

Computer Data Relocation

The following program is intended to move your documents and email from your original computer to your new computer.

Before running the relocation program, please exit all programs; Email, Internet, etc. For your reference, please print these instructions if possible.

Please follow the directions listed below to complete the relocation.

On your original computer follow these steps:

- 1.) Log onto the computer with your **username** and **password**. (If you have an aide that logs in on your computer, they will need to log in and follow these steps also to move their files).
- 2.) Double click on “**My Computer**.”
- 3.) Double click on the **P:\ (Public) drive**.
- 4.) Locate the “**Relocate**” folder and double click on it.
- 5.) Double click on “**Step 1**.”

This will start the program and it will begin copying your files.
(It will take approximately 5-10 minutes to run.)

When Step 1 is complete, you should receive a message stating, “**The tool has completed successfully**.” At that point, you can close the window by clicking the **x** at the top right of the window.

IMPORTANT: Please wait until Step 1 completes before running Step 2.

On your new (destination) computer follow these steps:

- 1.) Log onto the computer with your **username** and **password**.
- 2.) Double click on “**My Computer**.”
- 3.) Double click on the **P:\ (Public) drive**.
- 4.) Locate the “**Relocate**” folder and double click on it.
- 5.) Double click on “**Step 2**.”

When Step 2 is complete, you should receive a message stating, “**The tool has completed successfully**.” At that point, you can close the window by clicking the **x** at the top right of the window.

Please Note: It is normal to receive a few warnings and errors when running the relocation program. If you find that you ran the program on both computers but your documents and email didn't get transferred over to the new computer, please contact the helpdesk. You can contact the technology secretary at (903)988-3929 and ask to submit a technology work order or go to [Eduphoria's Helpdesk](#) and submit a work order online.