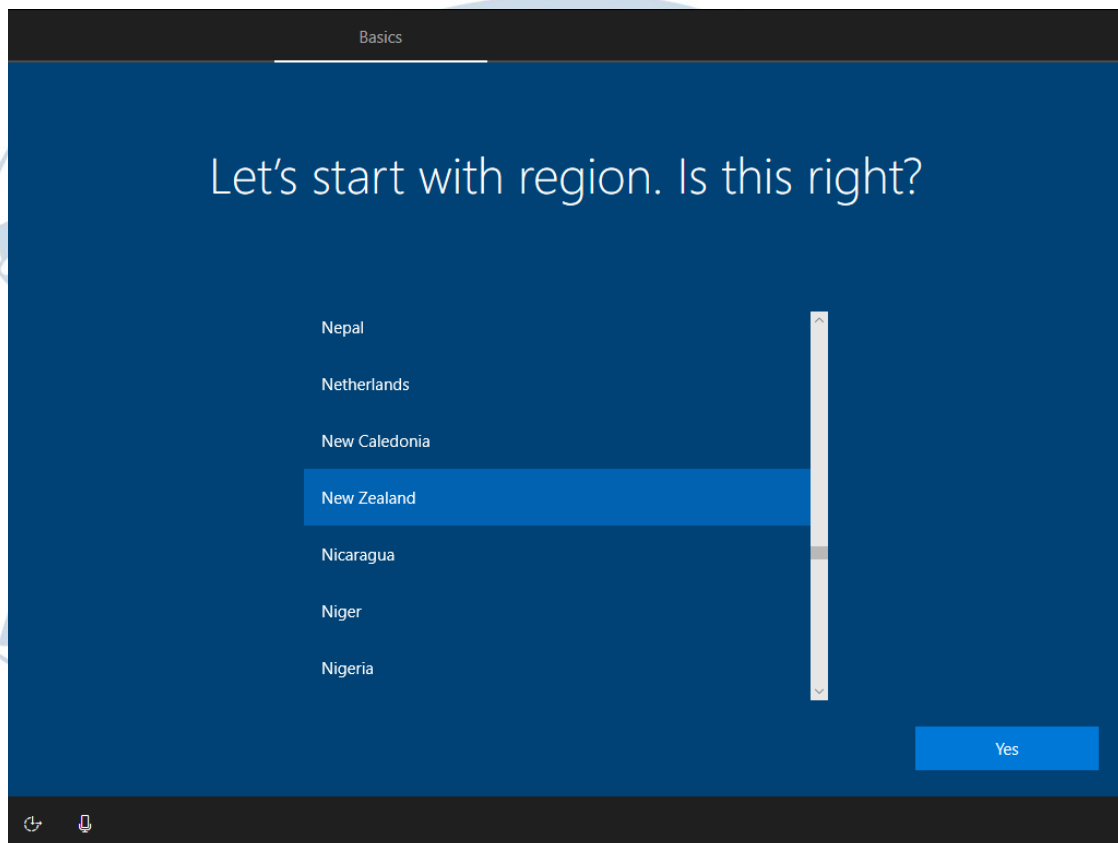


Setting up your Windows 10 Device

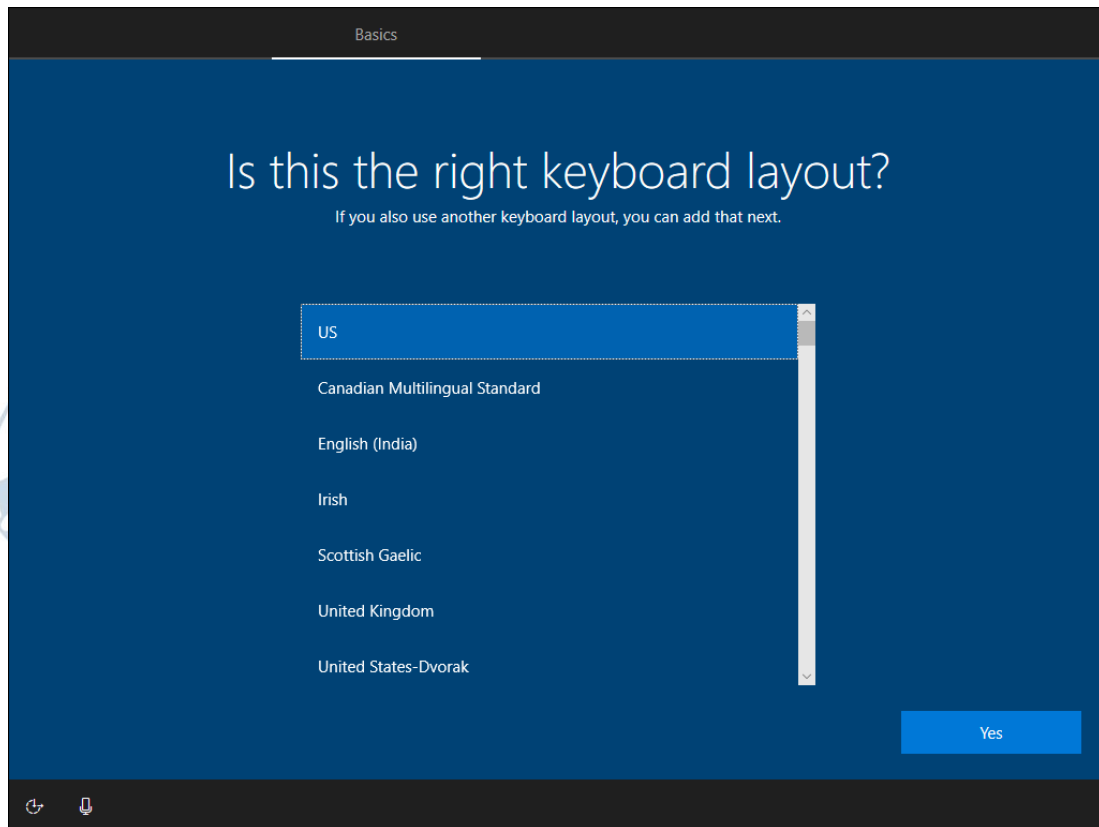
Initial Setup of your Device

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

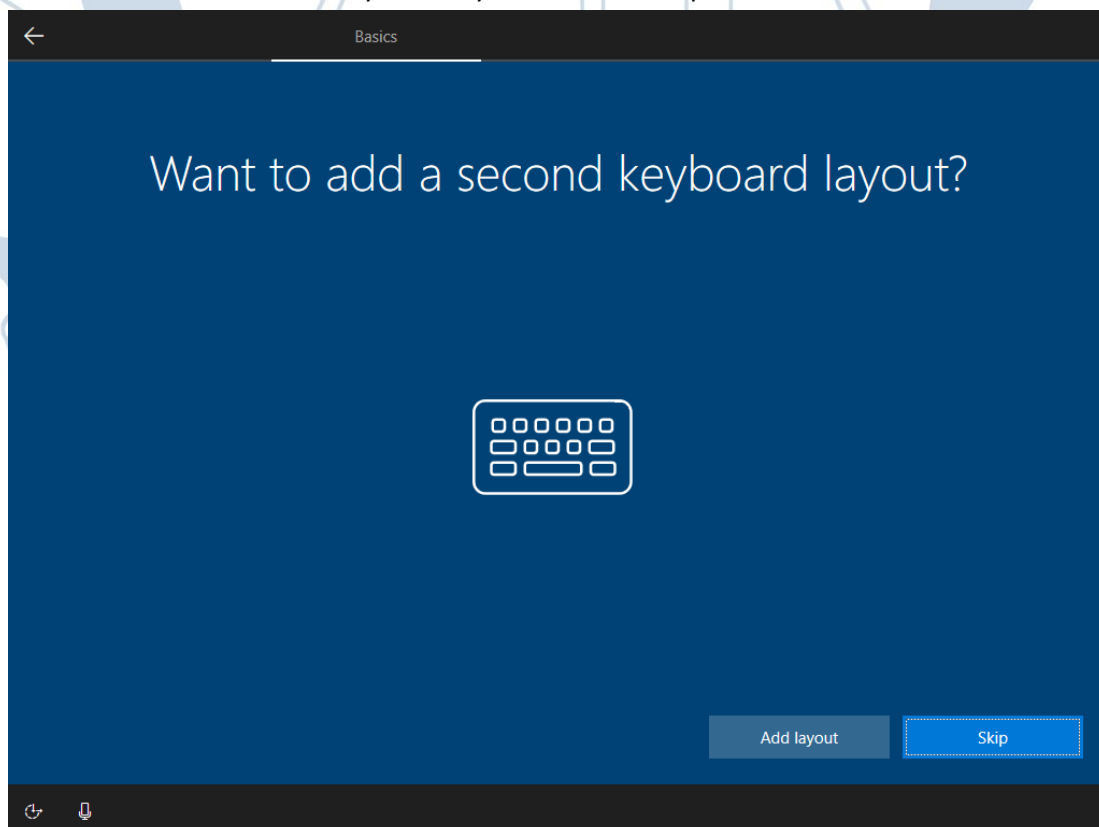
1. Turn on your new device. If you are prompted with regional setting, please choose the right Region



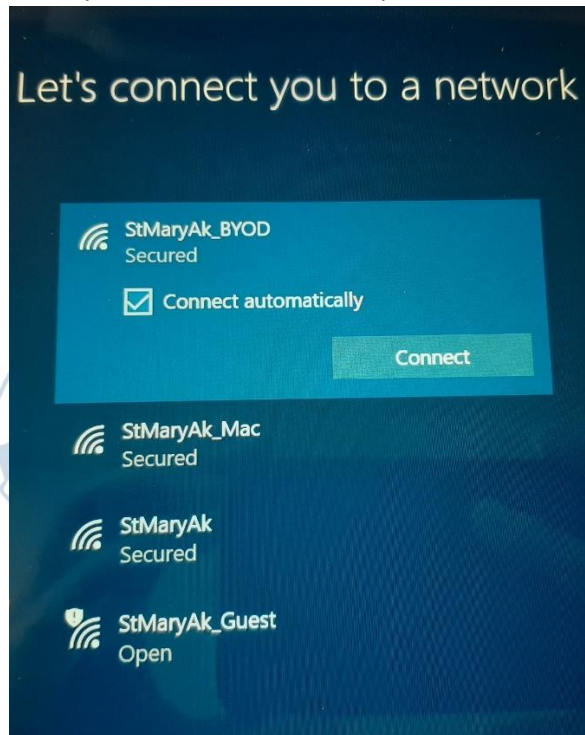
2. If you are prompted with the keyboard layout setting, choose the keyboard layout: We usually use US keyboard



Note: You can add another keyboard layout or choose skip to continue.



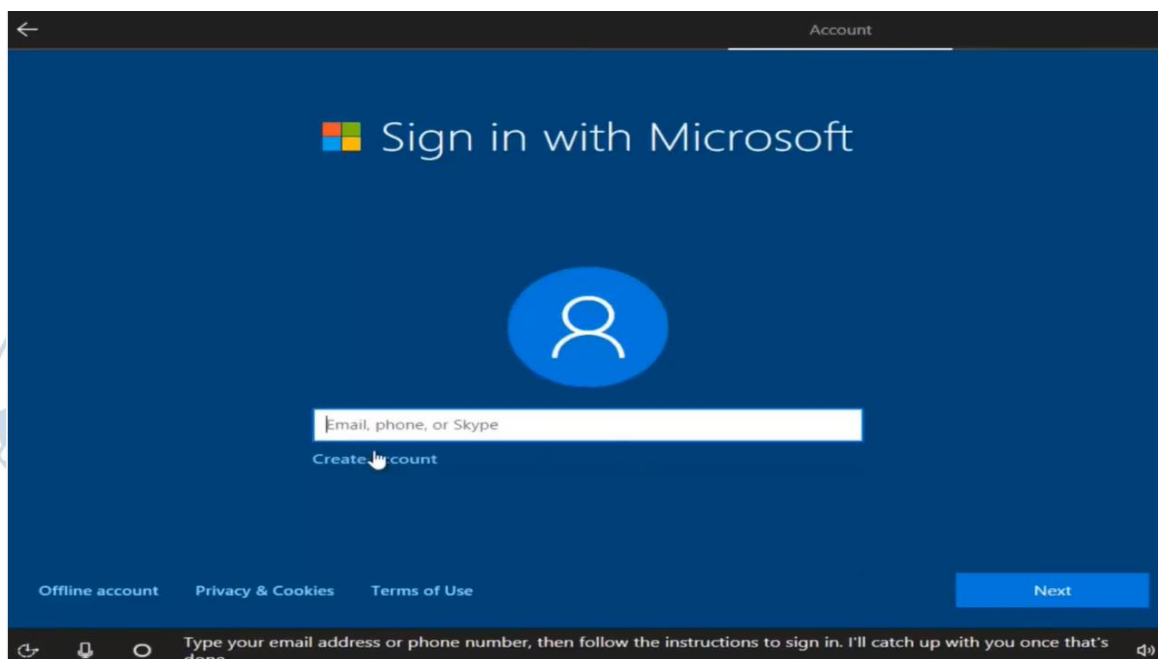
- It should now ask you to connect to a wireless network. Please choose your network name from the list and enter the WiFi Key. Since you are at school, choose StMaryAk_BYOD and enter your school username & password.



- Accept the licensing agreement if you are prompted with this page. Click **Accept**.



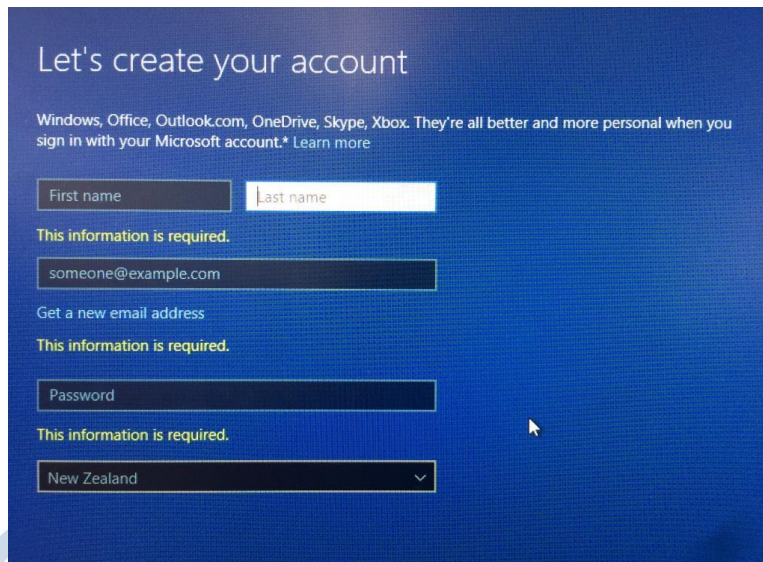
5. On the **Microsoft account** screen below, enter your Microsoft account details if you already have a personal Microsoft Account you use. Otherwise, click on **Create Account**.



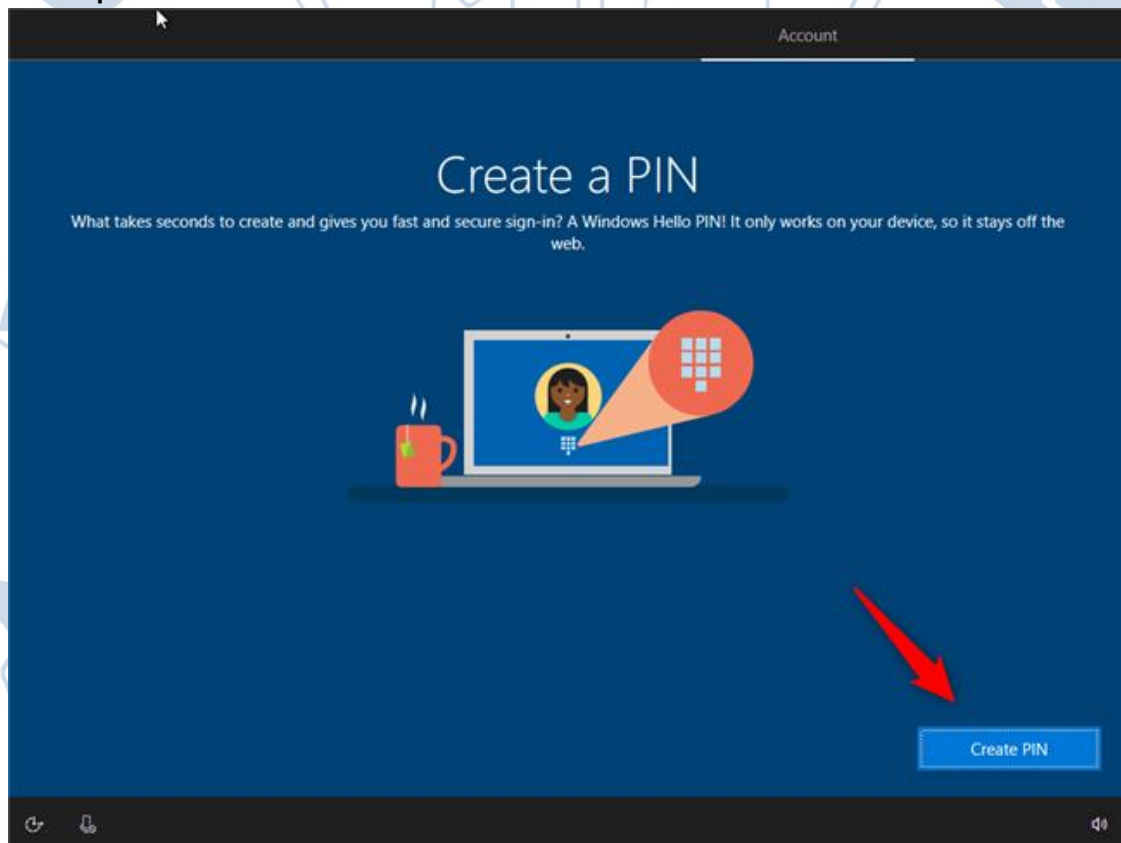
Note: If you have an internet connection issue, you will need to create a local account. You will be able to link your device with a Microsoft account later when you have an internet connection.

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

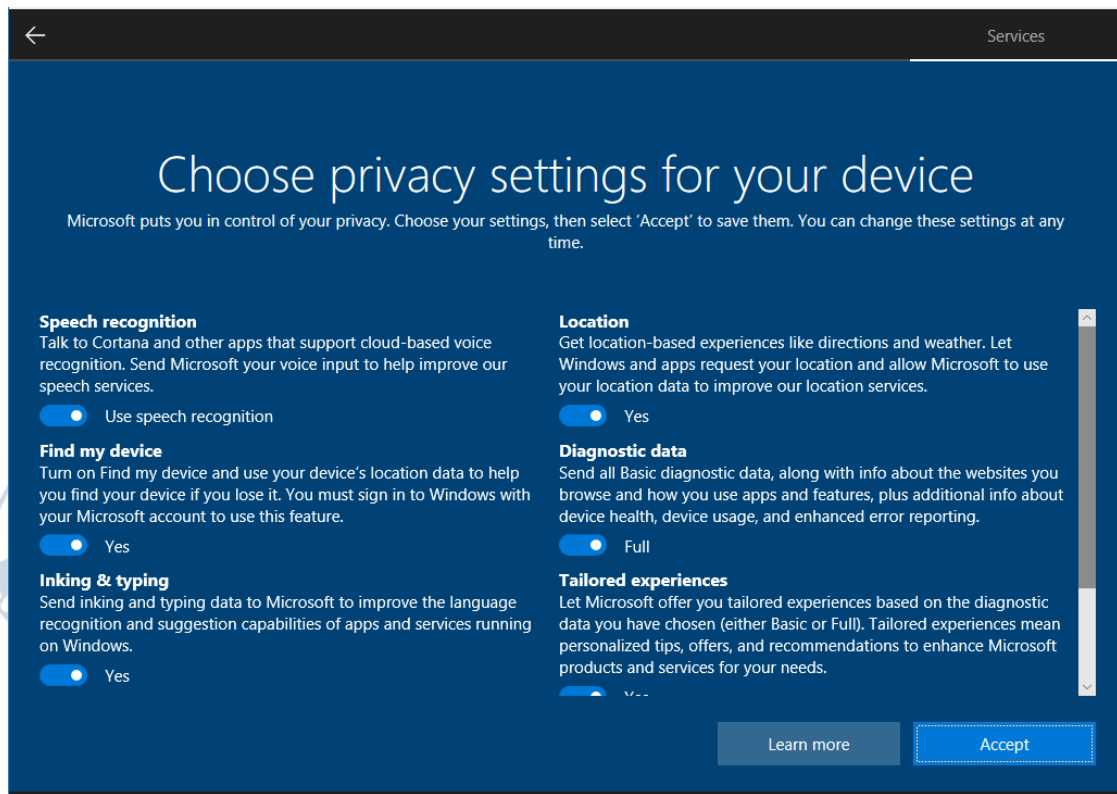
6. Fill in the fields using your First name / Last name etc. to create a new Microsoft account
 - a You will need to choose an email address to use with this account, we recommend something easy to remember, **and different from your school email**. This will be your login to the computer and all non-school 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.



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**.



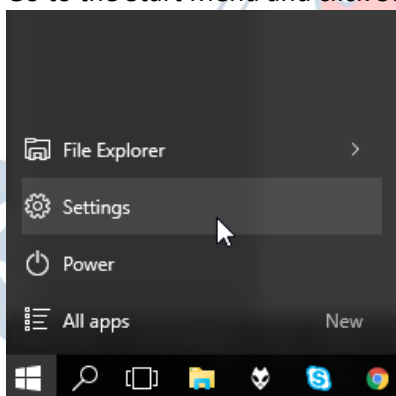
8. Next you will be asked for some preference choices. Just leave these as default and click **Next**.



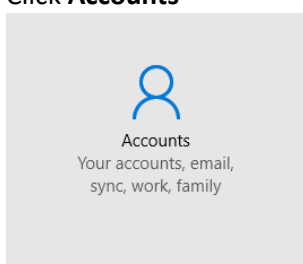
Connecting your new device to your school-assigned Office 365 account

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.

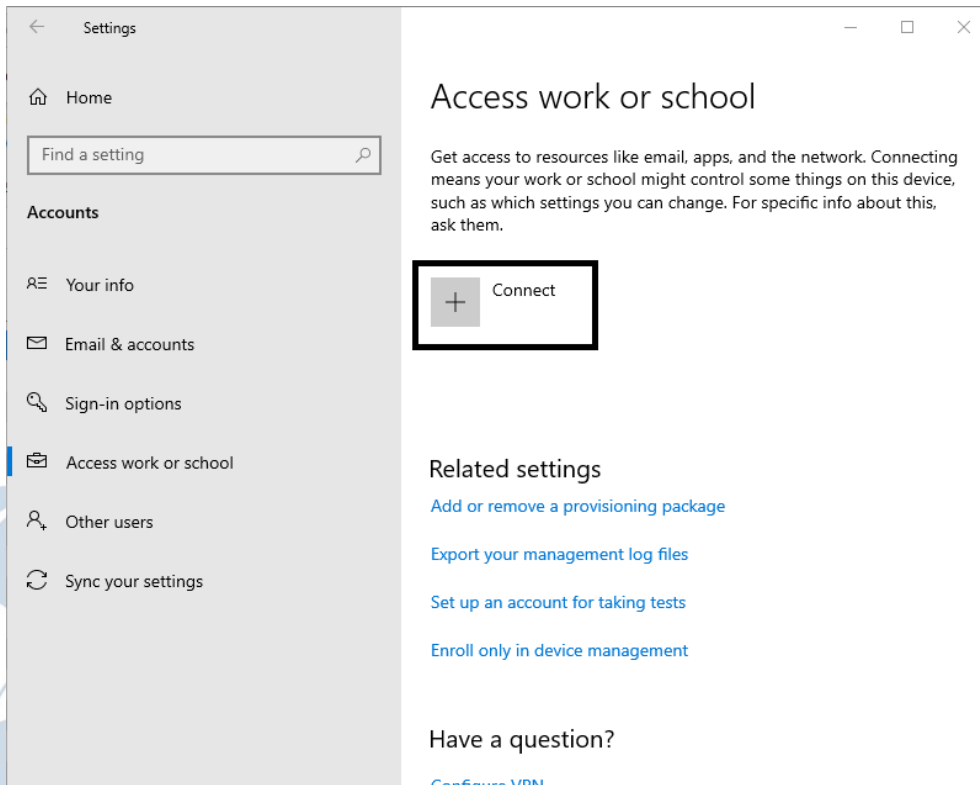
1. Go to the Start Menu and click **Settings**



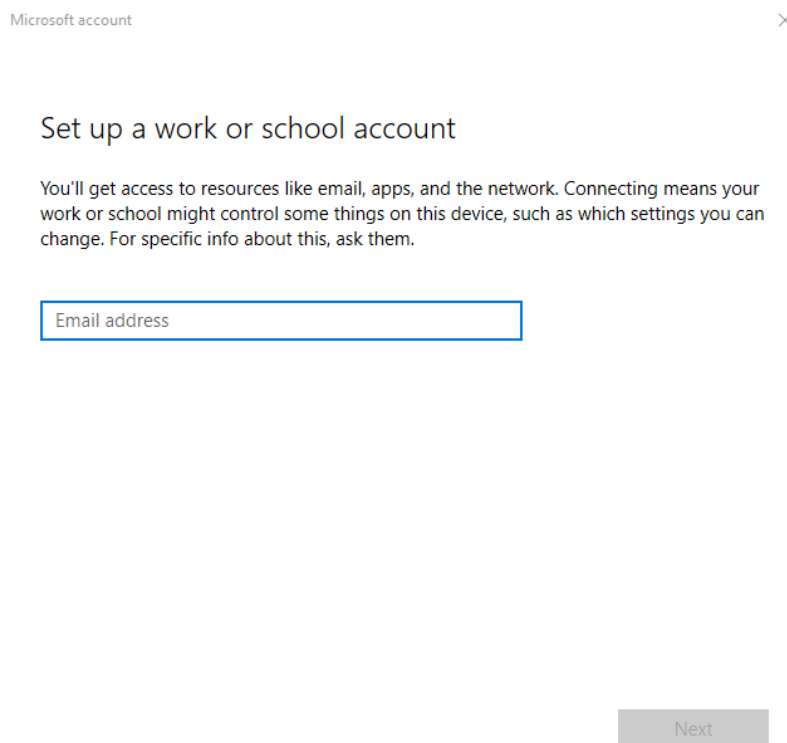
2. Click **Accounts**



3. Click on **Access work or school account** and click on **Connect**



4. Enter your personal or school email.

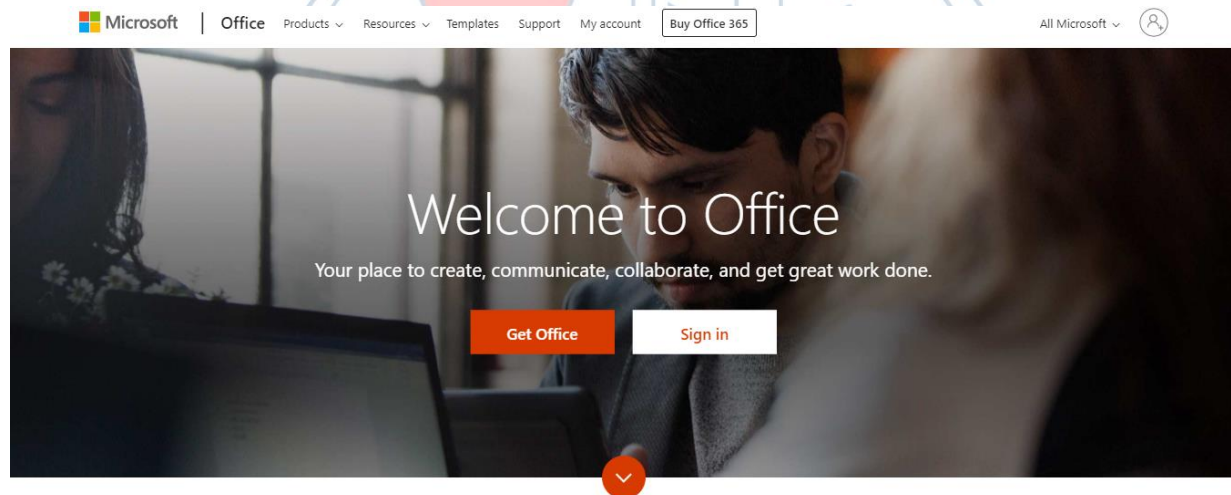


5. If you still do not have a Microsoft account, you can create an account on Office.com



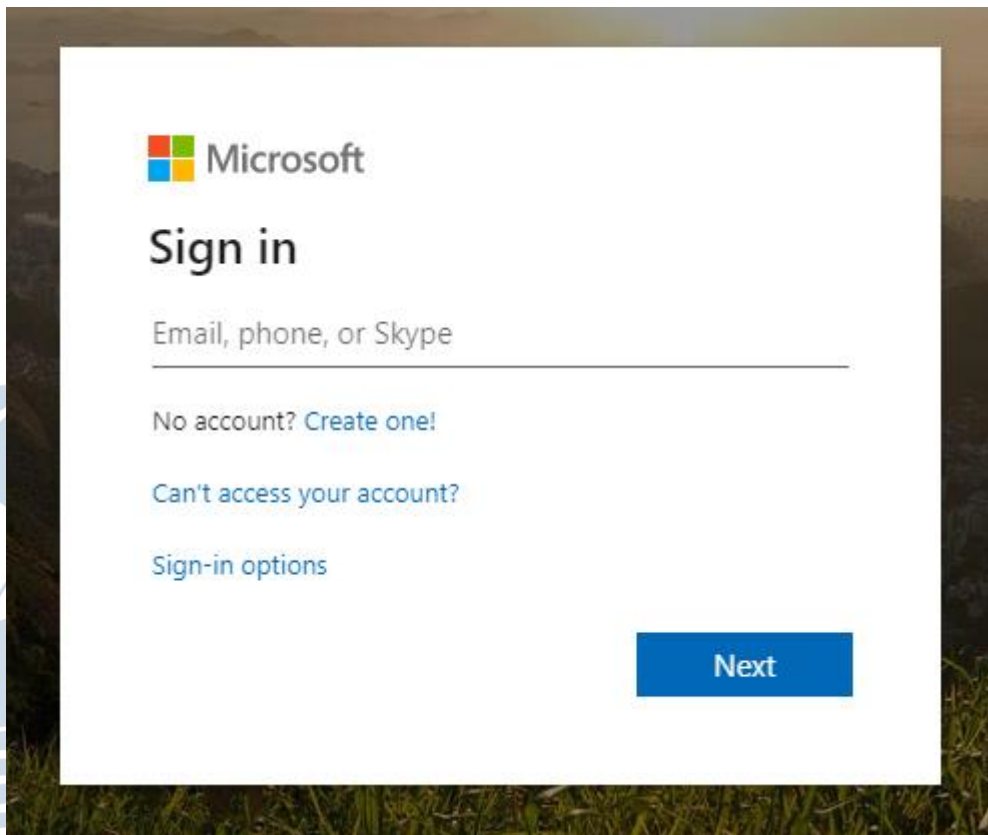
Logging into Office 365

1. Simply following this link <https://login.microsoftonline.com/> or alternatively Googling "Office 365 Portal" and following the most relevant link will get you where you need to be
2. You should then end up with a log in screen like below

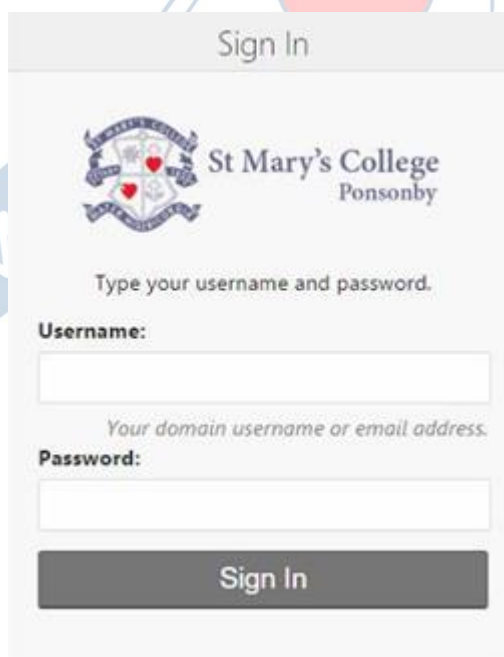


ed

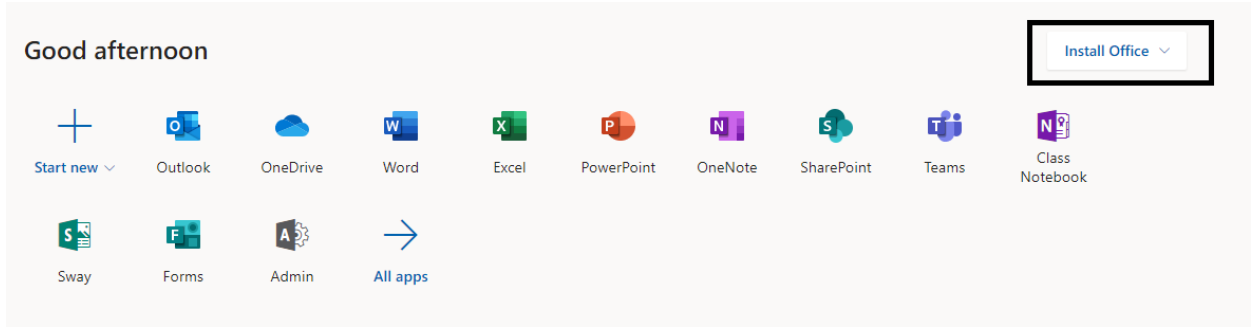
3. Enter your school credentials as formatted below, and you will be redirected to the St Mary's SSO page once you hit Enter or Tab.



4. Enter your school username and password on this page:



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.

