



SGUL IT Guide for Leaving Staff

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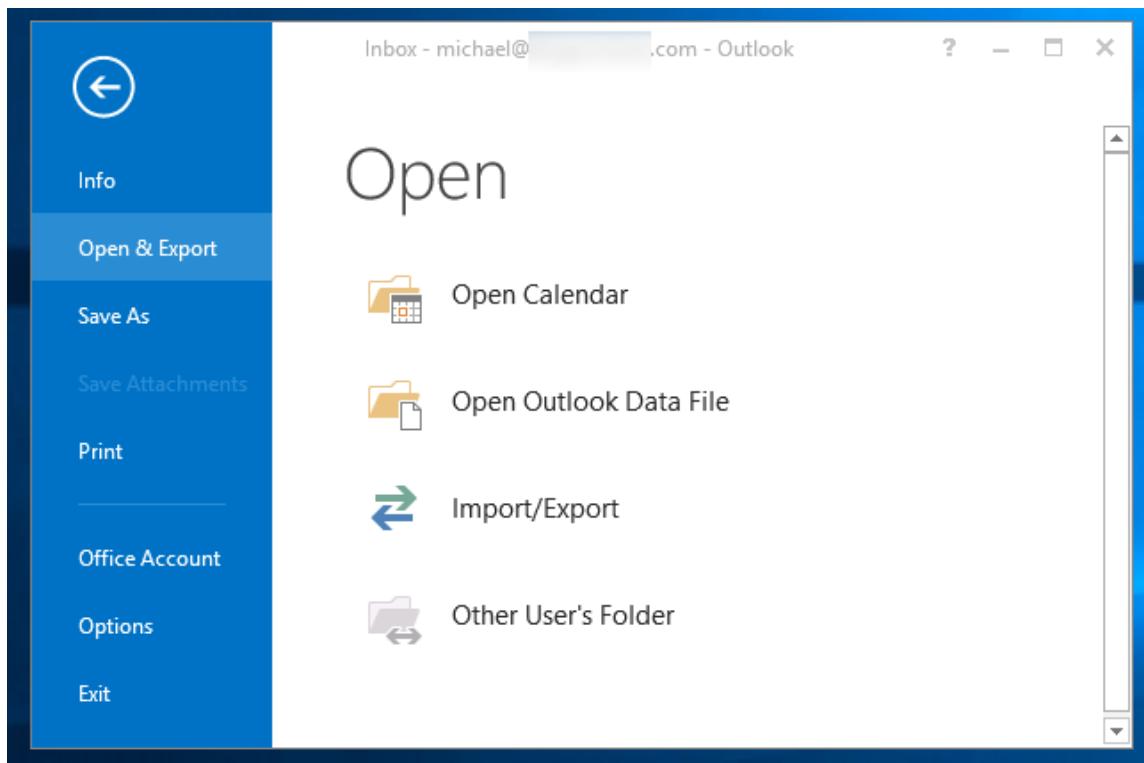
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Email

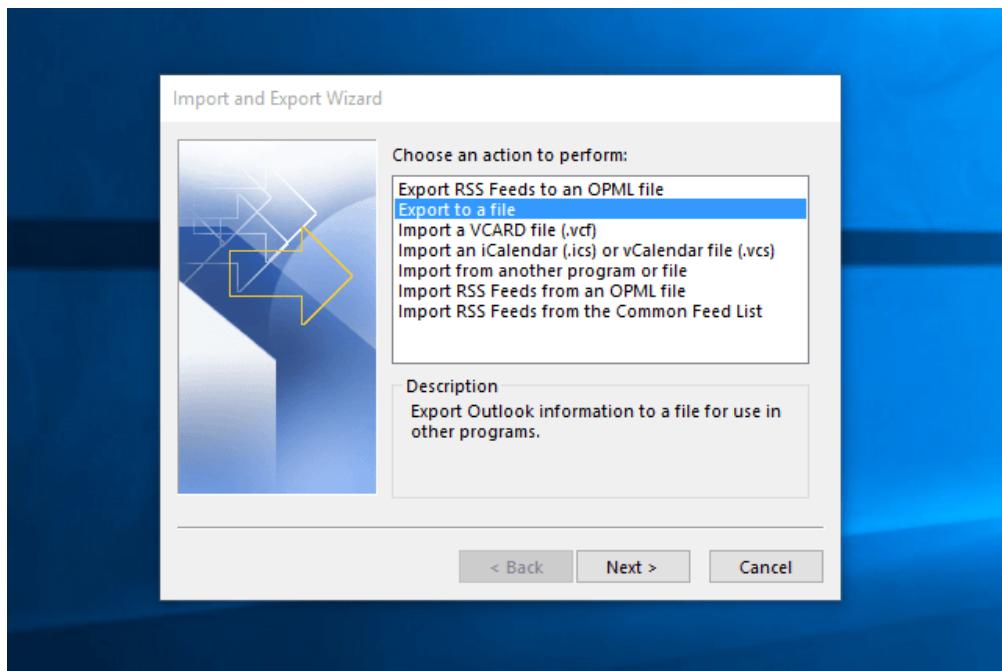
When you use Microsoft Outlook 365 here at SGUL, your email messages, calendar, tasks and other items are saved on the Microsoft exchange server. The following document explains how to make a backup of this in order to move this information to a local pc for use once your account closes. You are only able to make this backup using the Outlook desktop client found under the Microsoft Office program group on SGUL Windows pc's.

Exporting your SGUL Outlook email to an Outlook Data File (.pst) to save your information.

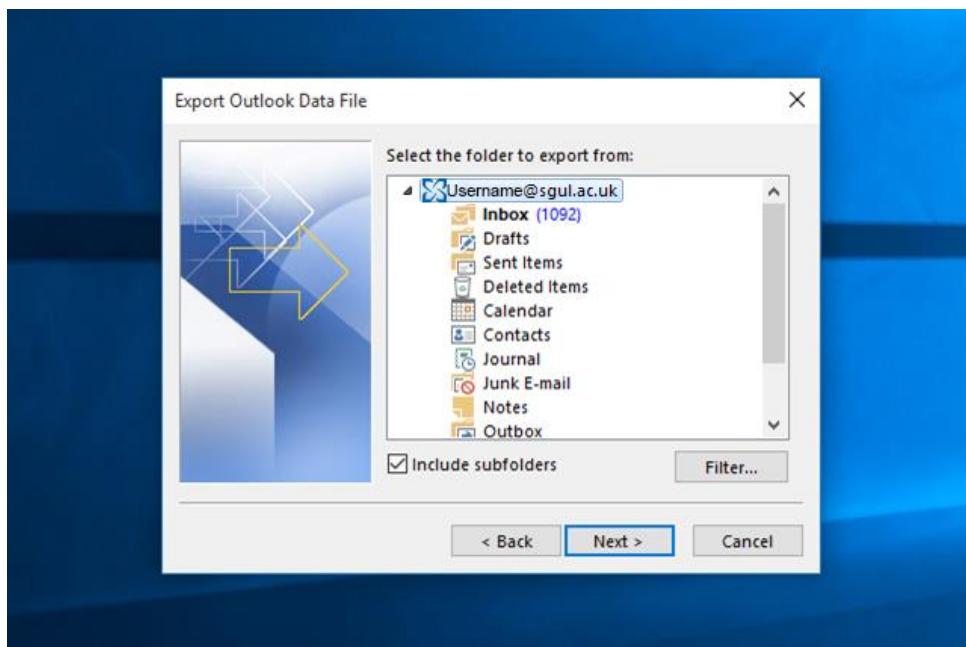
1. Login into your SGUL Outlook desktop client
2. Click File
3. Then Open & Export
4. Click on Import/Export



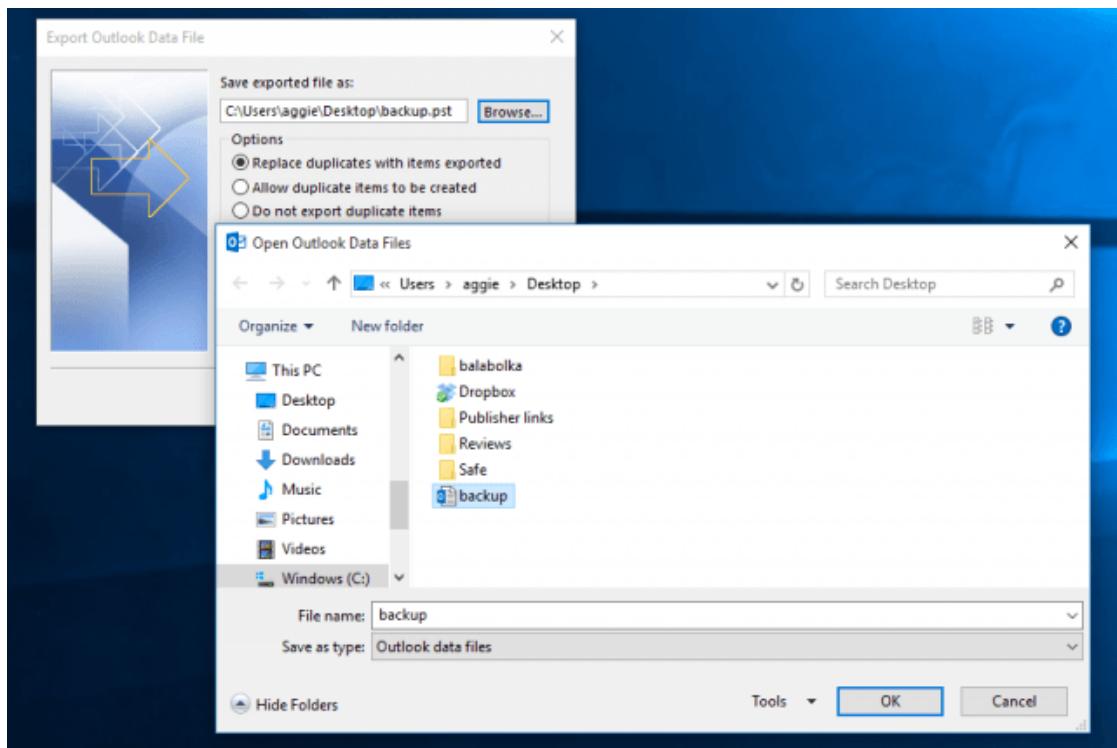
5. Click Export to a file
6. Click Next



7. Select Outlook Data File (.pst)
8. Click Next
9. In this screen you can select which files you want to back up. Most of the time you'll want to do a complete backup of the files for your SGUL account. To do this, simply click the SGUL email address (the first item in the list), then click "Next." Skip the next section if you're ready to continue.



10. The next screen allows you to select the location and name of your backup file. For this example we'll put it on the Windows desktop, but you can place the file in any local folder including on a USB stick providing there is enough free space. Click 'Browse', then navigate to the folder you want, name the file, then click 'OK'. The browser window will close.



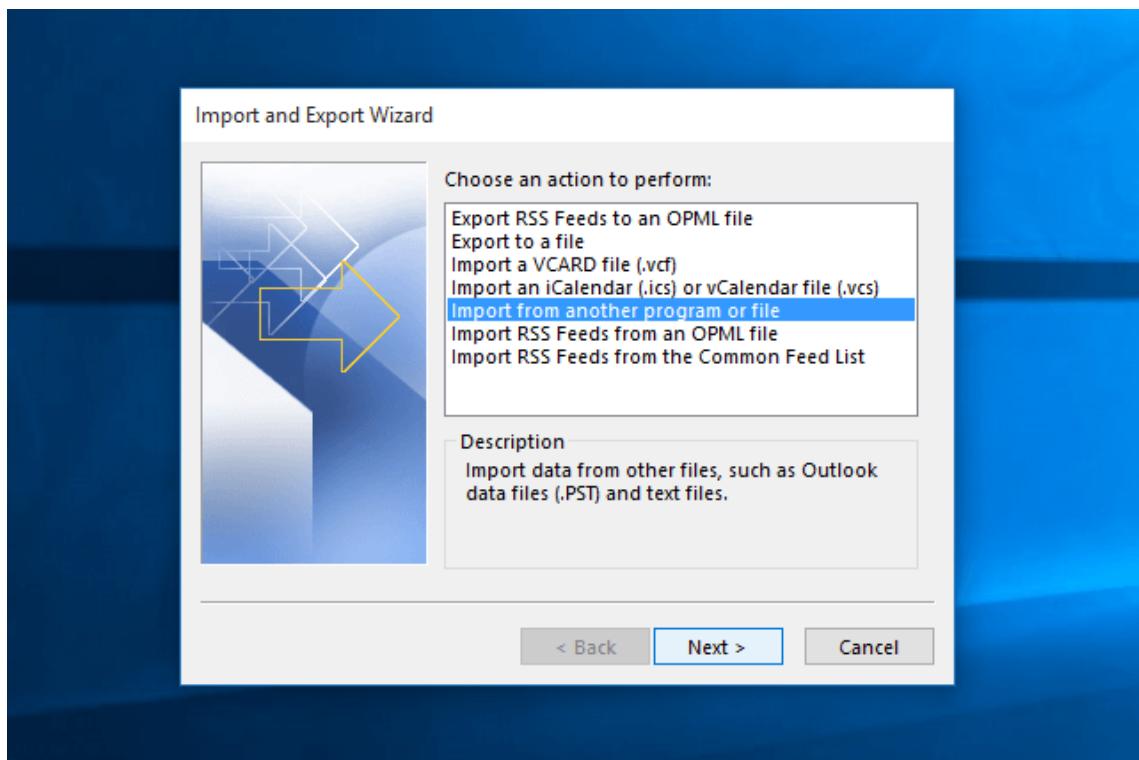
11. Click "Finish." You can add a password to this file for extra security or leave both fields blank if you don't want an assigned password. Click "OK" to create the backup file. It may take a while if you have a lot of emails stored in Outlook.

Remember, this is not a live file: it will not record or backup any emails that you receive or send after you create it.

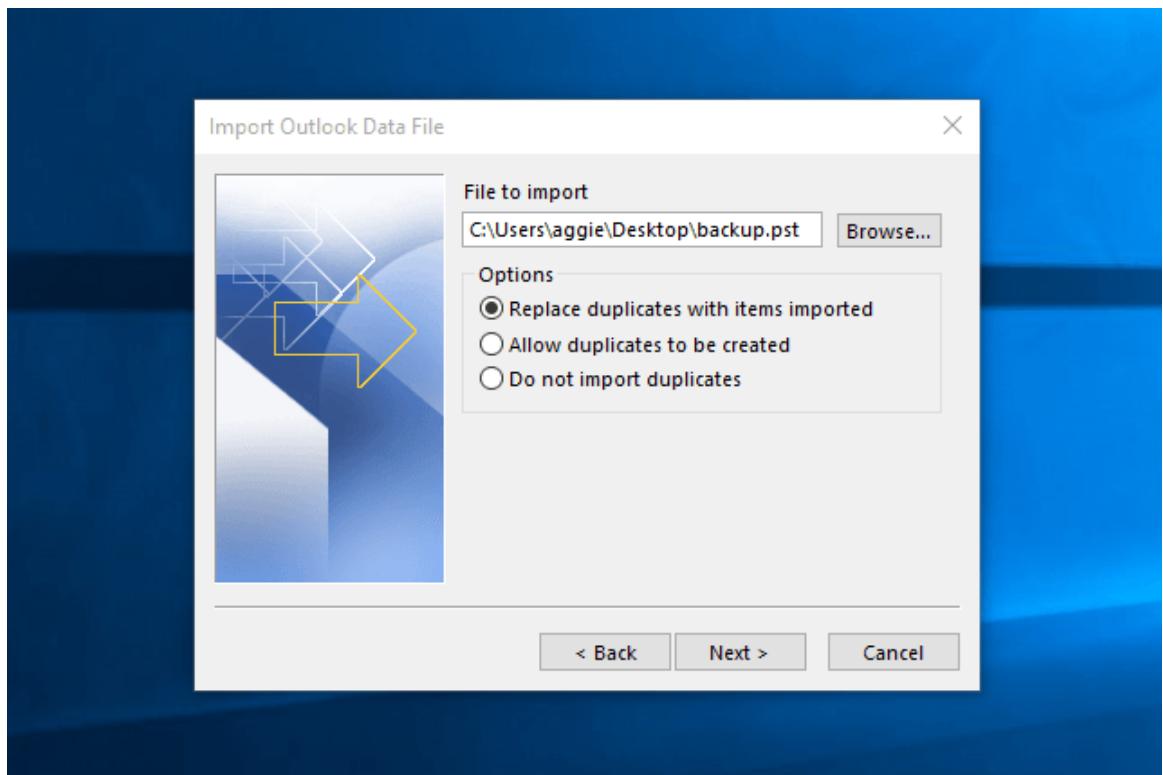
Importing your SGUL Outlook email (.pst) into a non SGUL Outlook desktop client.

The process for importing PST backup files is similar to creating them. In Outlook 2013 and 2016, from the main Outlook window,

1. Click File
2. Then “Open & Export
3. Then “Import/Export” to open the Import and Export Wizard again.

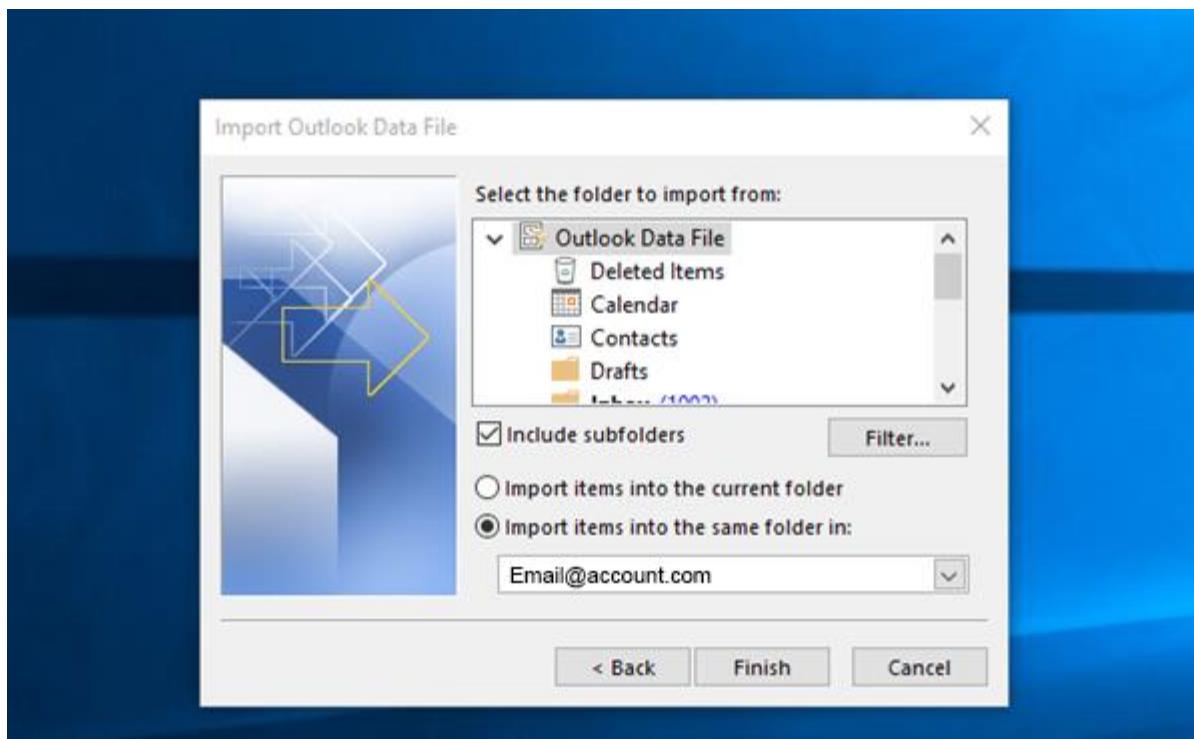


4. Click Import from another program or file.
5. Then click “Next.”
6. Select Outlook Data File
7. Then click “Next” again.
8. Click “Browse,” then navigate to the file you want to import, either on the local machine, external storage, or somewhere on a connected network. In the Options area of this screen, you can choose to replace duplicate emails and contacts with imported items, allow duplicates to be created, or simply not import duplicates.



If the backup you're importing from is **newer** than the emails you currently have in Outlook, select "Replace duplicates." If the backup is **older** than the current emails in Outlook, select "Do not import duplicates." There's generally no need to select "Allow duplicates to be created" unless you know you need specific information from both the old and new files.

9. Click "Next" when you're ready.



In this screen you can select which folders to import and to where you want to import them. If you're importing all the information from an account, just click "Outlook Data File." You can also select individual folders or filter the file, just like in the Backing up your Outlook files section above.

Click "Finish" when you're ready. If you set a password on the file you'll have to enter it here. That's it! Your emails and other settings will appear in Outlook once the import process is finished.

Forwarding your SGUL email to another account.

In your absence you may have a colleague taking over the responsibility of your role or you might just like to forward your email to your own private external email account. In both cases setting up email forwarding is easily done in the Outlook web client.

1. Login into your web based Outlook email client here <https://outlook.sgul.ac.uk/>
2. Open Settings by clicking on the 'gear' icon 
3. Scroll to the bottom of the menu and select Mail
4. On the left hand side under Mail \ Accounts click on Forwarding
5. Select Start forwarding
6. Supply the email address you'd like to forward your SGUL email onto.
7. Select whether or not to keep a copy in your email account
8. Click Save.

Setting up an automatic reply on your SGUL email account.

You might like to leave an automatic reply stating that you have now left SGUL and leave relevant information in this regard.

1. Login into your web based Outlook email client here <https://outlook.sgul.ac.uk/>
2. Open Settings by clicking on the 'gear' icon 
3. Select Automatic replies
4. Select Send automatic replies
5. Complete the relevant start and end dates and insert the information you'd like to reply with.
6. Click Ok at the top.

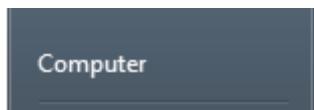
Bookmarks

Backing up Internet Explorer bookmarks

- 1) Click Start



- 2) On the right hand side of the Start Menu, you'll find "Computer". Click it.



- 3) Double-click the C: drive.



- 4) Double-click the "Users" folder.



- 5) Double-click the folder with your username as its name.

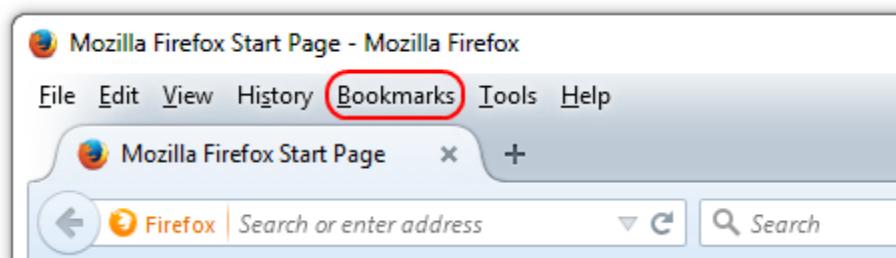


- 6) You'll find a folder called "Favourites". This folder contains your Favourites. To back it up, simply make a copy of it. You can copy/paste if you prefer to use this method.

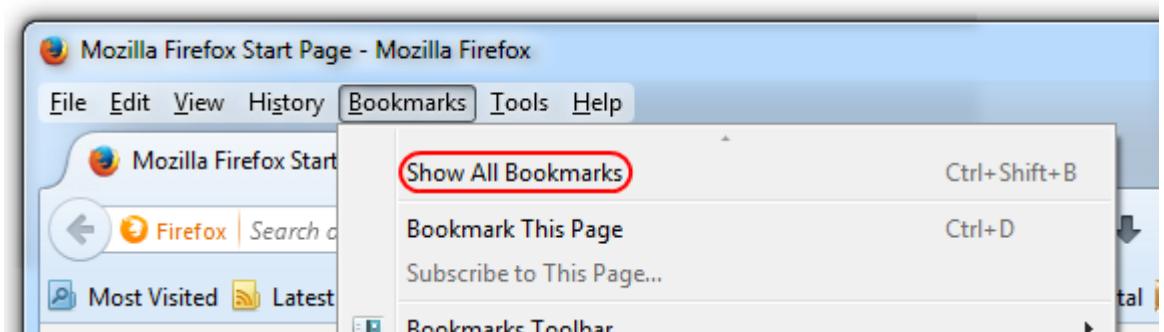


Backing up Firefox bookmarks

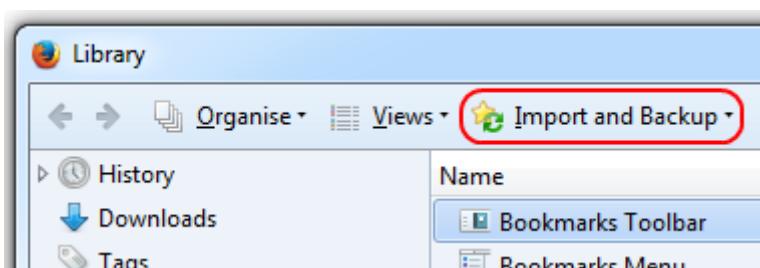
- 1) Open Firefox.
- 2) Click the “Bookmarks” menu item.



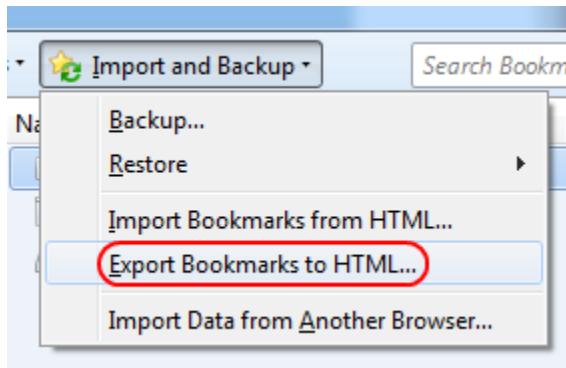
- 3) Click “Show All Bookmarks”.



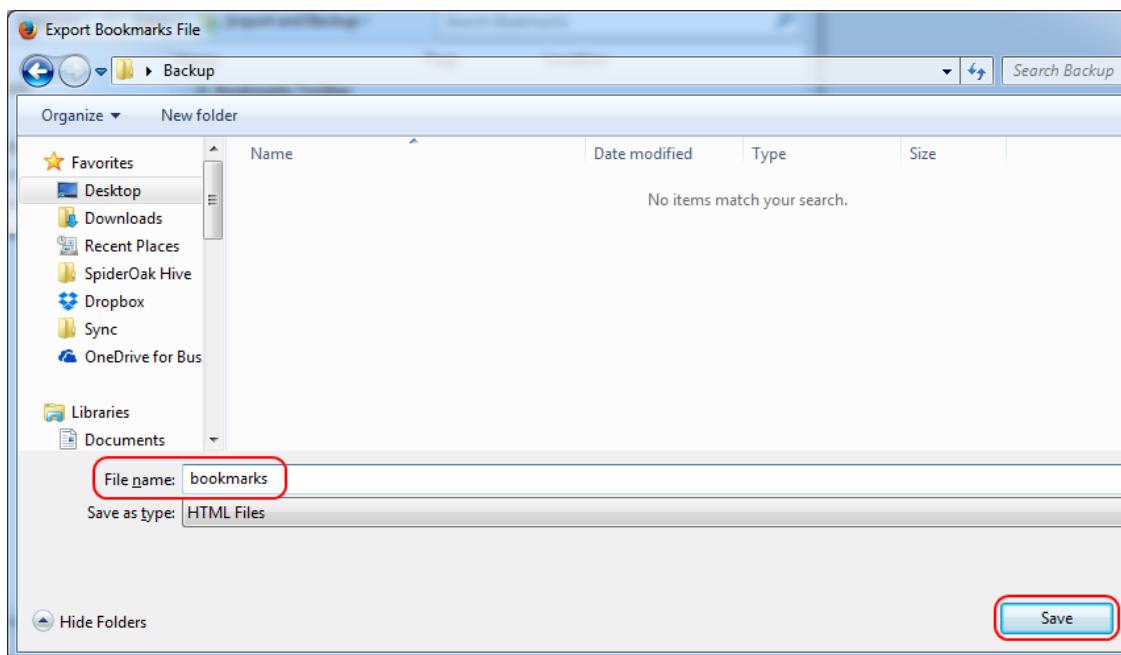
- 4) Click the “Import and Backup” button.



- 5) Click “Export Bookmarks to HTML”



6) Choose a location to save to, give the file a name (Firefox will automatically choose "bookmarks" as the name), then click Save.



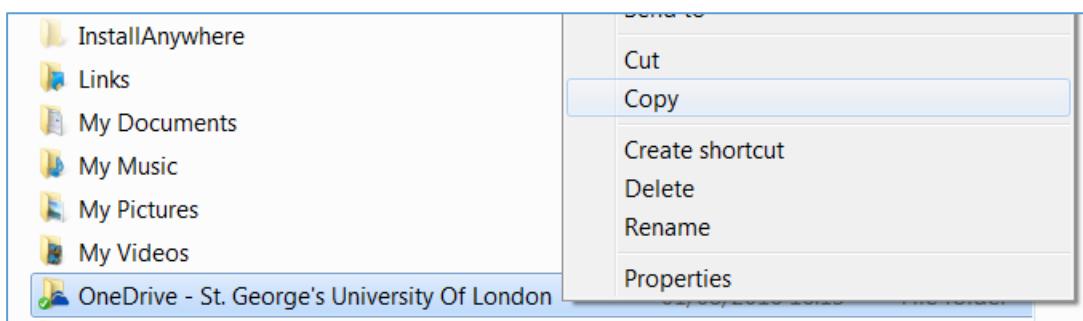
OneDrive for Business

Your SGUL account will be closed after your last day at St. George's University of London (SGUL). After that you will no longer have access to your SGUL account. This includes any data stored in your OneDrive for Business (ODfB) folder or in the OneDrive for Business web app outlook.office365.com. If you have stored any data in your ODfB directory you will need to copy that data to another location, such as an external hard drive or USB, before your last day.

Backing up your ODfB from a SGUL PC

Each staff PC has ODfB preinstalled on it which stores a local copy of your ODfB data.

1. Login to your primary SGUL staff PC
2. Navigate to C:\Users\<your username>.
3. Right click the folder titled “OneDrive – St. George’s University of London”.
4. Click ‘Copy’.
5. Navigate to the folder where you would like to backup that data.
6. Paste the ODfB folder into your backup location.
7. Follow steps 2-6, but selecting the “OneDrive for Business – Unsynced Changes” folder in step three.



Additional Information

Syncing

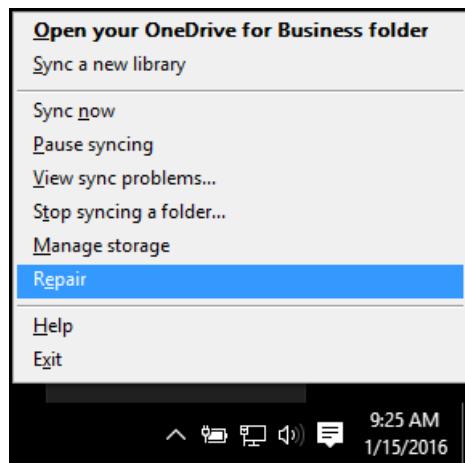
Before backing up your ODfB folders you will want to make sure that the folders are up to date. You can check this by hovering your mouse over the ODfB icon in your system tray.



If the folders are not up to date you can force syncing by right-clicking the ODfB icon and selecting ‘Sync now’.

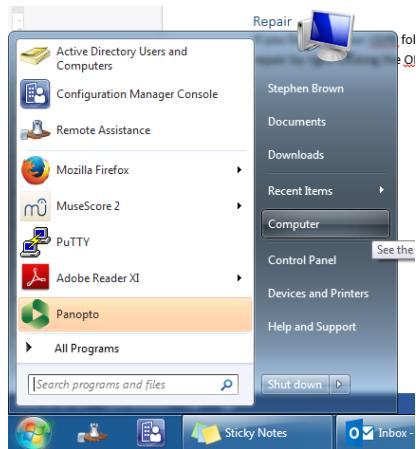
Repair

If you find that your ODfB folder is displaying an error in attempting to sync you can try running a repair by right-clicking the ODfB icon and selecting 'Repair'.

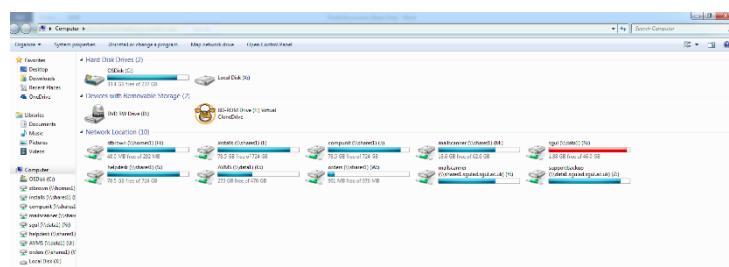


Personal Files

Once your account is closed you will not be able to access anything stored on your SGUL PC. This document will show you the major areas your files are likely to be stored and items you are likely to wish to keep.



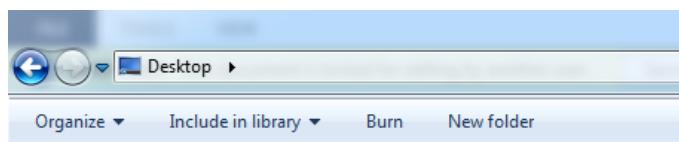
All files are easiest found in Windows Explorer. This is accessible from the start menu, select “Computer” from the right hand side.



Once found items should be stored on external storage i.e. a USB, external Hard Disk or an online storage facility.

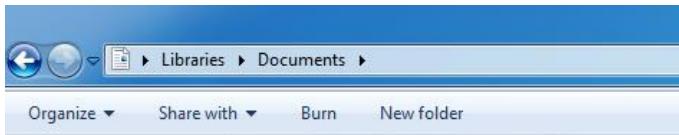
Desktop

Some users store items and documents on their desktop. This is accessible from the left hand menu.



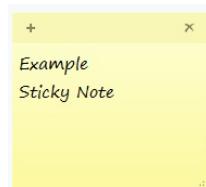
Icons on the desktop will not work once transferred.

Documents



Again accessible from the same left hand menu, this is the default place all your office files etc. are saved.

Sticky Notes



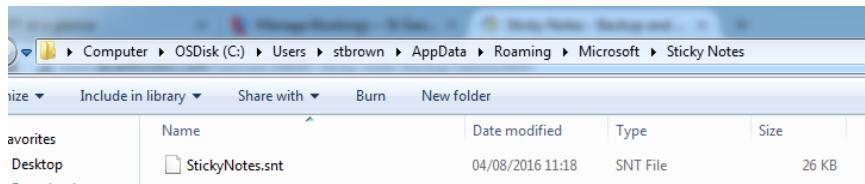
Some users make use of Window's Sticky Notes.

In order to save these you will need to navigate to

%AppData%\Microsoft\Sticky Notes

The easiest way to do this is to copy and paste the above link into the top bar of the windows explorer window.

This will open the path shown below (for your own username). You need to save the file inside.

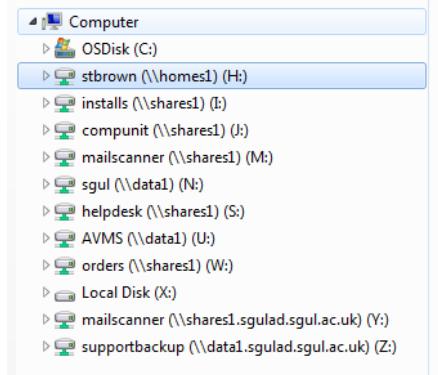


Equally, once you have a PC you wish to restore these on:

1. Copy and paste the same link on your new PC
2. Replace the file already there with your backed up one.

PLEASE NOTE: Replacing this file will also replace any Sticky Notes on the new PC.

H Drive and Network Drives



Again accessible from the left hand menu, your access to shared drives will end with your SGUL account.