



Student Device Program

<http://www.minlatonds.sa.edu.au/studentdeviceprogram>

This tutorial is for Parents/Students to assist with the basic windows 10 setup.

If you wish to setup more advanced parental controls or restrictions please contact Aaron to make an appointment via : <https://www.minlatonds.sa.edu.au/it-helpdesk> .

or click the "Learn More" under the "Microsoft Family Parent Controls" heading on :<https://www.minlatonds.sa.edu.au/studentdeviceprogram>

Note: This windows setup tutorial may vary slightly depending on the windows OS build.

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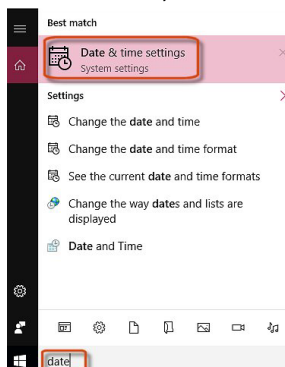
Setting up Windows 10

1. Remove laptop from the box and place it on a flat surface
2. Remove laptop charger out of the box and plug it in to mains power and the laptop.
3. Press the **Power** button on the laptop
4. After the windows/hp/Lenovo logo, the **Let's start with region. Is this correct?** screen displays. Select **Australia** from the list, and then click **Yes**.
5. The **Is this the right keyboard layout?** screen displays. Select the **US** layout, and then click **Yes**.
6. On the **Do you want to add a second keyboard layout?** screen, click **Skip**.
7. On the **Let's connect you to a network** screen, select from the available networks, type in your username and password if necessary, and then click **Connect**.
*(If you do not have wifi at home, click **Skip**)*
8. After a few introductory setup screens that require no action, the Windows 10 License Agreement screen displays. After reading the license agreement, to proceed, click **Accept** to continue.
9. After the license agreement, the **Sign in with Microsoft screen** displays. **Sign in** with your Microsoft account or click **Create account** and follow the prompts to create a new Microsoft account.
*(if you clicked **skip** at 7. This account setup will be slightly different but please continue and follow the onscreen prompts)*
10. After signing in, the following setup screens display. Follow the on-screen instructions to customize Windows.
 - Link your Android or iPhone to this PC
 - Protect your files with OneDrive
 - Set up your Office
 - Make Cortana your personal assistant?
 - Do more across devices with activity history
 - Choose privacy settings for your device
11. On the **registration** screen, type your personal information, and then click **Next**.
(this is for warranty and device registration services)
12. Read any introductory screens describing the features of your computer, make selections when prompted, and then click **Next** up on completing each.
13. You are now done with the initial setup process.

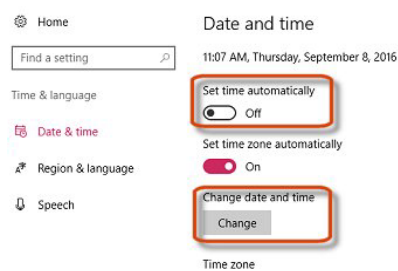
Additional Setup Options

Time and Date

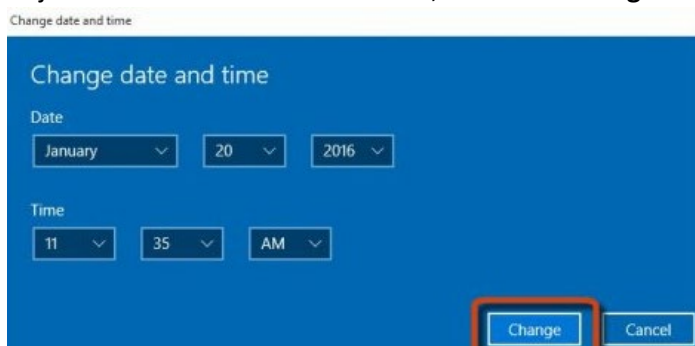
- In the bottom-right corner of the screen, find the date and time.
 - If the date and time are correct, skip the Time and Date section of this document
 - If the date and time are incorrect, continue with these instructions.
- To change the date and time, click **start**  (bottom-left corner) and type in **date**.
In the results, click **Date & time settings**.



- Check the time zone is correct and is displaying **(UTC+9:30) Adelaide** if not.... Move the **Set Time zone Automatically** slider to **off**
And choose **(UTC+9:30) Adelaide** from the drop-down menu
- Recheck the time is correct
is time is correct you are done
if not .. please continue .
- the **Set time automatically** slider to **Off**. Then, under **Change date and time**, click **Change**.



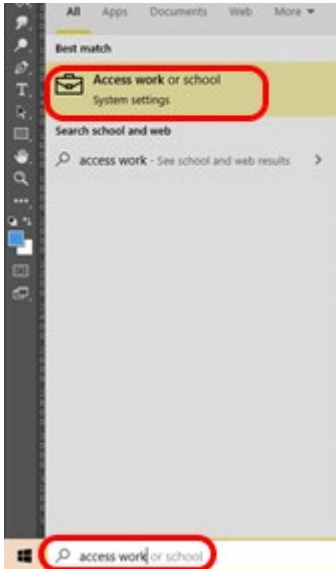
- Adjust the date and time as needed, then click **Change**.



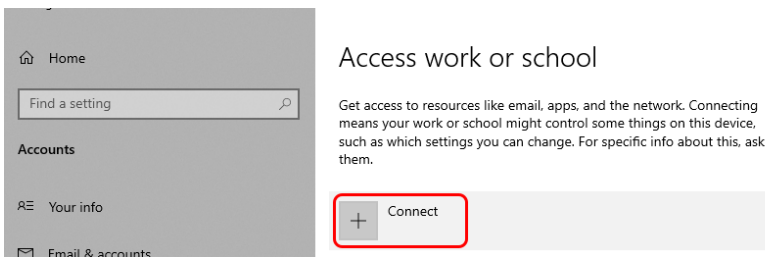
- Time and date should now display correctly

Licensing Microsoft 365

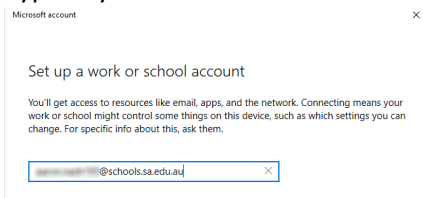
1. Click **Start** (bottom-left corner) and type **access work**.
In the results, click **Access Work or School**.



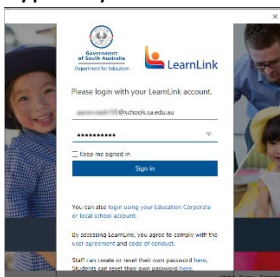
2. Within the **Access work or school** menu. Click **+ Connect**



3. Type in your **full school email account** and click **Next**.



4. Type in your school email address and password, then click **Sign In**.



5. After the account has registered the device. Click **Done**
the device will now be licenced for office 365
please open Word to see if it activated.