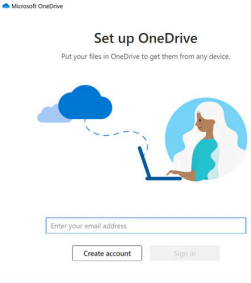
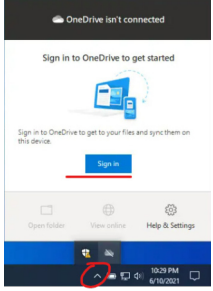


84 LUMBER Transfer files from old PC to new PC (OneDrive)

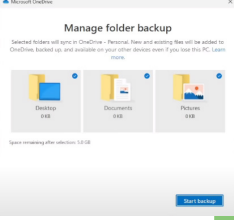
1. Need to copy or backup your files? Sign into OneDrive with your 84 Lumber Outlook account!



2. First try selecting the blue/gray cloud icon in the Task Tray in the bottom right

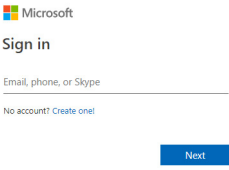


3. Once signed in, proceed through the steps to setup your account's backup.



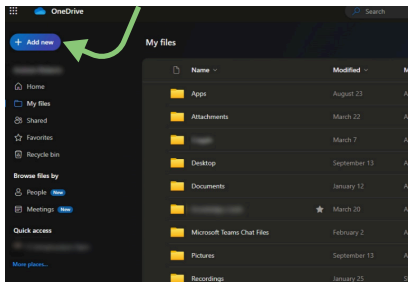
Your files should then sync up after signing in.

4. If you have issues signing in or opening the OneDrive program, navigate to <https://onedrive.live.com/login/> and login with your 84 Lumber Outlook account.




(It will look similar to the Webmail sign-in screen)

5. Once signed in, you can choose +Add New on the left to create a few folders that you can drag and drop files into to save.




6. If after following these steps you're still unsure or need assistance, feel free to reach out to the Service Desk and we'll be happy to help!

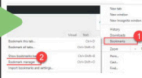





1. If, for whatever reason, you need to save your 'favorites' or 'bookmarks,' first:
Locate the three vertical dots at the top right of your browser window



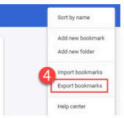
2. Then select 'Bookmarks,' then 'Bookmark Manager.'



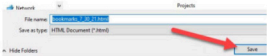
3. In the next window, select the vertical 3 dots again and select 'Export Bookmarks'



4.



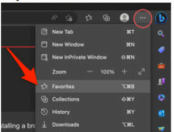
5. In the 'Save'/'Export' window, name your export file whatever you want and save it to wherever you want.



6. If you still require assistance with this process, feel free to reach out to the Service Desk at x1429!

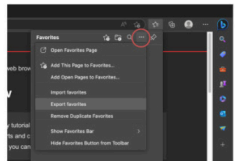


1. If, for whatever reason, you need to save your 'favorites' or 'bookmarks,' first:
Locate the three horizontal dots at the top right of your browser window

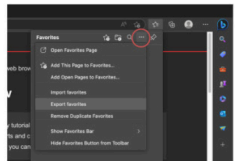


2. After clicking on 'Favorites,' the 'Favorites' window should appear

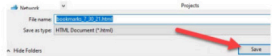
3. In the next window, select the horizontal 3 dots again and select 'Export favorites'



4.



5. In the 'Save'/'Export' window, name your export file whatever you want and save it to wherever you want.



6. If you still require assistance with this process, feel free to reach out to the Service Desk at x1429!



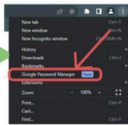
1.

Locate the three vertical dots at the top right of your browser window



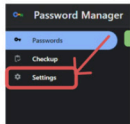
2.

Then select 'Google Password Manager.'



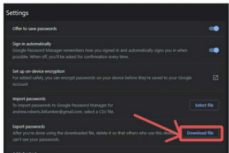
3.

In the next window, in the top left, select 'Settings.'



4.

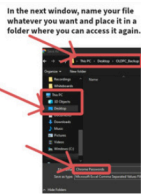
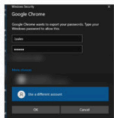
In 'Settings,' select 'Download file.'



**(to import a password file, simply select the 'select file' option)*

5.

Chrome will require you to enter the PC's user password that is logged in to view/access passwords in the browser



In the next window, name your file whatever you want and place it in a folder where you can access it again.

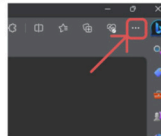
6.

If you still require assistance with this process, feel free to reach out to the Service Desk at x1429!



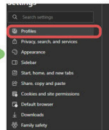
1.

Locate the three horizontal dots at the top right of your browser window



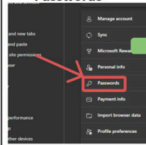
2.

On the left list, select 'Profiles.'



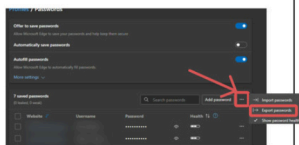
3.

Now in the main window, select 'Passwords'



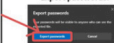
4.

In the main password section (in the middle), click on the 3 horizontal dots next to 'Add Password,' then in the small window, select 'Export Passwords.'



5.

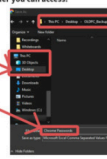
When greeted with the next box, just select 'Export passwords.'



Then, enter your PC's current user info



In the window that appears, name the file whatever you'd like and save it to a folder you can access.



6.

If you still require assistance with this process, feel free to reach out to the Service Desk at x1429!