



NEW LAPTOP SETUP


Connecting to Wireless: On the Desktop screen, click on the wireless icon  in the bottom right corner of the taskbar, ACSC Secure, Put a checkmark by “Connect Automatically”, Connect.

- Sign in with your network username and password (first time your password is your 8 digit birthdate).
 - You will be prompted to change your password – it must be at least 8 characters long and include three of the four criteria: capital, lower case, number or symbol.
 - Make sure you can access your U & M drive by clicking on Start/File Explorer/This PC
 - If you don't see these drives you will need to run an update and then log off and back on.
 - Click on the search bar and type: `gpupdate /force` – it should load a run command.

 - Click enter to run and when it is done it will prompt you to log off, type Y and enter.

Pin/Unpin a Program: You should have all the important links already showing on your start menu (Microsoft Office links & Internet Browsers).

- To add additional shortcuts, you can use the search option or click on the start button and choose an app or you can click on the folder (file explorer) if you want to pin your U drive or M drive to start for quicker access.
 - i.e. Type “snipping tool” in the Cortana search bar (it has to be white to type in the box).
 - Right click on the app and choose pin to start and/or taskbar.

Outlook: Only accessible on school grounds.

- Click on the start button 
- Click on Outlook 2016 – go through the setup process and it auto fills the blanks
 - Creating a signature is optional and has to be created on each device you use.
 - Outlook is not accessible from home – you must use Office 365 Outlook Mail. You must sign in with your full email address: username@avon-schools.org.

Office 365: The best storage option for your files is Office365 because you can access from any computer anywhere there is an internet connection. There is also an app available to view files on your cell phone.

- **DO NOT SYNC YOUR OFFICE 365** with your stream. The hard drive is not very large and this will break the image.

VMWare: If you would like to access your U drive files from home you can download this app or click on the shortcut.

Be sure to keep your stream charged. If it isn't used for a month or so and left off the charger than the date gets reset and you are unable to log in. If this happens, put in a helpdesk ticket for this to be reset.

Log Off/Shutdown:

- To shut down, click on Start/power icon/shut down – be sure to keep lid open until it is powered down or it will remain in sleep mode and deplete the battery life.



- To log off, click on Start/user icon/sign out.