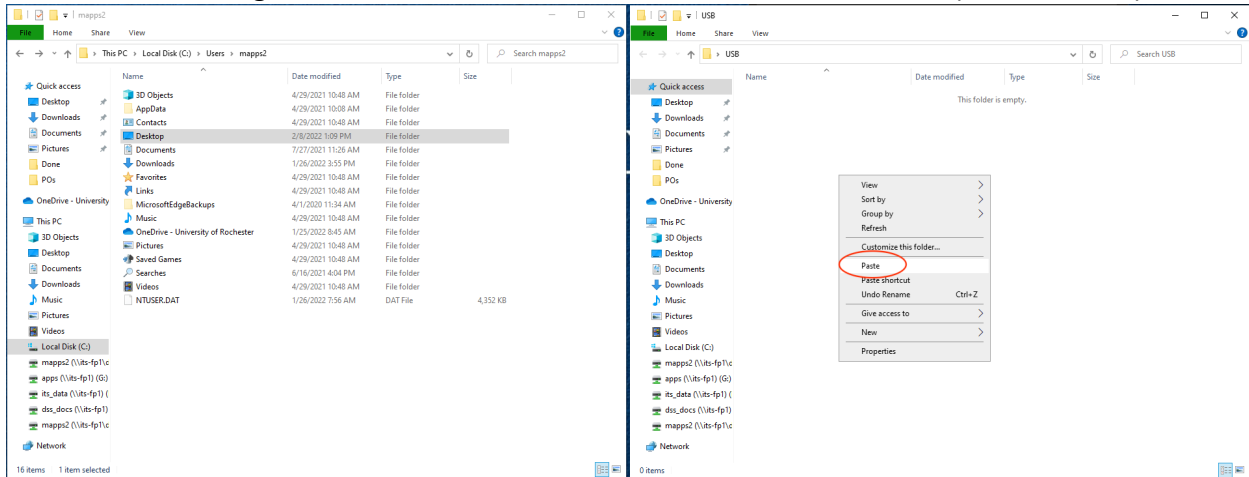
1 - User Profile – To start you'll want to navigate to your user profile which is normally Found here: "C:\Users\{Your Username Here}". Once there you can begin to move folders over to your USB or other method. For this example, we'll be copying over the desktop folder circled in red (though this can be done with Folders and individual files).



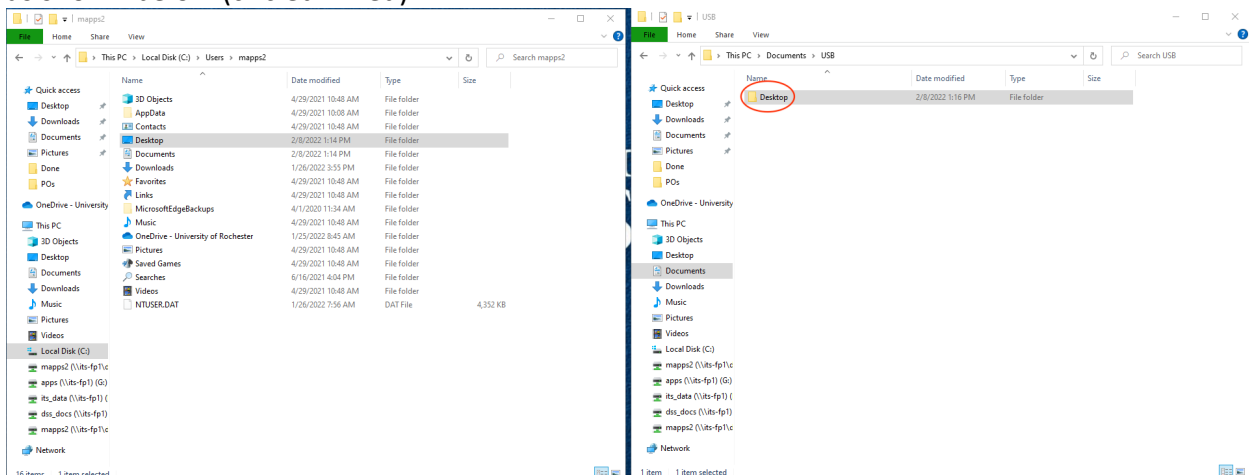
2 – How to Copy your Desktop Files – To start you'll want to right click on the folder of choice (Desktop in this case) and select Copy (Circled in red).



3 – How to Paste the Files you are copying over to your USB or other - To move that folder you will then want to right click in the USB or Drive Window and select Paste (Circled in red).



4 – What it will look like once the Folder/Files have transferred to the desired location – Once the files have all copied over the copied folder or files will show up in the File explorer window as shown below (circled in red).



5 – How to finish once have the new laptop – Once you have received the new machine and are logged into it you just have to do the same process but instead of copying from your profile you'll copy it from where you backed up your files and then past it into "C:\Users\{Your Username Here}"

Chrome and Firefox account transfer

Our suggestion for the easiest way to move your Bookmarks over to a new machine would be to set up an account for Firefox or Chrome (or both if you use both), and then set up the sync option.

How to set up Firefox account:

The link below will bring you to the site where you can create a Firefox account if you need to. You can use your UR email account to create it.

<https://www.mozilla.org/en-US/firefox/accounts>

How to set up Firefox Sync:

The link below will take you to Firefox's page with a walkthrough on how to configure the sync.

<https://www.mozilla.org/en-US/firefox/sync>

How to set up a Chrome Account:

The link below will bring you to the site where you can create an Chrome account if you need to. You can use your UR email account to create it.

<https://www.google.com/account>

How to set up Chrome Sync:

The link below will take you to Chrome's page with a walkthrough on how to configure the sync.

<https://support.google.com/chrome/answer/185277?hl=en&co=GENIE.Platform%3DDesktop>