



Elitebook Teacher Preparation Tasks

Prior to handing in your current teacher laptop, please complete the tasks below to ensure a smooth transition to your new device.

1. Save browser **Favorites** from your current browser to be available on your new device
2. Save documents from your **Desktop** that you want to be available on your new device
3. Save data from your **Quick Access** folder on your computer in Documents, Pictures, and Downloads
4. Remove any **USB** dongles that work with your mouse, wireless keyboard, or any additional devices

Saving your Browser Favorites

Google Chrome:

1. Click the **ellipsis** button (...) → **Bookmarks** → **Bookmark Manager**
2. Click **Organize** Menu → **Export** bookmarks to HTML file
3. Choose a location in your OneDrive to save the file

Edge:

1. Click the **ellipsis** button (...) → **Settings** → **Import** from another browser
2. Click **Export to File**
3. Choose a location in your OneDrive to save the file

Check when complete

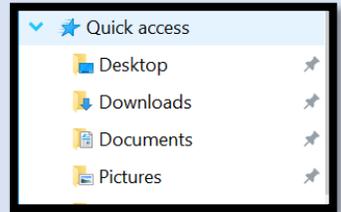
Saving documents from your Desktop

1. Use the **shortcut Windows + P** (press down on the Windows  button on your keyboard and the P key at the same time) to open the **File Explorer**
2. Options: Create a **NEW** folder in your OneDrive for your Desktop files to be moved to OR sort the files into a folder of your choice
3. Right click the document/s from your desktop that you would like to move
4. Select **Copy**
5. Go to the folder you created, right click, select **Paste**
6. Continue steps for each of your documents you would like to move

Check when complete

Saving Quick Access Folder Data

1. Click **Windows + E** to open a **File Explorer** Window
2. In the left-hand navigation, click on each of the 4 folders shown here →
3. If there are files in the folders that you would like to keep, move or drag them to your OneDrive
4. If not moved, these files will not be accessible on your new device!



Check when complete

Remove USB Dongles

Remove any **USB dongles** that work with your mouse, wireless keyboard, or any additional devices

Check when complete

Electronically Sign Laptop Agreement

1. Go to cbsd.org/elitebook and click on **CB Laptop User Agreement**
2. Read and electronically **sign** the Forms agreement
3. This must be completed prior to receiving your new laptop



Check when complete

Additional Things to Consider

1. Saved passwords for websites will not carry over to your new device.
2. Fonts you have downloaded will not automatically transfer to your new device. Please reach out to your Tech Coach if you need assistance.

Check when complete

