It is best practice to back up important files and folder before upgrading a device.

Click on the Window button on the bottom left of the screen.

Click on Computer

Navigate to Computer > Windows (C:) > Users > Your NetID.

Important files/folders are often located in the following highlighted areas:
Click on each folder to evaluate their contents. If you find multiple files/folders that you wish to back up, hold the "Ctrl" key on your keyboard and click each item.

Right click on one of the items and click "Copy".

The items should be copied to a safe location off of your computer (U: Drive, USB Flash Drive, USB Hard Drive, OneDrive for Business).

Right click on your desired location and click "Paste".

Click here for more information on setting up and using OneDrive for Business.