Device Set-Up

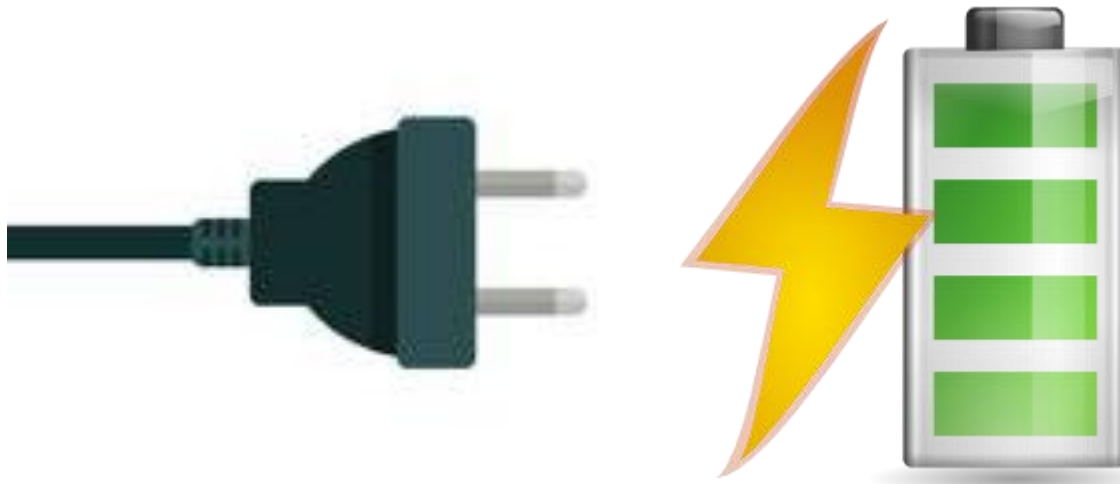*Windows® 10 Device Exchange*

t&d

Section 1

Setting-up your Laptop

Device Set-Up

Please complete the following steps when you are ready to start:

1) Plug the power cord into your computer, then plug the cord into an electrical outlet

2) Turn on your device (Click the silver button above the esc key in the top left of the keyboard).

Device Set-Up

Please complete the following steps when you are ready to start:

3) You are going to need your home WiFi password during this set up process. Be sure to have this readily available.

   - Now is a great time to grab this while your laptop is powering on and starting to charge

4) If you get stuck during set up or have a question, reach out to the Super Users.

   - Reach them by email here:
   DTA.COVID-19Support@MassMail.State.MA.US

Device Set-Up

5) If you get would like to follow these steps by video you can do so by click this link:
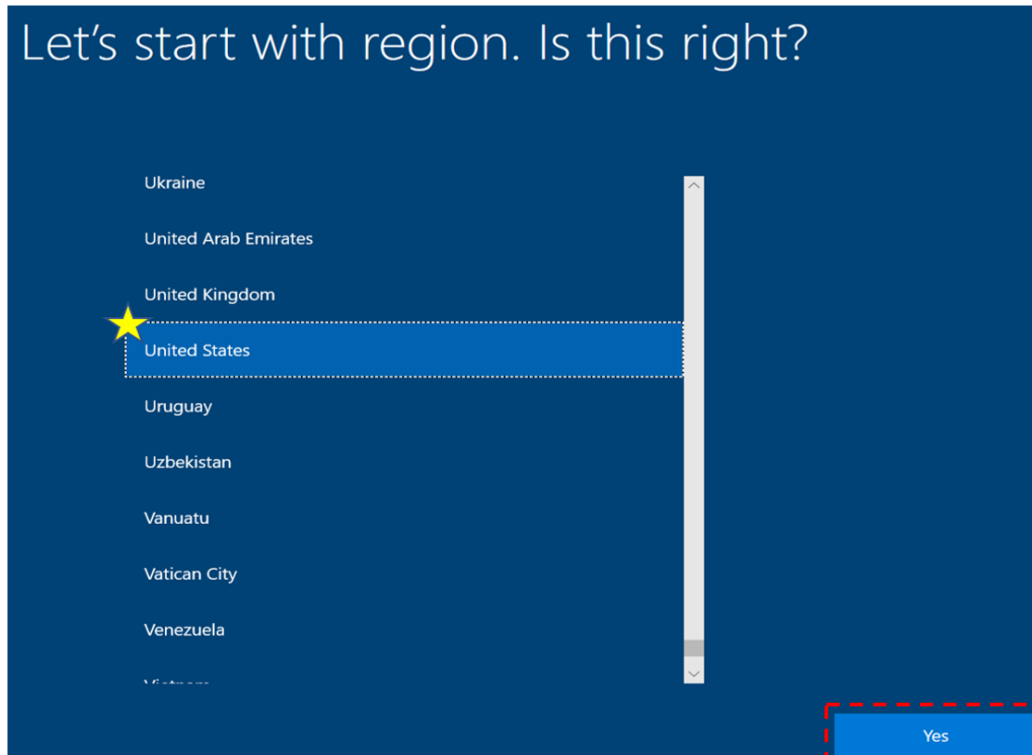
https://youtu.be/mbMmSy-vCmQ

- If you printed these instructions, you can type this link into the search bar of a computer, tablet, or smart phone that is connected to the internet.
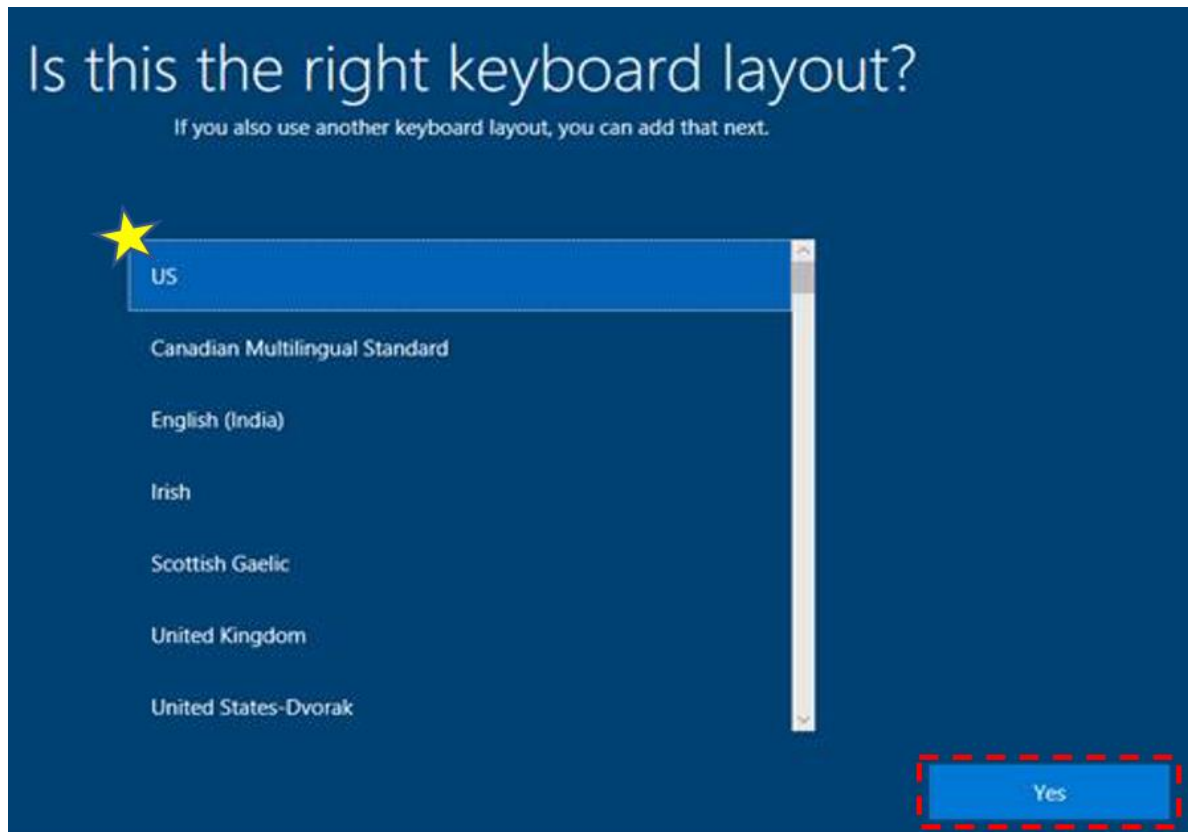
Device Set-Up

5) Select the region for your device. The default selection should be "United States". If not, scroll towards the bottom and select *United States*. Then, click *Yes*.
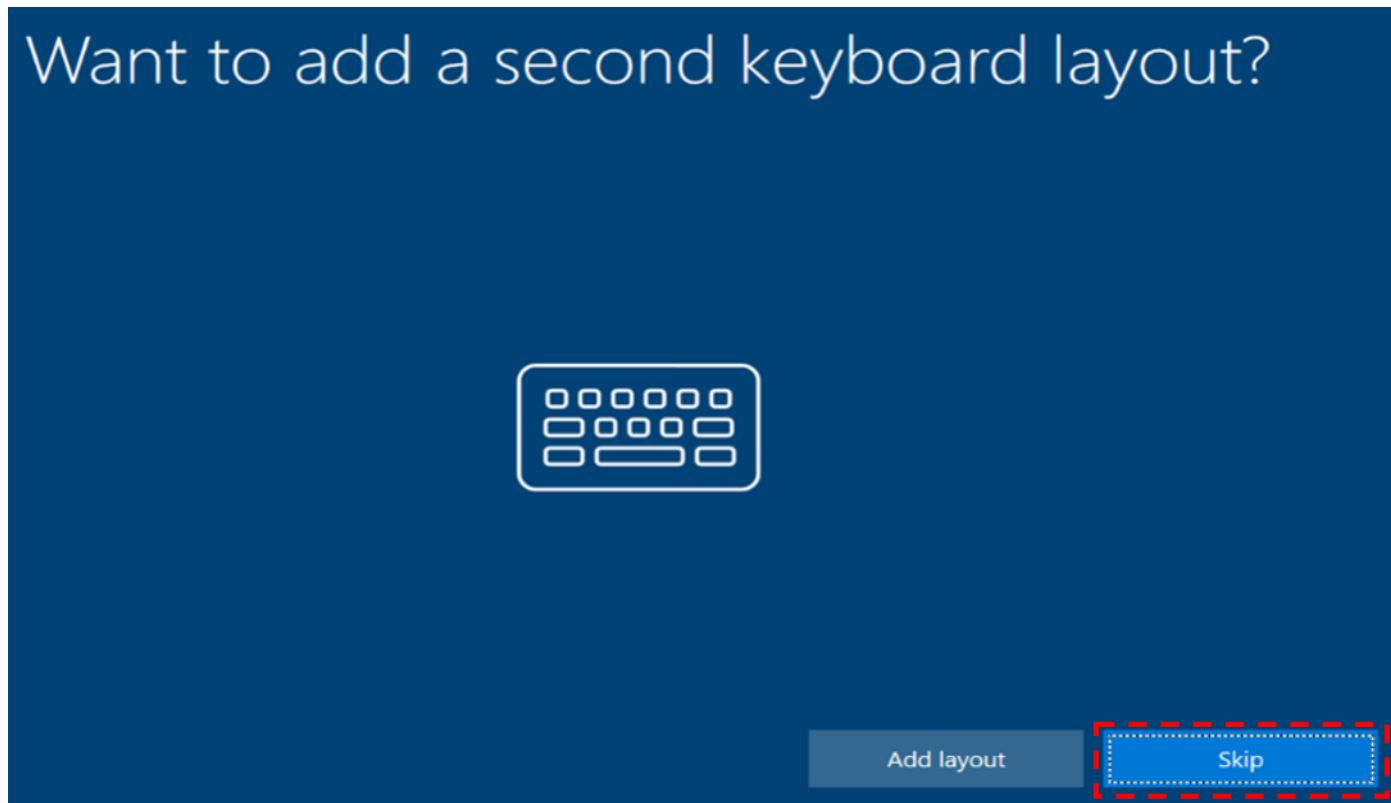
Device Set-Up

6) The default selection should be "US". If not, scroll and select US. Then, click Yes.

Device Set-Up

7) Windows will ask you if you want to choose another keyboard layout. Select Skip.

Device Set-Up

8) Choose your preferred Wi-Fi network. Select Connect to connect to Wi-Fi. Enter password and select Next (if required). Once connected, select Next and standby. Your device will run through a series of screens. No action is required of you until Step 9.

> **Pro-Tip:** *You will need your home Wi-Fi Password at this point*

If you need extra help getting connected to your wireless network. Check out this video from the Training Unit https://youtu.be/FP-2pmPSH1k

Device Set-Up

The below is a sample image only. You should choose your home or preferred local Wi-Fi network option that is available to you.
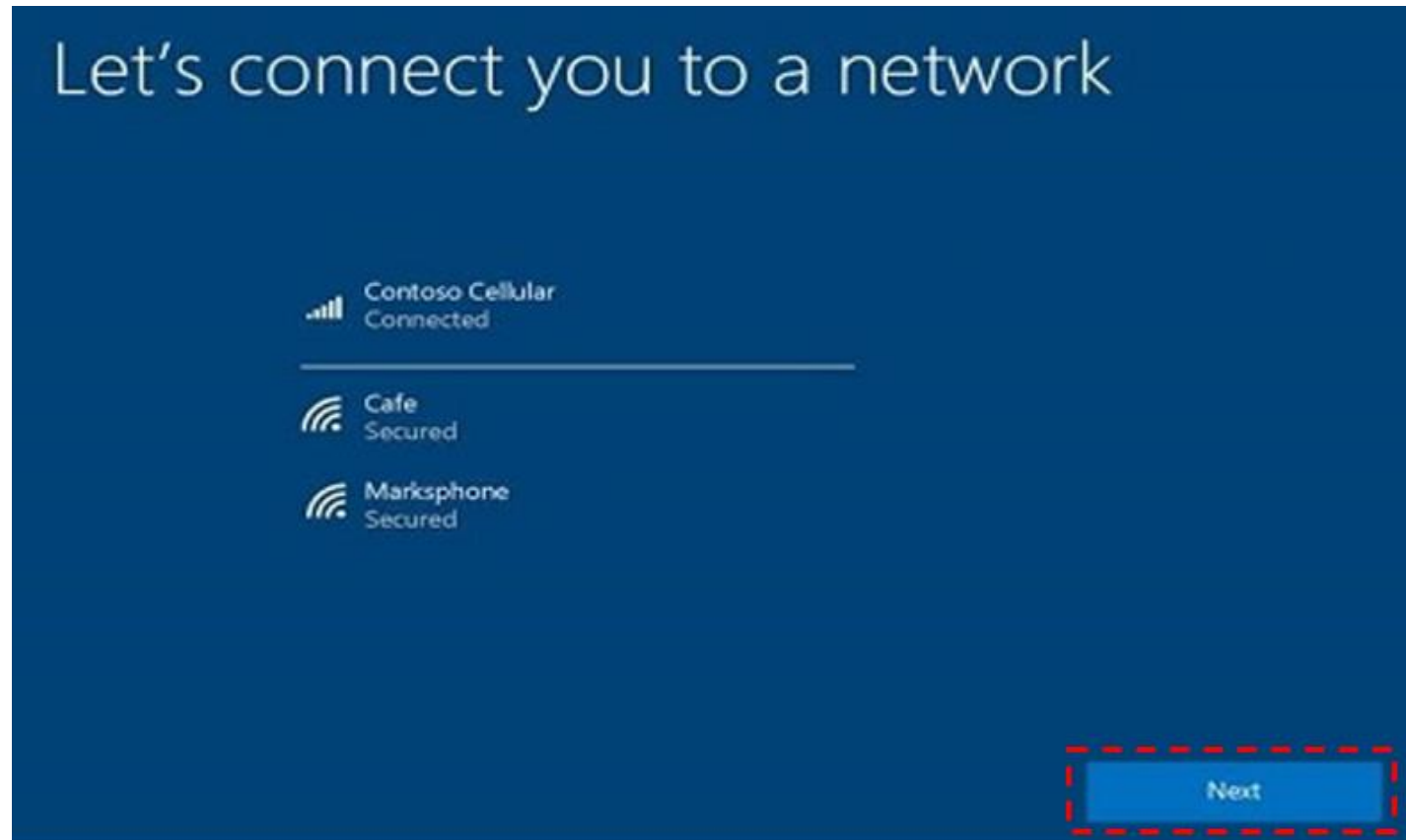
Device Set-Up

9) Click Accept to accept the Windows 10 License Agreement

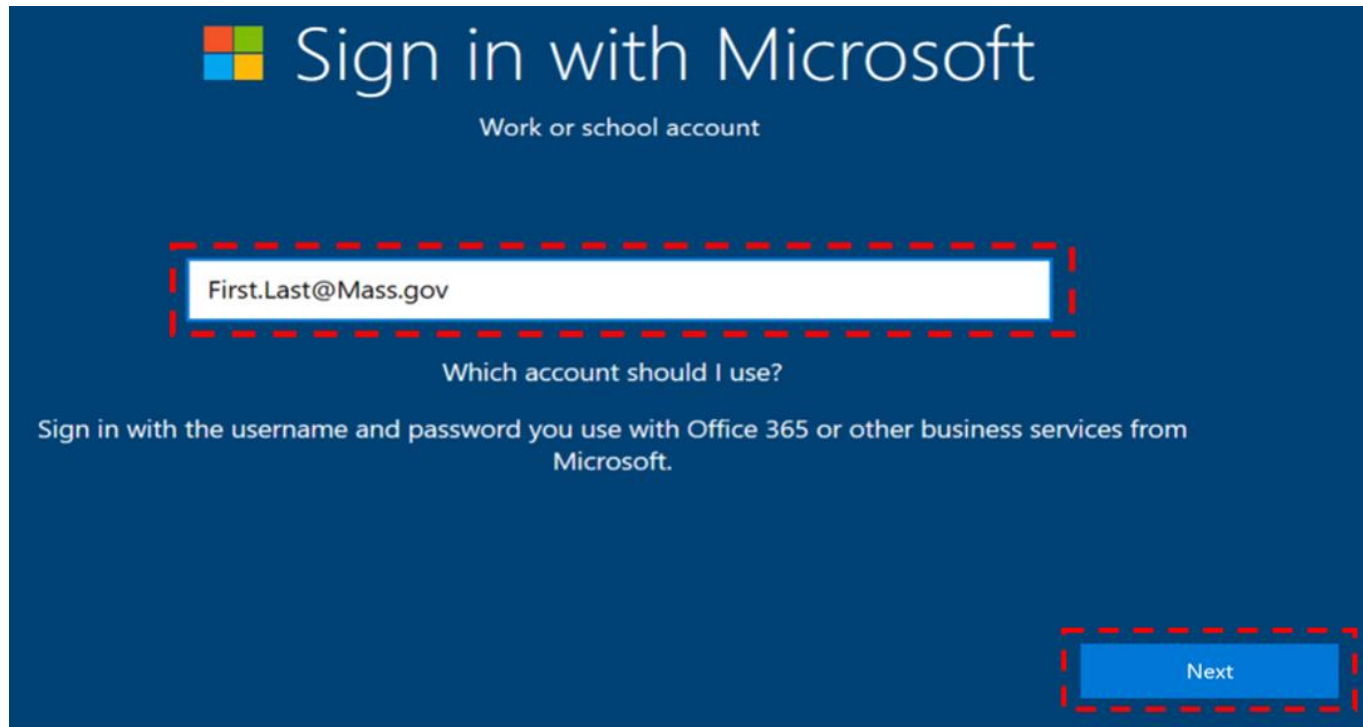- This is located in the lower left corner of the screen

Device Set-Up

10) Select organization and click next
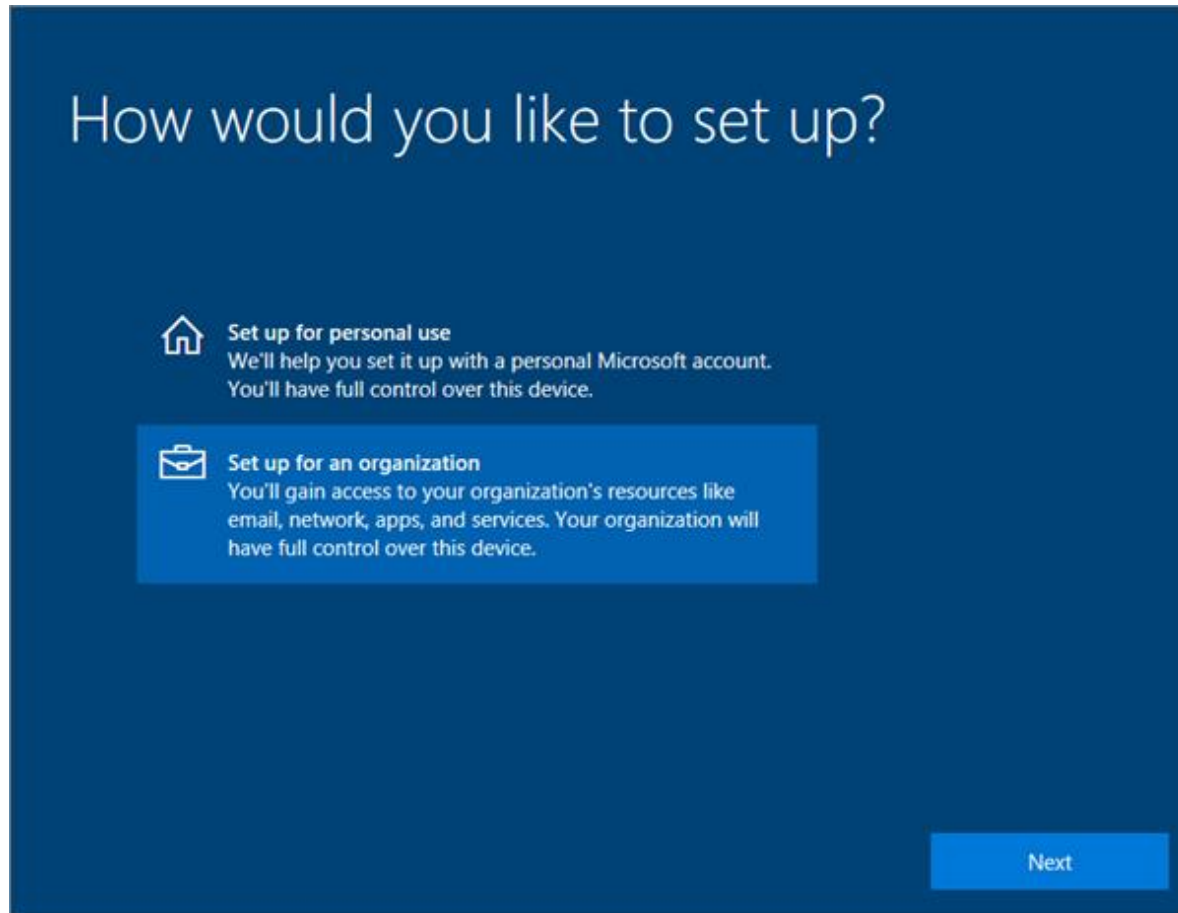
Device Set-Up

11) To sign in, enter your **work email address**. Click **Next** to start the set-up process. (**Important!** If your screen differs from below, please **go to the next slide**.)

Device Set-Up

11A) If you see a screen other than the one shown above in Step 11, you must power off the device, wait ten seconds and power on. Restart the setup process at Step 1.

Example: This image indicates you must power off and restart.
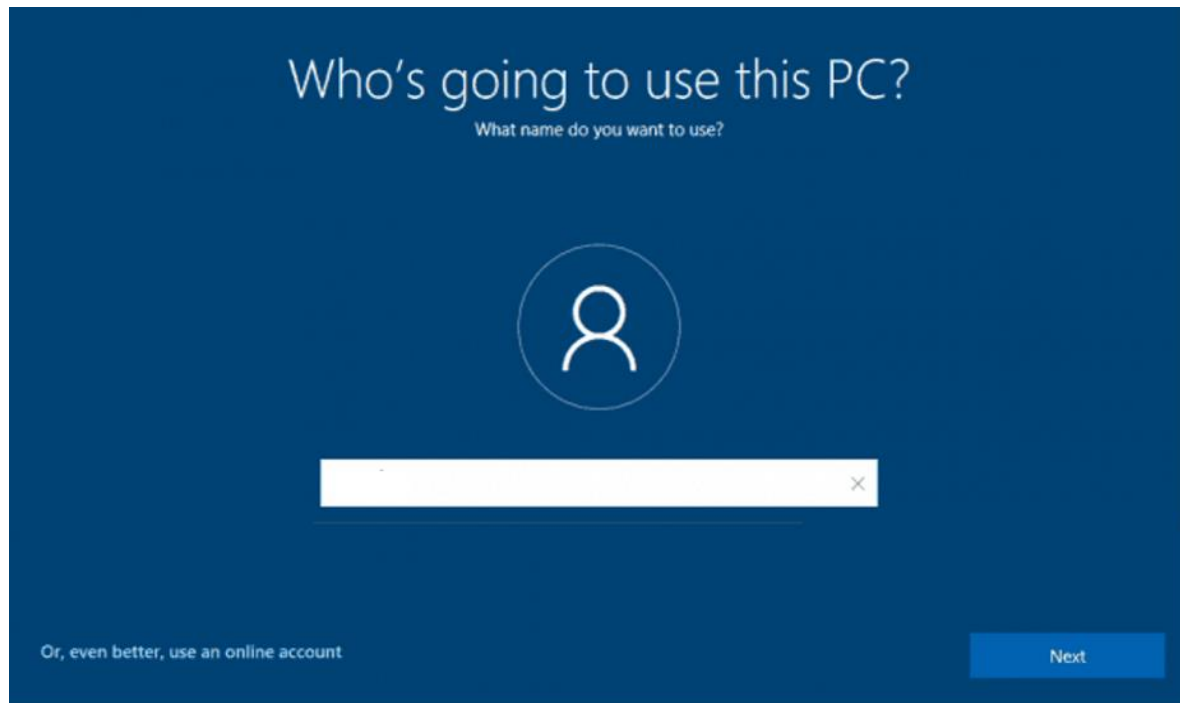
Device Set-Up

12) Once authenticated, you will see, "Do more across devices with activity history". Click **Yes** and the computer will continue the setup process.
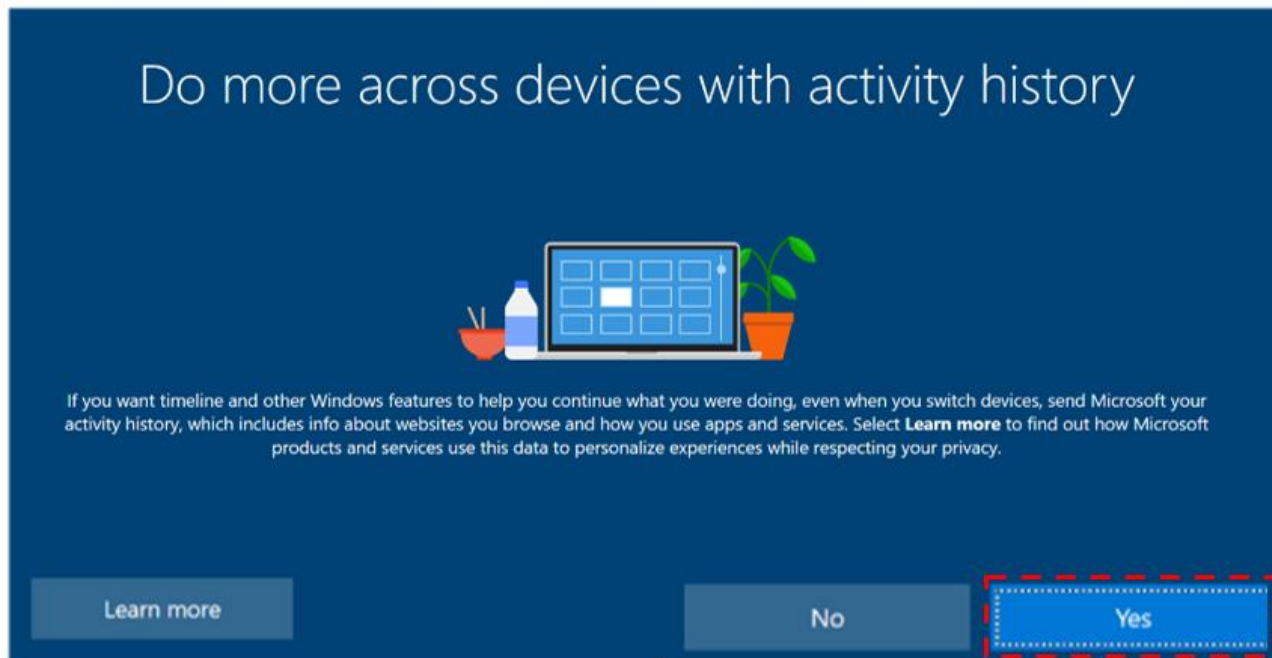
Note: This process may take a few minutes.

Device Set-Up

13) Next, choose your privacy settings and click **Accept**. We recommend the defaults.

Device Set-Up

14) Standby. Your device will run through a series of screens as it configures your desktop. This may take several minutes. The screens will provide you with updates as it progresses through setup.

Windows Hello

To protect your computer EOHHS requires you set a PIN for your machine. This is what you will start setting up with Windows Hello on this screen.

PIN Selection

Important!

You will need to remember this PIN. You will need to enter it <u>every time</u> you turn your laptop on.

This will come before you enter your computer password!

PIN Set Up

Here is where you can set up your PIN. It cannot be an easily guessable sequence. 12345 will not work (Trust me I tried).

There is a checkbox where the white star is on this slide. Clicking this allows you to add letters instead of just numbers. (If you would prefer this option.)

Device Set-Up

Congratulations, your device is now setup!
It may take time for all your applications to download.
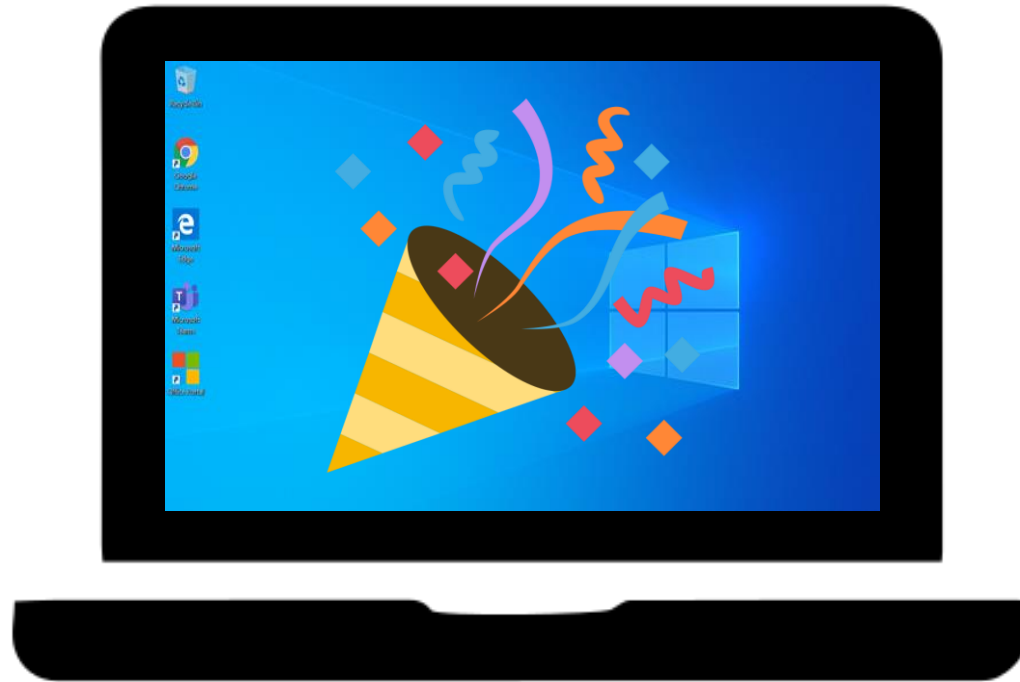
Please continue with the next section to learn more and for next steps on how to setup your desktop.
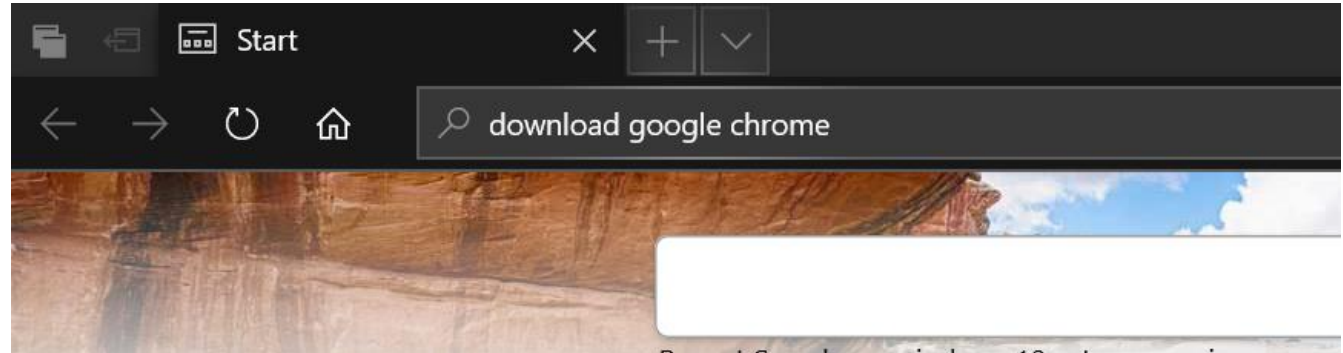
Section 2

Downloading Google Chrome

Why do I need this?

Google Chrome is what we will use to download your VPN software.

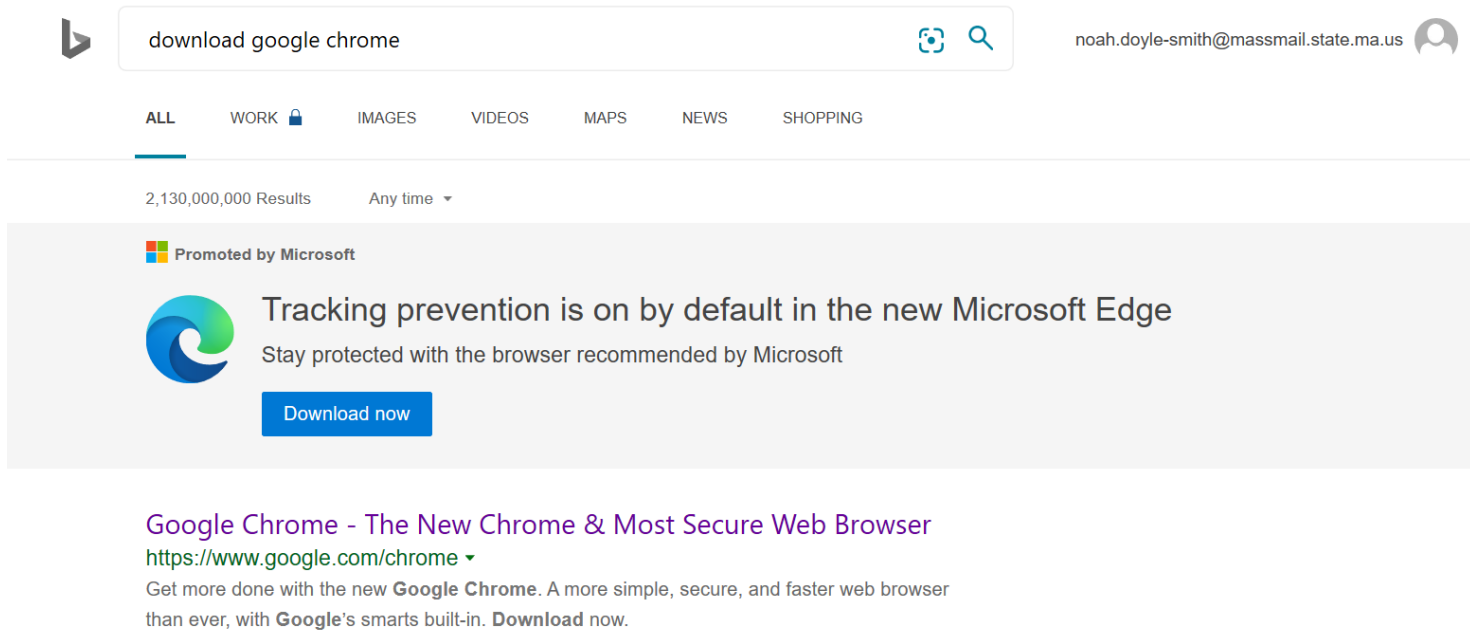Follow the steps outline in the next couple slides and you will be on your way to teleworking.

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Why do I need this?

1 – Open Microsoft Edge (located in the bar at the bottom of your screen)
2 – In the top bar, type in "Download Google Chrome"
3 – Hit enter to search

Where do I go now?

Your search can get many results. Click on the listed above.
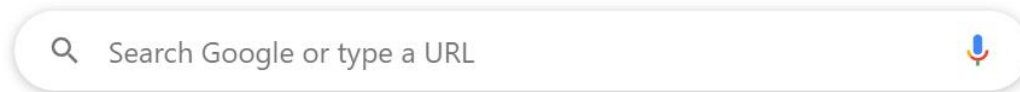
And then?

1- Click Download Chrome
2 – Click Run

And then?

There will be a flashing orange icon in the dock at the bottom of you screen. Click on it, and click "Yes".

After clicking "Yes" sit back. The application is doing the rest of the installation.

All set!

When this window appears, Google Chrome has finished its installation.

Nice job!

You have completed phase 1 of your laptop setup. Nicely done!!

Ready for the next phase? Proceed to the VPN Set up guide.