So, you’re ready to upgrade to Windows 10?

Protect your documents and important files by backing them up to Box Drive first.

**Create a personal folder in Box Drive**

Open Box Drive. If you have not yet created a personal folder, right-click on a blank space, mouse over ‘New’ and choose ‘Folder’. It will create a folder and you can name it at this point. This is the destination folder for the files you will copy from your computer’s hard disk drive.

**Find Files on Your Computer’s Disk Drive**

Click on colored ‘Start’ button (usually in the lower left corner of your screen) and click on ‘Computer’ (in the right column).

Double-click the ‘C:’ drive (see below)

[Image of computer disk drive]

Double-click on the ‘Users’ folder (see below).

[Image of computer disk drive]

Double-click your username.
Look in the folders for important files. Below are highlighted folders that generally hold the important files. You can drag the folders or individual files to your new folder in Box Drive. If they are large folders it can take quite a while for the transfer to complete. Once moved, you are ready to upgrade your computer.