New PC Set up ToDo:

OLD PC:

- ☐ Backup data (If client is using OneDrive, double/tripple check the data DID transfer over to your external device/drive).
- ☐ Backup windows credentials
- ☐ Backup browser data (bookmarks, passwords, etc); all browsers installed (just to be safe)
- ☐ Take a picture of the desktop and quick access folder setup (network shares, favorited folders, etc) to recreate on the new system.
- ☐ Assess what printers are being used and which printer is the default; download needed drivers/software.
- ☐ Backup needed Microsoft Account information *(to be set up on the new system as well as Office software installation and activation; if it's needed).*
- ☐ Backup Outlook email rules and signature for Outlook *(*if applicable)*
- ☐ Backup Outlook contacts as their own separate backup *(*if applicable)*

NEW PC:

- ☐ OOBE\BYPASSNRO at the start of the Windows 11 setup
- ☐ Choose don't have internet, and accept limited experience warning
- ☐ Set user account to what old system was set up as
- ☐ Remove bloatware and do general clean-up and optimization (start-up, etc)
- ☐ Set up and run Windows Updates
- ☐ Run Microsoft Store Updates
- ☐ Update Advanced Share Settings in Networking settings after setting the profile to Private and make sure file and print sharing is turned on for a private network; disable password protection as well (unless it was previously used/needed).
- ☐ Recreate Desktop icons as close to the previous system
- ☐ Recreate Taskbar icons as close to the previous system
- ☐ Install SMB 1 through Programs & Features -> Add/Remove Windows Components *(*if applicable/needed for old NAS drives and older server hosted data)*
- ☐ Uninstall bloatware, free trial software, social media software, games like Candy Crush, etc.
- ☐ Basic application installation; MBAM, browsers, BleachBit, Adobe PDF, 7zip, Java, .Net, etc.
- ☐ Migrate Data from previous system
- ☐ Import browser bookmarks and passwords
- ☐ Import Windows Credentials
- ☐ Install any needed 3rd part apps; Zoom, Skype, TeamViewer, Steam, Gimp, LibreOffice, etc.
- ☐ Install Office; setup/purchase through the user's Microsoft account *(*if applicable)*
- ☐ Migrate email rules and signature for Outlook *(*if applicable)*
- ☐ Make sure Outlook contacts are migrated *(*if applicable)*
- ☐ Remap network drives *(*if applicable)*
- ☐ Remap quick access folder favorites
- ☐ Set up account password/PIN; use the user's previously used password/PIN *(*if applicable)*