

Device Set-Up

Windows® 10 Device Exchange



Section I

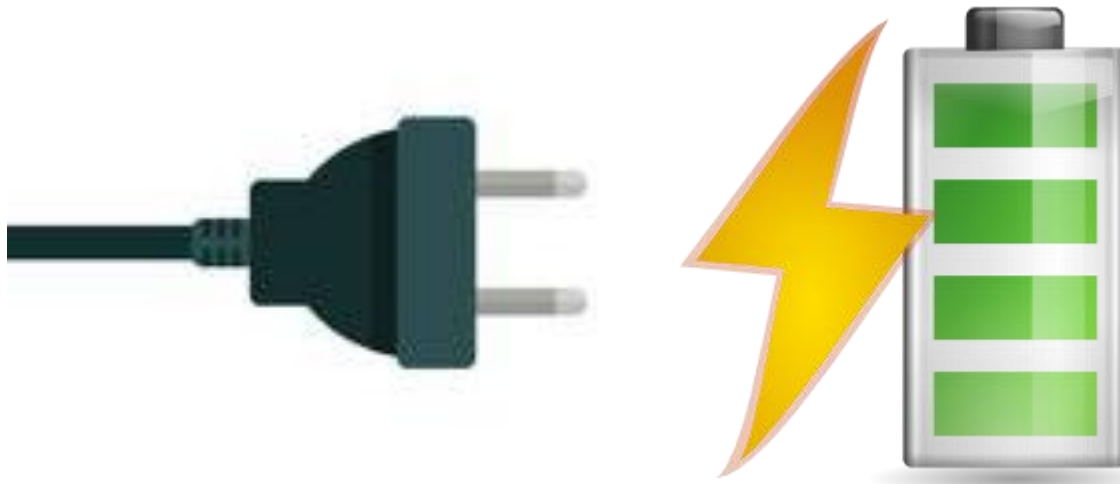
Setting-up your Laptop



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:

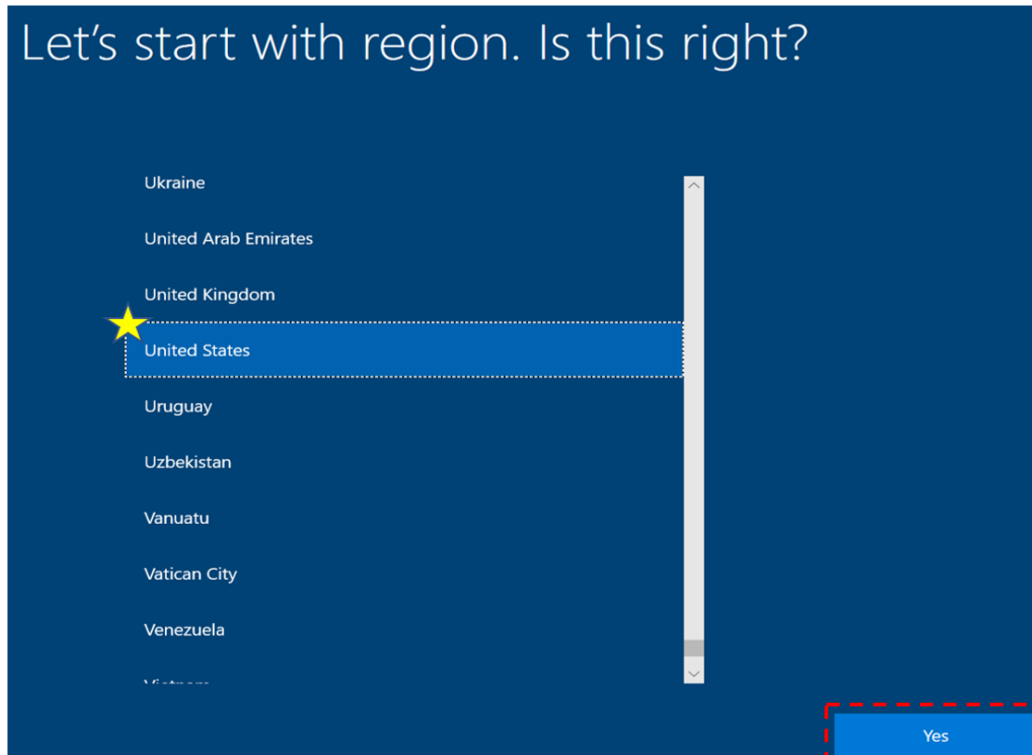
<https://youtu.be/mbMmSy-vCmQ>

- 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.



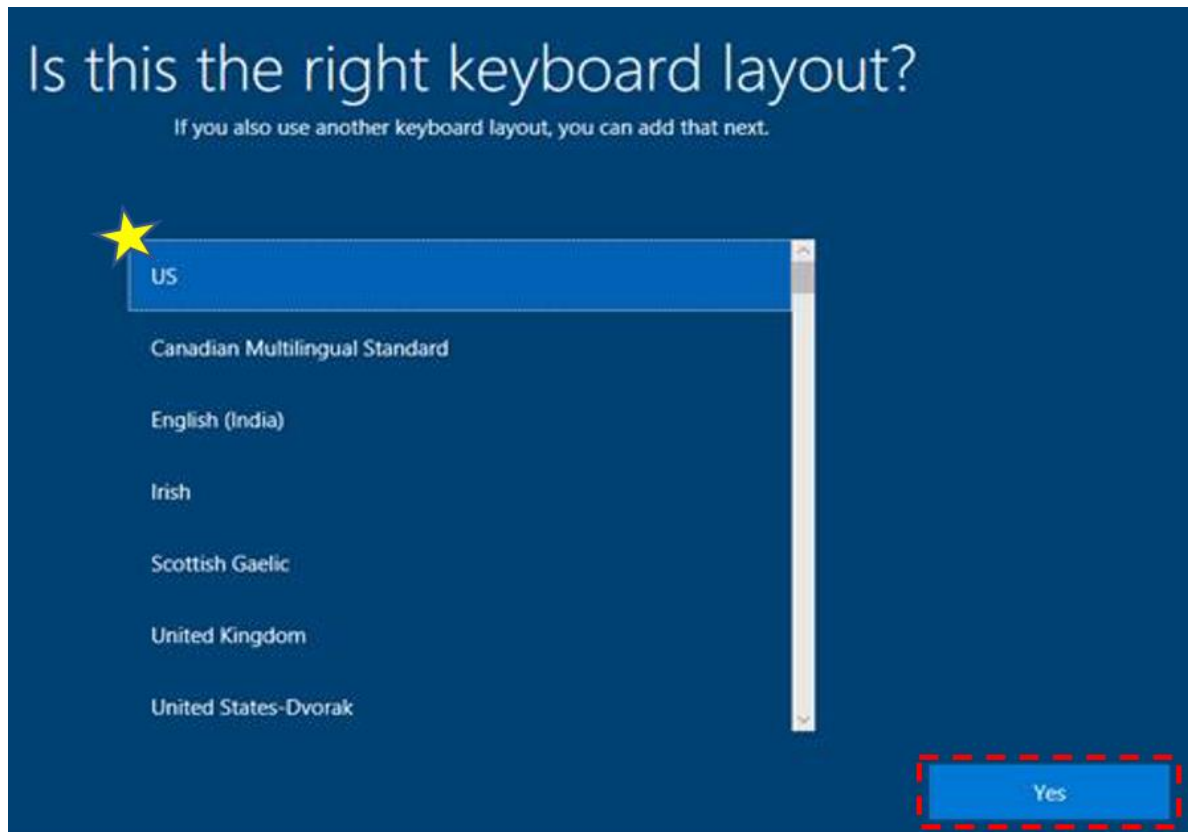
Device Set-Up

- 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*.



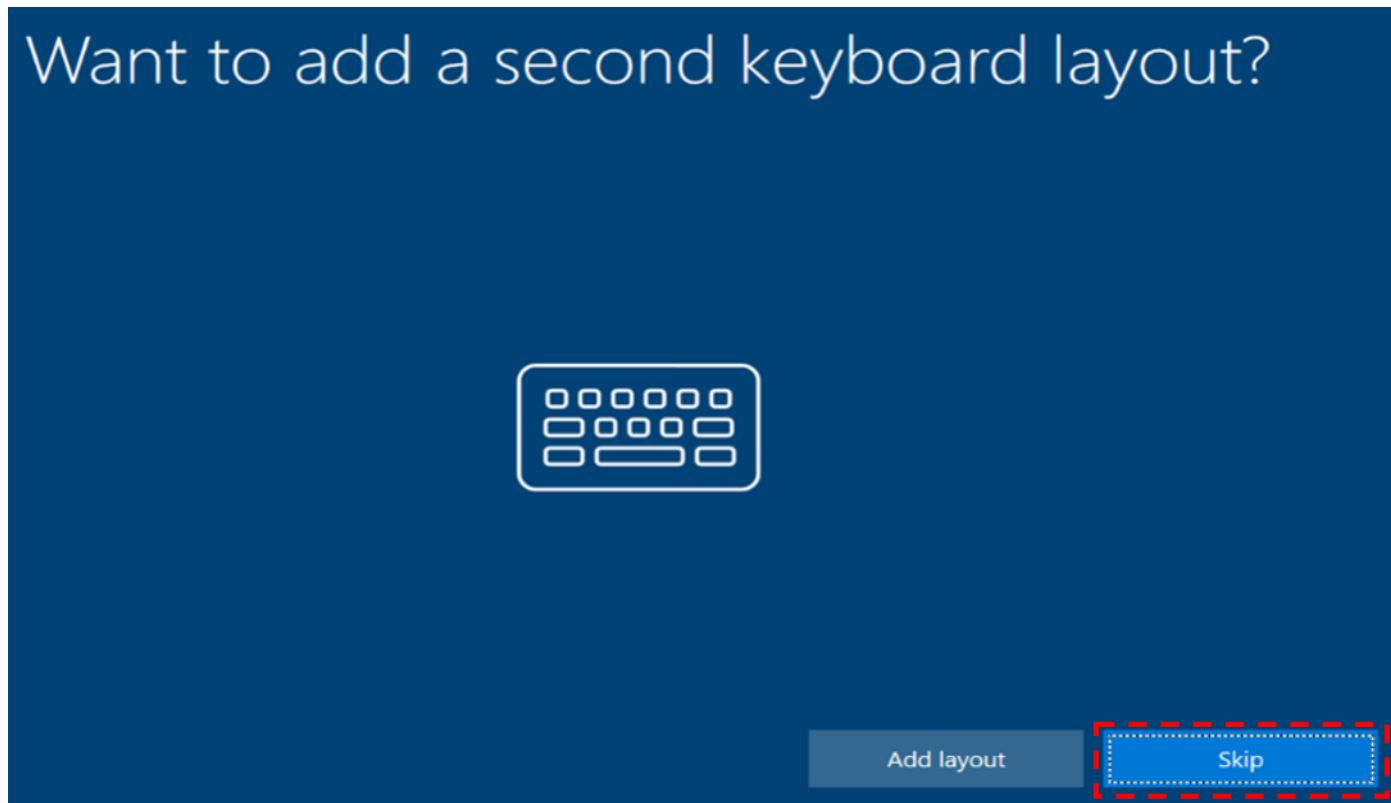
Device Set-Up

- 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

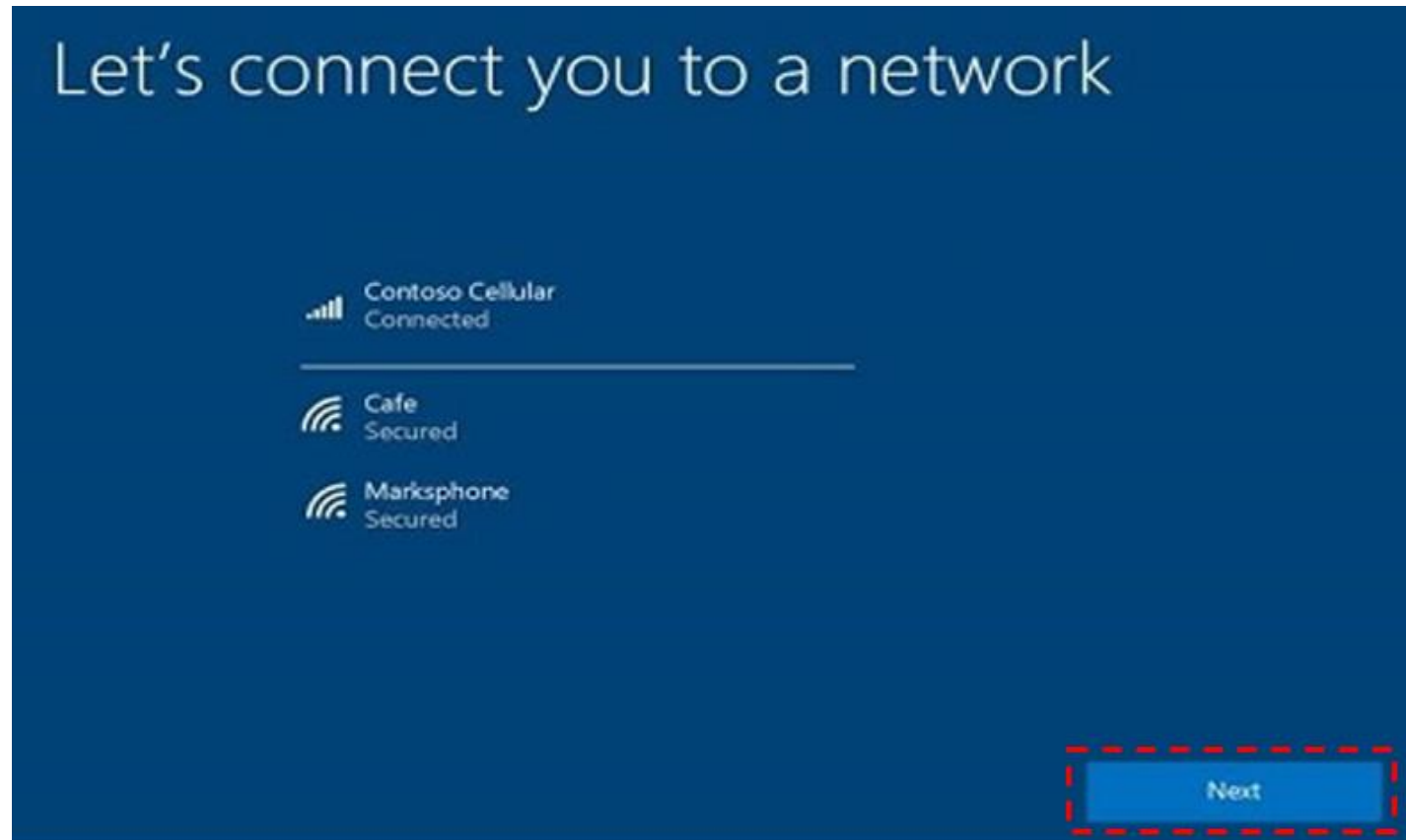


If you need extra help getting connected to your wireless network. Check out this video from the Training Unit <https://youtu.be/FP-2pmPSH1k>



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.



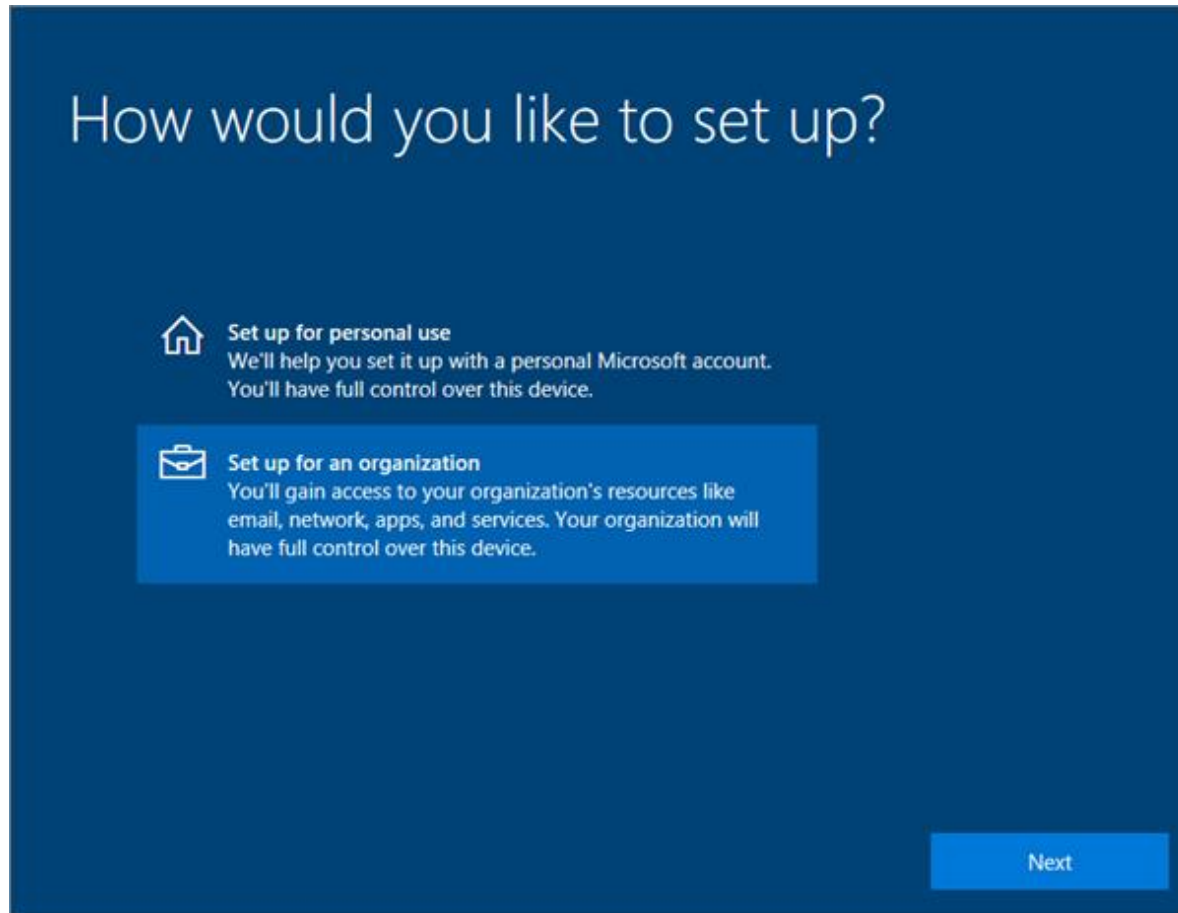
Device Set-Up

- 9) Click Accept to accept the Windows 10 License Agreement
 - This is located in the lower left corner of the screen



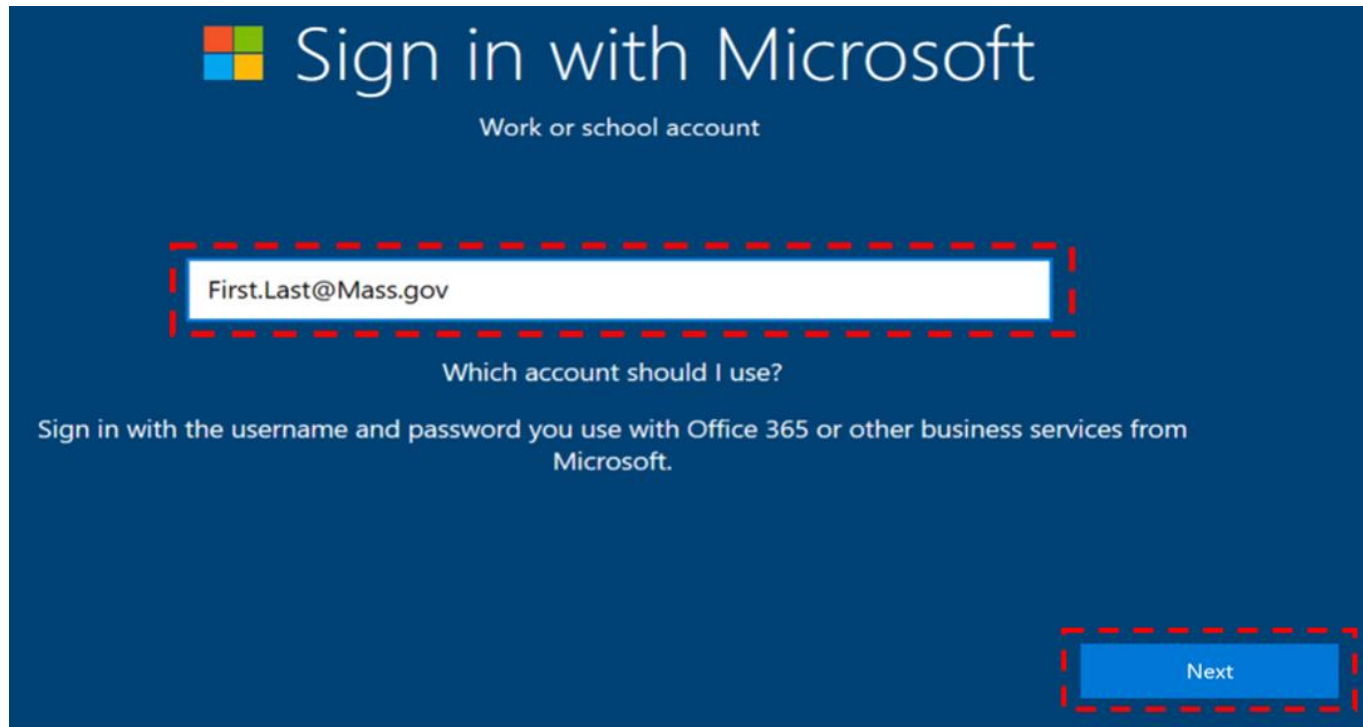
Device Set-Up

10) Select organization and click next



Device Set-Up

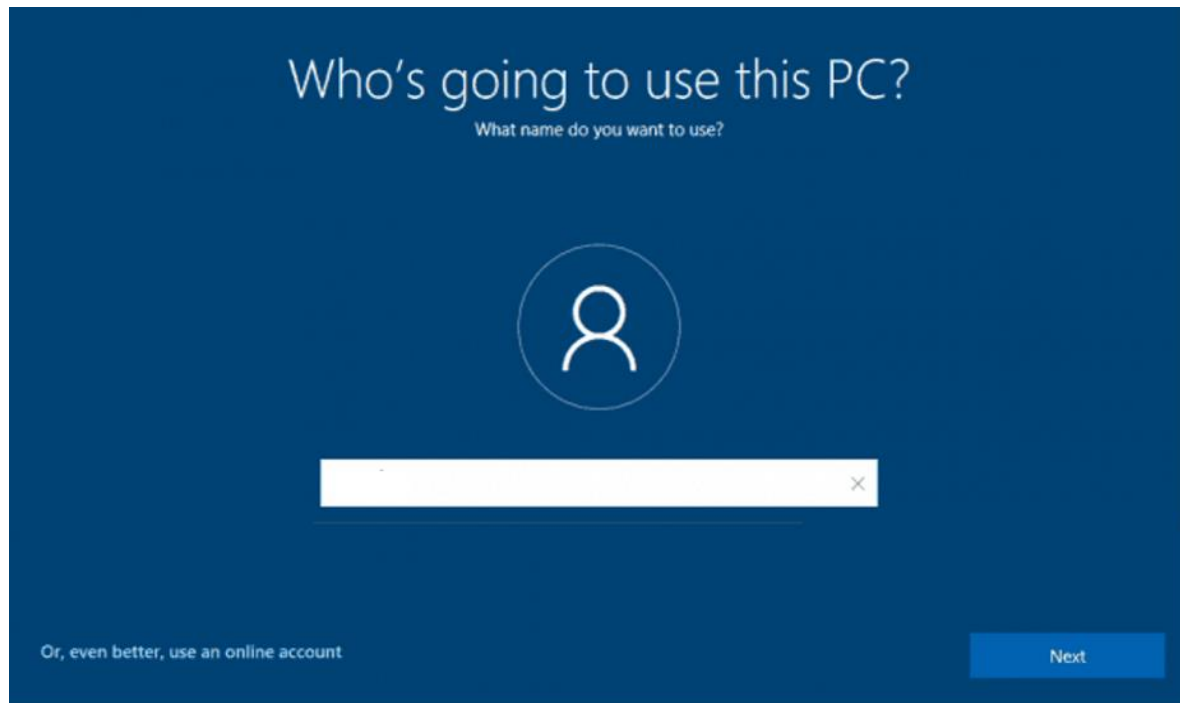
- 11) To sign in, enter your **work email address**. Click **Next** to start the set-up process. (**Important!** If your screen differs from below, please **go to the next slide**.)



Device Set-Up

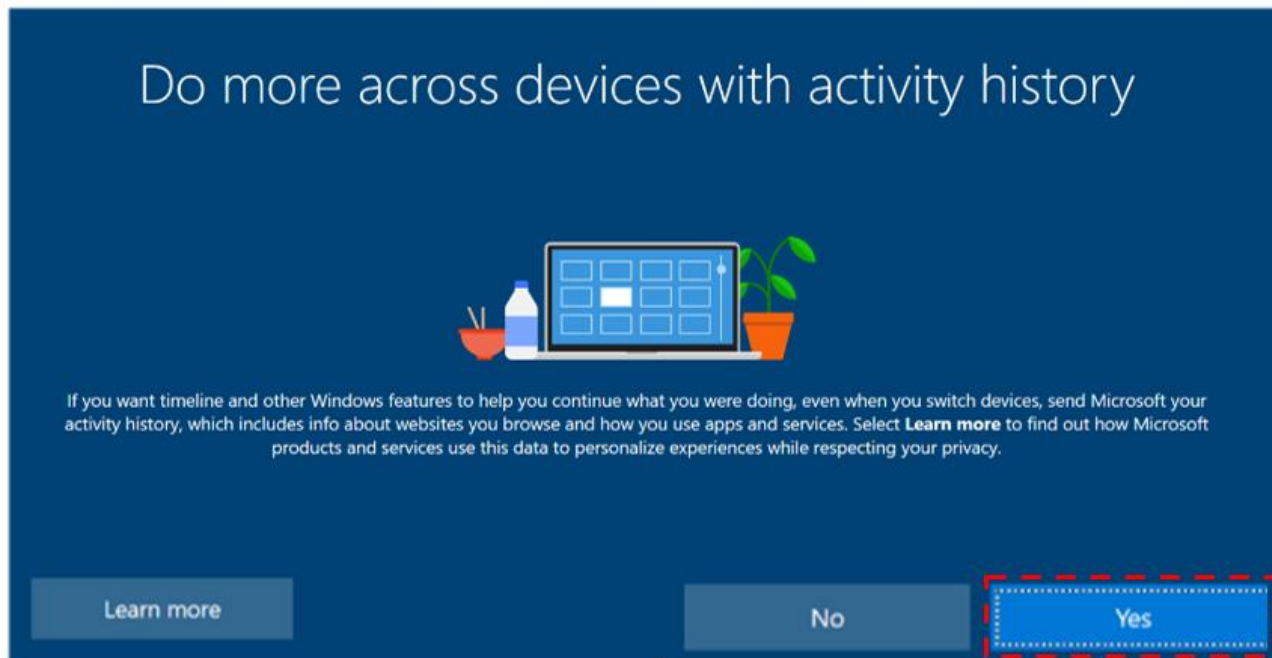
- IIA)** If you see a screen other than the one shown above in Step II, you must power off the device, wait ten seconds and power on. Restart the setup process at Step I.

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.

Choose privacy settings for your device

Microsoft puts you in control of your privacy. Choose your settings, then select 'Accept' to save them. You can change these settings at any time.

Online speech recognition
Use your voice for dictation and to talk to Cortana and other apps that use Windows cloud-based speech recognition. Send Microsoft your voice data to help improve our speech services.
 Yes

Find my device
Turn on Find my device and use your device's location data to help you find your device if you lose it. You must sign in to Windows with your Microsoft account to use this feature.
 Yes

Inking & typing
Send inking and typing data to Microsoft to improve the language recognition and suggestion capabilities of apps and services running on Windows.
 Yes

Advertising ID
Apps can use advertising ID to provide more personalized advertising in accordance with the privacy policy of the app provider.
 Yes

Location
Get location-based experiences like directions and weather. Let Windows and apps request your location and allow Microsoft to use your location data to improve location services.
 Yes

Diagnostic data
Send all Basic diagnostic data, along with info about the websites you browse and how you use apps and features, plus additional info about device health, device activity, and enhanced error reporting.
 Full

Tailored experiences
Let Microsoft offer you tailored experiences based on the diagnostic data you have chosen (either Basic or Full). Tailored experiences mean personalized tips, ads, and recommendations to enhance Microsoft products and services for your needs.
 Yes

[Learn more](#) **Accept**



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 every time you turn your laptop on.



This will come before you enter your computer password!



PIN Set Up

Set up a PIN

Create a PIN to use in place of passwords. Having a PIN makes it easier to sign in to your device, apps, and services.

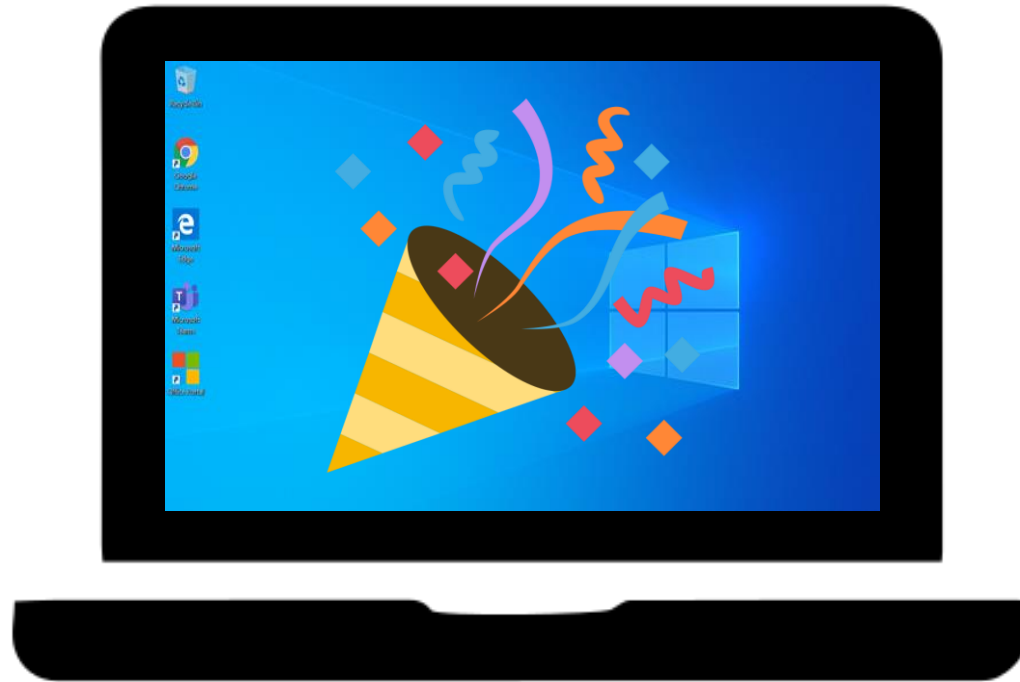


Here is where you can set up your PIN. It cannot be an easily guessable sequence. 12345 will not work (Trust me I tried).

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



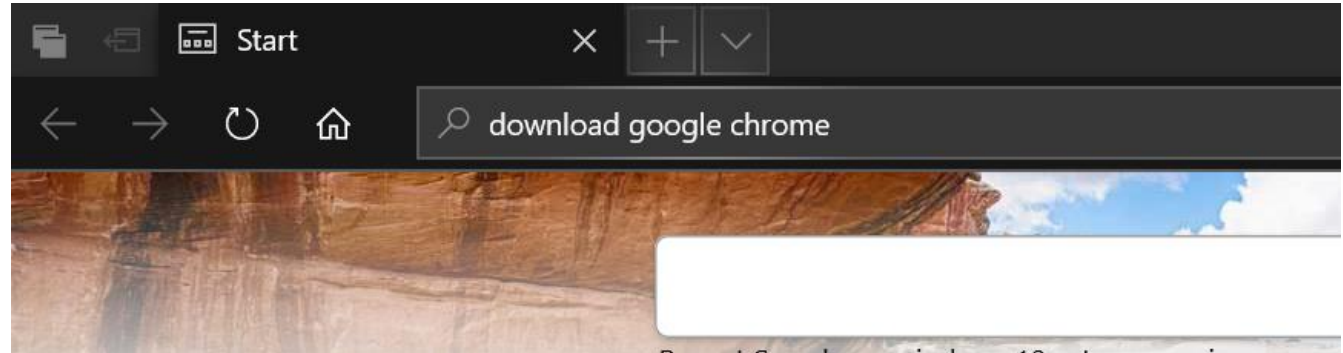
Why do I need this?

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.



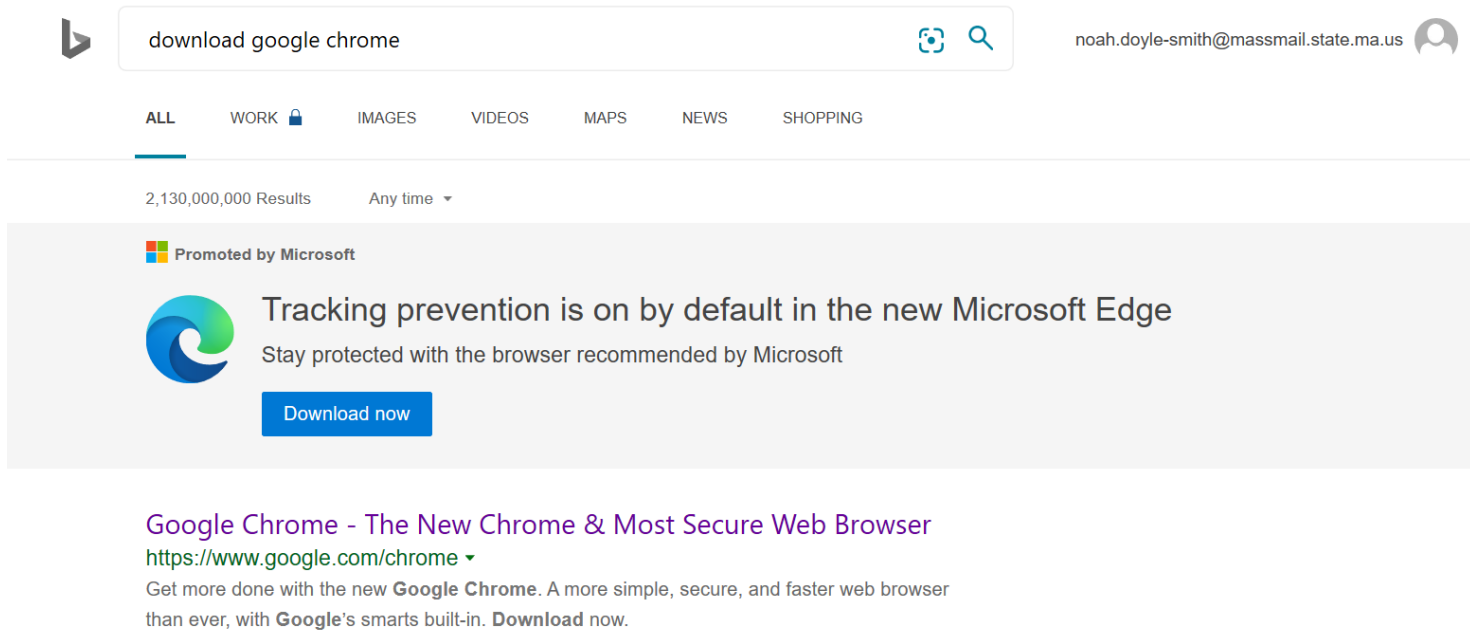
Why do I need this?



- 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?



The screenshot shows a Google search interface. The search bar contains the text "download google chrome". Below the search bar, there are tabs for "ALL", "WORK", "IMAGES", "VIDEOS", "MAPS", "NEWS", and "SHOPPING". The "ALL" tab is selected. Below the tabs, it says "2,130,000,000 Results" and "Any time". A promoted result from Microsoft is shown, featuring the Microsoft Edge logo and the text "Tracking prevention is on by default in the new Microsoft Edge. Stay protected with the browser recommended by Microsoft." Below this is a blue button that says "Download now". Below the promoted result is a search result for "Google Chrome - The New Chrome & Most Secure Web Browser" with the URL "https://www.google.com/chrome" and a description: "Get more done with the new Google Chrome. A more simple, secure, and faster web browser than ever, with Google's smarts built-in. Download now."


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

And then?



Get more done with the
new Chrome

Now more simple, secure, and faster than ever - with Google's smarts built-in.

Download Chrome 

For Windows 10/8.1/8/7 64-bit.

- 1- Click Download Chrome
- 2 – Click Run



What do you want to do with ChromeSetup.exe (1.2 MB)?
From: dl.google.com

Run | Save | ^ | Cancel | X



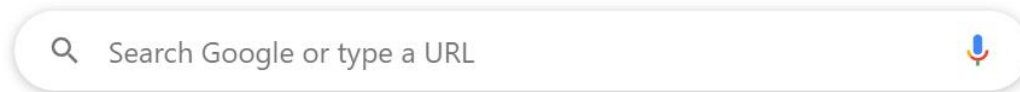
And then?

There will be a flashing orange icon in the dock at the bottom of your 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 I of your laptop setup. Nicely done!!

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

