STEP 1 - INSTALLING WINDOWS 10

1. Generally, the first question you will be asked is the 'Let's get Connected' Page.



2. Select your WIFI from the list and Connect

3. Once connected to your WIFI the next page will be the Get Going Fast page, which allows you to customise your settings or use the express settings (default settings). We encourage you to use the Express Settings.



- 4. Your computer may restart at this point.
- 5. The next page will ask you to Create an Account for this PC

Create an account for this PC		
If you want to use a partword, choose constraing that will be a others to guess.	Wy for you to remember but hard for	
Wher's going to use this PC?		
User name		
Make II sectors.		
Re-core password		
Password him		
Ģ	Her Contraction	

(we have specified how to answer these questions below)

6. Fill in the following fields

Who's going to use this PC – Type in the parent account name (i.e Your name) NOT the students details. This is the devices administrator account NOT the account the students will use.

Make it secure – create your own personal password that you will remember. Do not give this to your child.

Password Hint – enter a hint for the password in case it is forgotten

7. Press Next

8. The computer will go through a few automatic pages that will say Setting up your Apps etc. at the bottom of the screen. This usually takes up to 5 minutes depending on the speed of your computer. You do not have to do anything while the computer goes through this process.



9. Once finished your computer will have windows 10 installed and will look similar to this:



STEP 2 – SIGN IN WITH YOUR MICROSOFT ACCOUNT

1. Tap/ click the windows Logo down the bottom left hand of the screen



- 2. Tap/Click on Settings
- 3. Tap/ Click on Accounts



- 4. Click on Sign in with a Microsoft Account Instead
- 5. If you already have a Microsoft Account sign In (and go to step 8)
- 6. If you do not have a Microsoft Account Click on the Create One link.

Make it yours

Your Microsoft account opens a world of benefits. Learn more

0446=02/1	
Email or phone	
Password	
Forgot my password	
No account? Create one!	
Microsoft privacy statement	
	Sign in

7.Follow the screen prompts to set your Microsoft account up.

8.Once you have signed in a prompt will appear that says Sign in to this device using your Microsoft Account. You will be asked to enter an 'Old Password'. This is the password you created when Installing Windows Step 6 (please see page 1) 10. You will be asked to set up a PIN or you can skip. This is a personal choice but please keep this private. Students should not know what this is.



11. You will need to verify your identity on this PC. Click on Verify



How would you like to get this code? Select Email Address To verify that this is your email address, enter it below and click NEXT to receive your code. Enter your email address in this box.

12. Click Next

13. Enter the code you received via email

Enter the c	ode you rec	eived		
angela@charar	nda com au matche	s the email ad	dress on vour a	count we'll send
ou a code.		o inc cinan ac	areas on year a	county non-serie
Code				
se a different ve	erification option			

14. Enter the code that you received in your email account.

15. Click Next.

STEP 3- TURN WIFI OFF

1. To turn the WIFI off down the bottom right of the desktop you will see a square speech bubble



2. Click on the square speech bubble, and tap on your WIFI so it is greyed out.

3. STEP 3 – CREATE A CHILD ACCOUNT

1. 1. Tap/ click the windows Logo down the bottom left hand of the screen



2. Tap/Click on Settings

3. Tap/ Click on Accounts



4. Click on Family & Other Users



- 5. Click on Add someone else to this PC
- 6. Fill in the questions use the guide below:

If you want to use a password, choos but hard for others to guess.	se something that will be easy for you to remember
Who's going to use this PC?	
User name	
Make it secure.	
Enter password	
Re-enter password	
Password hint	
	1000

Who's going to use this PC? Use the students EQ username here i.e. awaug24 Make it secure – Make a password that the student will remember along with a hint

that hints to the password in case they forget what their password is.

7. Click Next.

8. You should now be able to see the student account in the list under other users.



STEP 5- TURN WIFI ON

1. To turn the WIFI off down the bottom right of the desktop you will see a square speech bubble



2. Click on the square speech bubble, and tap on your WIFI so it is highlighted.

STEP 6- SIGN OUT OF THE PARENT ACCOUNT

1. Press the windows button down the bottom left



2. Click on the account name (up the top of the menu) and select sign out.

STEP 7- SIGN IN AS STUDENT ACCOUNT

1. Press the space bar so you can see the login screen.



2. Select Student Account in the bottom left



- 3. Enter the Student Password
- 4. You will now be taken to the windows home screen



STEP 8- INSTALL FIREFOX

- 1. Click on the Search the Web and Windows in the bottom left
- 2. Type in <u>www.mozilla.com</u> and hit Enter. The below page will load.



- 3. Click on FREE DOWNLOAD
- 4. When the download has finished a pop up box will appear at the bottom of the screen



5. Click on Run

6. Enter Parent Password to continue the installation

Program name: 'Firefox' Stub Installer Verified publisher: Mozilla Corporation File origin: Hard drive on this computer
Angela Waugh angela@charanda.com.au Password

- 7. Click on YES
- 8. Click on Install

	×
ot just design	
	4

Firefox will now download and install.



9. In the import settings and data box, click on Do not import anything

Χ	Import Wizard	×
	Import Settings and Data	
	Import Options, Bookmarks, History, Passwords and other data from:	
	<u>Microsoft Internet Explorer</u>	
ks fi		your
alf wi		rence.
dowr	< Back Next > el	ites, bu

10. Click Next

11. Click on Use Firefox as my default browser



12. The choose the following APPS window will appear



13. Scroll down to web browser and tap on Microsoft Edge and choose Firefox.

SYSTEM	Find a setting
Display	Music player
Notifications & actions	Windows Media Player
Apps & features	Photo viewer
Multitasking	Photos
Tablet mode	
Battery saver	Video player
Power & sleep	
Storage	Web browser
Offline maps	Firefox
Default apps	
About	Reset to the Microsoft recommended defaults

14. Close settings window.

Close all open windows and return to the windows desktop.

STEP 8- CONFIGURE FIREFOX

Open Firefox by using desktop shortcut



- 1. Click on the three lines at the top right.
- 2. Click on Options
- 3. Click on Advanced
- 4. Click on Network

Mozilla Firefox Start Pag	e X C Options X +			÷ (0 %
Content about prefe	rences≢advanced	Ŧ	C Q, Search	☆ 自 ♥ ♣ ♠ ♥
0 General	Advanced			
Q Search	General Data Choices Network	Update Certificates		
Content				
Applications	Connection			
🗙 Privacy	Configure how Firefox connects to the Internet		Settings	
🚔 Security	Cached Web Content			
Sync	Calculating web content cache size		Clear Now	
& Advanced	Qverride automatic cache management Limit cache to 350 MB of space			
	Offline Web Content and User Data			
	Your application cache is currently using 0 bytes	of disk space	Clear Now	
	Jell me when a website asks to store data fo	or offline use	Exceptions	
	The following websites are allowed to store data	for offline use:		
			Remove	

5. Under network, click on settings

6. A connection settings window will appear, please select auto detect proxy settings

P	uto-detect pro	oxy settings fo	r this networ		
) y	lse system pro	xy settings		_	
<u>N</u>	<u>1</u> anual proxy c	onfiguration:			
	HTTP Proxy:			<u>P</u> ort:	0
		Use this p	proxy server fo	or all protocols	
	SSL Proxy:			Port:	0
	ETP Proxy:			Po <u>r</u> t	0
	SO <u>C</u> KS Host:			Port	0
1	No Proxy for:	1.1207			
1	localhost, 127.	0.0.1			
E	xample: .mozi	lla.org, .net.nz	, 192.168.1.0/	24	
A	utomatic prox	y configuratio	n URL:		
					Delenad

7. Click Ok. And close Firefox.

STEP 9- INSTALL MICROSOFT OFFICE - STUDENT EDITION (FREE)

Follow this link for instructions on how to install Office 365. <u>How to access and install office</u> for free.

STEP 11- INSTALL SILVERLIGHT

- 1. Click on the Search the Web and Windows in the bottom left
- 2. Type in <u>www.microsoft.com/silverlight</u> and hit Enter.



- 3. Click on Download Now
- 4. Click on save file
- 5. Click on the blue arrow up the top right of firefox



6. Tap on Silverlight

- 7. Enter parent password
 - 8. Untick the two white tick boxes in the blue Silverlight window that appears



- 9. Click on Install Now
- 10. Click on Next

STEP 12- INSTALL JAVA

- 1. Click on the Search the Web and Windows in the bottom left
- 2. Type in <u>www.java.com</u> and hit Enter. The below page will load.



3. Click on Free Java Download

4. Click on Agree and start Free Download

win10.jsp	▼ C Q Search
الله المعاني (Java ⁻	Search Q Download Help
Help Resources	Download Java for Windows
What is Java? Remove Older Versions Disable Java Error Messages Troubleshoot Java Other Help	Recommended Version 8 Update 65 (filesize: 571 KB) Release date October 20, 2015
Windows 64-bit Users	
Do you use both 32-bit and 64-bit browsers? » FAQ about 64-bit Java for Windows Offline Installation	By downloading Java you acknowledge that you have read and accepted the terms of the end user license agreement Image: When your Java installation completes, you may need to restart your browser (close all browser windows and re-open) to enable the Java installation.
Trouble downloading? Try the offline installer	 Installation Instructions System Requirements Not the right operating system? See all Java downloads.
	Java software for your computer, or the Java Runtime Environment, is also referred to as the Java Runtime, Runtime Environment, Runtime, JRE, Java Virtual Machine, Virtual Machine, Java VM, JVM, VM, Java plug-in, Java plugin, Java add-on or Java download.

- 5. Save File
- 6. Click on the blue arrow in the top right of Firefox
- 7. Tap on Java Setup
- 8. Enter parent password when prompted
- 9. The Java installer will appear. Java Setup - Welcome × Java Welcome to Java Java provides safe and secure access to the world of amazing Java content. From business solutions to helpful utilities and entertainment, Java makes your internet experience come to life. it an Note: No personal information is gathered as part of our install process. Click here for more information on what we do collect. iva f r (cic Click Install to accept the license agreement and install Java now. Change destination folder Cancel install > ing systemm uses an aavaru

10. Click on install

11. Once the download is successful the following will appear:



- 12. Click on close.
- 13. If prompted with internet explorer 11 at this point click on use recommended security

Internet Explorer 11) + C. Warths Ines Warrian	×
O Use recommended sec SmartScreen Filter helps sending some web add downloaded to make in websites and older PC i online, Qess vt Jan loade	curity and compatibility settings s protect you from malicious websites ar irresses to Microsoft to be checked. Com nternet Explorer 11 features work better hardware. Read the <u>Internet Explorer priv</u> d settings	id software by patibility lists are with changing acy statement
dowi		ie ali Javas
ier cr Swete	OK	Ask me later
Several add-ons are ready for use.	Choose add-ons	Don't enable

14. Press ok

15. Close all windows.

STEP 13- INSTALLING MICROSOFT APPS

Follow the below instructions for app Microsoft store apps. Please refer to the required APP LIST for your year level.

1. Click on the Search the Web and Windows in the bottom left



2. Type store and hit Enter. The below page will load.



3. In the search bar in the top right, write in the APP name. for this example we are search ing

for book creator. Once you find the app, tap on it. It will open a description page like this



- 4. Tap on free / purchase (if a paid app)
- 5. Click on Microsoft account

-	Credu		×
Cho	ose an account		
•	Microsoft account Outlook.com, Hotmail, Live.com	, MSN	
		Close	

6. Enter the account that you set up at the start of the documentation (parents Microsoft email address and password)

)
Add your Microsoft account	
Sign in with your Microsoft account. You can use this account with other apps on this device. Learn more	
0 4 0 0 1 0 b F H	
Email or phone	
Password	
Forgot my password	
No account? Create one!	
Microsoft privacy statement	
Sign in	

- 6. Sign in
- 7. On the following screen (the below image) DO NOT ENTER YOUR PASSWORD! CLICK ON SIGN IN TO JUST THIS APP INSTEAD.

sign in to this device using your Microsoft account?	
rom here on out, you'll unlock this device using either the password for your	
ficrosoft account or, if you've set one up, your PIN. That way, you can get help	
om Cortana, you can find your device if you lose it, and your settings will	
utomatically sync.	
o make sure it's really you, we'll need your current Windows password one last	
me. Next time you sign in to Windows you'll use your Microsoft account	
assword.	
you don't have a Windows nassword just leave the boy blank and select Next	
you don't have a mindow's passifiera, just reare the own shark and select trent.	
our Windows presword	
ign in to just this app instead	
Next	

8. You will then see the app downloading

Book Creator Red Jumper Limited	Book Creator
*****	↔ €
Voted Best Educational App in the 2015 BETT Awards. More	Latest Book

What's new in this version

PLEASE FOLLOW THESE INSTRUCTIONS FOR ALL OF THE APPS ON YOUR APP LIST. PAID APPS WILL REQUIRE THAT YOU ENTER PAYMENT DETAILS.