New Student Laptop Guide

Student Laptop First Time Setup Guide

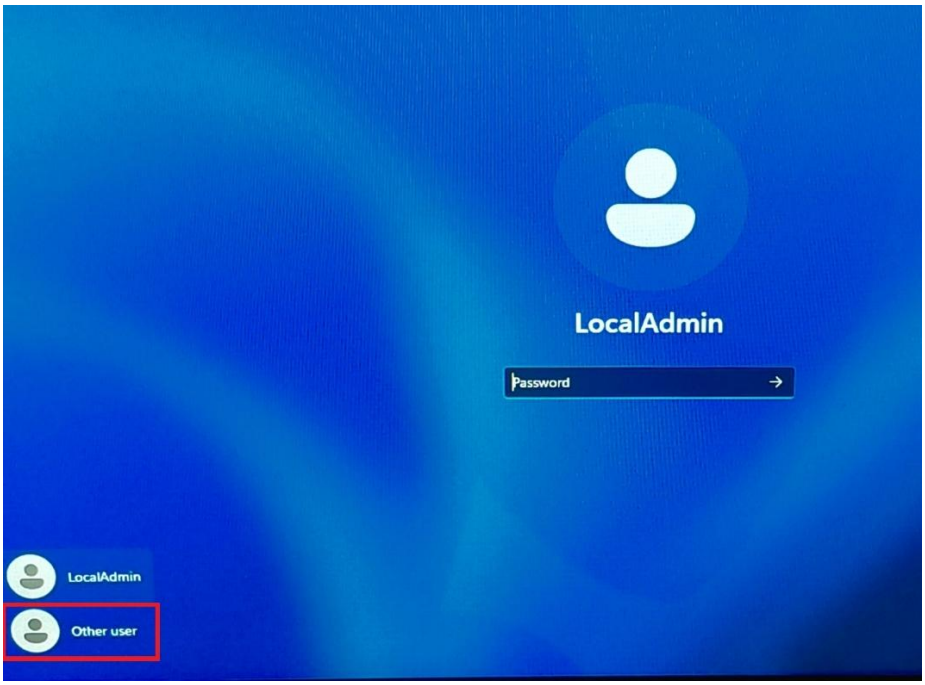
This guide will walk you through the required steps to prepare your laptop for the start of school.

1. Power on your laptop. The power button is located on the top right corner of your laptop.



2. Do not try to sign in under "LocalAdmin" or any Administrator account.

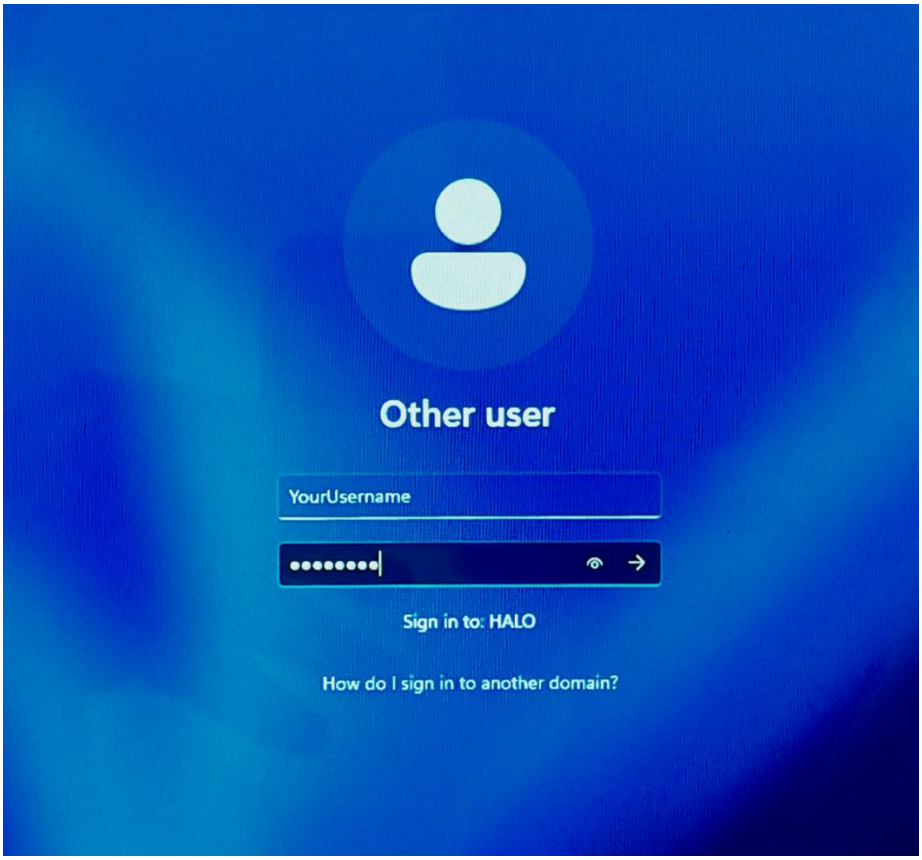
3. Click “Other User” in the bottom-left corner to sign in.



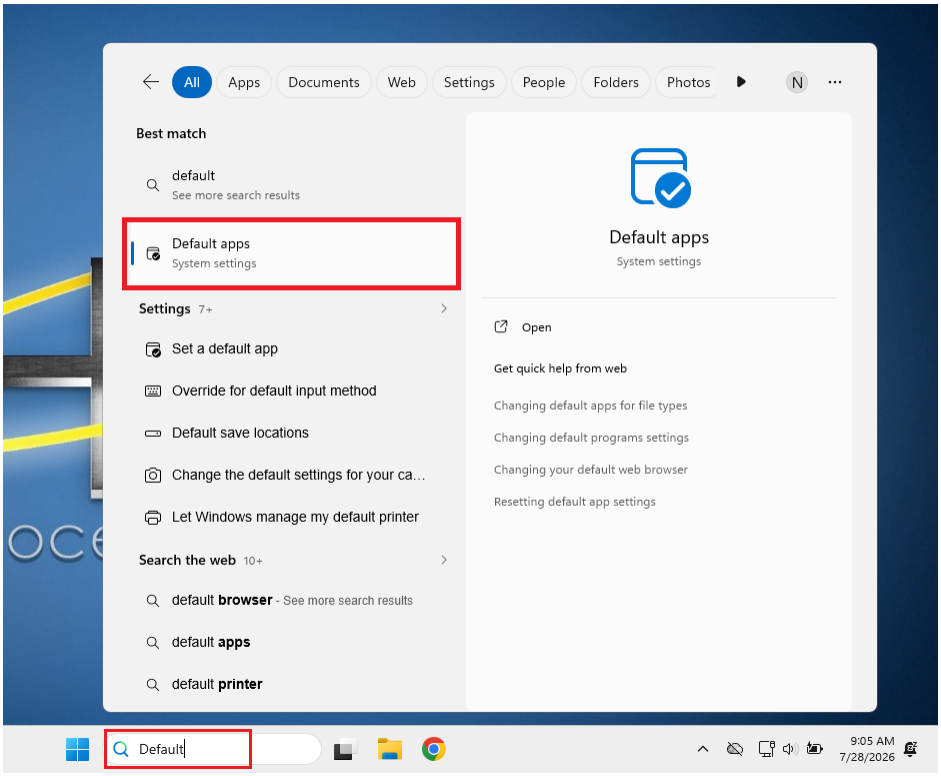
Your username will be your last name followed by your first and middle initial (Example: John Grace Smith = SmithJG).

K-5: Your temporary password that you need to sign in will be posted in the room by your teacher.

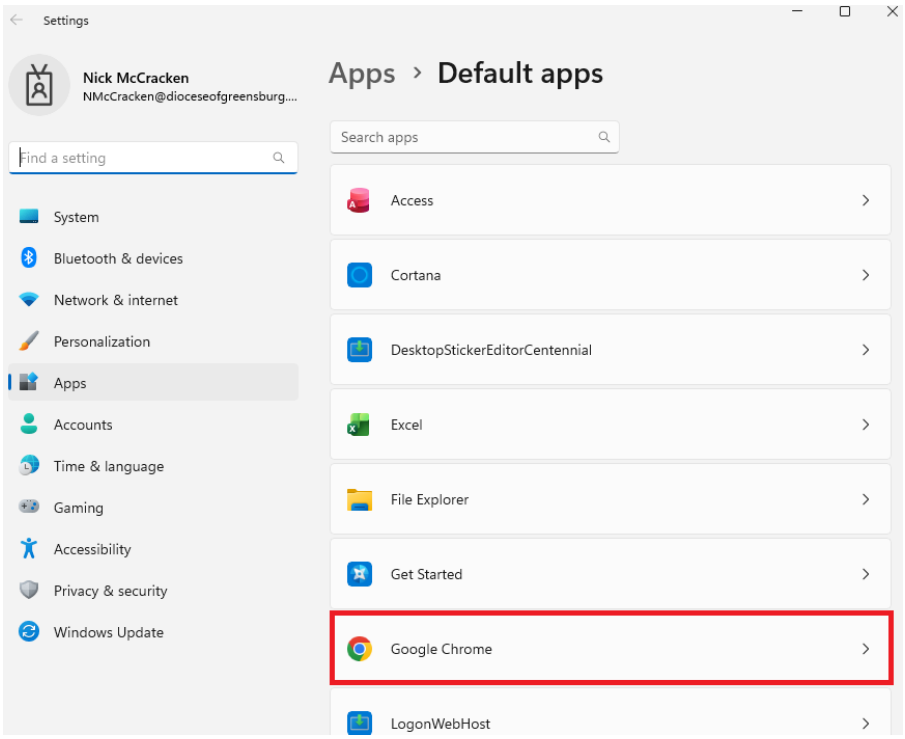
6-12: Your temporary password will be the one given to you when you were handed your device. You will be prompted to choose a new password. Your new password must be 8 characters long and contain upper and lower case, and a number or symbol. Your password must not contain any part of your name. Enter your password and Select “OK” on the next screen to complete sign in.



4. Type “Default” into the search bar in the bottom center of your screen. Then press enter or click “Default Apps” in the resulting window.

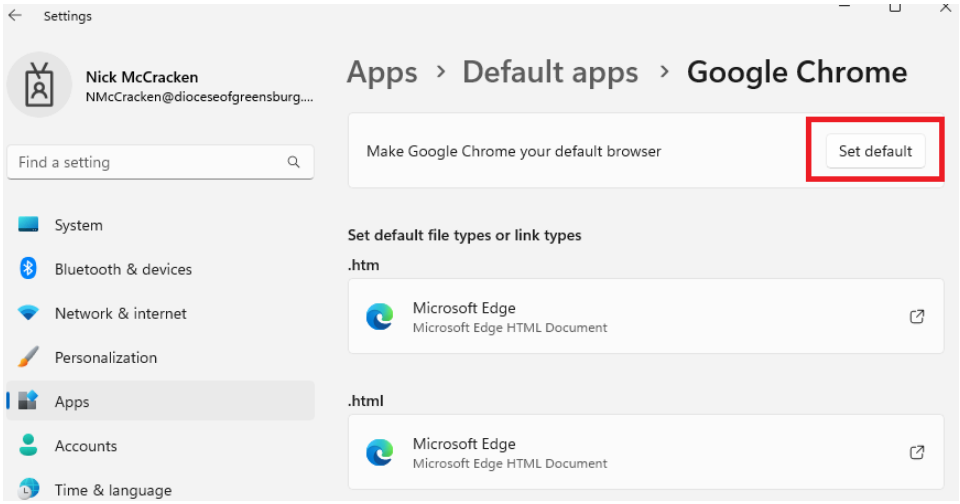


5. Scroll down and click on “Google Chrome”.

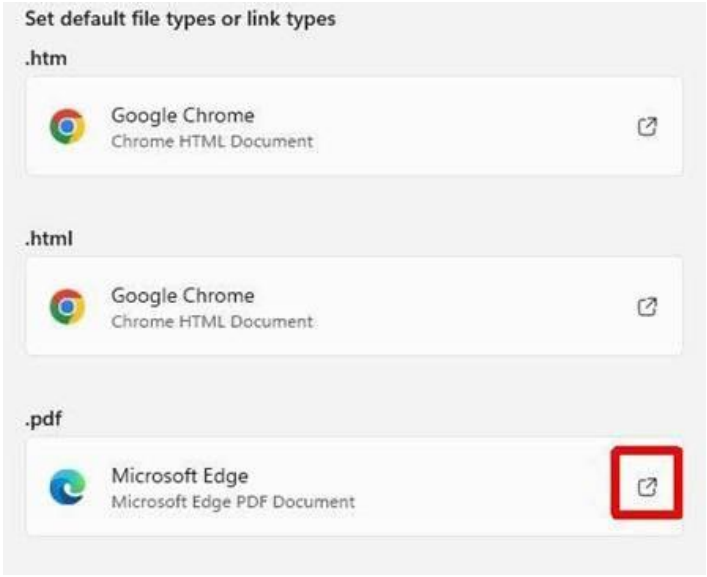


6. Select “Set default” on the next screen.

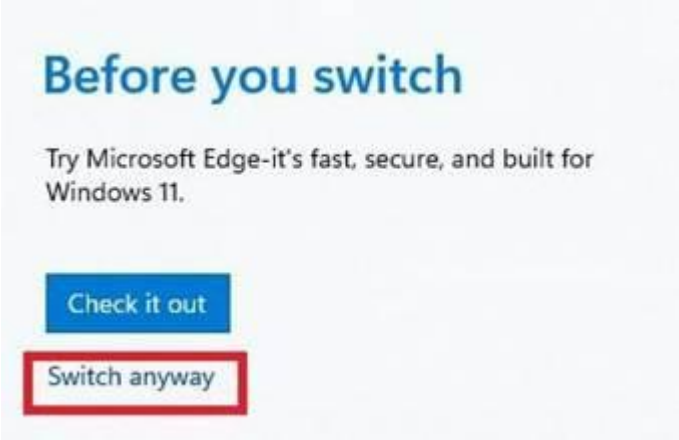
(These Microsoft Edge icons should switch to the Google Chrome icon upon clicking "Set default"



7. Under Google Chrome, click the expand button next to .pdf where you see Microsoft Edge.



8. Select Switch anyway if the option appears

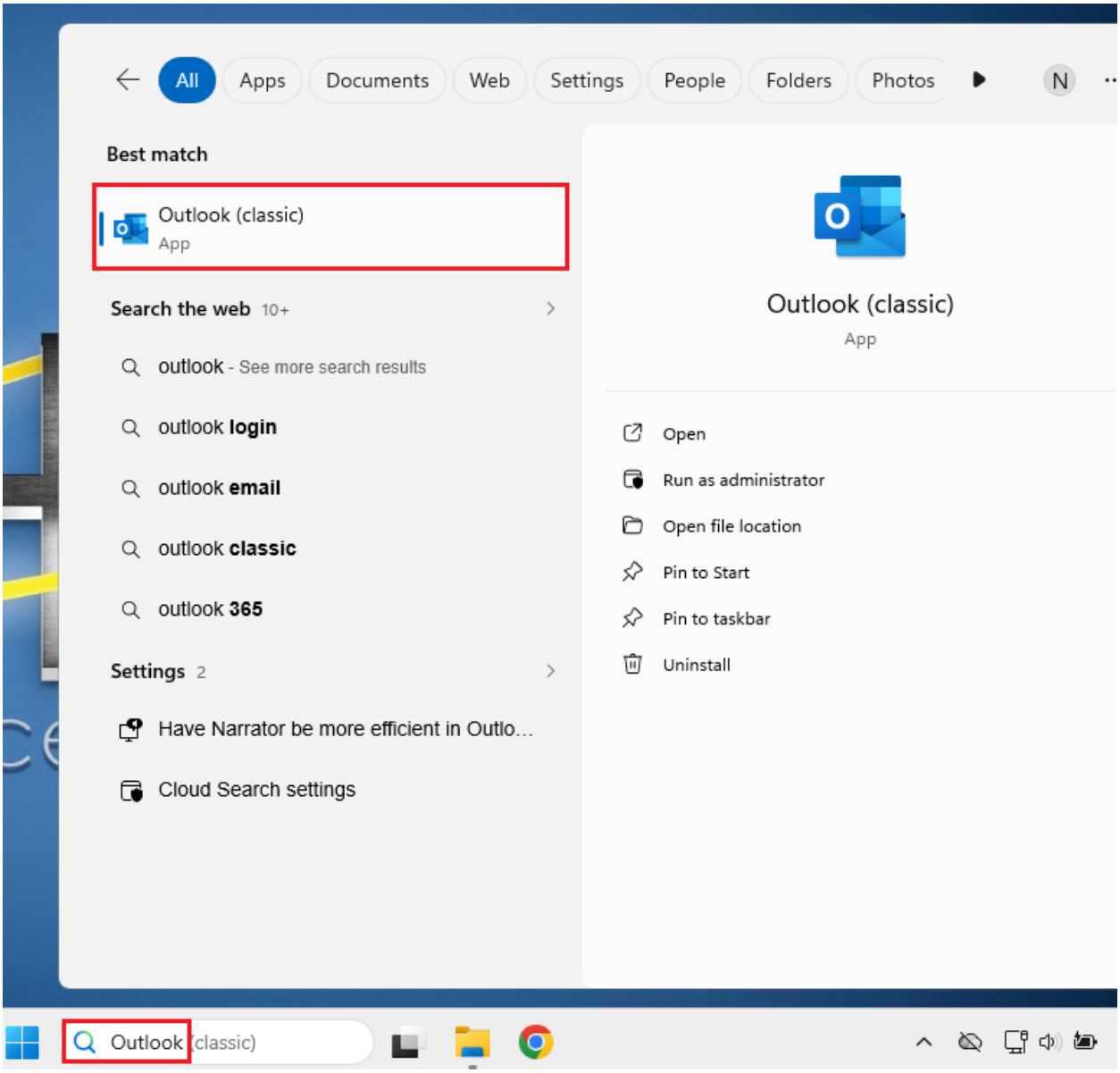


9. Select “Google Chrome” and click “Set default”.

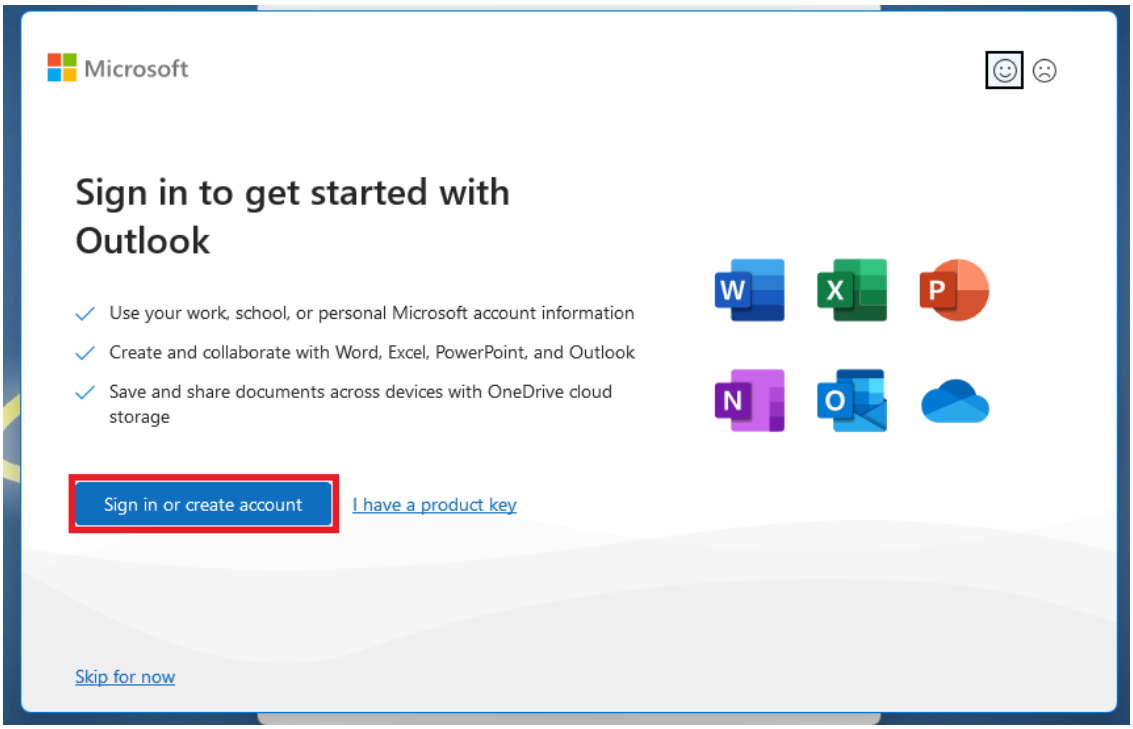


10. At some point during first time setup some programs may open by themselves, such as Teams or GeoGebra. This is expected, simply close the window if this happens to you.

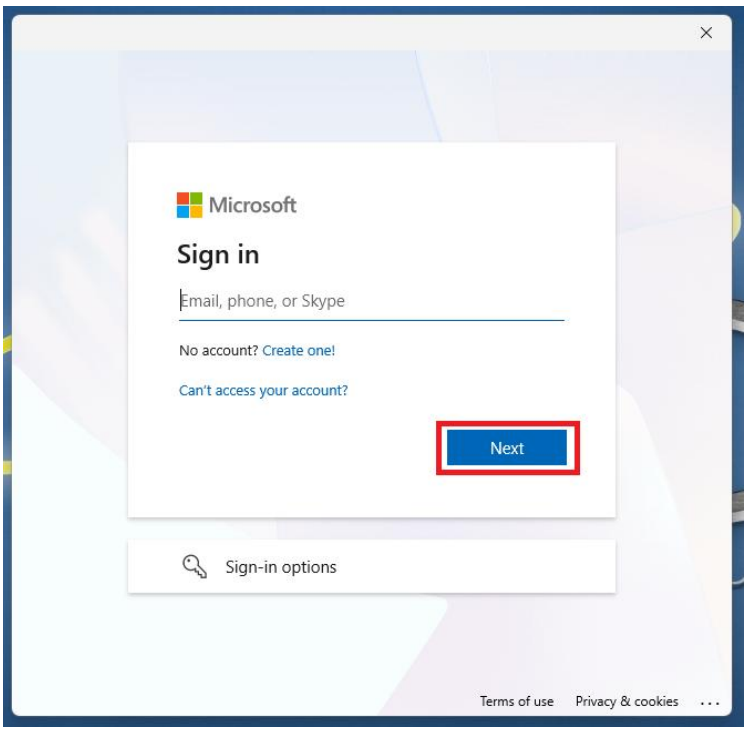
11. Type “Outlook” into the search bar at the bottom center of your screen. Press enter or select “Open” on the menu to launch Microsoft Outlook.



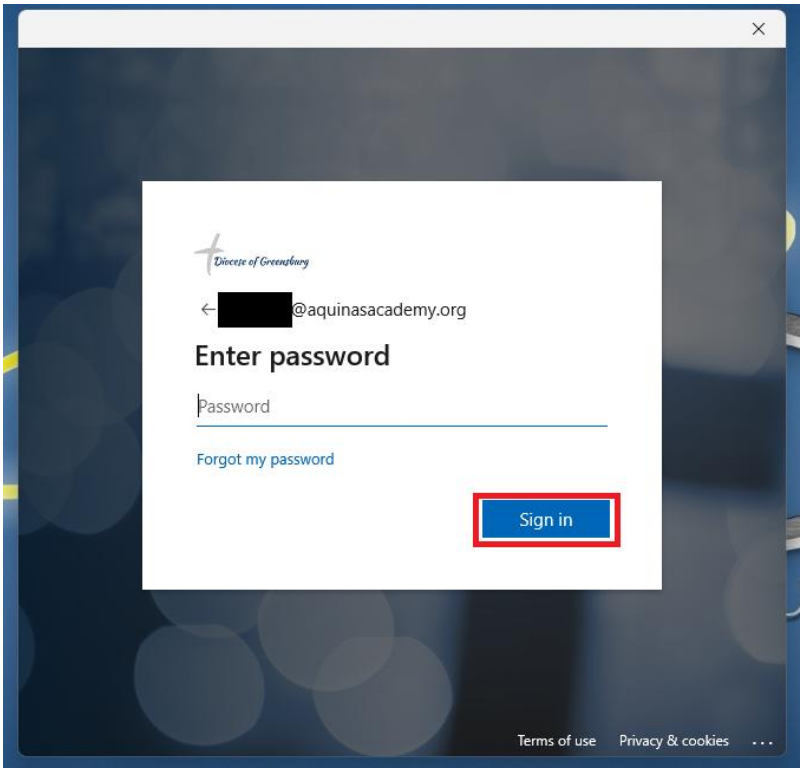
12. Select "Sign in or create account" if the window appears



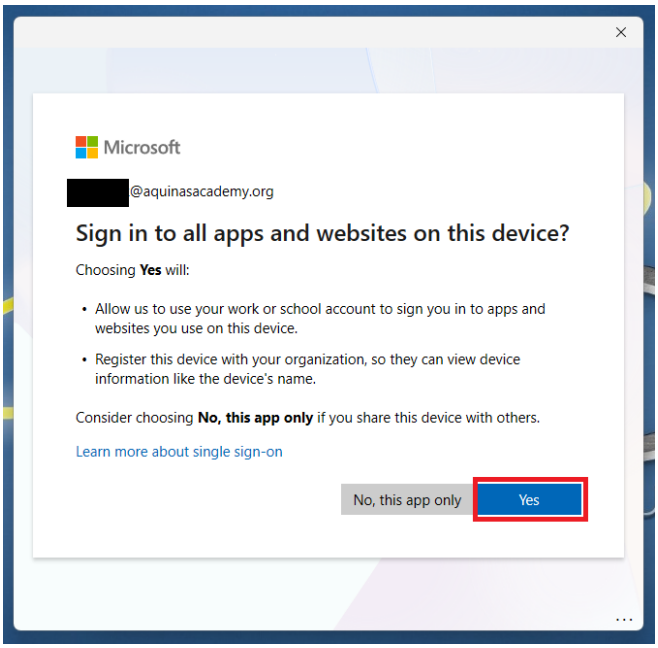
13. Type in your student email address in the following box. Your student email address will be your username (Last-name + first-initial + middle-initial) followed by @[school].org. (Ex: SmithJG@gcchs.org or "SmithJG@aquinasacademy.org".)

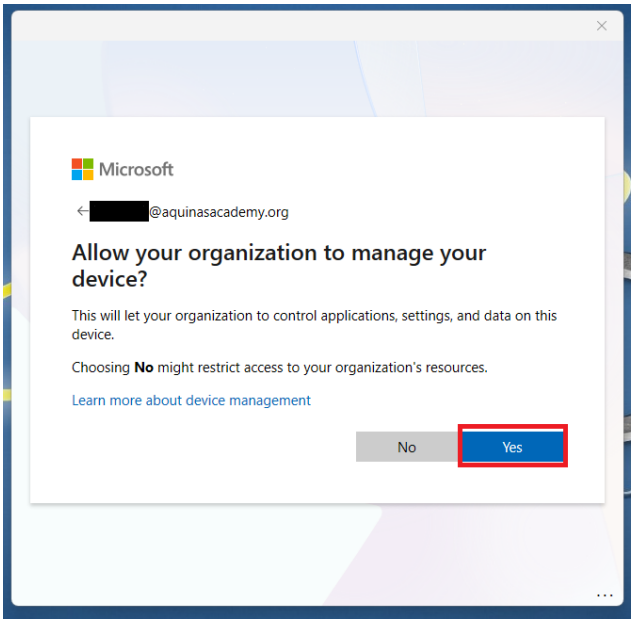


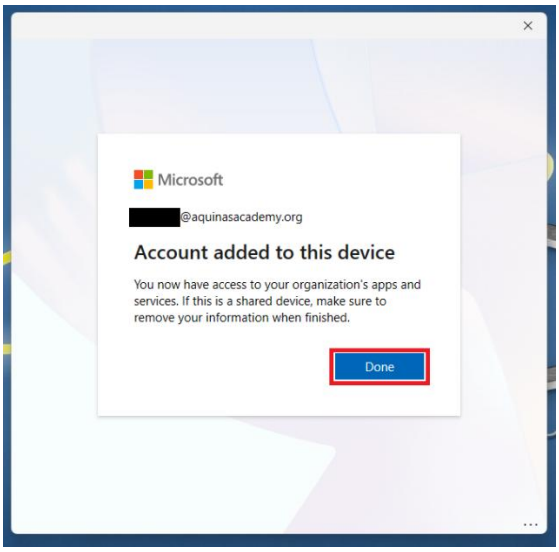
Click "Next" and then you will then be prompted to put in your password. This will be the same password that was used to sign into the computer at the beginning of this guide.



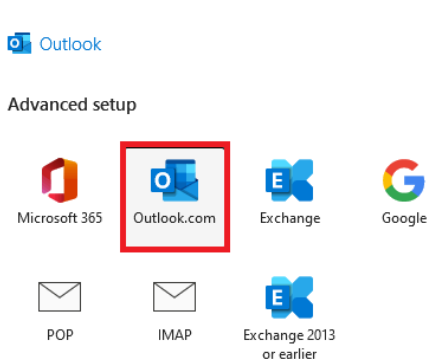
Advance through each screen, clicking "Yes", "Yes", and "Done" until you get to a window labeled "Advanced Setup"



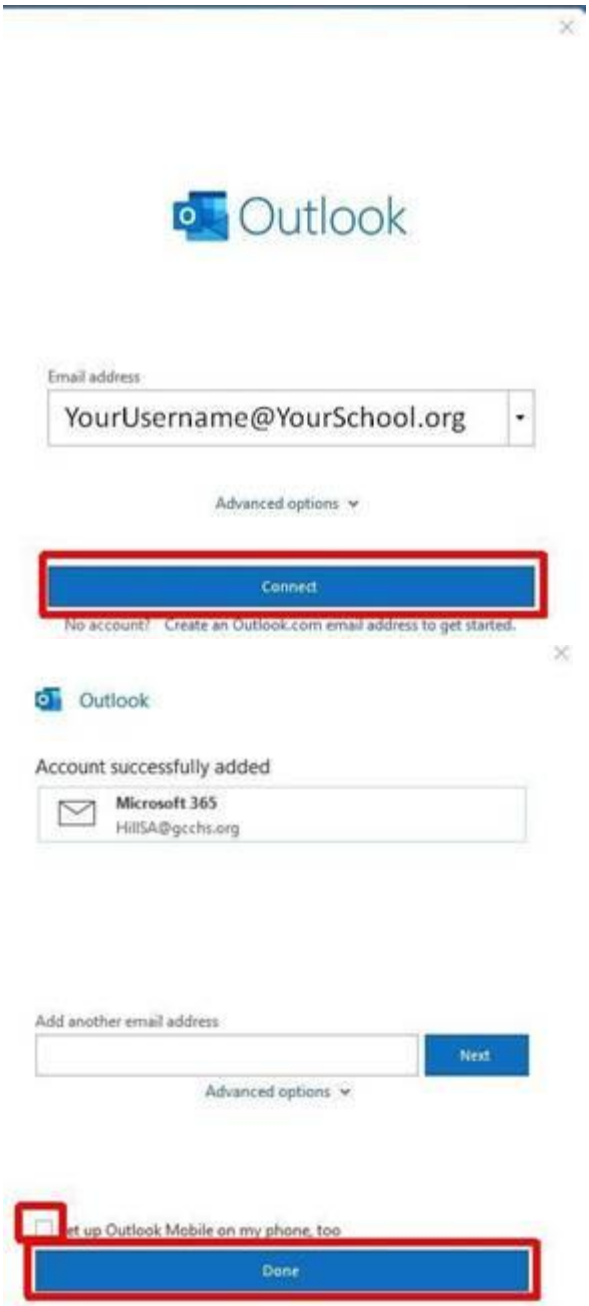




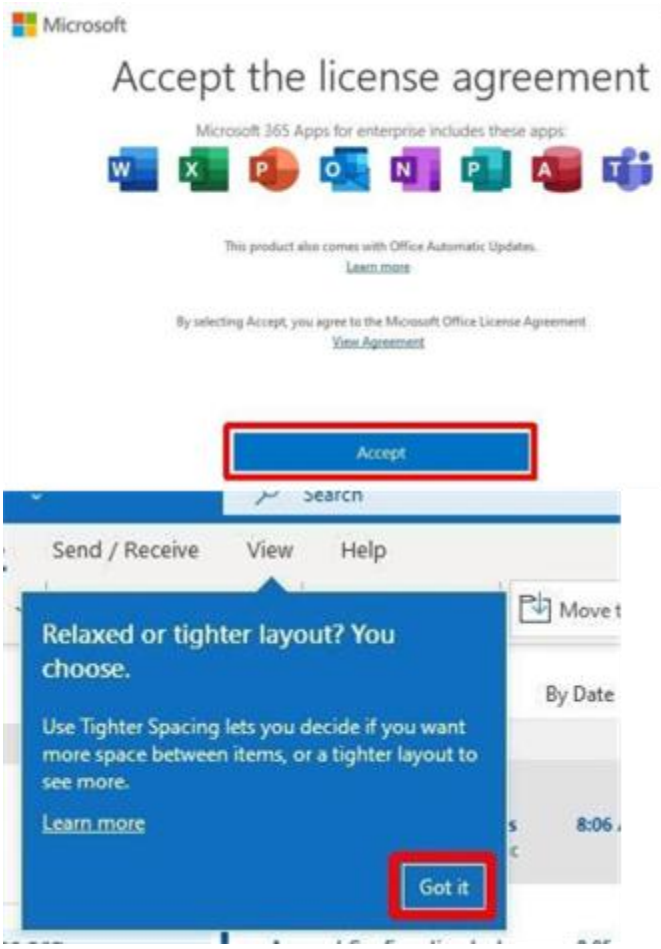
Once you reach the next window "Advanced Setup" select Outlook.com



14. Click “Connect” then uncheck the box for Outlook Mobile and select “Done”.



14. You will likely see these screens. Click “Accept” on the license agreement screen and “Got it” on the View pop up.



15. Go on to Google and go to your school's website. The website should be the school name or abbreviation followed by ".org" (Ex: gcchs.org, aquinasacademy.org, mosschool.org)

****GCC used as an example, but each site should have a very similar layout to this one.****



16. Select “my[School]” from the menu in the top right.



17. Now click Students

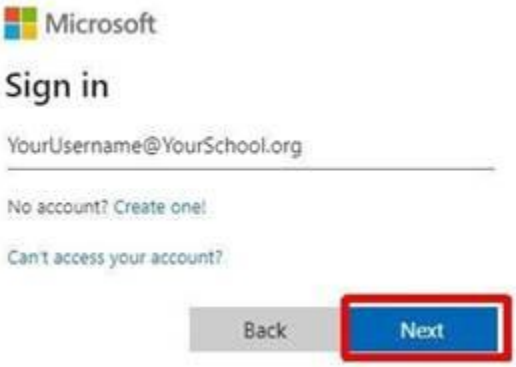


18. This page contains links to useful student resources that you will use throughout the year. **Click on M365**.

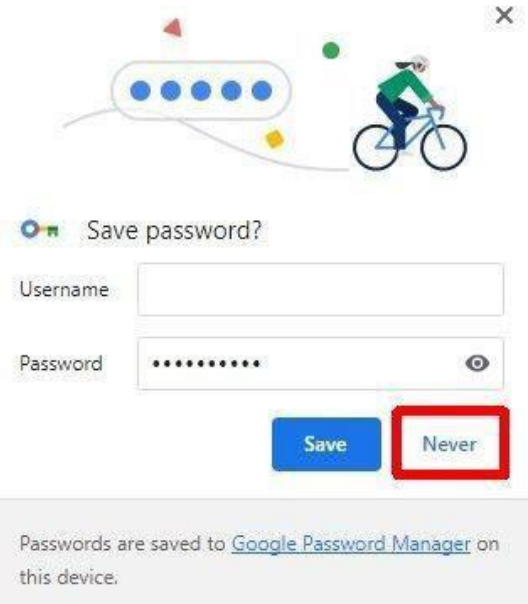


19. Enter your student email address and click “Next”. Your student email address will be your username (Last-name + first-initial + middle-initial) followed by @[school].org. (Ex: SmithJG@gcchs.org or "SmithJG@aquinasacademy.org".) Enter the password that you chose when you signed into the laptop and click “Sign in”.



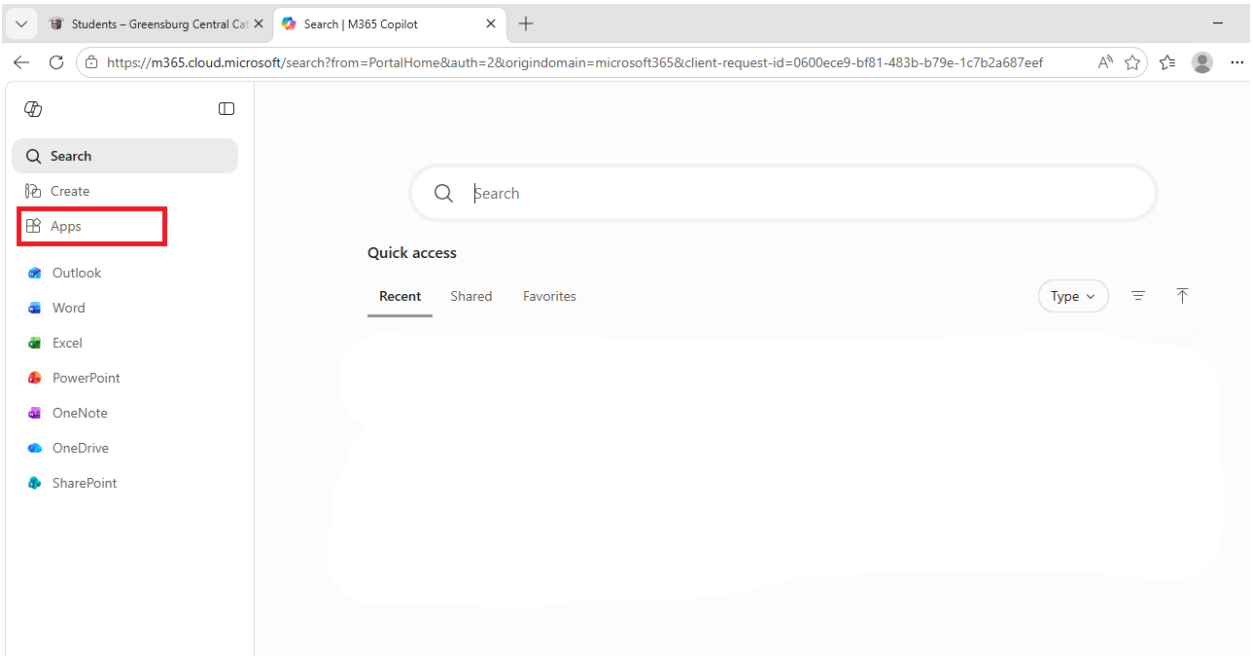


20. You will likely get a chrome pop-up offering to save your password. Click “Never”.





21. You are now signed into Office365. This site offers access to web based versions of most Office apps as well as access to your email and cloud based personal file storage. Use the "Apps" button on the top of the left sidebar to view a complete list of all the apps available for you to use.



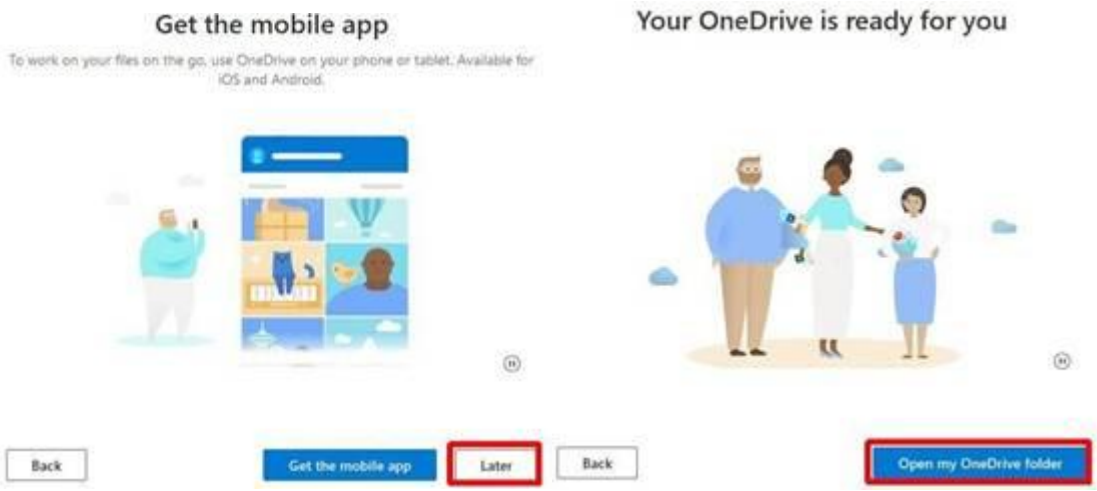
22. Click the System Tray arrow (looks like a downward pointed arrow) in the bottom right of your screen and then click the OneDrive icon



23. Select “Sign in”. Enter your student email address from before and click “Sign in”.

24. You will see a series of screens with information about OneDrive. Click “Next” on all of them.

25. Select “Later” on the Get the mobile app screen. Then click “Open my OneDrive folder” on the last screen.



26. Your files will now be backed up to your OneDrive account (cloud storage). If you are transferring from another diocesan school, all of the files from your previous enrollment will still be there. You may now close out of all open windows.

Note:

Your Office365 licensing allows you to access mobile app versions of most Microsoft Office apps including Outlook, OneDrive, and many more. Just go to the app store on your phone and search for the app you want, install it, and sign in with your school email and password.

Congratulations! You have successfully completed the first time setup of your device.

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