Backup and Restore Checklist

for Transferring Computers

■ Backup Data

■ Backup or List Software (consult with user)

■ Games		
■ Graphics Utilities		
■ Internet Browsers		
■ Office Apps		
■ Sound and Video		

■ Catalog Network Connections

■ Load or Reset Operating System

■ User Logon Credentials

■ Drivers

■ Update System

■ Restore Data

■ Restore Software

■ Restore Network Connections

■ User Logon to Cloud Accounts

Congrats! The computer is now ready to be turned over to the user.