

# Staff computers moving from Windows 7 to Windows 10



(Note: This is not Mac computers and not computers in Student Labs)


There are three guides, this is Guide 2: **Backing up prior to moving to Windows 10**, [Using Backed up content \(this guide\)](#) and **Getting Started with Windows 10**. A supplementary **Windows 10 FAQ** includes Passwords and locating/installing applications.

## Using Backed Up content after your move to Windows 10:

1. **Essential: Getting started with OneDrive.** Just after you Sign into a Windows 10 computer, the OneDrive App launcher pop up will automatically appear. Follow the prompts to set up your access to your work/school account, you should not need to fill any details in any fields, except your Unitec email and password. This will add OneDrive to File Explorer for easy access.

You can also access OneDrive in Office 365, by locating Internet Explorer, by clicking either Start or Search icon and type **Int** and select **Internet Explorer Desktop app** from the list of options that appears. **Tip:** Add this browser app to the Taskbar by right clicking and **Pin to Taskbar**.

Open **Internet Explorer** browser, click the star  (top right), then select **Unitec Favourites** and click **Office 365**. Use the  (top left) to select **OneDrive**.

2. Set your default printer (current default is Adobe pdf). Click Start or Search icon and type **Pri**, then select **Devices and Printers**. Double click to open, then under Printers, right click on the printer you prefer and select **Set as default printer**. When the green tick appears beside your selection, close the Devices and Printers window. 
3. Optional: If you Backed up **Bookmarks/Favourites** prior to moving from Windows 7, you now add to your Windows 10 computer, in **Internet Explorer**, **Mozilla Firefox** and **Google Chrome**. [Click here for help](#).

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## Restore saved Bookmarks or Favourites in the standard web browsers at Unitec:

Restore **Bookmarks/Favourites** you have added and what to still use, in **Internet Explorer**, **Mozilla Firefox** and **Google Chrome**. **Note:** Unitec Favourites do not need to be backed up. Click the browser or browsers you use to save pages.



[Internet Explorer](#) 

[Mozilla Firefox](#) 

[Google Chrome](#) 

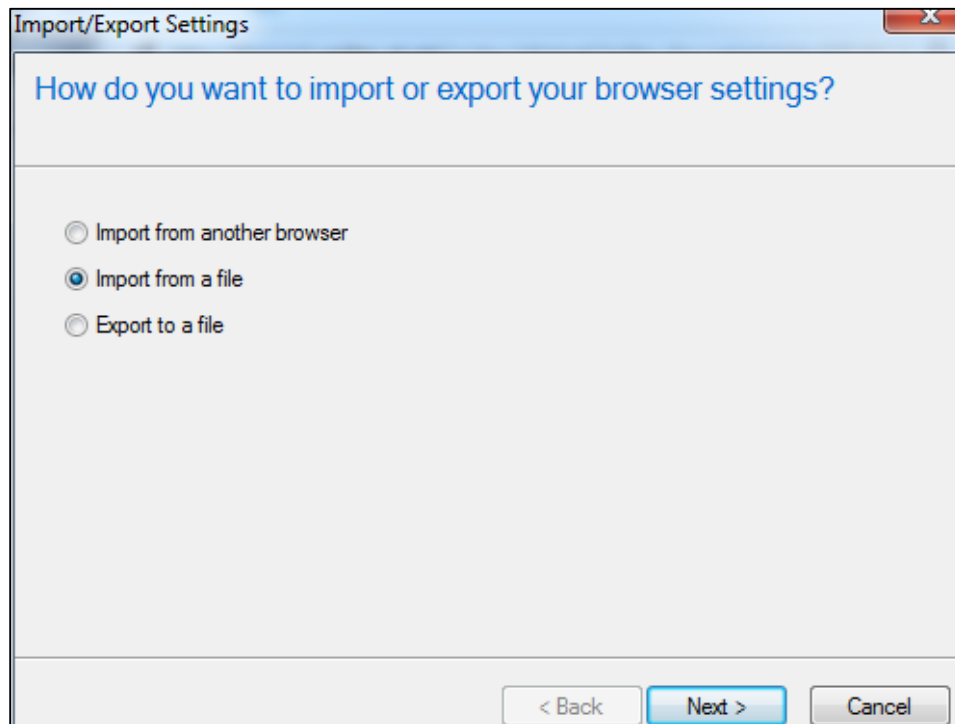
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Importing favourites to **Internet Explorer** 11 – Click Start , type **Int** to find.

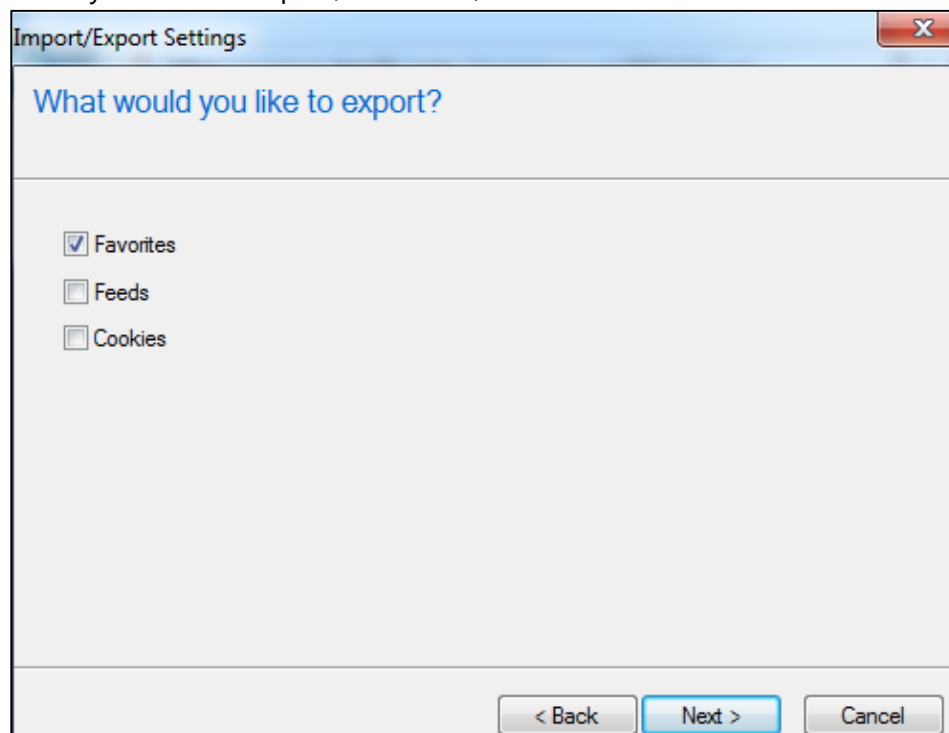
1. Click the **Favourites** icon  and select the drop down arrow beside **Add to favorites** , then select **Import and export**.



2. Select **Import from a file**, the **Next**.

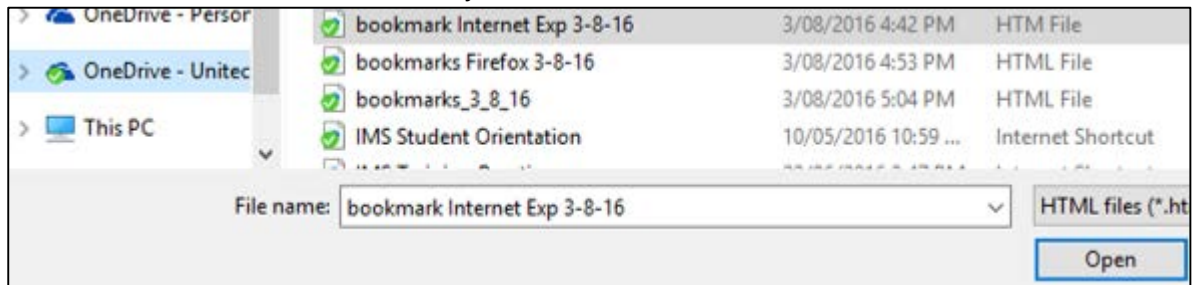


3. Tick what you want to export, **Favorites**, then **Next**:



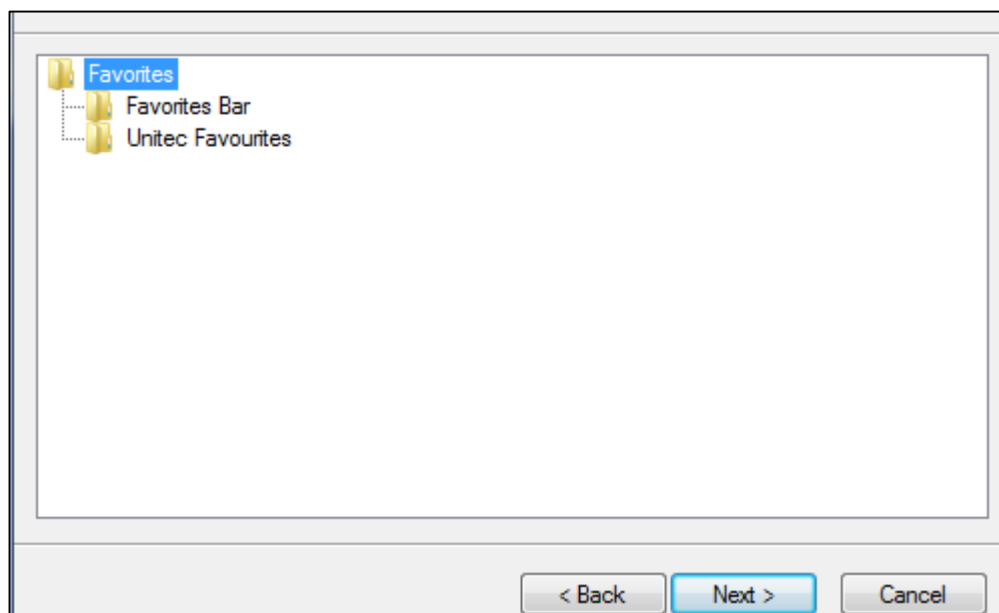
4. Where do you want to import your favourites from?

Click **Browse** to locate the location you saved to. Select **OneDrive – Unitec NZ**.



**Note:** By default it would have been named Bookmark if you did not change the name.


5. Select the file and click **Open**.
6. Click **Next**, then select the content you want to keep. If unsure click the top folder.

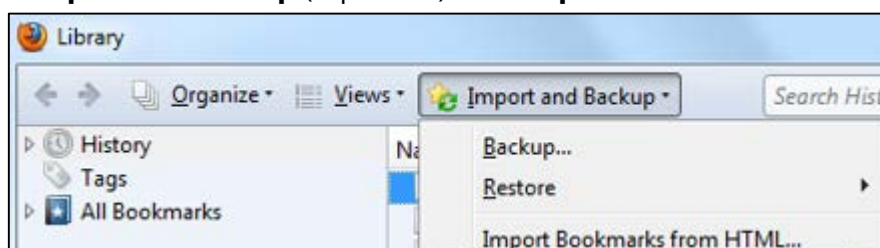


7. Click **Import**. Then **Finish**.

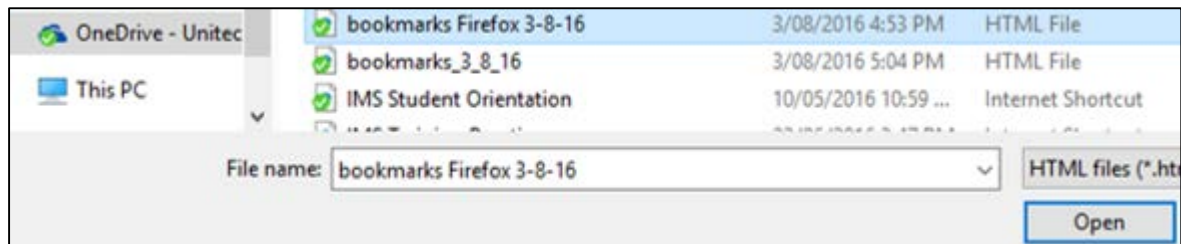
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Importing Bookmarks from **Mozilla Firefox** – Click Start , type **Fi** to find.

1. Click the **Bookmarks icon**  (top right) and select **Show All Bookmarks** to open the Library window.
2. Select **Import and Backup** (top menu) then **Import Bookmarks to HTML**.



3. In the window that opens, choose the location you saved to. Select **OneDrive – Unitec NZ**.

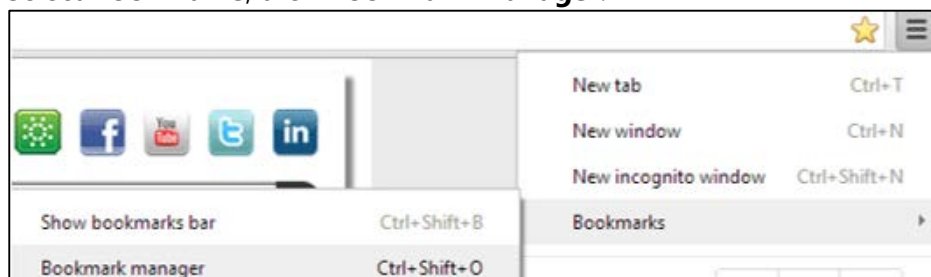


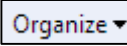
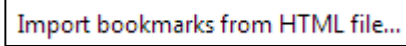
**Note:** By default it would have been named Bookmarks if you did not change the name.

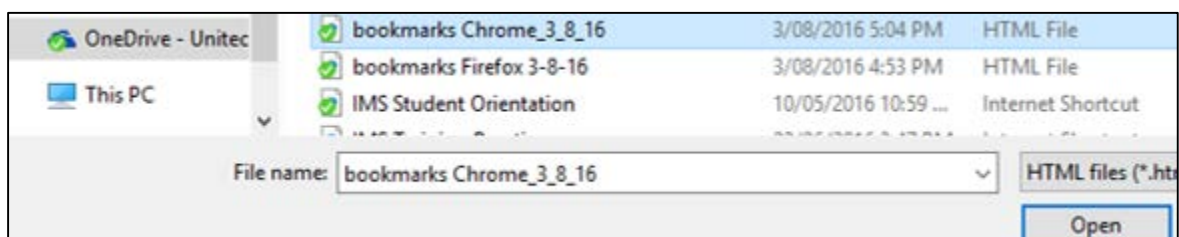
4. Select the file and click **Open**.
5. Close the Library window, the process is complete.

Importing Bookmarks from **Google Chrome** – Click Start , type **Ch** to find.

1. Click the menu icon  (top right).
2. Select **Bookmarks**, then **Bookmark Manager**.



3. In this screen, click Organize  from the top menu.
4. Then select Import bookmarks to HTML file. 
5. In the window that opens, choose a location you saved to.



**Note:** By default it would have been named Bookmarks with an American date format if you did not change the name.

6. Select the file and click **Open**.
7. Close the Bookmark Manager tab, the process is complete.

For help completing this, contact: Unitec Help Desk on extn 8484