

## Setting up your Windows 10 Device

## Initial Setup of your Device

Before beginning, please ensure you are in a place with either Wireless or Wired internet access. This will be required to complete this setup.

1. Turn on your new device. If you are prompted with regional setting, please choose the right Region

	Basics	
	Let's start with region. Is this right?	
	Nepal	
	Netherlands	
	New Caledonia	
	New Zealand	
	Nicer	
-	Nigeria	
	Yes Control of the Co	
	Ф Ū	
	MATER CORDIN	



2. If you are prompted with the keyboard layout setting, choose the keyboard layout: We usually use US keyboard

	Basics	
	Is this the right keyboard layout? If you also use another keyboard layout, you can add that next.	
	US	
	Canadian Multilingual Standard	
1	English (India)	
7	Irish	
	Scottish Gaelic	
	United Kingdom	
	United States-Dvorak	
	Yes	
	сь П	
1	← Basics	
	Want to add a cacond keyboard layout?	
	want to add a second keyboard layout?	
(		
	Add layout Skip	
	ۍ <b>ይ</b>	

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3. It should now ask you to connect to a wireless network. Please choose your network name from the list and enter the WiFi Key. Since you are at school, choose StMaryAk\_BYOD and enter your school username & password.

Let's	s connect you to a network
6	StMaryAk_BYOD Secured
	Connect
	StManuAk Mac
"	Secured
(a)	StMaryAk Socured
	Secured
2	StMaryAk_Guest
	<sup>o</sup> Open
4. Accept	the licensing agreement if you are prompted with this page. Click Accept.
	Account
	Windows 10 License Aareement
	Mindows to License Agreement
	Last updated June 2018
MICROSOFT	SOFTWARE LICENSE TERMS
WINDOWS O	
	PPERATING SYSTEM
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5. On the **Microsoft account** screen below, enter your Microsoft account details if you already have a personal Microsoft Account you use. Otherwise, click on **Create Account**.



Note: If you have an internet connection issue, you will need to create a local account. You will able to link your device with a Microsoft account later when you have an internet connection.

Reference: https://support.microsoft.com/en-nz/help/17197/windows-10-set-up-accounts

- 6. Fill in the fields using your First name / Last name etc. to create a new Microsoft account
  - a You will need to choose an email address to use with this account, we recommend something easy to remember, and different from your school email. This will be your login to the computer and all non-school related Microsoft services.
  - b Next it will ask for a password.
  - c From here it may ask for your **Date of Birth** and an **Alternate email address**, please fill these in accurately as they may be needed sometime in the future.



Windows, Office, Out sign in with your Mic	look.com, OneDrive, Skype, Xb rosoft account.* Learn more	ox. They're all better and m	ore personal when you	
First name	Last name			
This information is re				
someone@example	e com			
Get a new email add	ress			
This information is re	quired.			
Password				
This information is re	quired.	<b>&gt;</b>		
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7. On the next screen you'll be asked if you want to **set up a PIN**, you can choose to set one or **Skip this step**.

		Ассон	int
	What takes seconds to create and gives	Create a PIN you fast and secure sign-in? A Windows Hello PINI It only works web.	: on your device, so it stays off the
			Create PIN
Ģ	e.		dø

8. Next you will be asked for some preference choices. Just leave these as default and click **Next**.





You will now have setup the account you will use to access your device, but we need to connect your school account to it so it will seamlessly integrate with things like OneNote, Office, and some School-Approved Apps from the Windows Store.

1. Go to the Start Menu and click Settings



2. Click Accounts



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3. Click on Access work or school account and clock on Conn
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	$\leftarrow$ Settings	- 🗆 X
	ඟි Home	Access work or school
	Find a setting	Get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.
	RE Your info	+ Connect
٨	Sign-in options	
$\bigwedge$	Access work or school	Related settings
	A₊ Other users	Add or remove a provisioning package
	${\mathcal C}$ Sync your settings	Set up an account for taking tests
		Enroll only in device management
6		Have a question?
4. Ente	er your personal or school email.	
Micro	posoft account	× 850
	Set up a work or school accour fou'll get access to resources like email, apps, an work or school might control some things on thi change. For specific info about this, ask them.	nt Id the network. Connecting means your s device, such as which settings you can
_		
		Next

5. If you still do not have a Microsoft account, you can create an account on Office.com







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3. Enter your school credentials as formatted below, and you will be redirected to the St Mary's SSO page once you hit Enter or Tab.

	Microsoft		-
			357
	Sign in		
$\wedge$	Email, phone, or Skype		
	No account? Create one!		
	Can't access your account?		
	can raccess your account		
	Sign-in options		
		Next	
		ATTIM MASKELLANDA NER	
4. Ent	er your school username and password or	this page:	
	Sign In	$R \rightarrow \rangle$	
	St Mary's College		
	Ponsonby		
	Type your username and password.		
	Username:	R	
	Your domain username or email address.		
	Password:		
	Sign In		

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5. This will take you to a page that looks like this:



If you click on the "Install Office" button on the upper right of the page, you can download and install the latest copy of Microsoft Office to your device.

