

TIPS FOR PREPARING YOUR DEVICE for the update to UTA-owned Windows devices

1. Back up your files and folders on your UTA-owned Windows device(s)

- Any files and folders stored in OneDrive or department shared drives (K or J-Drive) will automatically be backed up and will not require additional actions.
- If you are storing files on your local drive, please follow the “[how to back-up your documents, desktop, and pictures folder to OneDrive](#).”
- To back up other files and folders, please follow the “[how to back-up my files and folders that are not located in the documents, desktop, and pictures folder to OneDrive](#).”
- After completing the backup steps, please save future files and folders in OneDrive to ensure they remain backed up.
- If you need additional assistance with backing up your device, please contact the IT Help Desk at 817-272-2208, send a [chat](#), or submit a [self-service](#) ticket.

Box Sync Folder that is located on your device’s hard drive.

- If you are still using your Box sync folder that is stored directly on your device, your files and folders will not be backed up unless you follow the “[how to back-up my files and folders that are not located in the documents, desktop, and pictures folder to OneDrive](#)” instructions.
- If you are using the Box sync folder that was previously migrated to OneDrive and stored at that location, it will automatically be backed up online.

Additional resources for backing up your UTA-owned Windows devices:

- [Windows Endpoint Management Help](#)

2. Document any software that will not be installed after the scheduled update, which includes applications purchased by your department, yourself, or installed free of charge.

Here are a few tips and resources available to help you document your software or applications:

- For a complete list of software installed after the update, please see [“what software will be installed on my device after it is updated”](#) on the project website.
- For your convenience, you can use the [“Software Tracking form”](#) to document your software on one form.
- Please remember to notate or purchase any license keys that are required to reinstall your device. Additional steps may be required to reinstall the software. For additional information, please contact the software vendor for additional instructions.
- Some software may require you to log out of the application or uninstall the version from your device. Please contact your software vendor for more information.

3. Signed out of applications associated with your UTA email accounts, such as Adobe Creative Cloud.

- For additional assistance with signing out of UTA applications on your device, please contact the IT Help Desk at 817-272-2208, send a [chat](#), or submit a [self-service](#) ticket.
- Other resources may be available by visiting the [Windows Endpoint Management Help](#) page.