

New PC Installation Checklist

1. Backup all old PC data
 - a. Internet Favorites
 - b. Documents, Pictures, Music, Videos
 - c. Outlook data
 - d. Email if applicable
 - e. Make sure that all passwords are recorded
2. Connect monitor, keyboard and mouse
3. Initial setup
 - a. Add user account
 - b. Set up Taskbar, Desktop, etc.
 - c. Test sound
 - d. Test Internet connection
4. Remove all trial ware
5. Repartition hard drive if necessary
6. Install & configure anti-virus and update
7. Update Windows and configure Windows automatic updates
8. Configure Power Options, Sleep, etc.
9. Set up Email account if required
10. Install Adobe Reader and Install Flash
11. Place all users shortcuts on Desktop
12. Install all user's software
 - a. Office including Outlook
 - b. Photoshop Elements
 - c. Etc.
 - d. Carbonite
13. Restore data from old PC
 - a. Documents, Pictures, etc.
 - b. Email
 - c. Favorites
 - d. Outlook
14. Install Printer and any other devices
15. Hook up external drives
 - a. Configure drive and schedule backups
16. Create restore media
17. Make a total system backup