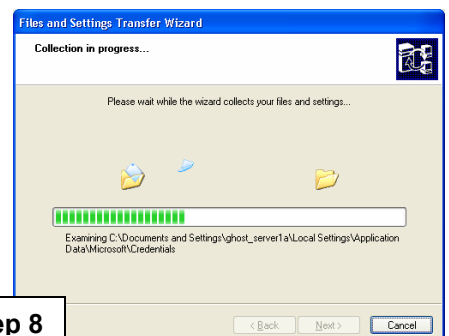
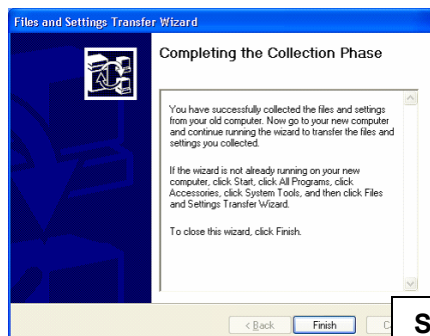
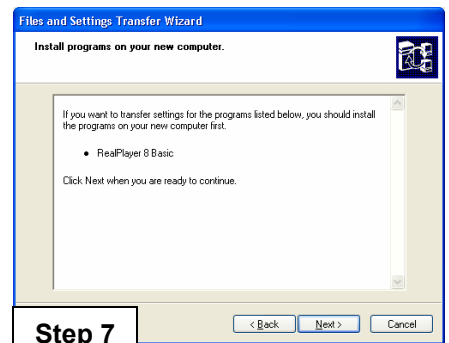
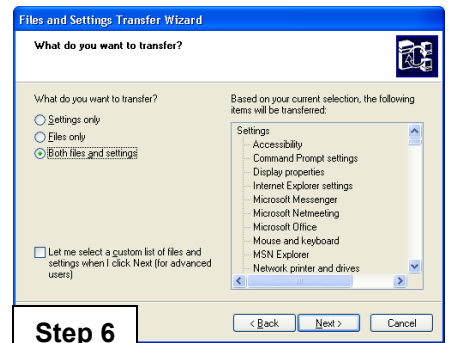
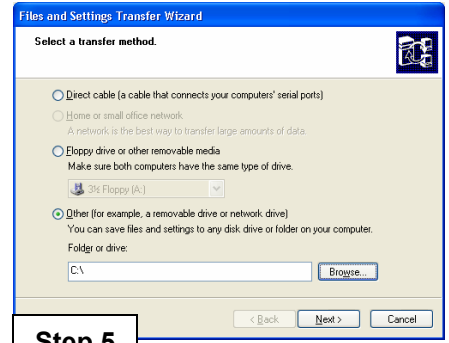
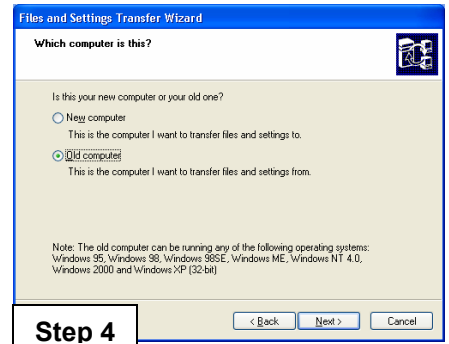


# Moving User Profiles in Windows XP

*Background: User profiles are created in the “Documents and Settings” folder every time a new user logs on to a Windows XP computer. The profile contains all of the documents and personal settings for the user. Sometimes it may be necessary to move a user’s files and settings to a different profile in “Documents and Settings.” One such common need is when a Windows XP computer has been used for a while before joining the CPSB domain. The user’s information held in their old folders will need to be moved to their new folders. Another time this may need to be done is when a person gets a new computer and they want to move their information from their old computer onto the new computer.*

## Procedure A – Backing Up your User Profile

1. Log on to the computer as the user whose documents and settings you wish to move or copy.
2. Do START / ALL PROGRAMS / ACCESSORIES / SYSTEM TOOLS / FILES AND SETTINGS TRANSFER WIZARD.
3. The first step of the wizard warns you to close all running programs before continuing. If you have anything running, close it and then click on “Next” to continue.
4. The next step asks “What computer is this?” Select “**Old Computer**” so you can backup the information and then click “Next.”
5. The next step asks “Select a transfer method.” This example will use the computer’s hard drive to hold the backup, although you may use other methods as shown on the wizard. Click on “**Other**” and then in the “Folder or drive” box, enter “C:\” to save the backup file to the hard drive and then click “Next.”
6. The next step asks “What do you want to transfer?” Select “**Both files and settings**” and then click “Next.”
7. The next step of the wizard may make recommendations on installing some software before transferring your information to a new computer. If you are just moving your information to another profile on the same computer, you may disregard the recommendation. Click on “Next” to continue.
8. The sixth step will begin collecting your information and backing it up to a file. This will take a bit of time depending on how much information there is to back up. Once the backup is completed, click on “Finish” to complete the process.
9. Once the wizard has completed, there will be a folder labeled “USMT2.UNC” on your “C:” drive. You do not need to do anything with this folder unless you are moving the user profile to a new computer. If so, copy this folder onto the “C:” drive of the new computer using either a Zip disk, CD-R media or via the network using file sharing.



## Procedure B – Restoring your User Profile

**Important Note!** If you are moving a user profile to a new computer, make sure that you have copied the “USMT2.UNC” folder created in the backup process to the “C:\” drive of the new computer before proceeding with the restoration.

1. Log on to the computer as the user where you want to copy your user profile to.
2. Do START / ALL PROGRAMS / ACCESSORIES / SYSTEM TOOLS / FILES AND SETTINGS TRANSFER WIZARD.
3. The first step of the wizard warns you to close all running programs before continuing. If you have anything running, close it and then click on “Next” to continue.
4. The next step asks “What computer is this?” Select “**New Computer**” so you can restore the user profile and then click “Next.”
5. The next step asks “Do you have a Windows XP CD?” Since you have already backed up your user profile, select “**I don’t need the Wizard Disk. I have already collected my files and settings from my old computer.**” Click on “Next” to continue.
6. The next step asks “Where are the files and settings?” Click on “**Other**” and then in the “Folder or drive” box, enter “C:\” to point to where the “USMT2.UNC” folder is held and then click “Next.”
7. The wizard will begin to transfer the files and settings to the current user profile. This will take a bit of time depending on how large the old user profile is.
8. Once the wizard has completed restoring the user profile, there may be some files that could not be copied during the process. Many of these files are just copies of existing Windows files which already exist and don’t need to be recopied. Note if any of the files listed are your personal files and then copy these manually if needed. Click on “Finish” to continue.
9. The final step in the process is a prompt to log off for the changes to take effect. Click “Yes” to log off and then log back on to the computer. Your files and settings should now be operational.

