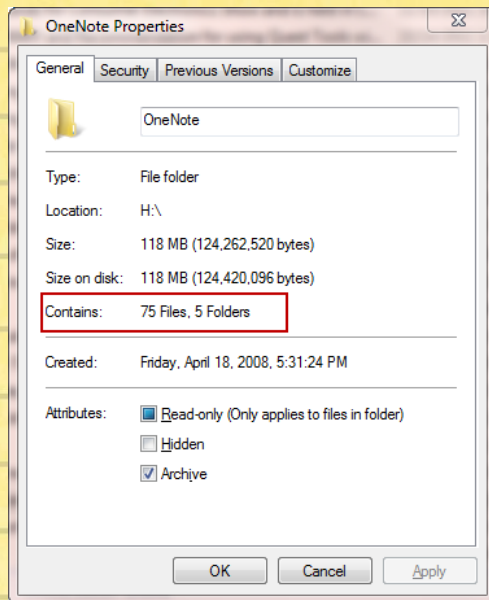


Please complete the items on this checklist **by 5 p.m. Thursday, March 8**. Please print this document and use it to follow the steps below.

## File Shares Pre-Migration Checklist

- Click your computer's Start menu at the bottom left of your screen.
- Click Computer.
- In the left column of the window, click your H: drive (if applicable).
- Right-click each top-level folder:
  - a) Click Properties
  - b) Record total number of files and sub-folders as indicated below



- In the left column of the window, click your I: drive (or other shared drive.)
- Right-click each top-level folder:
  - a) Click Properties
  - b) Record the total number of files and sub-folders as indicated above.
- Recommended: Take screenshots of your folder and sub-folder structure, so you can compare this to your folder structure after your files migrate. (Press Alt+Print Screen, open a new Word document, then right-click > Paste. Save the screenshots for use with your post-migration checklist.)