**FSI End-User Computer Transition Guide**

*Prepared for: All FSI Staff Receiving New Workstations*

**🔧 What You Need To Do Before Your PC Swap**

**1. 📂 Back Up Browser Bookmarks**

**For Chrome, Edge, or Firefox:**

* Press Ctrl + Shift + O to open the bookmarks manager
* Use the **Export** option to save your bookmarks as an HTML file
* Save this file to **OneDrive**, a USB drive, or email it to yourself

**2. 📧 Back Up Your Outlook Email Signature**

**Option A: Simple Text Backup**

* Open Outlook and go to File → Options → Mail → Signatures
* Open your signature(s) and **copy the text** into Word or Notepad
* Save this document to OneDrive or USB

**Option B: Full Backup (Advanced)**

* Press Windows + R and type:
* %APPDATA%\Microsoft\Signatures
* Copy all files and folders with your signature name
* Save them to a USB drive or cloud storage

**3. 🚪 Leave Your Current PC Turned On**

Before leaving for the day prior to the swap:

* Leave your old PC powered on and connected to Ethernet
* This allows tech support to begin pre-swap configuration remotely

**✅ What Will Be Done For You**

The IT team and Dave will handle the following:

* Install required software: Contpaq, Adobe, QuickBooks, Zed Axis, Citrix
* Connect printers and shared network drives
* Transfer desktop files (if needed)
* Set up your email and Teams
* Personalize taskbar, browser, and display settings

**🛠️ After the Swap: Your Quick Setup Checklist**

Once your new PC is at your desk:

* Sign into Microsoft 365
* Launch Outlook and confirm your email works
* Launch Teams
* Set Chrome as your default browser (if preferred)
* Reconfigure speakers or audio if needed
* Recreate or import your email signature

**Importing Your Signature**

If you exported the full signature files:

1. Open:
2. %APPDATA%\Microsoft\Signatures
3. Paste your saved signature files into this folder
4. Restart Outlook and check File → Options → Mail → Signatures

If you used a text copy:

* Open your Word/Notepad backup and paste into a new signature

**⚡ Common Issues to Avoid**

* **VPN not working from office Wi-Fi**: Test GlobalProtect **at home** only
* **Missing mailboxes**: Confirm you have access to shared inboxes (Accounting, Operations, etc.)
* **No RDP Access**: If you work remotely, let Dave know so RDP permissions are granted

**📍 Questions or Help?**

**Call or email support if you get stuck:**

* **Stellar IT Support:** [support@stellar.tech](mailto:support@stellar.tech) | 888-434-1043 opt. 2
* **Dave Alexander:** [david.alexander@freightservices.net](mailto:david.alexander@freightservices.net) | 520-600-3303

Thank you for helping ensure a smooth PC transition!