

# Setting up your New Computer

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## Before you start

Be aware that setting up a computer for an enterprise network is different than setting one up for home or individual use. Even if you're familiar with XP computers, you will want to follow these instructions closely.

*Note: You will want to be sure to transfer files from your old computer to your S: drive before you disconnect that computer from the network and move it to another location.*

## Transferring files

Before you start:

- Your old computer should be connected to the network
  - You should be logged in with your regular login and password.
  - Your old computer should be connected to the S: drive
1. Create a folder on the S: drive
    - a. Double-click on My Computer
    - b. Double-click on S:
    - c. From the menu, select File--New--Folder
    - d. Name the folder (for example, Joe's Files)
  2. Copy the following folders/files to the folder you just created:
    - a. any Outlook \*.pst files (if you haven't been using Outlook/Exchange for very long you may not have any \*.pst files yet).
      - i. Open 'My Computer'.
      - ii. From the 'Tools' menu, select 'Folder Options'.
      - iii. Click on the 'View' tab.
      - iv. Select 'Show hidden files and folders'.
      - v. Click 'OK'.
      - vi. Go to Start--Search--All Files and Folders.
      - vii. Go to More Advanced Options and click on 'Search hidden files and folders'.
      - viii. Search for \*.pst
    - b. My Documents
    - c. **Internet Explorer** favorites
      - i. Open Internet Explorer. Click on File--Import and Export...
      - ii. Click on 'Next'
      - iii. Select 'Export Favorites', click 'Next'
      - iv. Highlight 'Favorites', click 'Next'
      - v. To export your favorites to your desktop, click on Browse. Next to 'Save in:' choose 'Desktop'. Click on the Save button
      - vi. Click 'Next'
      - vii. Click 'Finish'
      - viii. Click 'OK' -- Your bookmarks are now saved in a file on your desktop. Save this file to the folder you have created on your S: drive.

*If you don't know where the files and folders listed above are located, you can find them by going to the Start menu and selecting Find--For Files or Folders or Search--All Files and Folders.*

*Most of your documents should be stored in your 'My Documents' folder on your C: drive. If you store files in other locations on your computer you will want to back those up as well. Copy these files into the same folder on your S: drive as your 'My Documents' and Eudora folders and your network browser favorites.*

## **Installing Additional programs**

1. Follow the installation instructions you received with the programs
2. If you're installing Blue Ribbon and transferring information and have questions, contact Becky Nibe (bnibe@iastate.edu)
3. If you're setting up Cougar Mountain and have questions, contact Shirley Jean King

## **Setting up your Printer(s)**

(NOTE: standard printers for your office are usually installed when your system is setup. If you need to install additional printers, you can follow these instructions)

1. Login to your computer as **Administrator** using the password you set earlier. When you log in, be sure to change 'Log onto:' from IASTATE to the computer name (which will be identified on a drop down list by '(this computer)')
2. Go to Start—Printers and Faxes
3. Double-click on Add Printers
4. When the Add Printer Wizard opens, click Next
5. Select Local Printer. If 'Automatically detect and install my Plug and Play printer' is checked, uncheck it.
6. Click Next
7. Create a new port. Under Type: enter Standard TCP/IP Port
8. Click Next
9. You will automatically enter the Add Standard TCP/IP Printer Port Wizard. For Printer Name or IP address: enter the name of the printer. The printer name will be xxxx-printer.exnet.iastate.edu where xxxx is the name of your county. For example, story-printer.exnet.iastate.edu for the main printer in Story county. If you have multiple printers, the name for the next printer will be xxxx-printer2.exnet.iastate.edu and so on.
10. Click Next
11. Click Finish
12. From the list of Manufacturers and Printers, select the manufacturer and model of your office printer. For example, for an HP Laserjet 4M, select HP and Laserjet 4M. Always select the 'PS' version if available. Click Next
  - a. *If the printer you want to install is not listed, go to 'Installing an Unlisted Printer' below and continue.*
13. Enter a printer name (you can keep the default name if you want).
14. Specify that this should be the default printer. Click Next.
15. Select 'Do not share this printer'. Click Next.
16. Select Yes to Print a test page. Click Finish to actually print the page.

17. If the test page prints correctly, click OK.

## Installing an unlisted Printer

1. In your network browser (Internet Explorer) go to For Staff--Technology Items-- Computer Setup (<http://www.extension.iastate.edu/Comp/support/setup.htm>)
2. NOTE: For Non-HP Printers, you will need to use the Installation CD that came with the printer. Once you have that CD, follow the Printer Installation Wizard.
3. Click on 'Windows 2000/XP Printer Drivers'
4. Select 'Save.' The printer files will be saved to the file C:\HPPrinters
5. Return to the Add Printer Wizard window which should still be open on your desktop
6. Click on 'Have Disk'
7. Click on 'Browse'
8. In the Locate File Window, click on the My Computer icon on the right; double-click on the local drive C:.
9. Open the HPPrinters folder. Open the Folder for your Printer (for example 4600\_Win2K-XP)
10. Double click on the file in the folder. Click 'OK'
11. Click 'Next'
12. Enter a printer name (you can keep the default name if you want).
13. Specify that this should be the default printer. Click Next.
14. Select . Click Next. *Do not share this printer*
15. Select Yes to Print a test page. Click Finish to actually print the test page.
16. If the test page prints correctly, click OK

## Transferring files, part II

*For this section, you will want to be logged into your computer with your regular Net-ID (your email without the '@iastate.edu') When you log in, be sure to change 'Log onto:' to IASTATE.*

### Put My Computer/My Documents icons on the Desktop

1. Click on the Start Menu
2. Find 'My Computer' on the right-hand side of the menu. Right-click (click with the right mouse button) on 'My Computer'
3. Choose 'Show on Desktop'
4. Repeat these instructions for 'My Documents'

*If your old computer had shortcuts on the desktop, you will need to create new ones. The old links will no longer work if copied from the s: drive. To create a shortcut, right-click (click with the right mouse button) on the file or program you would like a shortcut for, and choose "Create Shortcut". This new shortcut will then be placed in the same folder as the original file. To move it, click and hold on it, and drag it to your desktop.*

### Copying files from the S: drive to your new computer

Before you start:

- Your new computer should be connected to the network

- You should be logged in with ***your regular e-mail login and password***. (When you log in, be sure to change ‘Log onto:’ so that it reads: IASTATE. If you don’t see the ‘Log onto:’ option, click the Options button)
  - Your new computer should be automatically connected to the S: drive. If you open My Computer and don’t see an S: drive, you can connect manually:
    - Right-click on the ‘My Computer’ icon
    - Select ‘Map Network Drive...’ from the pop-up menu
    - For Drive, select S:
    - For Folder, type \\iastate.edu\C EXT\Field\County (for example, \\iastate.edu\C EXT\Field\Story)
    - Make sure the box next to ‘Reconnect at login’ is checked
    - Click ‘OK’
1. Double-click on the folder on the S: drive where you copied the files from your old computer.
  2. Copy your ‘My Documents’ folder from the S: drive to C:\Documents and Settings\yourNet-ID\ (for example C:\Documents and Settings\jdoe\)
  3. Copy any other files from the S: drive to an appropriate location on your new computer
    - a. If they are document, spreadsheet or regular database files, copy them to the My Documents folder
 If they are data files for other programs, follow the instructions accompanying the specific program for storing the data.

### **Copying Outlook Archive and Personal Folders to the correct folder**

1. NOTE: If you didn’t copy any \*.pst files off your old computer, you can skip this step.
2. Before you begin, double-click on My Computer. Select ‘Tools--Folder Options...’ In the Folder Options window, under Advanced Settings, make sure that ‘Hide Extensions for known file types’ is Unchecked and make sure ‘Show hidden files and folders’ is selected under ‘Hidden Files and Folders’. Click OK.
3. Double-click on the folder on the S: drive where you copied the files from your old computer.
4. Select files with a ‘.pst’ extension.
5. Right-click on the files and select ‘Copy’.
6. NOTE: it is VERY important that you copy these files to the correct location on your new computer. Please make sure you follow the path exactly.
7. On your new computer, go to My Computer--Local Disk (C:)--Documents and Settings--Your Net-ID (your email address without ‘@iastate.edu’)--Local Settings--Application Data--Microsoft--Outlook. Right-click on an empty spot in this folder and select ‘Paste’ or go to the Edit menu and select ‘Paste’

### **Setting up Outlook/Exchange and opening archive and personal folders**

1. Follow the instructions in Setting up Outlook for Exchange ([https://www.extension.iastate.edu/comp/exchange/resources/Outlook setup.pdf](https://www.extension.iastate.edu/comp/exchange/resources/Outlook%20setup.pdf))
2. Once you have Outlook setup and you can see your current email, in Outlook, go to File, Open, Outlook Data File. Make sure ‘Look in:’ is pointing to C:\Documents and

Settings\your Net-ID\Local Settings\Application Data\Microsoft Outlook. Double-click on the .pst files you want to open.

3. Files you open should appear in your list of Folders in Outlook.

### **Import bookmarks or Favorites into Internet Explorer**

1. You should be logged in with your *regular login and password*. (When you log in, be sure to change 'Log onto:' so that it reads: IASTATE)
2. Open Internet Explorer
3. Go to File--Import and Export.
4. Click the 'Next' button. Make sure that 'Import Favorites' is highlighted, and click 'Next' again.
5. Select 'Import from a File or Address'
6. Select 'Browse'. Go to the S: drive, to the folder you created for your old files, and select 'bookmark.htm' or your saved favorites file. Click 'Save'
7. Click 'Next' again
8. Make sure 'Favorites' is highlighted, click 'Next'
9. Click 'Finish'.

If you need assistance at any time, you may contact the Extension IT support line at 515/294-1725