

## Teacher Laptop Data transfer Procedures

You should allow 1 hour for this process (time taken depends on the amount of data being transferred)

**Important Note:** Establish what data needs to be transferred to your new laptop. Burn all other data to CD's and delete from the laptop.

### OLD COMPUTER

Logon to old Optima laptop with blue cable connected with your ntschools user id and password.

You should now ensure only data required to be transferred is on this laptop.

Right click on Internet Explorer icon on desktop>Properties>Delete Cookies>OK>Delete Files>OK

Start > programs > Accessories> system tools > Files and Settings transfer wizard

Next > old computer radio button > next>Please wait until your machine has finished

Select a transfer method – our recommendation is ‘Other’ transfer to a network drive

Select the radio button > Browse for folder > my computer > select N:\ Teacher Public > select Make new folder > right click and rename with your user id > ok> next > select What you want to transfer – our recommendation is Both files & settings > Next – your files should start transferring > finish

Take out the blue cable

### NEW COMPUTER

Logon to your new laptop with blue cable connected

Start > programs > Accessories> system tools > Files and Settings transfer wizard

Next > new computer radio button > next> Please wait until your machine has finished

Select the ‘I don’t need the Wizard Disk. I have already collected my files and settings from my old computer’ radio button > Next

Select ‘Other (for Example) > browse > navigate to where you saved your folder

Select the USMT2.UNC folder > OK > Next  
Files will start transferring > Finish

You will need to logoff for the changes to take effect. Log off now.

**Important:** Log back on and Navigate to where you transferred your data to on the server. Find your folder and delete.

