

EVMS TECH INTEGRATION: YOUR WINDOWS DEVICE AFTER MIGRATION

Verify access to important services

After your device has been migrated, verify that you are not missing any of the following:

- App installs standard/non-standard apps
- Remote Desktop access (If prior access was given)
- Special network access
- Printers
- Network drives
- Data back up
- Desktop icons
- [Outlook signatures](#)
- [Outlook templates](#)

Pre-installed software

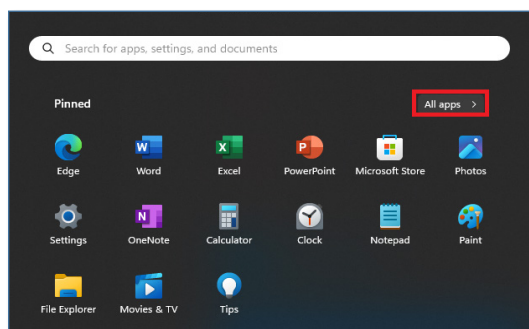
Here is the list of standard software that comes pre-installed on a faculty/staff device.

- Adobe Reader
- CrowdStrike
- Firefox
- Google Chrome
- Microsoft 365 Apps for Windows 10 (Word, Excel, PowerPoint, Outlook, and Teams)
- Zoom
- GlobalProtect (laptop only)

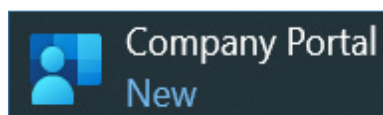
Installing additional software

You can find and install additional software from the Company Portal on your new device.

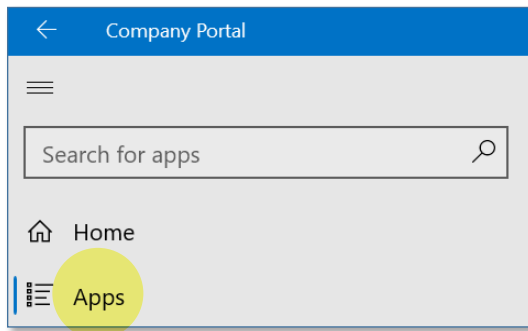
1. Open the **Start Menu** and click on **All apps**.



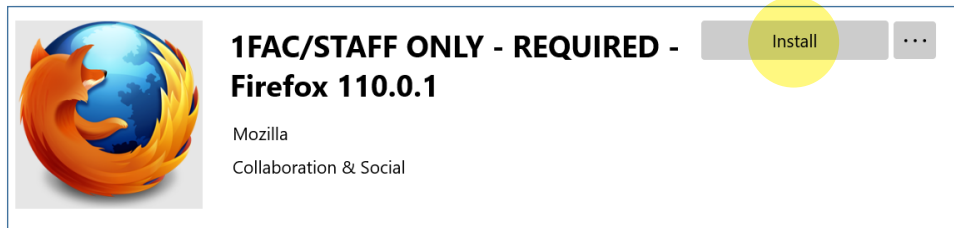
2. Search for **Company Portal**, and click on the icon to open.



3. Click **Apps**, then click on the app that you need.



4. Click the **Install** button at the top right.



5. After a few moments it will complete.

If the software you need is not available in the Company Portal, contact the [ITS Help Desk](#) at itshelp@odu.edu or 757-683-3192.

Please be aware that if the software has not already been purchased by ITS or your department, it must go through the Software Decision Analysis (SDA) process. [Learn more here.](#)

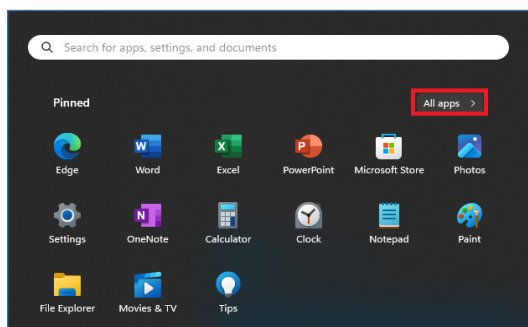
Desktop shortcuts

If you find that some of your desktop icons are missing after the migration, here's how to get them back.

1. Click on the "Windows" icon at the bottom left of the screen.



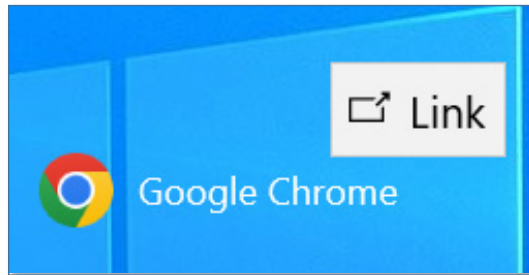
2. Click on **All apps**.



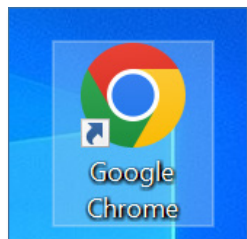
3. Find the program in the start menu that is missing its icon.



4. Click and hold the program icon then drag the icon on to the desktop



5. Now the icon has been added to the desktop.



Repeat to add shortcut icons for as many products as you like.

