Windows 10 Checklist

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Confirm you have the correct version of Windows 10

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Recycle	Bin									
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	Apps and Features									
B	Mobility Center									
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	Event Viewer									
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	Device Manager									
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	Windows PowerShell						-			
	Windows PowerShell (Admin)									
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	Run									
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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"

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	Set regional format	>		(ga	
	Change your country or region	>		Region settings	
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Confirm that Country or Region is set to "Australia"

Confirm that Regional Format is set to "English Australia"

Region

preferences.

Australia	\sim
Windows and apps might use your country or region content.	to give you local
Regional format	
Current format: English (Australia)	
English (Australia)	~

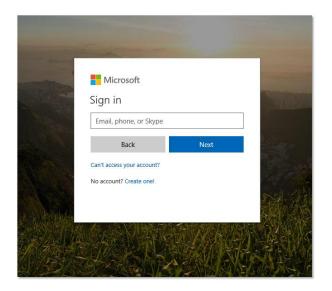
Click on Date and Time (top left) and confirm that Time Zone is set to "UTC +10.00 Brisbane)

ධ Home	Date & time
Find a setting	P Current date and time
lime & Language	9:26 AM. Wednesday. 25 November 2020
🖥 Date & time	Set time automatically
Region	Set time zone automatically
₽ Language D Speech	Cff Set the date and time manually Change
	Synchronize your clock Last successful time synchronization: 25/11/2020 9:22:01 AM Time server: time.unindows.com
	Time zone (JTC+10:00) Brisbane

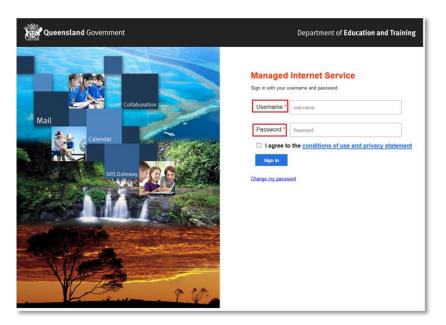
Install Education QLD provided Office 365

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

- 1. **Open** internet browser and **navigate to** <u>http://office.com</u>
- 2. In the top right corner **click** on "Sign in"
- 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.

Good morning									P Search						
Apps									Install Office 🗸						
<mark>0</mark> ⊠		w	xI	P	N	s	N	$\overline{\uparrow}$	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.						
Outlook Explore all your	OneDrive r apps $ ightarrow$	Word	Excel	PowerPoint	OneNote	SharePoint	Class Notebook	\rightarrow	Other install options Install a different language, the 64-bit version, or other apps available with your subscription.						

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.

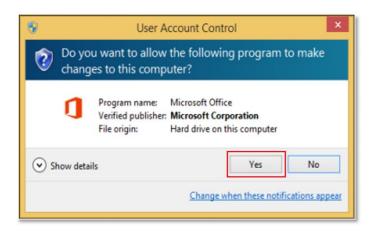
Do you want to run or save Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PRexe (3.08 MI	B) from c2r	setup.offic	eapp	s.live.com? ×
🕐 This type of file could harm your computer.	Run	Save	•	Cancel

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

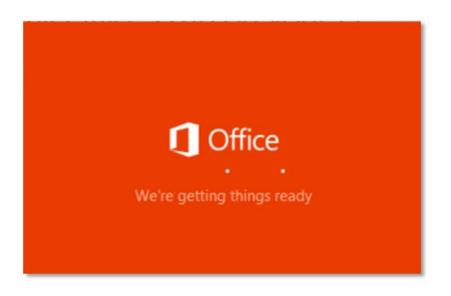
The Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PR_b_64exe download has completed.						
	Run	Open folder	View downloads			

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'.

Office				
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		set! Office is instal Click Start > down-arrow.	led now	
		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.

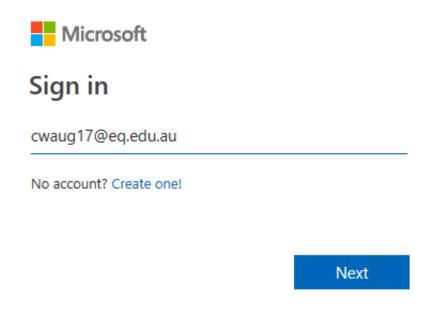
Sign into Office365 with the correct EQ Student account

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.)

			Word		Sign	n) 🙂 😕 ? — 🗗	\times
Word	Good morning					Sign in Get to your documents from	
û Home	✓ New	Take a tour	Aa		January III.	anywhere by signing in to Office. Your experience just gets better and more personalized on every device you use.	
New	Blank document	Welcome to Word	Single spaced (blank)	Blue grey resume	Snapshot calendar	Insert your first table of con	
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Account							
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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"

Queensland Government Department of Education
Managed Internet Service
Sign in with your username and password
Username * cwaug17
Password *
☑ I agree to the <u>conditions of use and privacy statement</u>
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

Sales -

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.

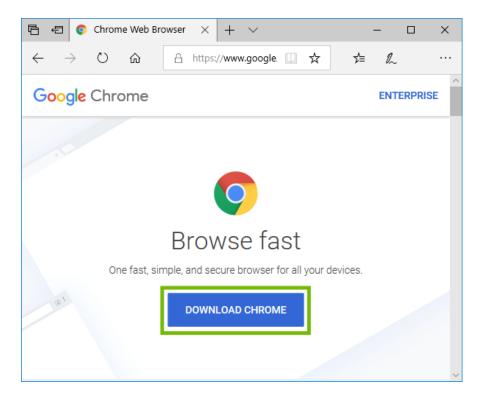
Open Microsoft Edge.



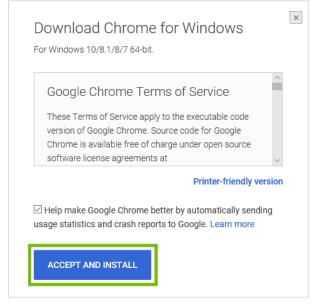
In the address bar at the top, type <u>www.google.com/chrome</u> then press enter.

🖻 🖅 🔤 New tab	× + ~		-		×
\leftrightarrow \rightarrow O \Leftrightarrow	https://www.google.com/chrome/browser/	Zţ≡	l~	È	

Select Download Chrome.



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



Select Run to start the installer immediately after download.

 What do you want to do with
 ChromeSetup.exe (1.1 MB)?
 Run
 Save

 Cancel
 X

 From: dl.google.com

 Cancel
 X

The installer will ask permission to run, select Yes.

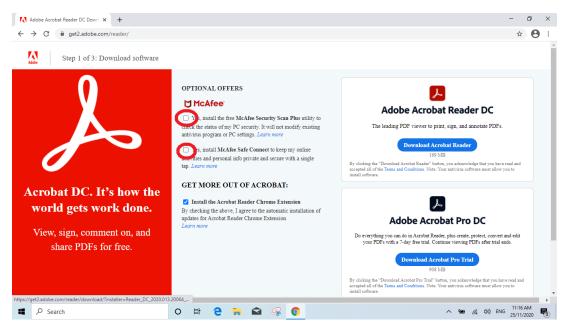
×
make
No

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

Install Adobe Acrobat Reader DC

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

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



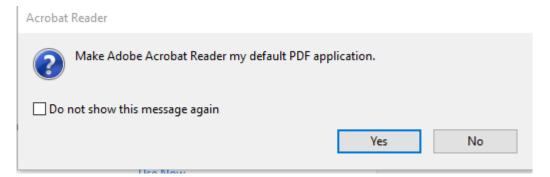
Once the file has finished downloading, please click on it to start the installation

4		•	
readerdc_en_xa_crexe	^	Show all X	

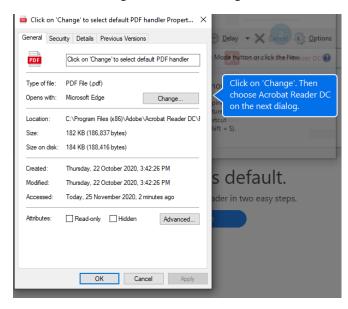
Once Installed, please click "Finish"

Adobe Ac	robat Reader DC Installer	-		×
L	Adobe Acrobat Reader DC: Installation complete		-	2
-	✓ Launch Adobe Acrobat Reader DC			
		Finish		

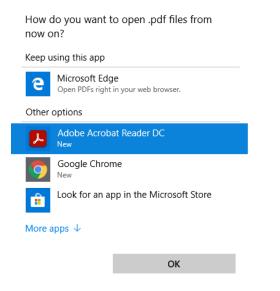
Adobe Acrobat Reader will open and will ask you to make Acrobat Reader the default PDF application. Please say "YES" to this



Please click "Change" on the following screen

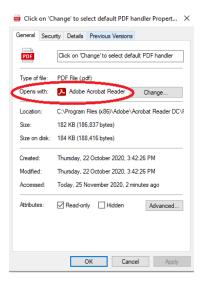


Select Adobe Acrobat Reader DC from the list



Adobe Acrobat Reader is now your default PDF Application

Click OK. You can now close Adobe Acrobat Reader DC.



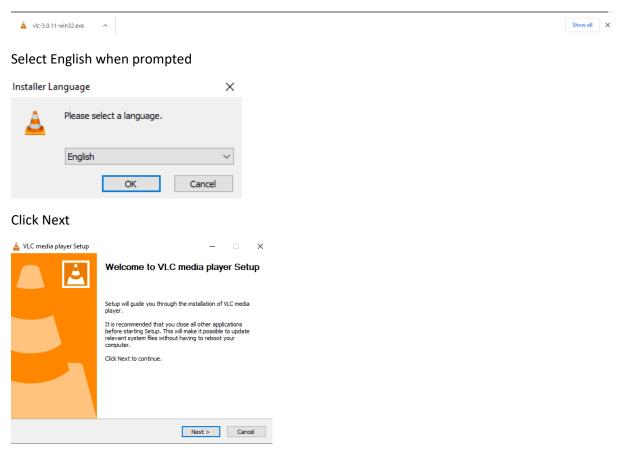
Install VLC Player

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

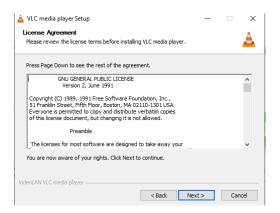
Click on the "Download VLC" button



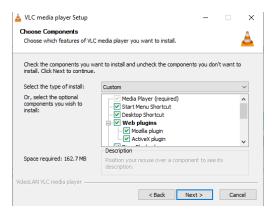
Once the file has finished downloading, please click on it to start the installation



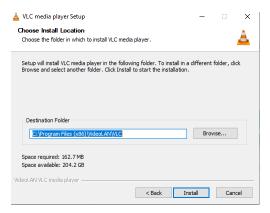
Click Next



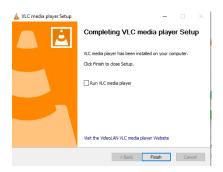
Click Next



Click INSTALL



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



You have successfully installed VLC player