

Windows 11: Pre-Upgrade information

Windows 11 Upgrade Best Practices and General Information

Windows 11 is here. Below are some key points to be aware of to make your upgrade experience as smooth as possible.

- To learn more about Windows 11, please review the [Windows 11: Getting to Know Your New Operating System](#) knowledge document.
- Before starting your upgrade, make sure all Windows updates have been installed. If there are pending updates for Windows 10 while attempting to perform the upgrade to Windows 11, the upgrade may fail.
- You can perform your upgrade anytime between now and the end of the month when your department is scheduled. Feel free to navigate to Windows Update Settings to start your upgrade. For more information, please review the [Windows 11: In-Place Upgrade Guide](#) knowledge document.
- Before starting your upgrade, make sure your computer is plugged in and charging.
- Using a wired Ethernet connection (connecting the laptop directly to an Ethernet port via an Ethernet cable) is preferred and will allow for a faster upgrade. The upgrade is still able to be performed over Wi-Fi or a hotspot, but the process will take longer using these methods.
- The upgrade process can take a considerable amount of time (1 to 3 hours depending on your location (on-site or off-site) and the speed of your Internet connection. It is advised that you start your upgrade at the end of your workday so it can be finished by the time you start work the next day.
- Do not forcibly turn the system off, close the lid, or reboot manually after the upgrade process has begun. This can cause the upgrade to fail and cause irreversible data loss.
- When your upgrade begins, your computer will be usable for a short time. We recommend saving all your work and closing all applications before the upgrade starts, as the window of time that the computer will be usable varies. Most commonly, you will have approximately 15 minutes to use the computer until it restarts and becomes unusable for the duration of the upgrade.

Data Recommendations

ITS wants to ensure a smooth transition for everyone upgrading to Windows 11. However, it's important to understand that the safety of your data ultimately rests with you. While our IT team is here to assist with the upgrade process, we cannot guarantee that data loss will not occur during the

upgrade. That's why we strongly encourage you to make sure all your documents and data are in Box before upgrading. Computers are complex, and upgrades can sometimes have unexpected outcomes, such as files being misplaced, corrupted, or erased. **If you have important documents, photos, or other critical data, you must make a copy of these files or move them to Box before the upgrade begins.** This step is crucial to prevent potential data loss. Box is our recommended option for automatically syncing and saving files online, where they can be accessed from any device with an Internet connection. If your data is critical, whether it's documents, classwork, or university-related files, **you need to take ownership of your data and ensure it's secure.** Remember, any files stored on your computer's local drive are at risk if a problem occurs during the upgrade. By moving or copying your files to Box, you can confidently upgrade to Windows 11, knowing your files are safe and accessible no matter what happens.

Taking Ownership of Your Data

Taking ownership of your data means being the one in charge of where it's stored, how it's accessed, and how it's protected.

Steps to Take Control of Your Data

1. **Know Where Your Data Lives:**
 - Your data might be on your computer, external/shared drives, or the cloud (e.g., Box).
2. **Set Up a Backup Plan:**
 - If you are storing your data on your local machine ("my Documents" or Desktop) then setup regular backups where you are copying that data to Box to ensure you have a copy of everything important.