TIPS FOR SETTING UP YOUR NEW COMPUTER

Windows 11

- **Windows 11 needs to be installed and not in S mode**
- To check if Windows is in S mode, go to Settings > System > About. Under the "Windows specifications" section, look for the "Edition" line; if it says "in S mode," your PC is using it.
- To switch out of S mode: https://support.microsoft.com/en-us/windows/switching-out-of-s-mode-in-windows-4f56d9be-99ec-6983-119f-031bfb28a307
- When setting up Windows 11, you will not be able to use the student's school email address. A personal email address will need to be used - this can be a student's personal email, or an adult can log in to the laptop with their email and **set up a local account for the student** (see instructions on how to do this below).
- **Students will need admin access** to their account, as they will need to be able to approve the installation of programs during setup in the first few weeks of school.
- Avoid Microsoft Family Safety software, as it doesn't function on the school network, and just has an annoying popup all day.

Setting up a local account on the computer

Steps after having logged on with adult email:
1. Press the windows key and type '**users**'. Select '**Other users**'
2. Select '**Add account**'
3. Select the blue text "**I don't have this person's sign-in information**" to get a '**Create account**' dialog
4. Select the blue text '**Add a user without a Microsoft account**'
5. Enter a **username** (e.g. your child's name) & password, then **next**, then select security questions and answers.
6. You've just created an account that can be used on that laptop. Note that it can only be used on that laptop and not on any others (although can be set up following the same steps on another laptop if required)

Office 365

To install Office 365:
1. Open an internet browser and navigate to **www.office.com**
2. Sign in with the student's school email address (e.g. jsmith1@eq.edu.au)
3. Sign in to the Managed Internet Service using the student's **school username and password**
4. After successfully signing in, you will be taken to Microsoft 365's landing page. In the top right corner, click on "**install and more**" and then "**install Microsoft 365 apps**"
5. Under "**Office apps & devices**" click "**install Office**"
6. A file will download titled "OfficeSetup.exe". After the download has completed, **open/run** the file.
7. You will be prompted with a message asking permission to make changes to your computer. Select "**Yes**".
8. After Microsoft 365 finishes installing, a message will appear to inform it is completed. Click "**Close**".
9. If you have any trouble installing Office365, don't worry - we can help students to set this up in the first weeks of school - however **it is very important that Windows 11 is installed, students can log in to the device, and have admin access to their accounts** in order to approve the installation.