

Migrating a CPFUMC Computer

This procedure addresses the task of migrating and cascading CPFUMC computers. Two situations are addressed:

1. An old computer that has been in use for several years is being replaced by a brand-new computer which has never been used before
2. An existing computer is being cascaded and repurposed

The goal of the migration is for users to find everything they typically use in a familiar location on their desktop and all applications functioning normally with all of the user's existing data and customizations in place.

On the Old Computer

1. Make a list of all the login accounts and credentials (userids, passwords) on the old computer.
2. Make a list of all the software installed. (Control Panel → Programs and Features). You can use the Windows Snipping Tool or your smartphone to make a picture of the software list.
3. Use the Snipping Tool or your smartphone to take a picture of the arrangement of the desktop for each account.
4. Export web browser bookmarks for each browser in each user account and copy them to a flash drive.
5. If Outlook is used for email, export Outlook email data files (*.pst), contacts and calendar files *for each Outlook email account* to a flash drive. ([Reference](#)) Skip this step if the account uses a form of webmail and no email client software is installed.
6. Export contacts and calendars (to *.pst format files with appropriate names, e.g., calendar.pst, contacts.pst) *for each Microsoft Outlook email account* installed locally. Skip this step if the account uses a form of webmail and no separate email client is installed.
7. Follow the publisher's uninstall procedure for any software being migrated if its license does not allow for multiple installations on different machines. Make sure that you have any product/license codes and installation files required so the software can be reinstalled on the newer machine. (example: [Servant Keeper](#)).
8. For each login account, copy all personal files to a flash drive. This includes every file that you want to save and transfer to the new computer. Usually these are in the C:\Users\- 9. Copy any backup batch files and their log files installed on the old machine and note which account they use.

On the Brand-New Computer

Preparation Tasks - Hardware, OS and BIOS Configurations

1. Because a new computer will automatically download and install a lot of updates, make sure that it is reliably connected to the Internet before you boot it up the first time..
2. When asked to sign on with a Microsoft account, use the cpfumctrustees@gmail.com Microsoft account and password. This Microsoft setup user account on the new computer will be deleted later after local accounts are made and after any Microsoft Office software is installed and local user accounts are made.
3. Install Windows OS updates and keep installing them until there are no more updates left to install.
4. Install Dell hardware drivers, applications and BIOS updates until there are no more left to install.
5. Using Control Panel → Power Options, configure the computer, disk and monitor so that they never sleep, hibernate or turn off, especially during lengthy driver and OS updates. Set the time zone/time.
6. Shut down the computer, unplug it, and then open it up and add any hardware upgrades such as extra memory or an additional solid state drive (SSD).
7. Using Control Panel→ System→ Advanced system settings→ Computer Name tab/Change..., the computer should be named (if it has not already been named) and the computer's Workgroup should be set to CPFUMC. (Note that NETBIOS limits the computer name to 15 characters.) Name the new computer **before** installing any Microsoft Office software.
8. Configure the new computer BIOS AC Power setting so that if AC power is lost and its UPS runs out, that the computer reboots and comes back ON when power is restored. Reboot →(Press F2 repeatedly during boot up to get into BIOS)→BIOS (ADVANCED View)→Power→AC Behavior→AC Recovery→Select Power ON.
9. Create any new, local user accounts required.

Install Microsoft Office

10. Installing MS Office Professional Pro involves purchasing a new license and product key since it is licensed to a specific computer.
11. **Uninstall any trial MS Office or Office 365 software, which came pre-installed on the new machine.** [See [here](#) if you want to *transfer* a Microsoft Office installation from the old machine to the new machine. **Not** recommended]
12. Install MS Office Professional Pro using the instructions that came with the license and Product Key that you purchased.
13. Once MS Office is installed and activated, you can delete the Microsoft Windows setup user account and its files.

Install or Move User Software

14. Install Brave, Ookla Speedtest, RemotePC, Dell Command|Update and Dell Support Assist and pin an icon for each on each local user account Taskbar.
15. Using the list you made [above](#), reinstall all the user software.

16. This may also involve migrating a software license, such as Servant Keeper, to a new machine. See [Moving Servant Keeper to a New Computer](#) for Servant Keeper migration and setup steps.
17. Using the web browser bookmark files you saved [above](#), import web browser bookmarks into each web browser in each corresponding user account.
18. Create a desktop arrangement (icons, background, taskbar) to match the corresponding account on the old machine that the new computer is replacing.
19. Re-create any backup batch files in Windows Scheduler for any backup batch files [you copied from the old computer](#).
20. If the new computer has a *username@cpfumc.org* email account, follow the [GoDaddy instructions](#) to migrate the email installation to the new computer.
21. If the new computer has a GMail or other email account **not** of the form *username@cpfumc.org*, use the data files you saved above, import email client data, contacts and calendars (.pst files) into each email client in each corresponding user account. ([Reference](#))
22. Using the personal files you copied above, copy all personal files saved to the appropriate locations on the new machine, typically C:\Users*<username>*.
23. Reinstall and check operation of all backup batch files and create a corresponding script in Windows Task Scheduler to run each backup batch file in the same manner that it was run on the old machine.

Network Configuration Tasks

24. If the new machine is to be used on the CPFUMC peer LAN, make sure that all [peer networking configuration parameters](#) are set. See the *Peer Network Optimization and Hosts File* section in the *CPFUMC LAN Administrative Information* document for specific, detailed information.
25. With the new computer connected to the CPFUMC LAN, use the CMD app and the **ipconfig/all** command to determine the new computer's IP address and MAC address.
26. For ease of propagation to other computers, the current *hosts* file is stored in the root directory of the CPFUMC Electronic Library and also on the Admin account desktop on each computer. Update the CPFUMC LAN *hosts* file with the new computer's name and IP address.
27. Copy the newly edited *hosts* file to **all other computers on the CPFUMC LAN** in the *C:\Windows\system32\drivers\etc* folder of each computer **and then reboot each computer**.
28. Peer LAN configuration also involves a router configuration step to reserve the IP address of the new computer. **Reboot the main router** to allow it to find the new computer's IP address.
29. Add the new computer's IP address to the **Address Reservations** list on the main router. This allows the new computer to be assigned the same IP address each time it is restarted while connected to the CPFUMC peer LAN. It also allows it to be "seen" better by other computers on the CPFUMC peer LAN.
30. [Install a printer driver](#) so the new computer can print to a nearby printer. Make sure to set color OK for the Sharp BP-70C31 to make color printing available later for authorized users.
31. Test software functionality on each user account to make sure that it is properly configured and functions as expected.

On a Repurposed Computer

1. Boot up the computer, making sure that it is connected to the Internet.
2. Install any OS updates and keep installing them until there are no more updates left to install.
3. Create any new user accounts required.
4. Delete any old user accounts and files which will not be used. **Retain** any installations of licensed software, such as Microsoft Office, which is licensed per-machine.
5. Configure a new computer name and check the workgroup for the repurposed computer.
6. If the new machine is to be used on the same peer CPFUMC LAN, make sure that all [peer networking configurations](#) are set and the hosts file is copied and includes the IP address of the repurposed computer. This will also involve a main router configuration step to reserve the IP address of the repurposed computer. This allows the repurposed computer to be “seen” by other computers on the same peer CPFUMC LAN.
7. Check the Power Settings so that the computer never sleeps, hibernates or turns off.
8. Install a printer driver, as required, so the new computer can print to a nearby printer.
9. Install and check operation of any backup batch files.
10. Using the list you made above, reinstall all the user software. This may involve migrating a software license, such as Servant Keeper, to a new machine. See Servant Keeper References [1](#) and [2](#) for Servant Keeper migration and setup.
11. Uninstall any software not needed for the repurposed computer.
12. Using the bookmark files you saved above, import web browser bookmarks for each browser in each user account.
13. Using the data files you saved above, import email client data, contacts and calendars into each email client in each user email account. ([Reference](#))
14. Using the personal files you copied above, copy all personal files saved to the appropriate locations on the new machine, typically C:\Users\.
15. Create a desktop arrangement (icons, background) to match the corresponding account on the old computer that the repurposed computer is replacing.
16. Test software on each user account to make sure that it functions and is configured as expected.
17. Rename the computer (necessary if it is being cascaded) and update any new name in the main router Reserved Address table.
18. Update the hosts file on all church computers to capture the new name and IP address of the cascaded machine.