Windows 10 Checklist

Confirm you have the correct version of Windows 10

Right click on your start button (bottom left of screen) and select "System"
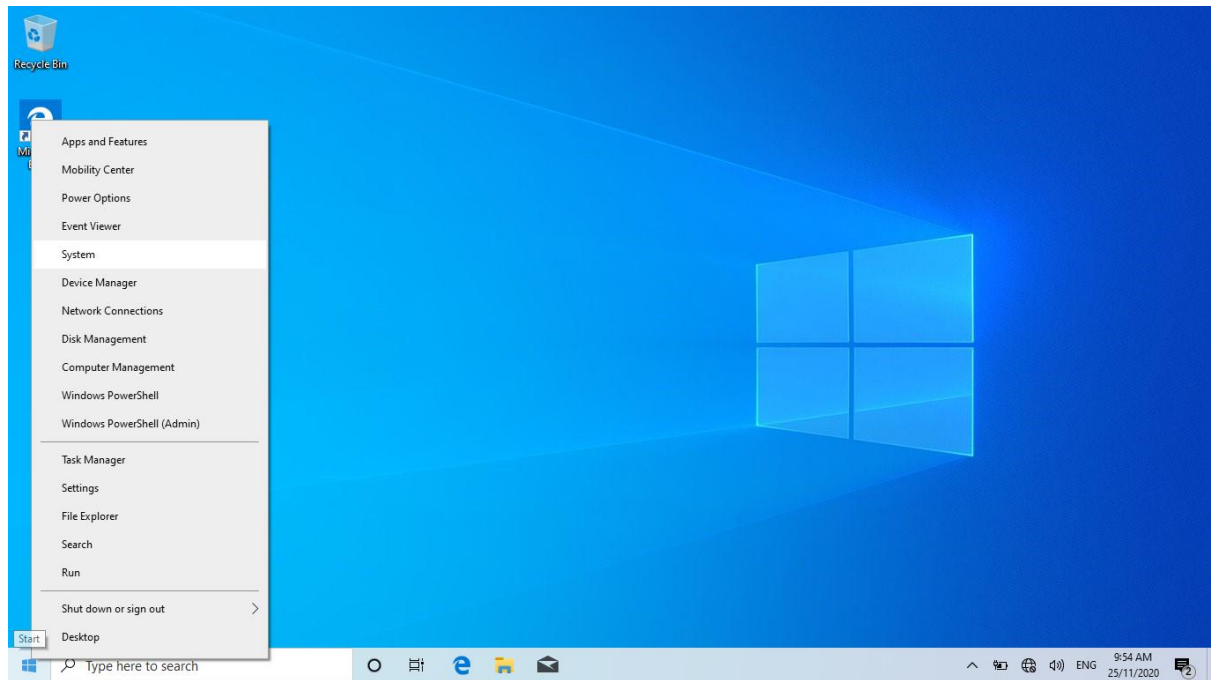
Scroll down to "Windows Specifications"

Confirm that you have Windows 10 Home, Pro or Education Edition. Windows 10 "S" edition/mode is NOT supported at Kenmore South due to its limitations and restrictions.

You can change from Windows 10 "S" edition to Windows 10 Home/Pro for FREE by following this Microsoft article.

https://support.microsoft.com/en-us/windows/switching-out-of-s-mode-in-windows-10-4f56d9be-99ec-6983-119f-031bfb28a307

Confirm that Region, Date and Time are Correct

Click on the search window down the bottom left of your screen and type in "Region" and click on "Region settings"
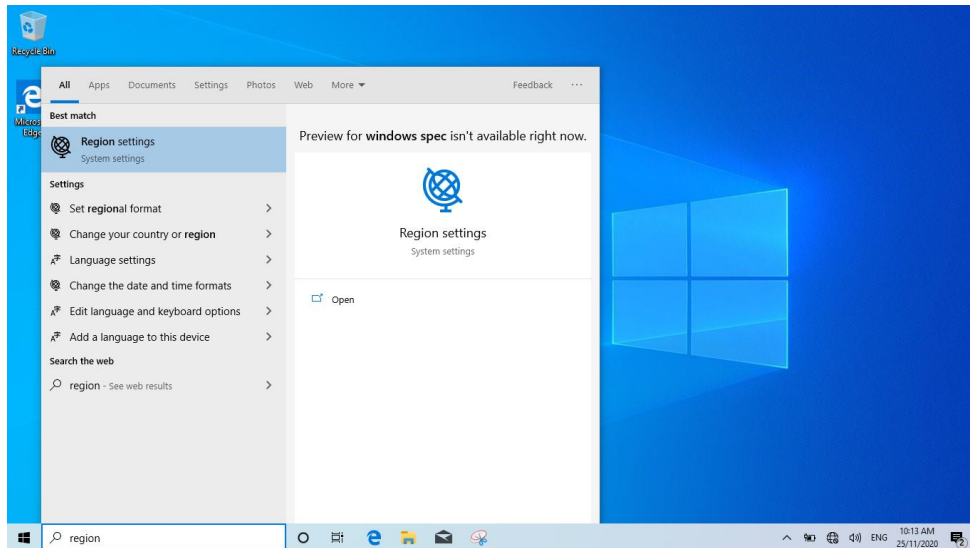
Confirm that Country or Region is set to "Australia"

Confirm that Regional Format is set to "English Australia"

Click on Date and Time (top left) and confirm that Time Zone is set to "UTC +10.00 Brisbane)
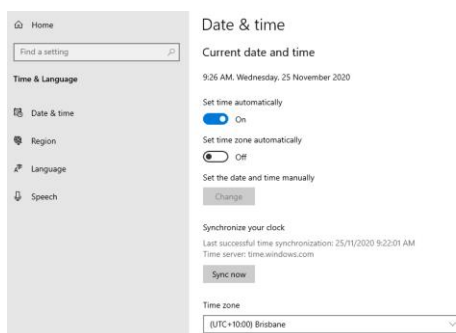
Install Education QLD provided Office 365

**Important Information:** This is not available to download from the School, it must be done from home.

1. **Open** internet browser and **navigate to** http://office.com

2. In the top right corner **click** on "Sign in"

3. In the Username field, **type** in your EQ (e.g. jsmith1@eq.edu.au) email address and **click** "next".
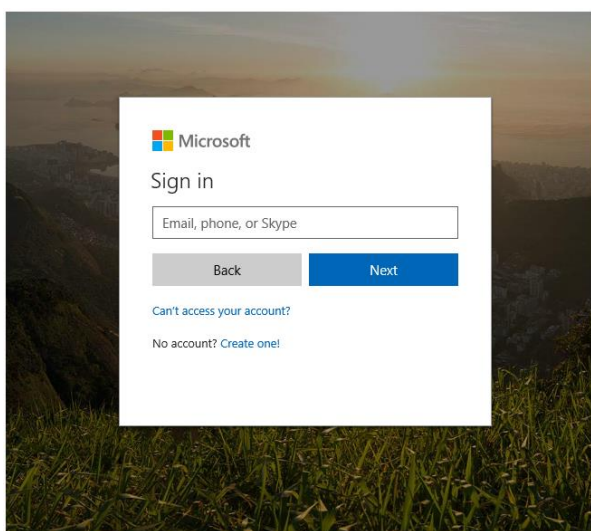
4. You will be prompted for your username and password on the online authentication page. Type your username (i.e jsmit1 NOT full email address) and password.

5. **Click** Login
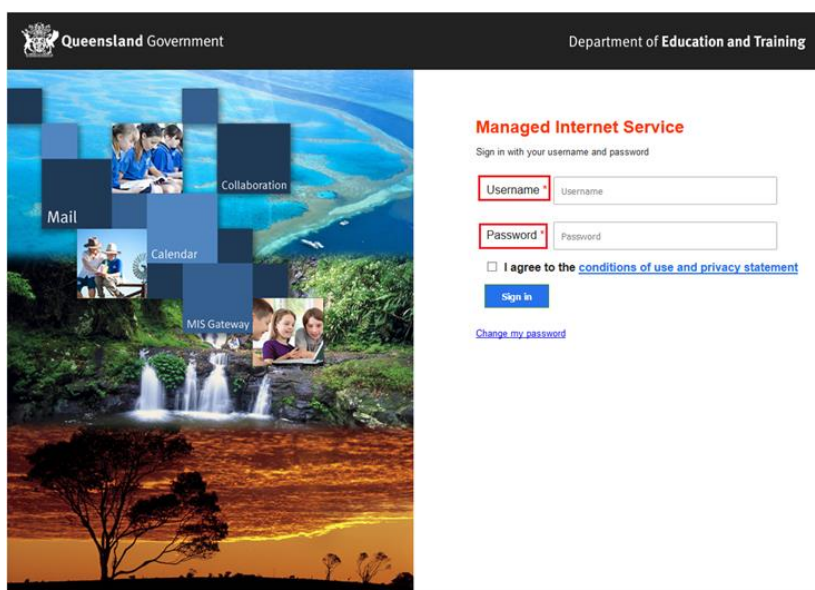
6. In the top right corner, click on the "Install office apps" then "Office O365", if you cannot see this install button.
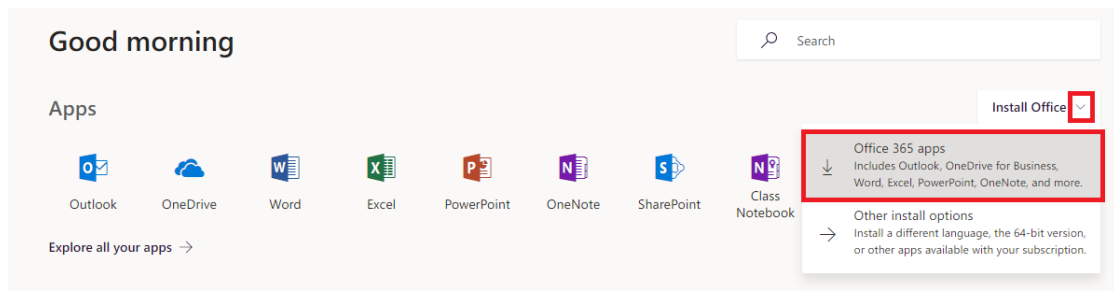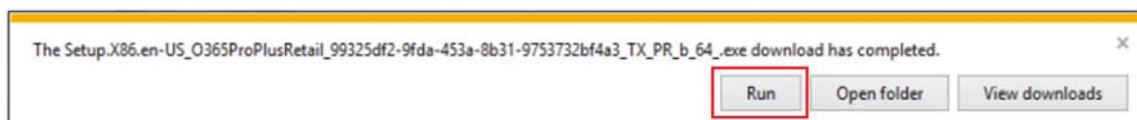

7. A pop up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - *c2rsetup.officeapps.live.com*.

8. **Click** on 'Save'. The file will automatically begin to download.
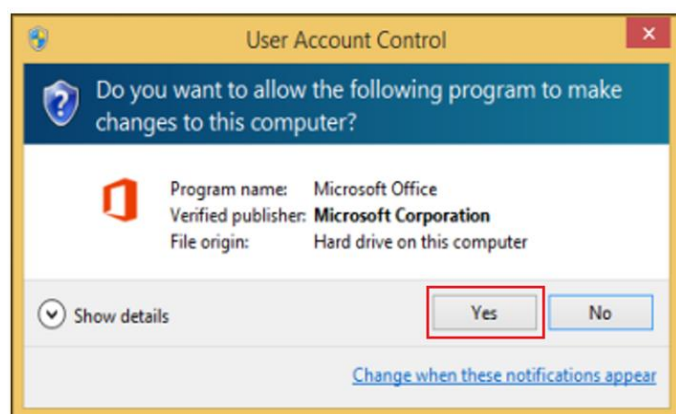

9. When the file has completed downloading, **click** on 'Run'.
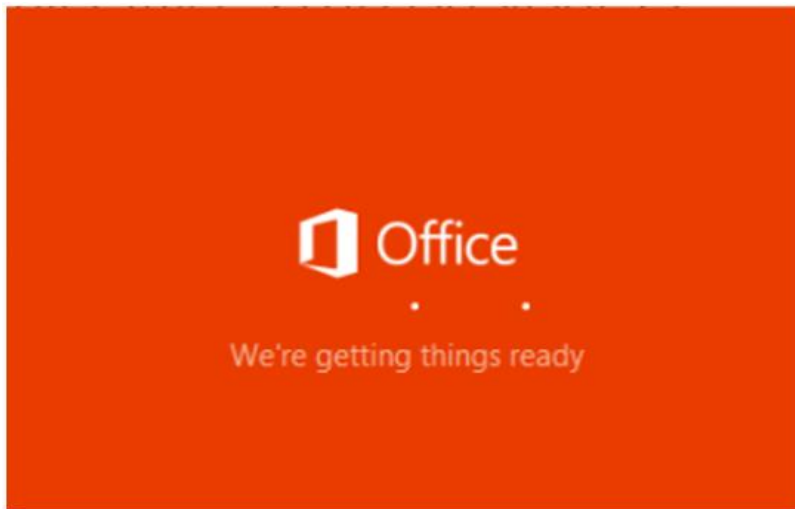

 Please note this file is approx. 2gb and may take a while to download depending on your bandwidth speed.

10. You will be prompted with a message to make changes to your computer. **Select** 'Yes'.

11. Office will start downloading.

You will also see the office icon pop up on the task bar.

12. Office 365 will start to install onto your computer, wait for this to finish.

Note: If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.
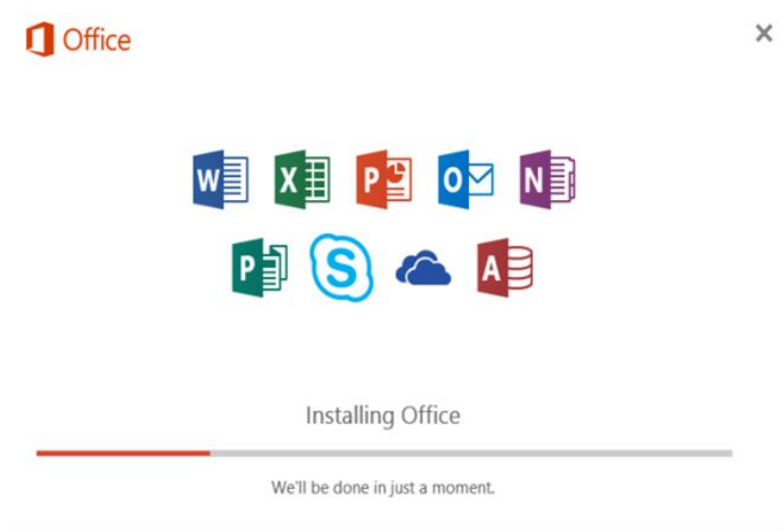
13. You will be prompted with the Microsoft Office License Agreement. **View** Agreement and **click** Accept

.
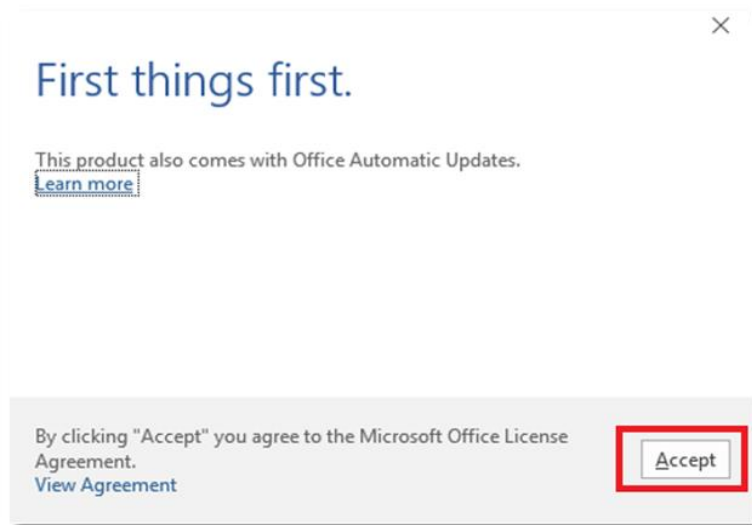
14. After Office 365 finishes installing, a message will appear to inform it has completed. **Click** 'Close'.
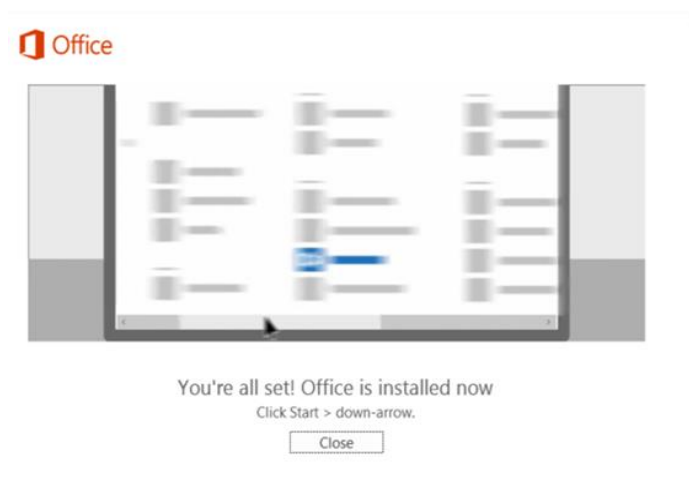
After you click close, we recommend restarting your computer to ensure all changes have applied successfully.

When you start an Office app that's not activated, you'll be prompted to sign in to Office. Be sure to sign in using your @eq.edu.au (school account)

Your Microsoft Office 365 software is now ready for you to use. This software is only for personal devices and will remain available as long as you're a Queensland state school student.

Sign into Office365 with the correct EQ Student account

Open Microsoft Word and click on the "Sign in" button top right.

(If already signed into another account, please SIGN OUT of that account first.)
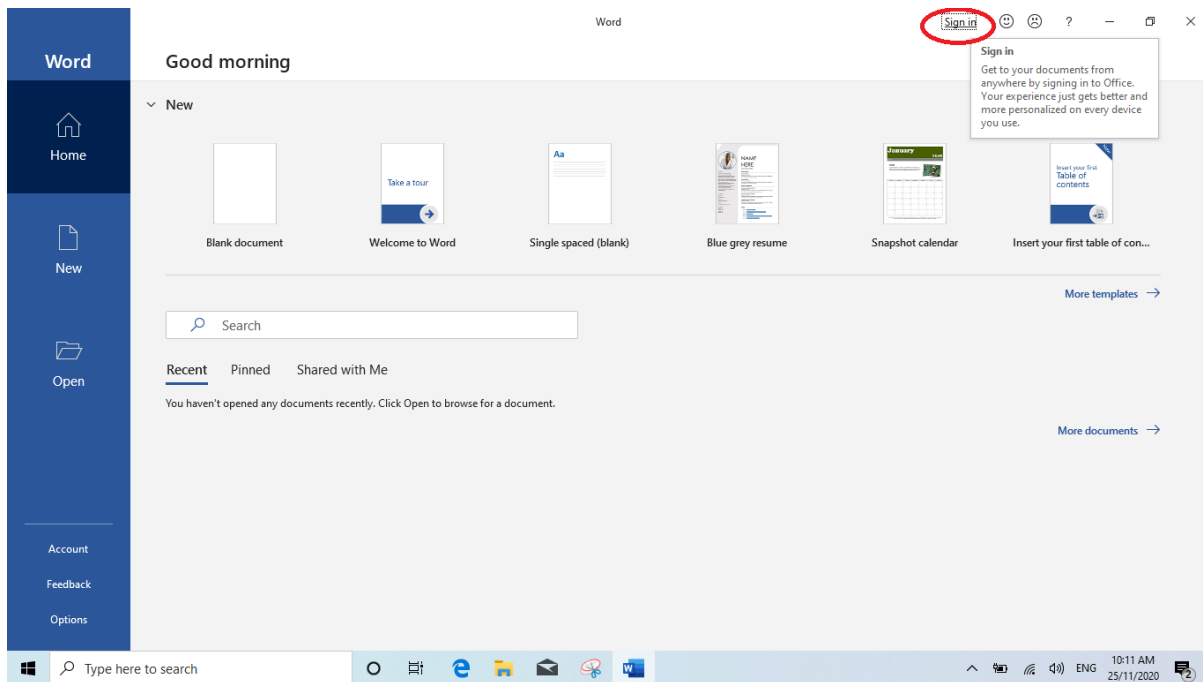
On the Microsoft Sign in Window enter your FULL eq email address i.e jsmit1@eq.edu.au

At the Managed Internet Service window, enter your username (not FULL email address) and password. i.e jsmit1 and "Sign In"

Managed Internet Service

Sign in with your username and password

Username *   cwaug17

Password *   •••••••••••••••••••••••••

☑ **I agree to the conditions of use and privacy statement**

Sign in

Change my password

Click OK to complete the sign in

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device.

☑ **Allow my organization to manage my device**

No, sign in to this app only

OK

You are now signed into your Microsoft Office suite with the correct EQ Student account

Install Google Chrome Browser

We will use the built-in Edge browser on your computer to download and install Google Chrome.
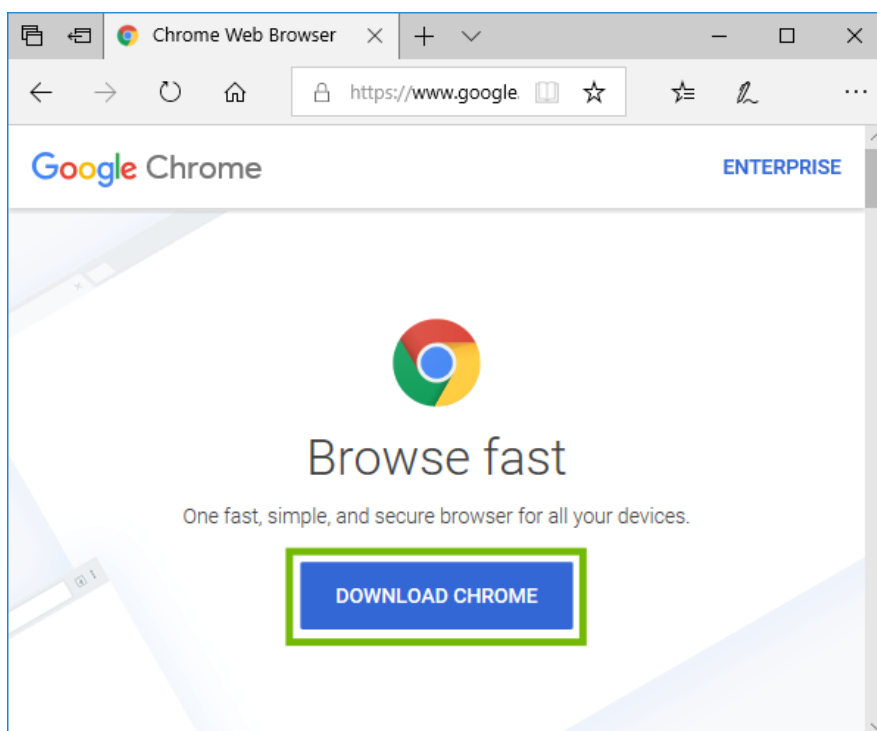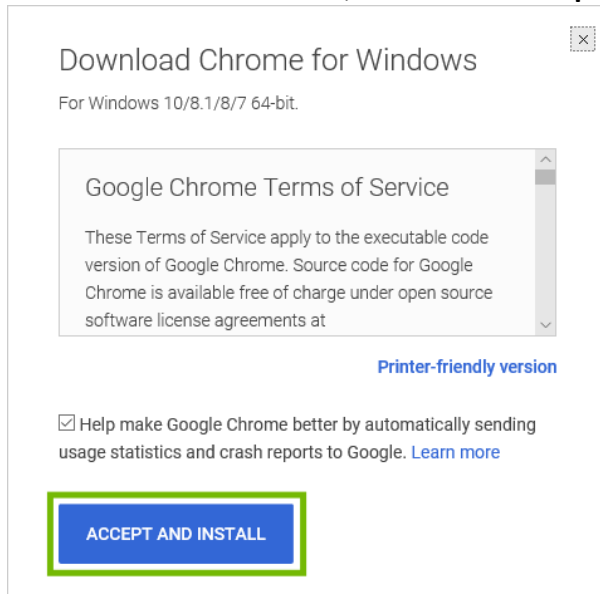
Open **Microsoft Edge**.

In the address bar at the top, type www.google.com/chrome then press enter.
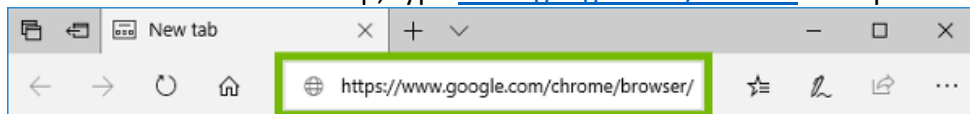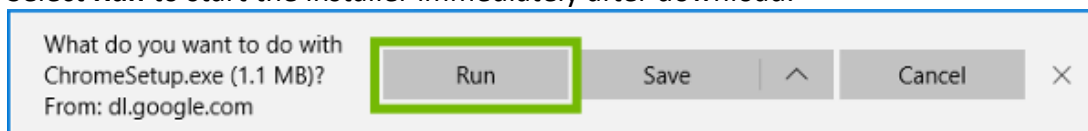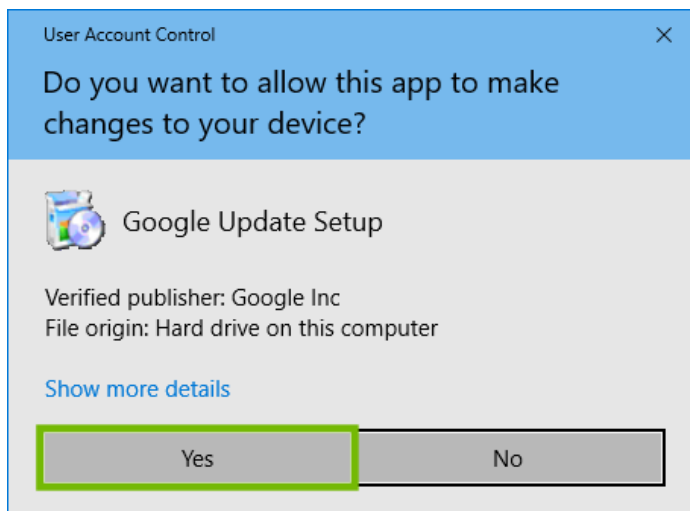

Select **Download Chrome**.

Read the Terms of Service, then select **Accept and Install**.

Select **Run** to start the installer immediately after download.
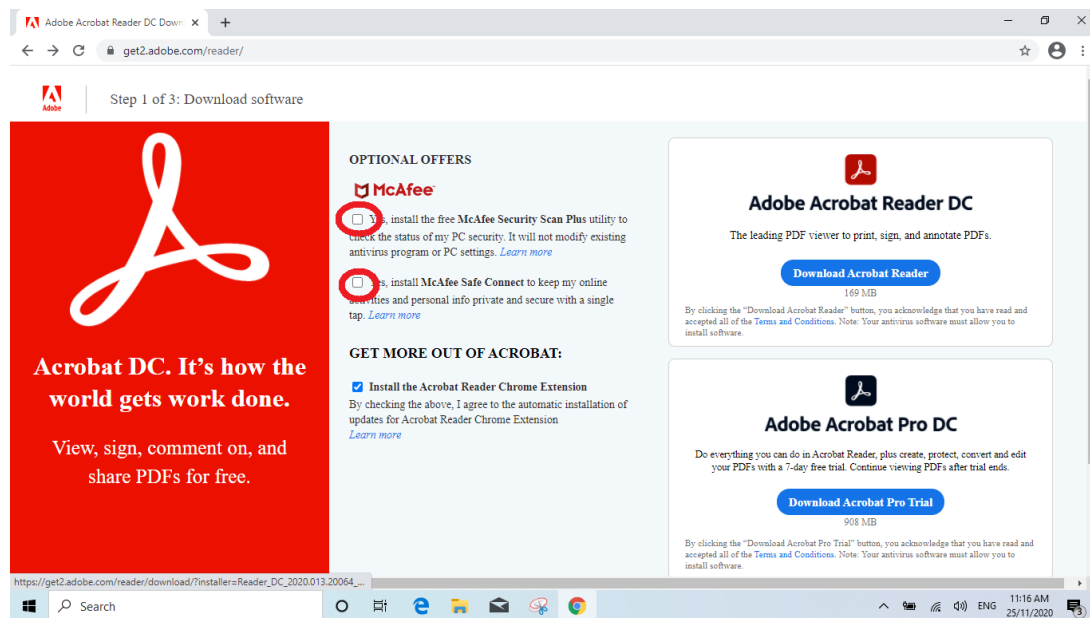

The installer will ask permission to run, select **Yes**.

Google Chrome will begin installing automatically. Once completed, Google Chrome will open.

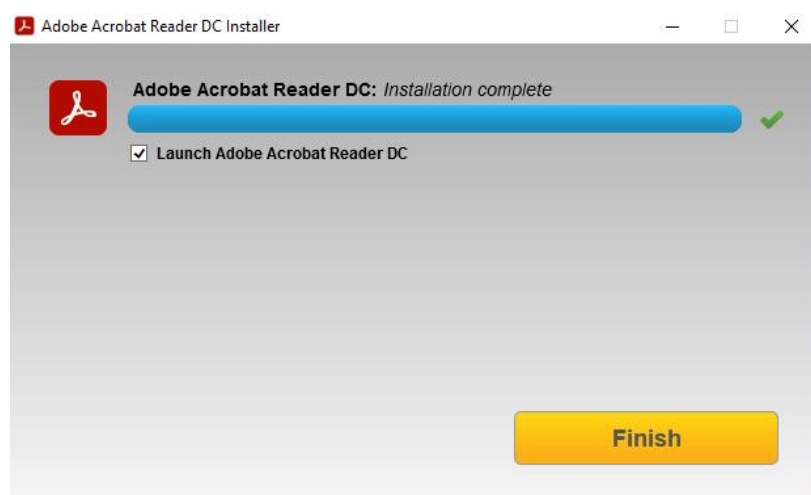# Install Adobe Acrobat Reader DC

Open Google Chrome and type in https://get2.adobe.com/reader in the address bar and press Enter.

UNTICK BOTH OPTIONAL OFFERS then click on the "Download Acrobat Reader" on the right
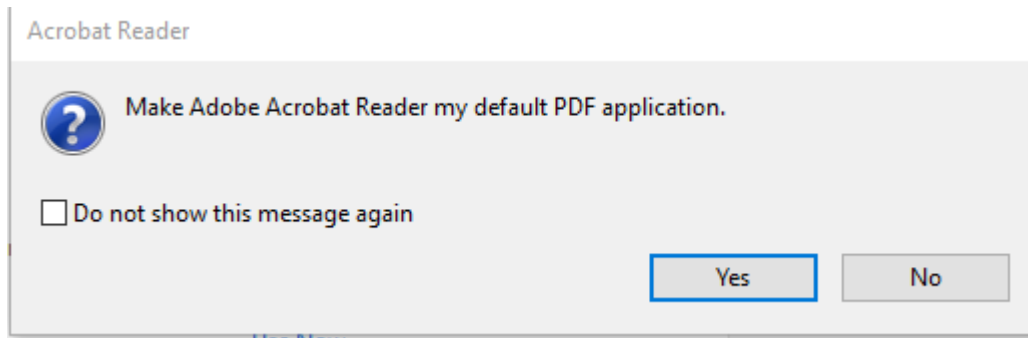

Once the file has finished downloading, please click on it to start the installation
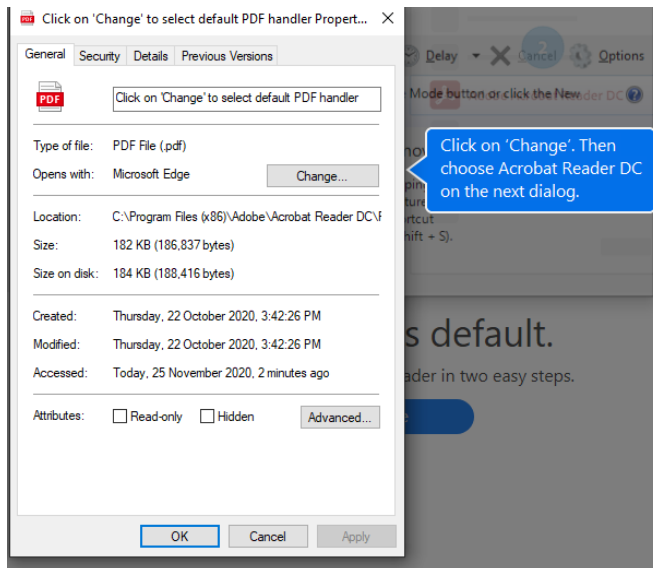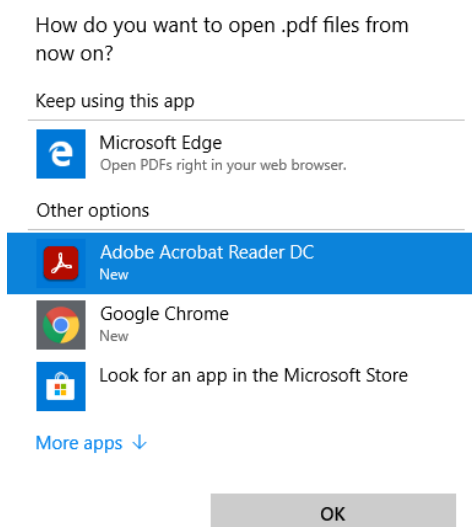

Once Installed, please click "Finish"

Adobe Acrobat Reader will open and will ask you to make Acrobat Reader the default PDF application. Please say "YES" to this
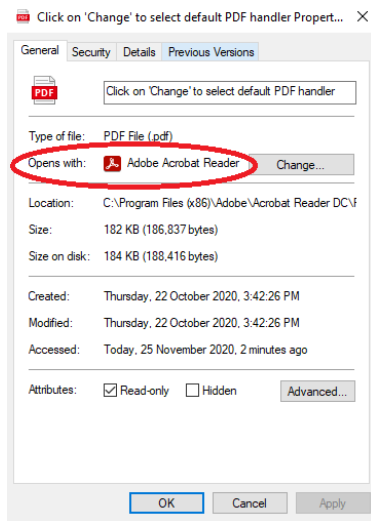
Please click "Change" on the following screen

Select Adobe Acrobat Reader DC from the list

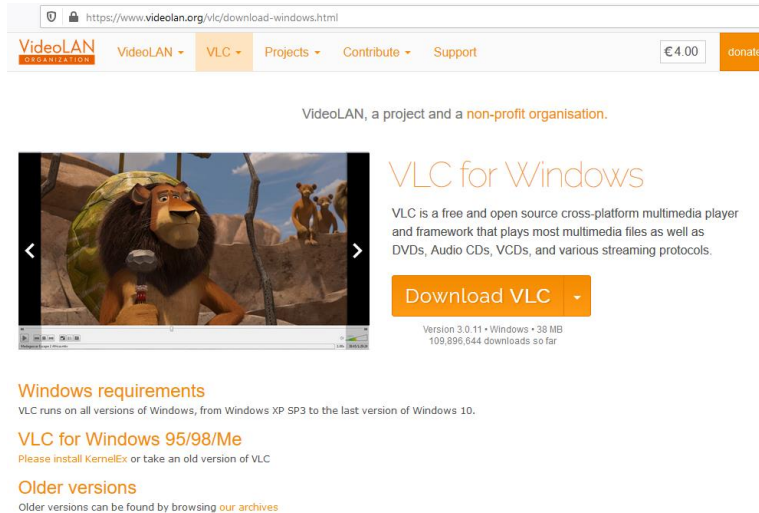Adobe Acrobat Reader is now your default PDF Application

Click OK. You can now close Adobe Acrobat Reader DC.
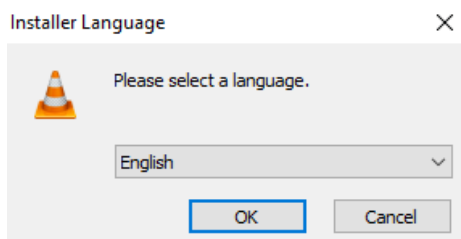
Install VLC Player

Open Google Chrome and type in https://videolan.org/vlc/download-windows.html in the address bar and press Enter.

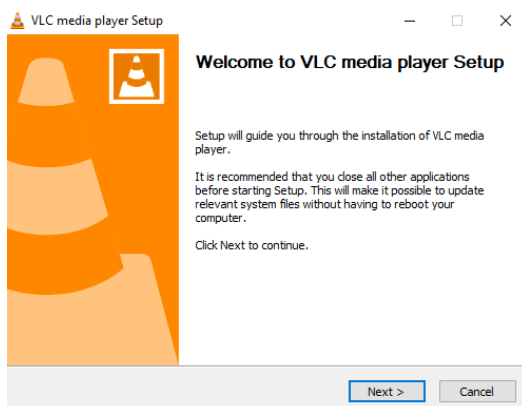Click on the "Download VLC" button

Once the file has finished downloading, please click on it to start the installation
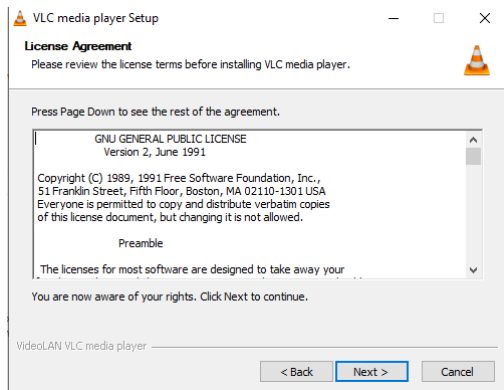
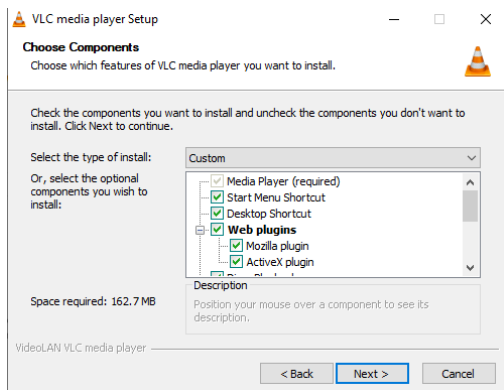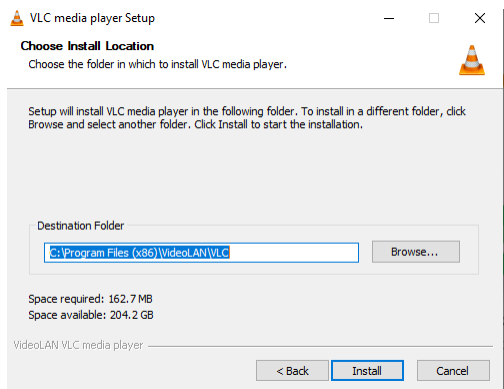

Select English when prompted
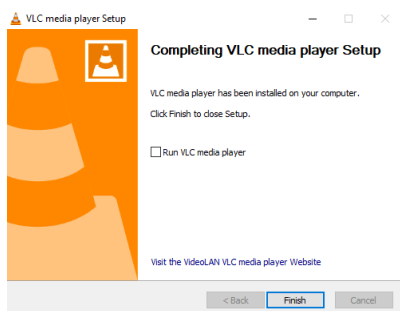

Click Next

Click Next

Click Next

Click INSTALL

Click Finish (untick the box to Run VLC media Player)

You have successfully installed VLC player