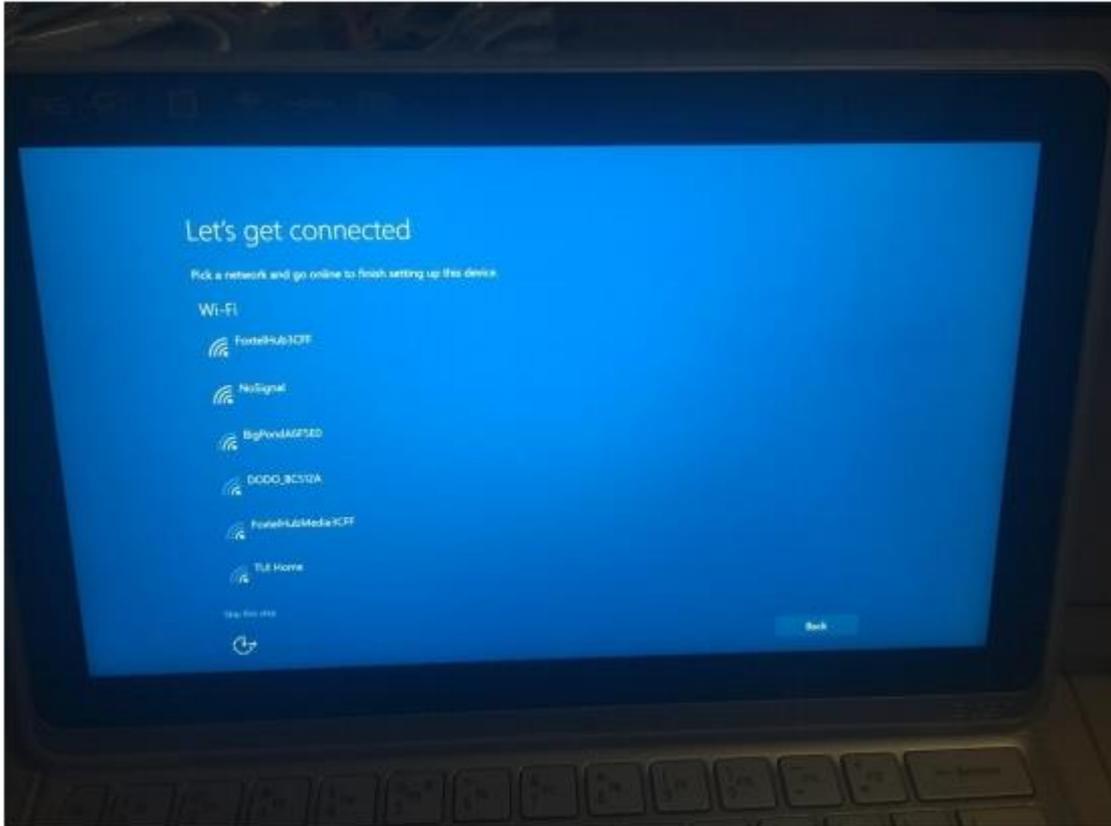


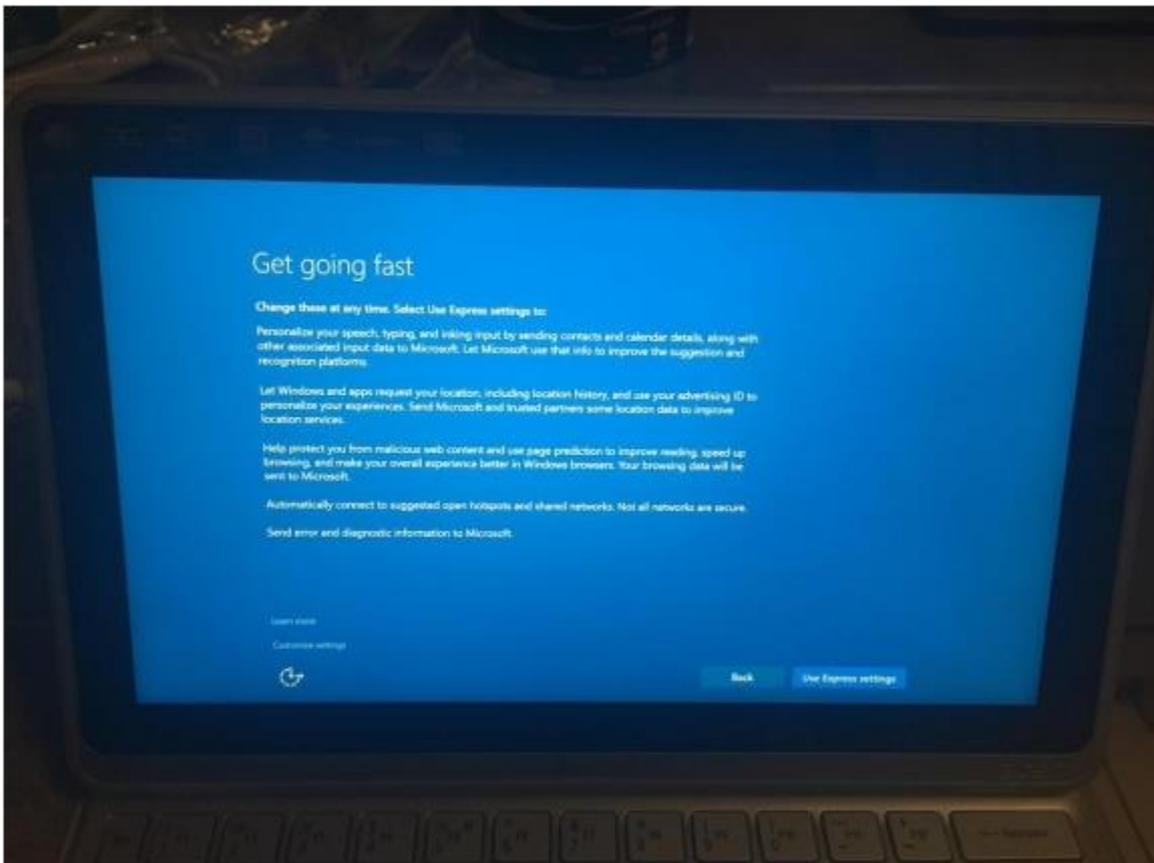
SETTING UP NEW WINDOWS 10 DEVICE - NEW DEVICES -

STEP 1 - INSTALLING WINDOWS 10

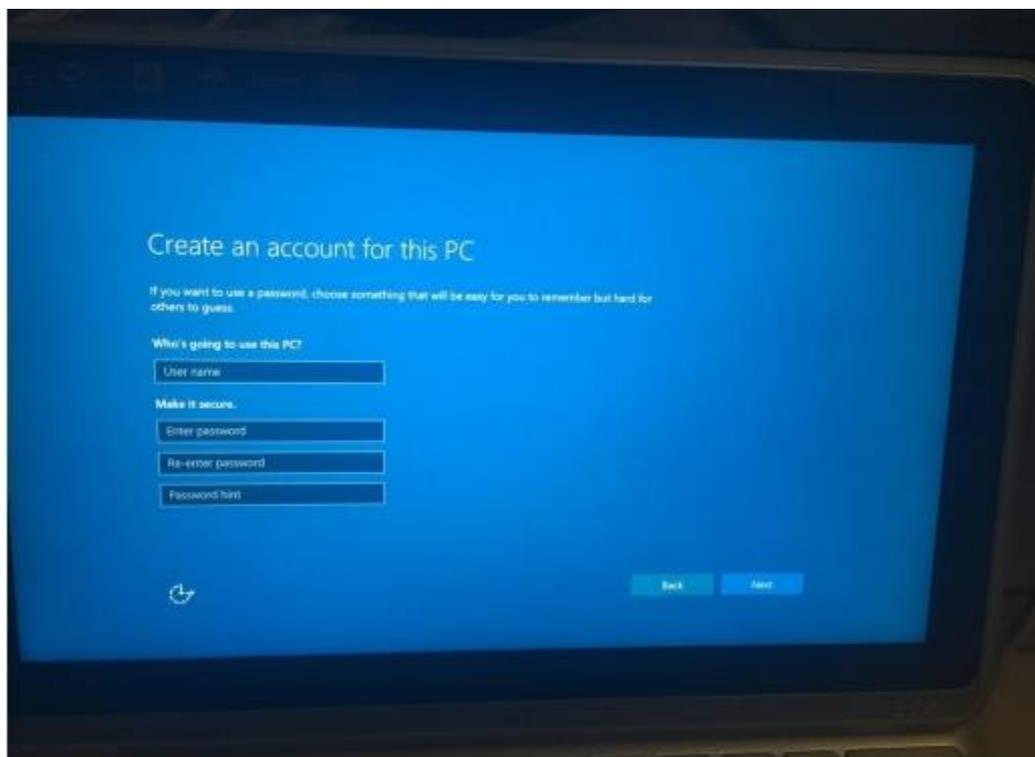
1. Generally, the first question you will be asked is the 'Let's get Connected' Page.



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



(we have specified how to answer these questions below)

6. Fill in the following fields

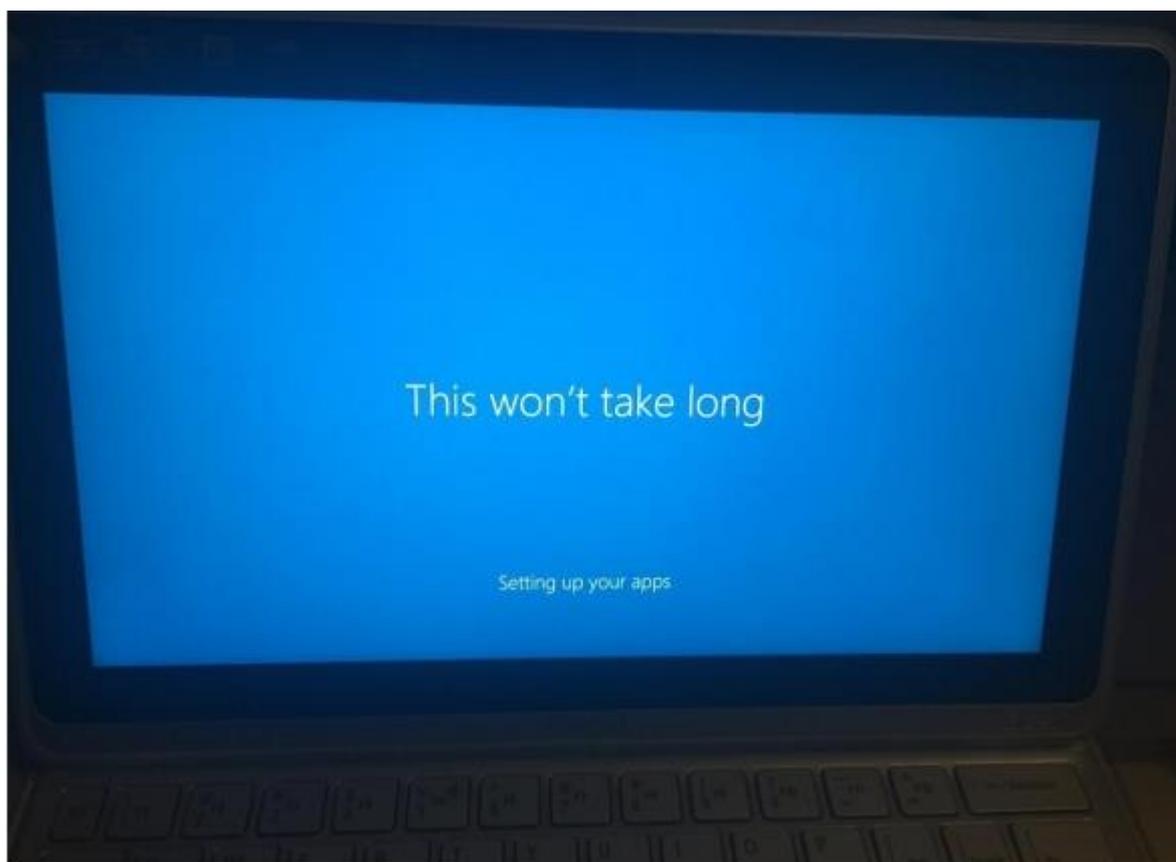
Who's going to use this PC – Type in the parent account name (i.e Your name) NOT the students details. This is the devices administrator account NOT the account the students will use.

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.

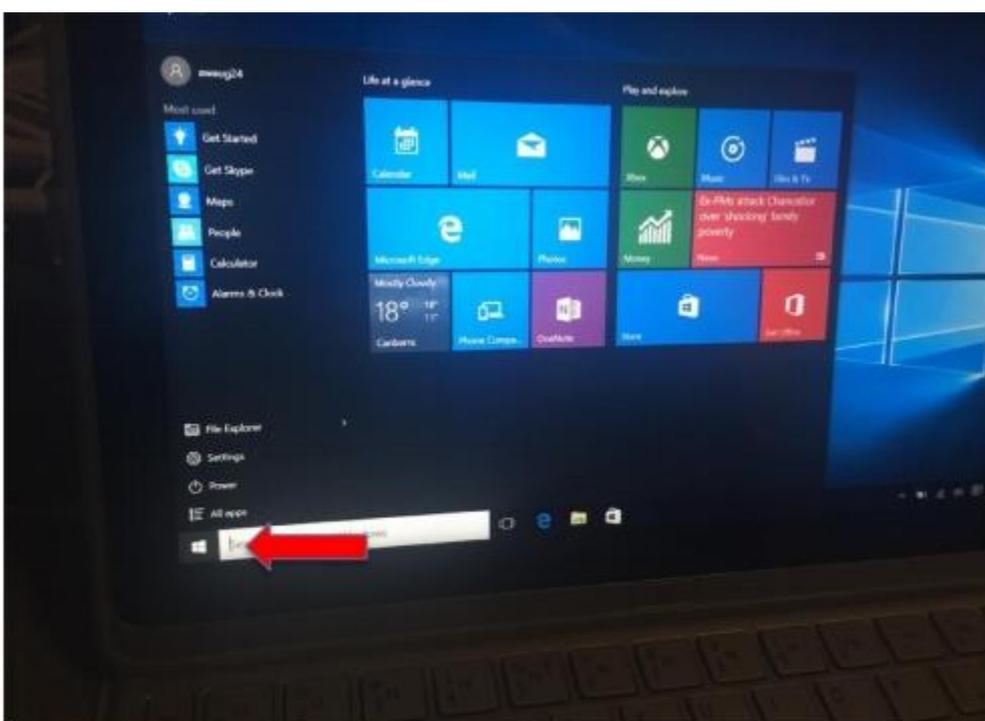


9. Once finished your computer will have windows 10 installed and will look similar to this:

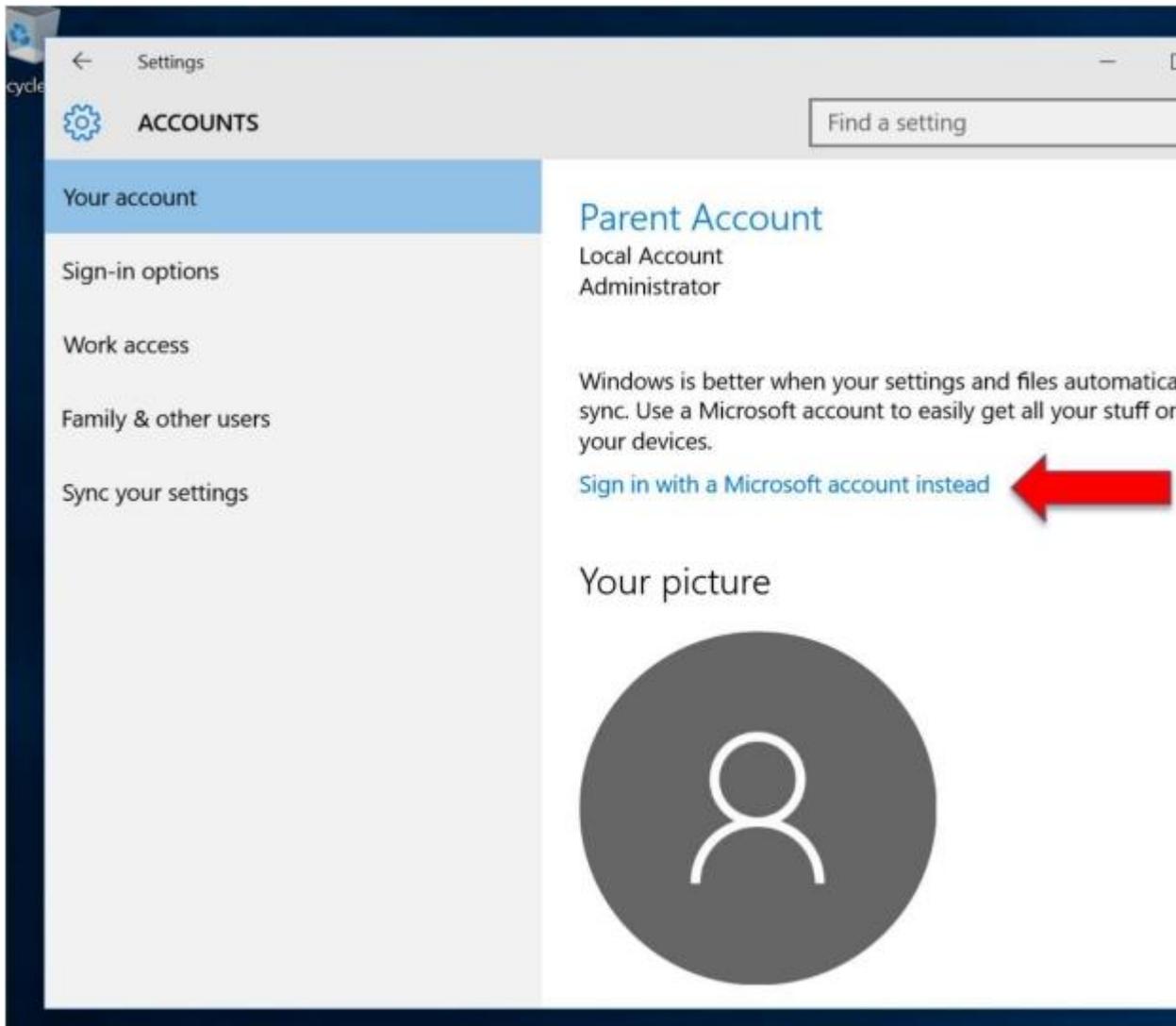


STEP 2 – SIGN IN WITH YOUR MICROSOFT ACCOUNT

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](#)



[Forgot my password](#)

No account? [Create one!](#)



[Microsoft privacy statement](#)

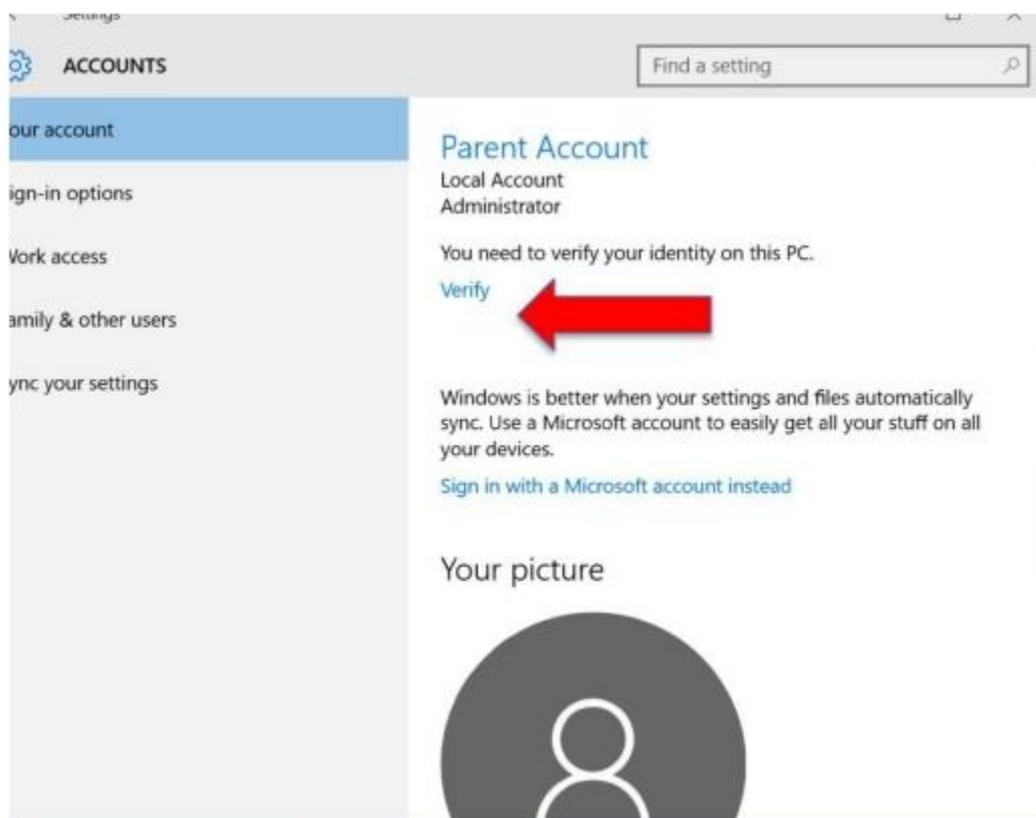
7. Follow the screen prompts to set your Microsoft account up.

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

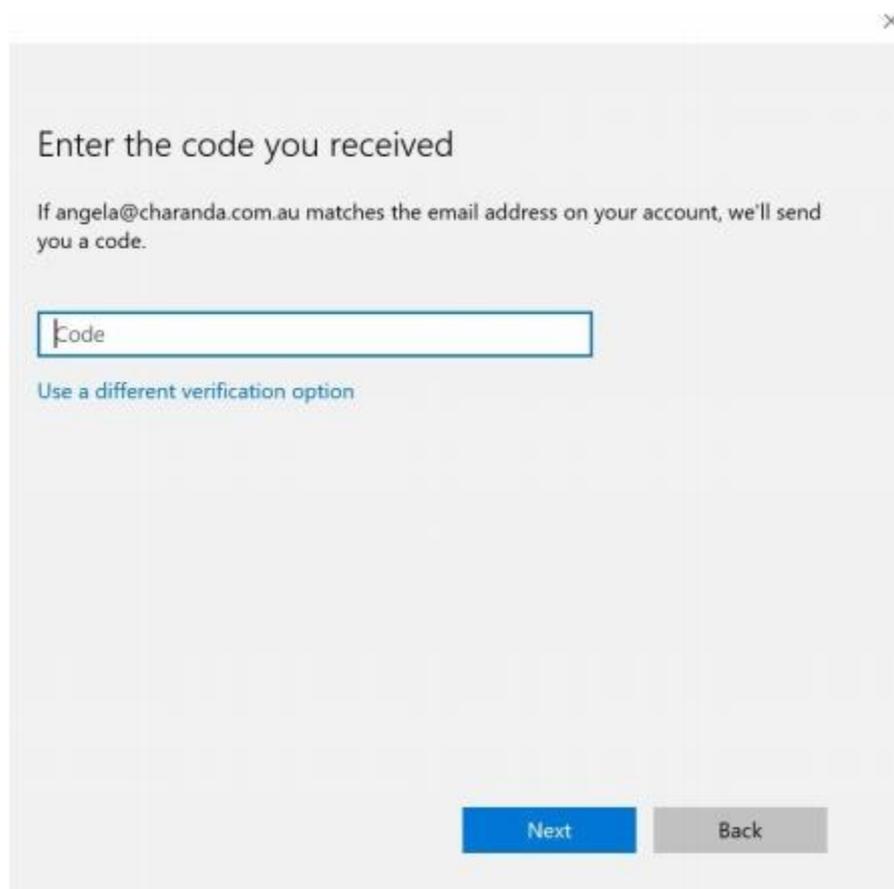


How would you like to get this code? *Select Email Address*

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



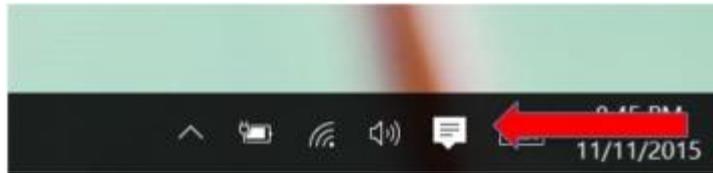
The screenshot shows a verification dialog box with a close button (X) in the top right corner. The main heading is "Enter the code you received". Below this, a message states: "If angela@charanda.com.au matches the email address on your account, we'll send you a code." There is a text input field with a light blue border and a placeholder text "Code". Below the input field, there is a link that says "Use a different verification option". At the bottom right, there are two buttons: a blue "Next" button and a grey "Back" button.

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

15. Click Next.

STEP 3- TURN WIFI OFF

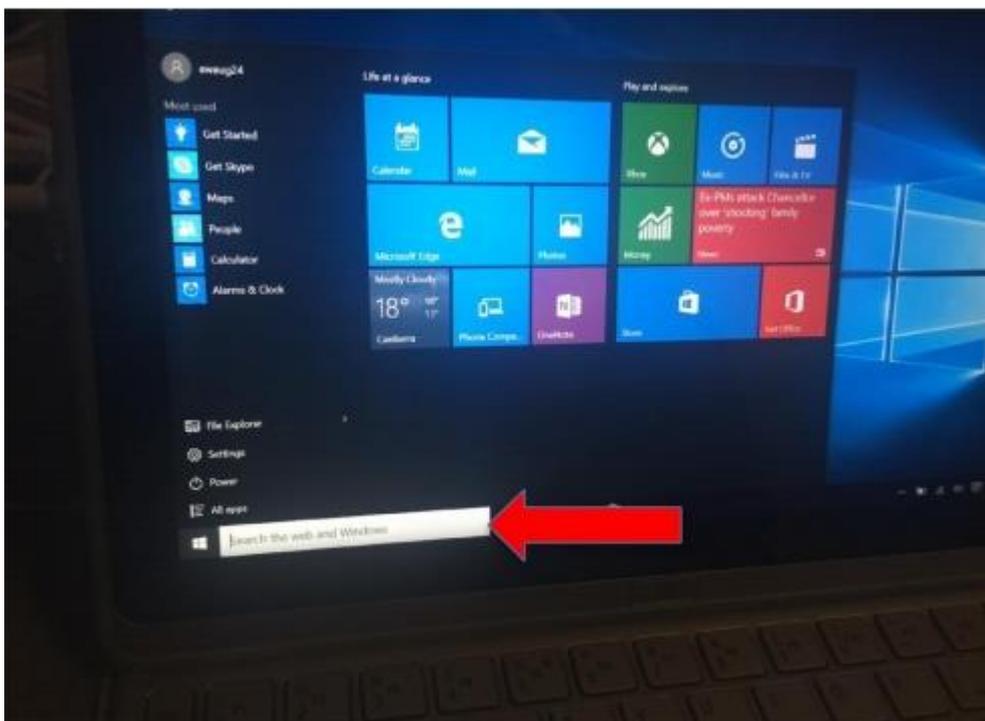
1. To turn the WIFI off down the bottom right of the desktop you will see a square speech bubble



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

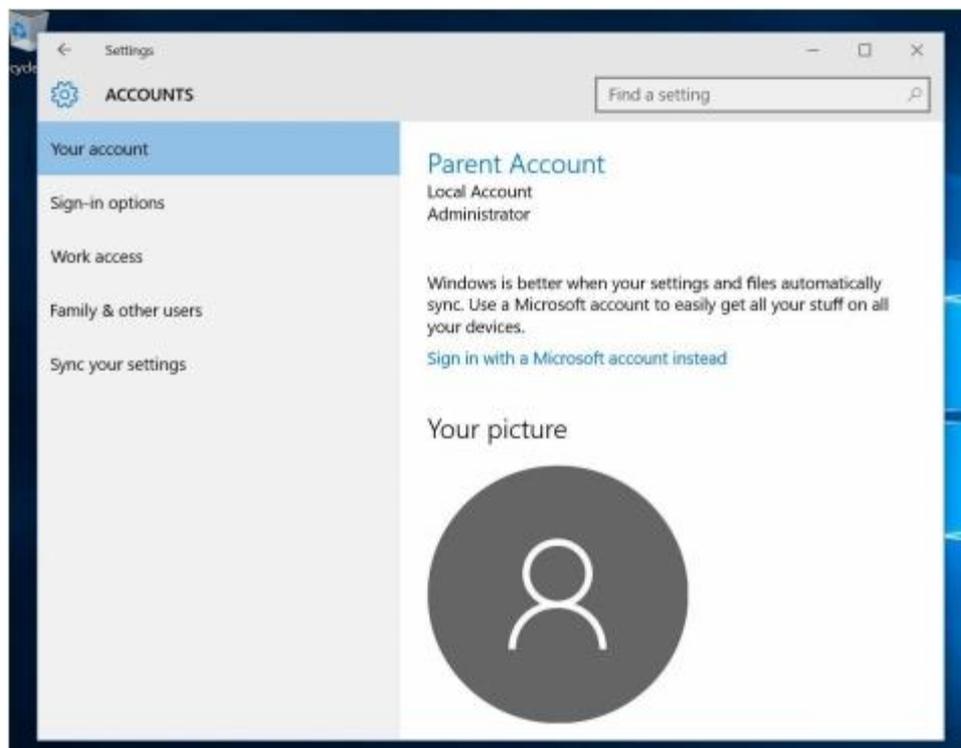
3. STEP 3 – CREATE A CHILD ACCOUNT

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

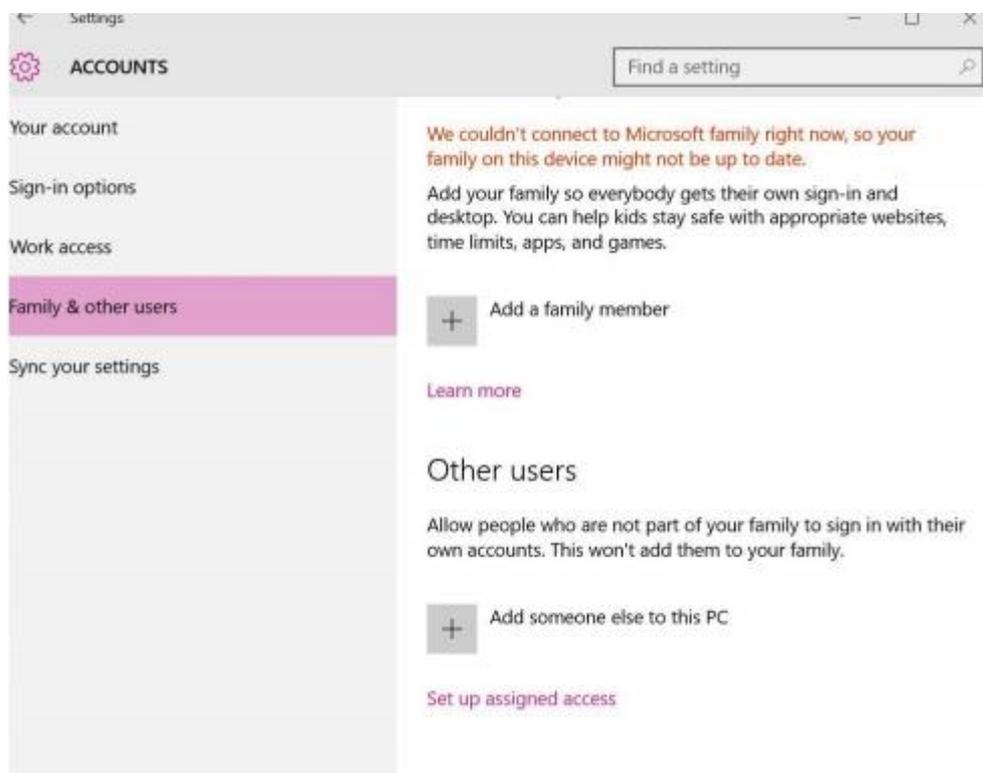


2. Tap/Click on Settings

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:

Create an account for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

Who's going to use this PC?

Make it secure.

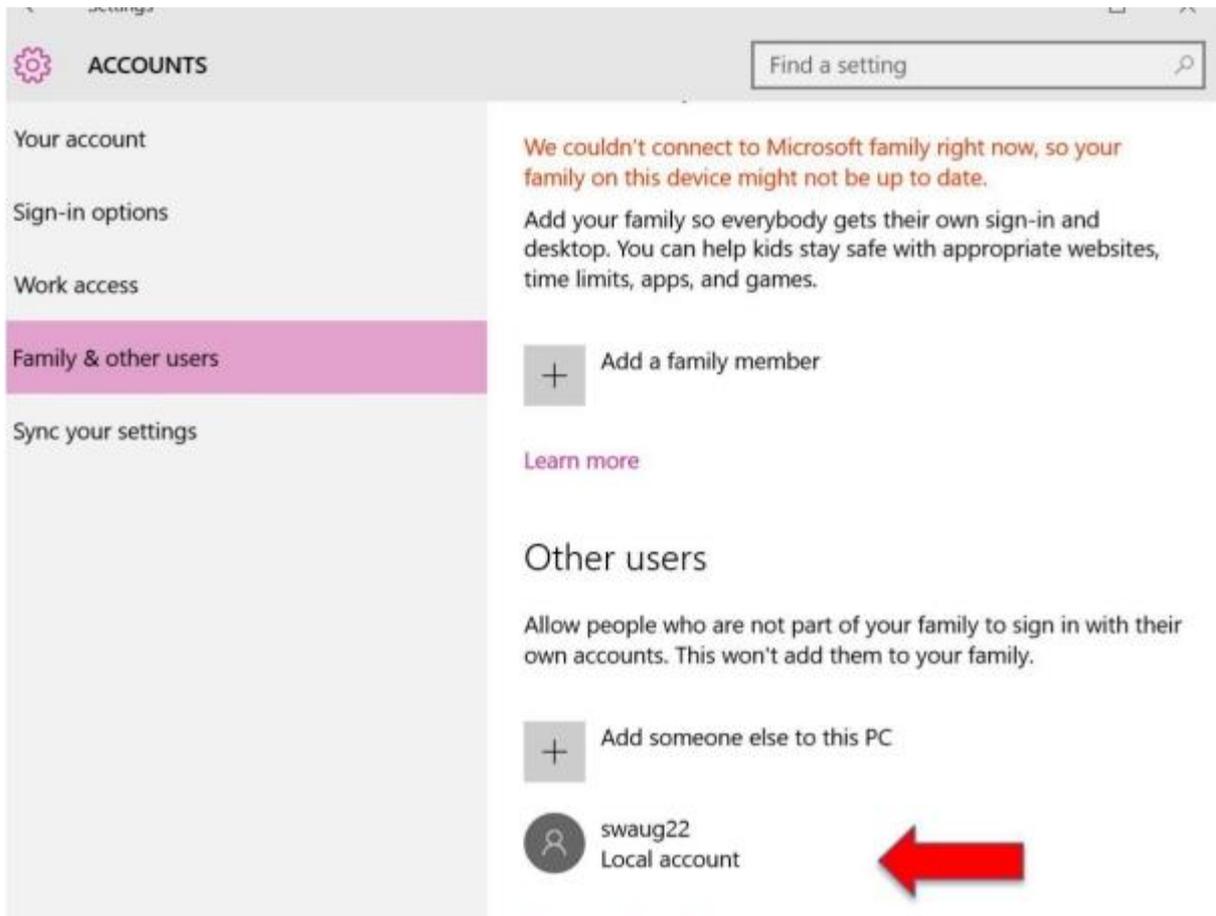
Next

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

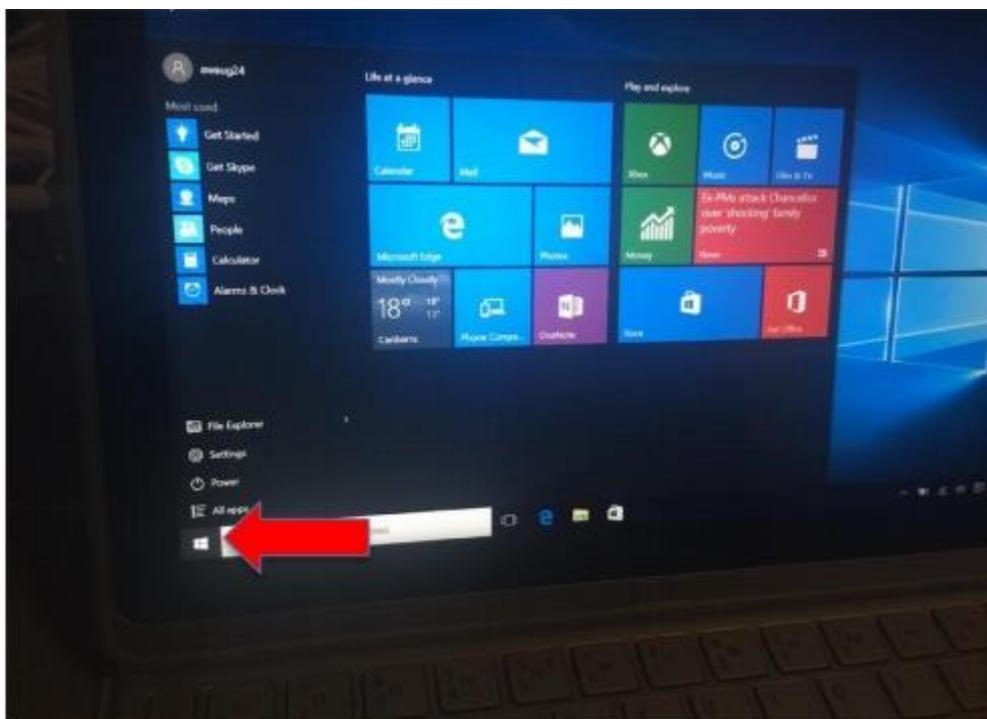
1. To turn the WIFI off down the bottom right of the desktop you will see a square speech bubble



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



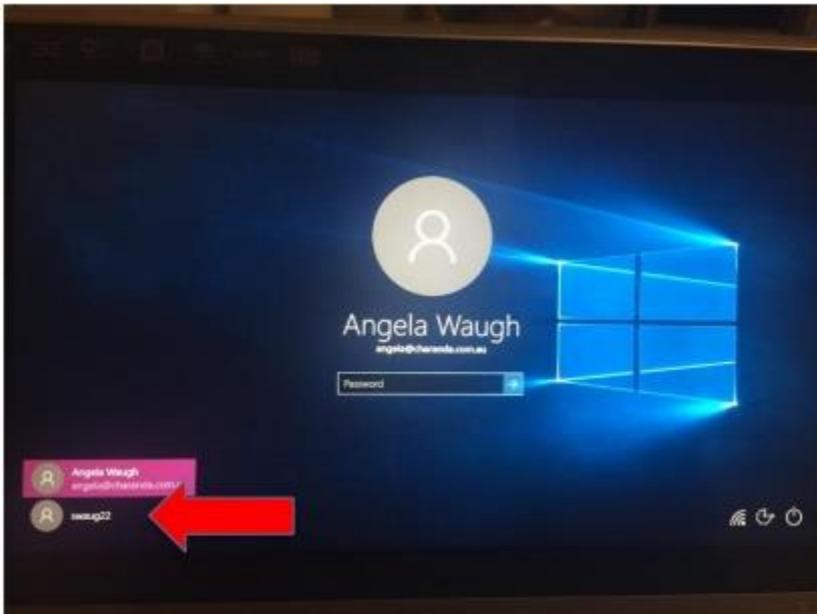
2. Click on the account name (up the top of the menu) and select sign out.

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



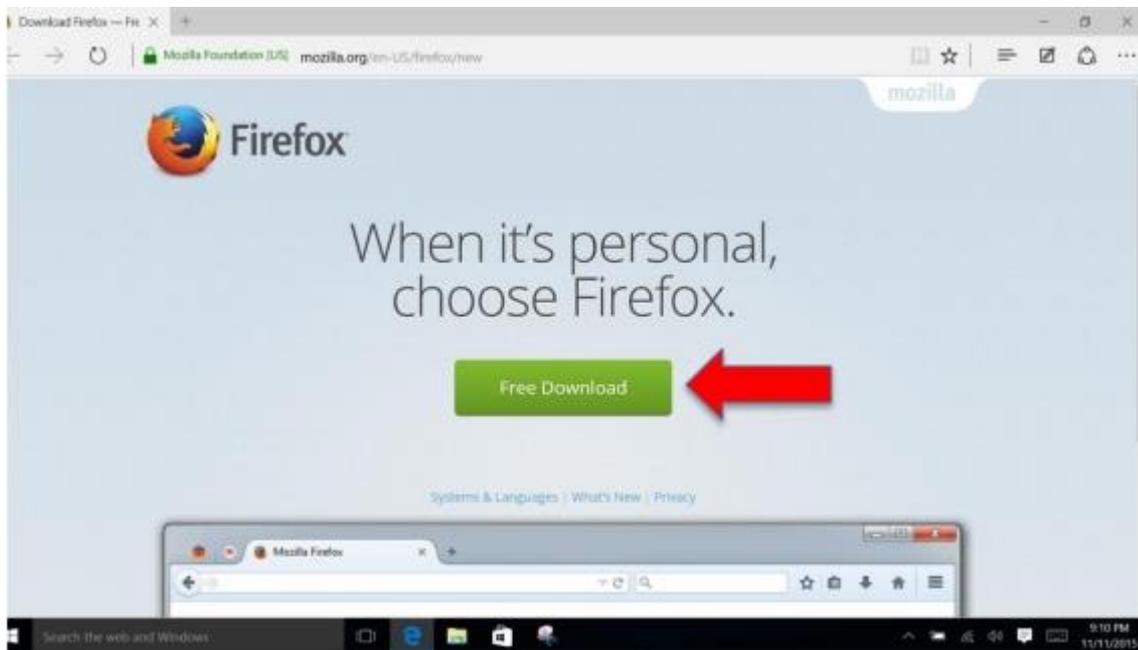
3. Enter the Student Password

4. You will now be taken to the windows home screen

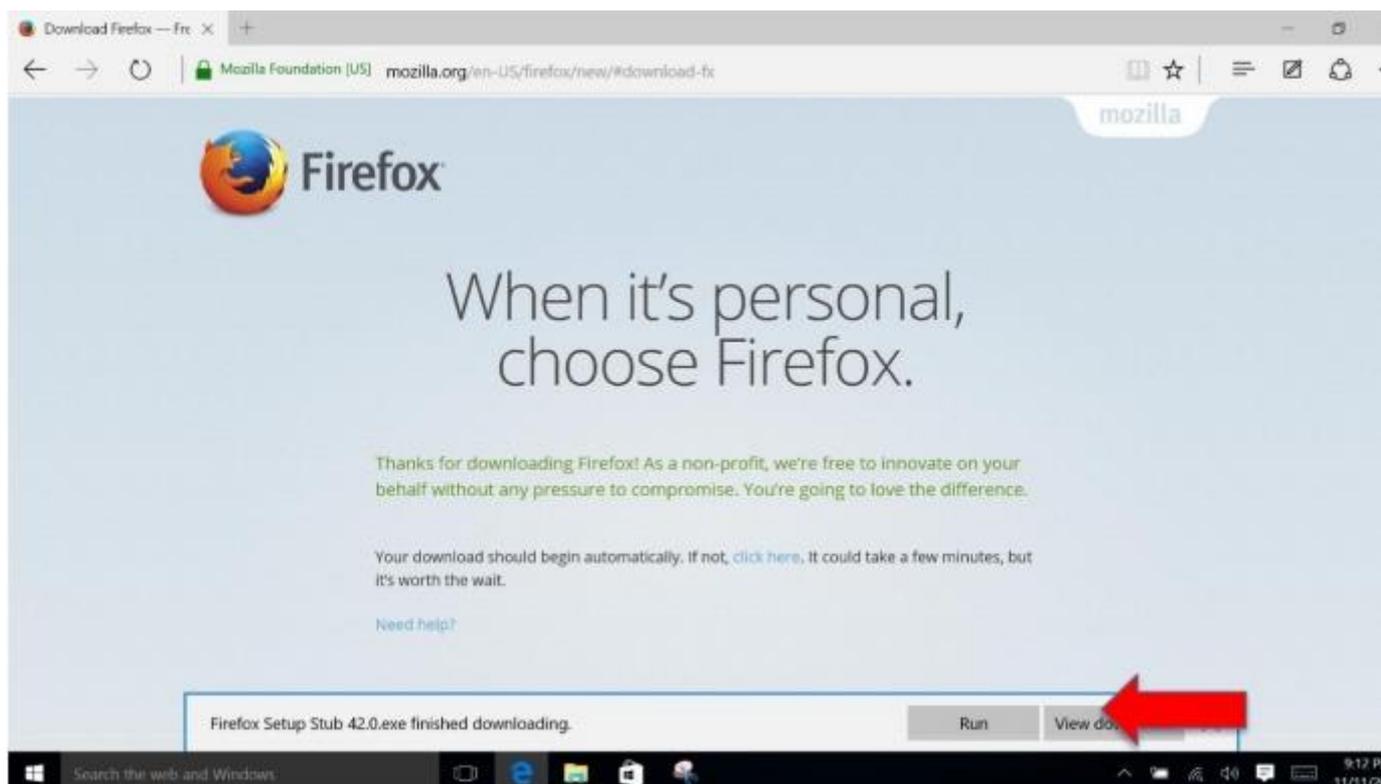


STEP 8- INSTALL FIREFOX

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

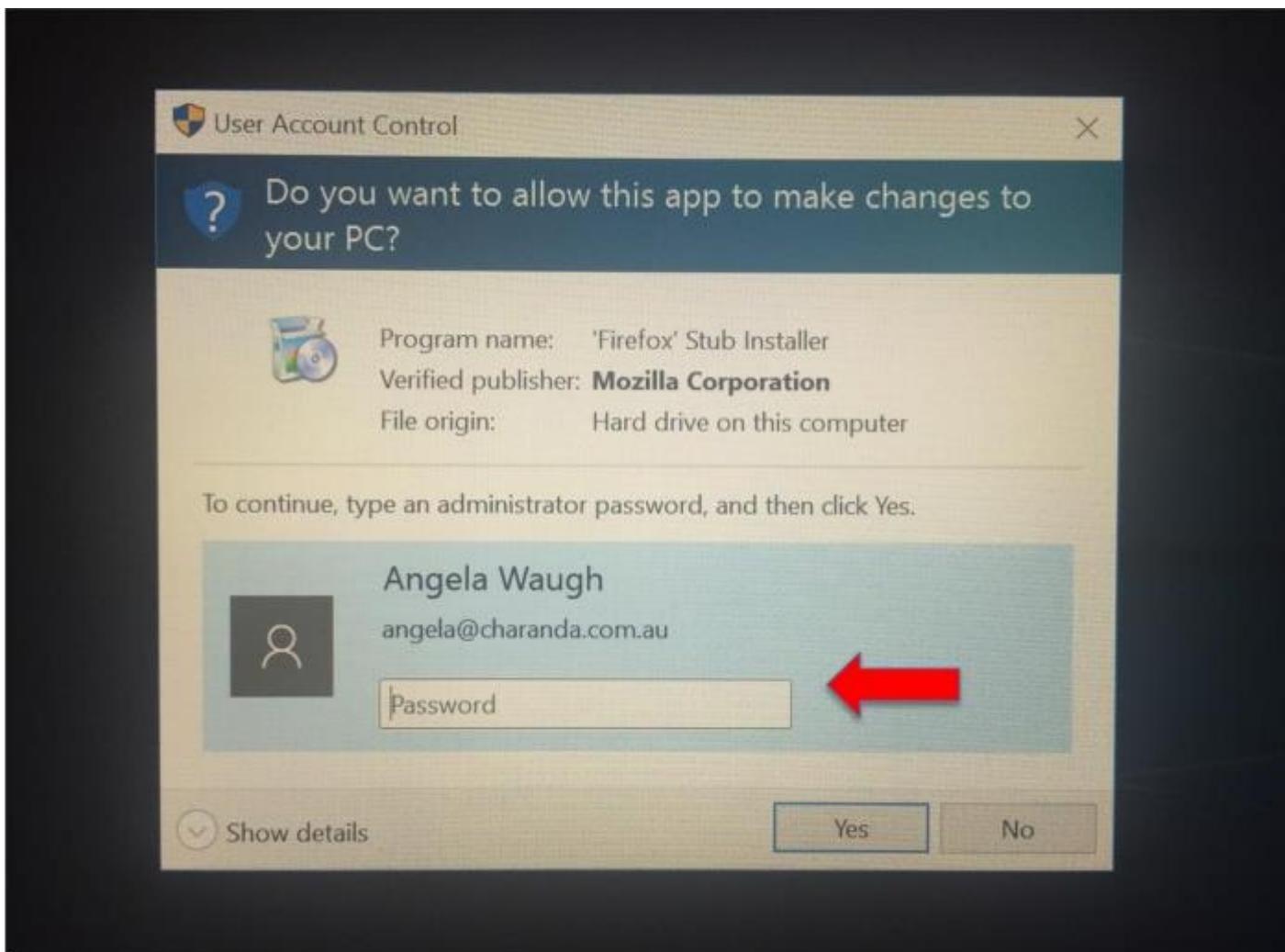


3. Click on FREE DOWNLOAD
4. When the download has finished a pop up box will appear at the bottom of the screen



5. Click on Run

6. Enter Parent Password to continue the installation



7. Click on YES

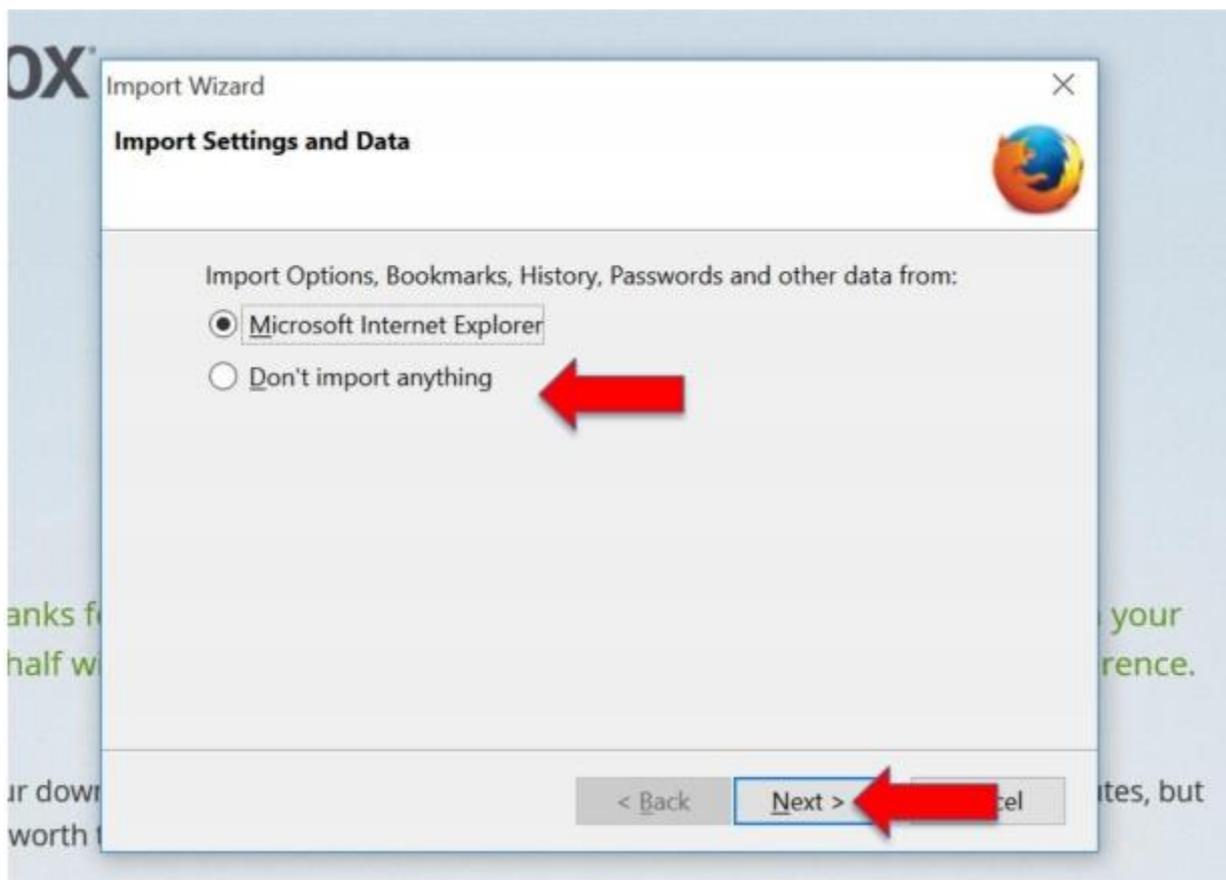
8. Click on Install



Firefox will now download and install.

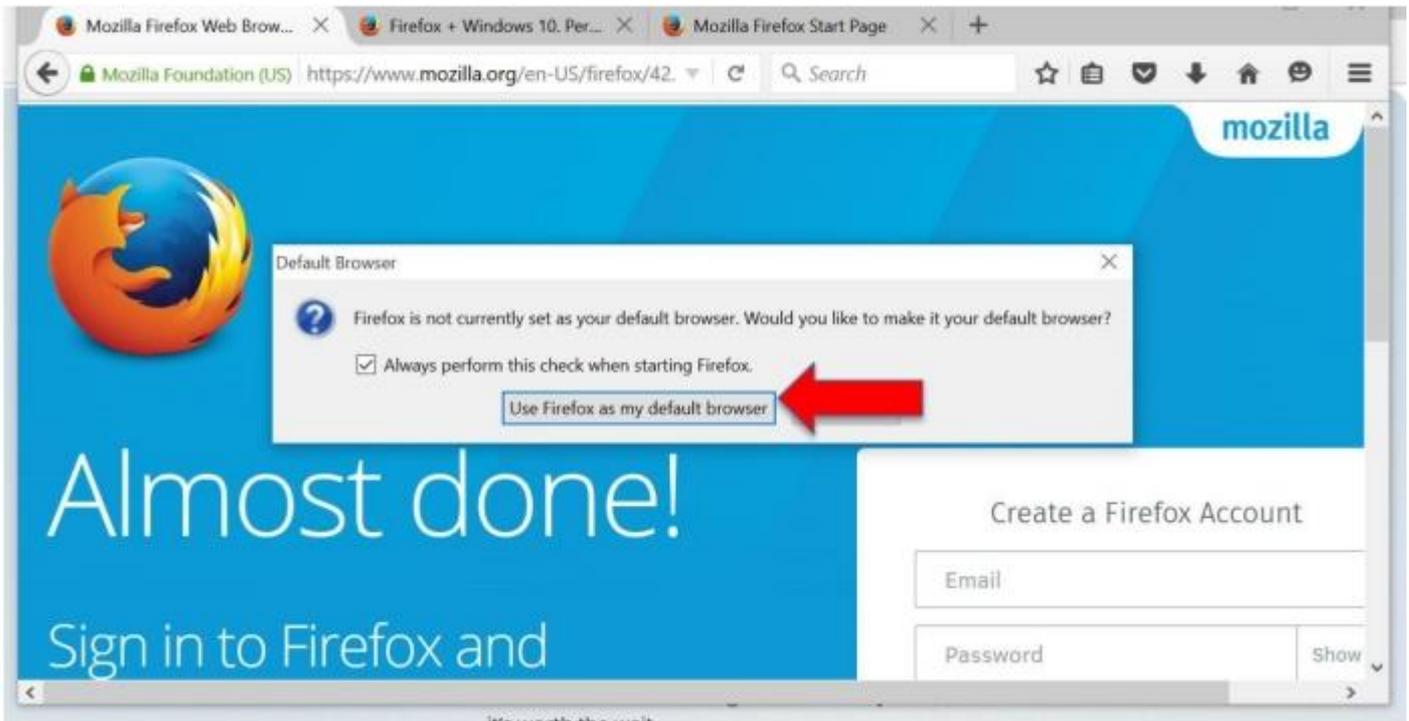


9. In the import settings and data box, click on Do not import anything

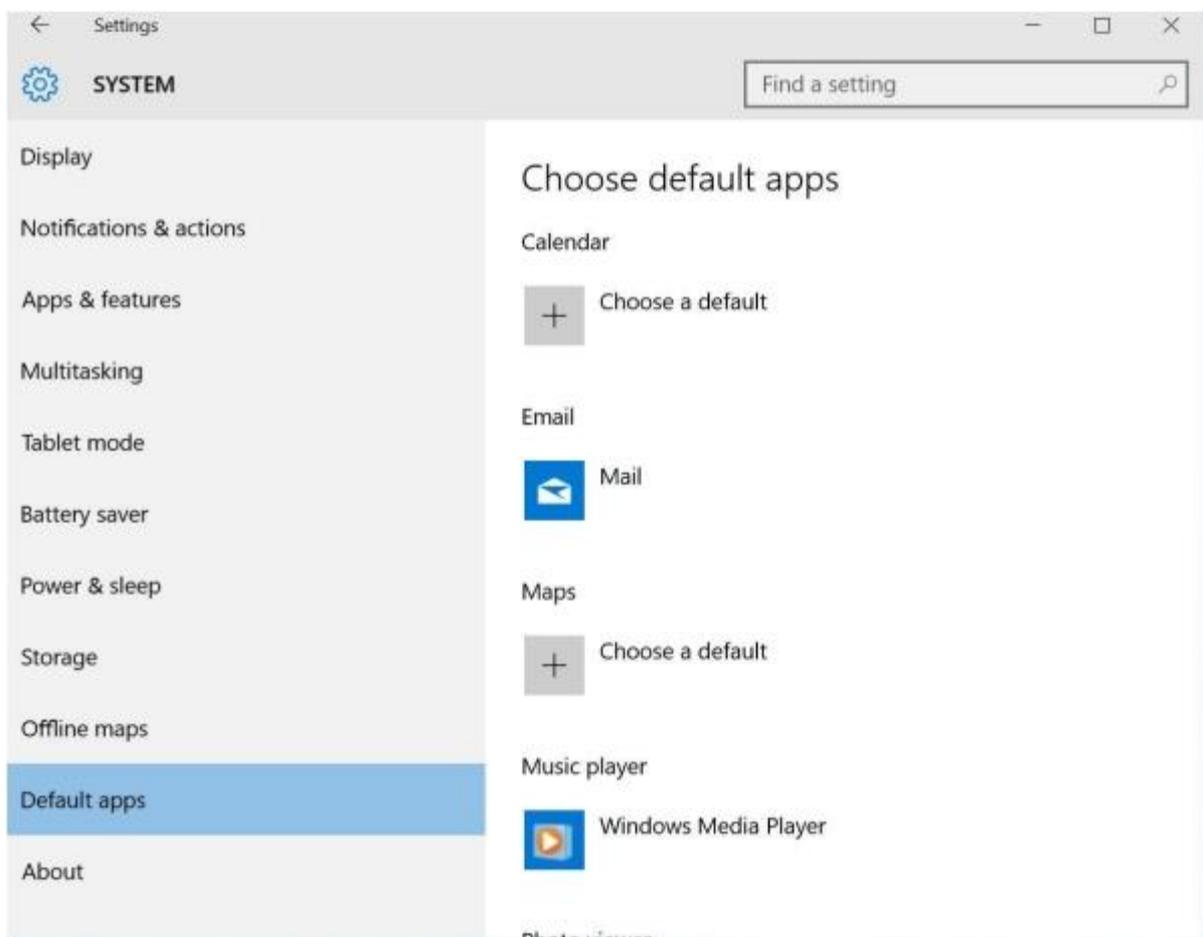


10. Click Next

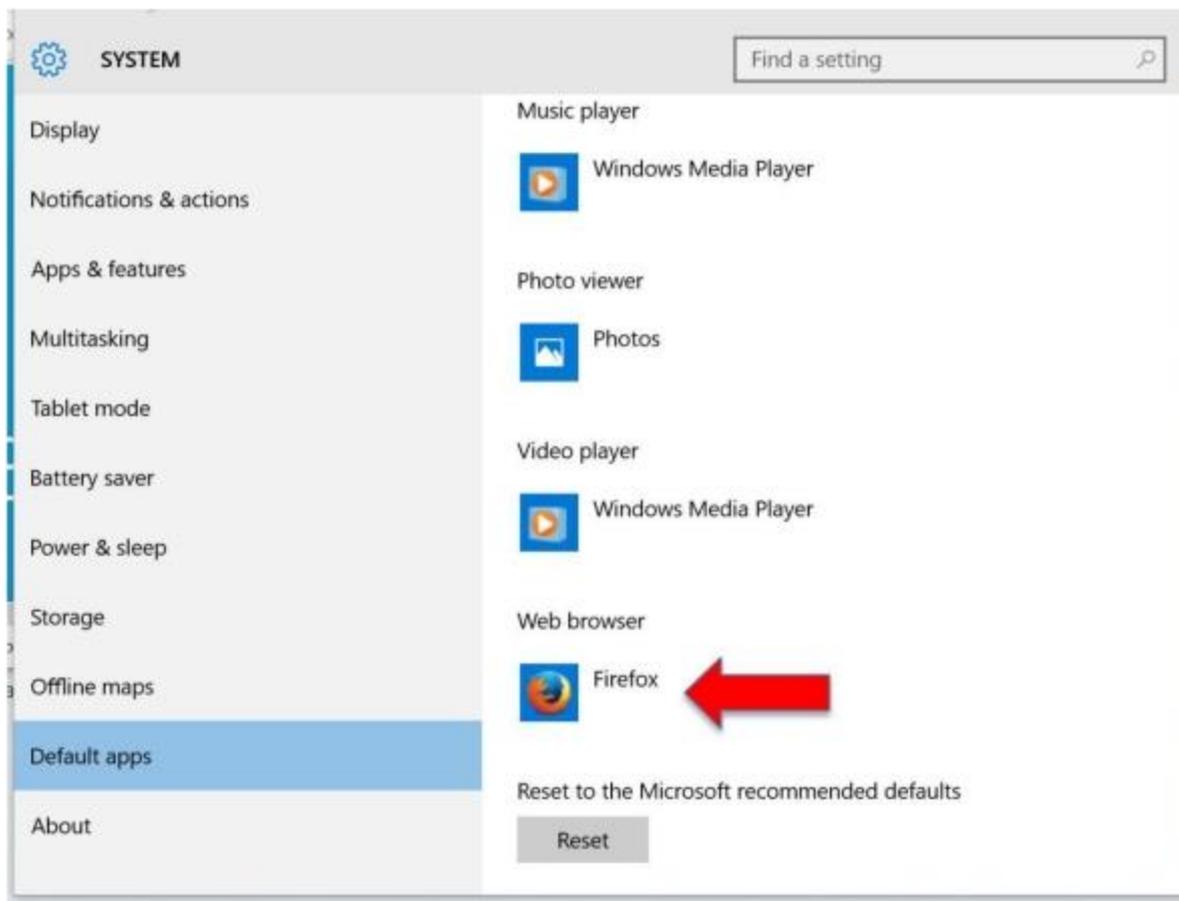
11. Click on Use Firefox as my default browser



12. The choose the following APPS window will appear



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



14. Close settings window.

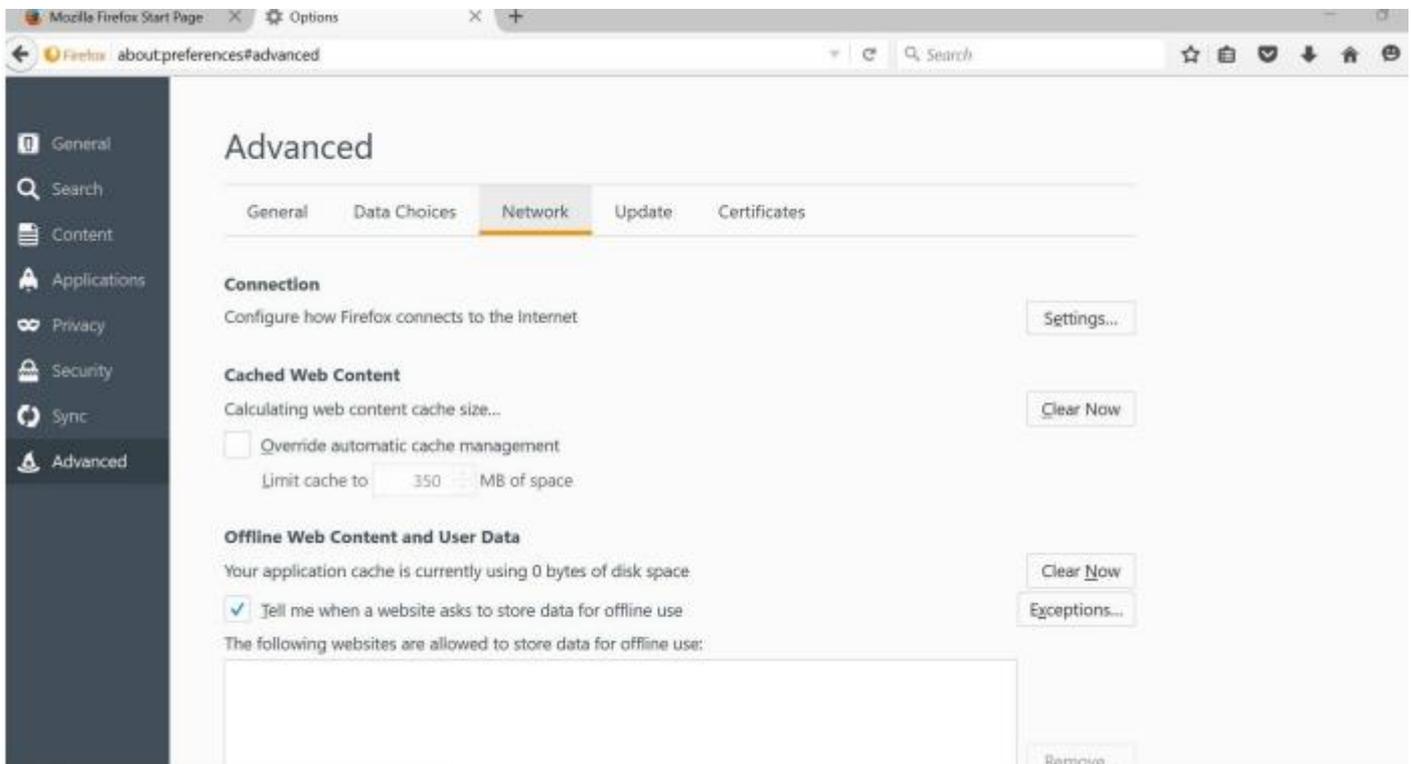
Close all open windows and return to the windows desktop.

STEP 8- CONFIGURE FIREFOX

Open Firefox by using desktop shortcut

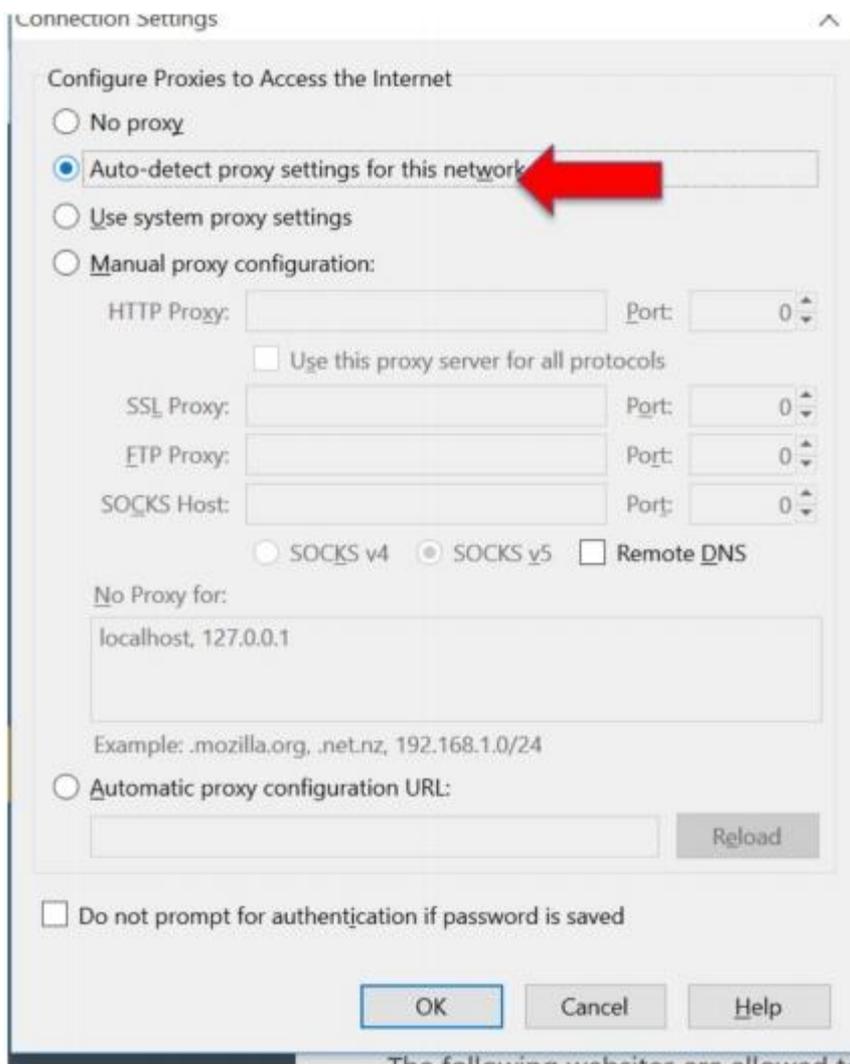


1. Click on the three lines at the top right.
2. Click on Options
3. Click on Advanced
4. Click on Network



5. Under network, click on settings

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



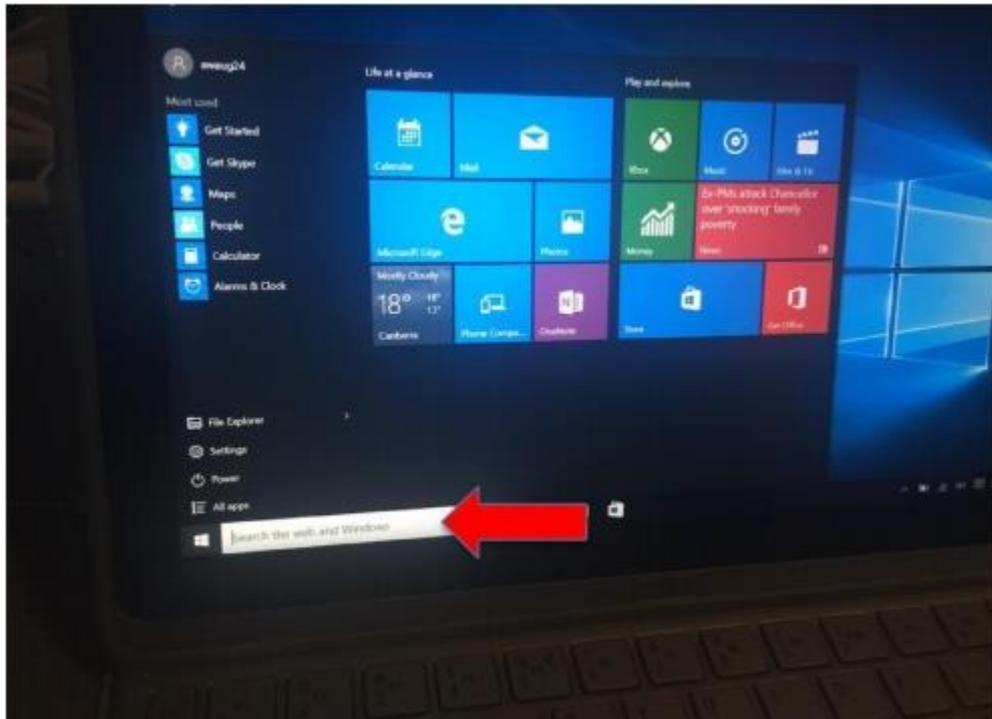
7. Click Ok. And close Firefox.

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

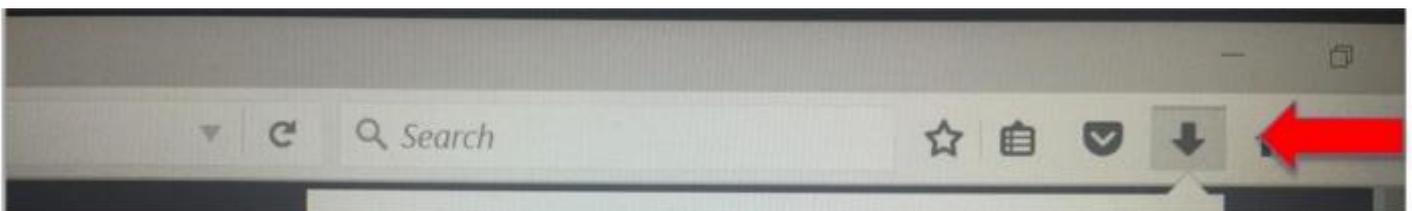
Follow this link for instructions on how to install Office 365. [How to access and install office for free.](#)

STEP 11- INSTALL SILVERLIGHT

1. Click on the Search the Web and Windows in the bottom left
2. Type in www.microsoft.com/silverlight 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



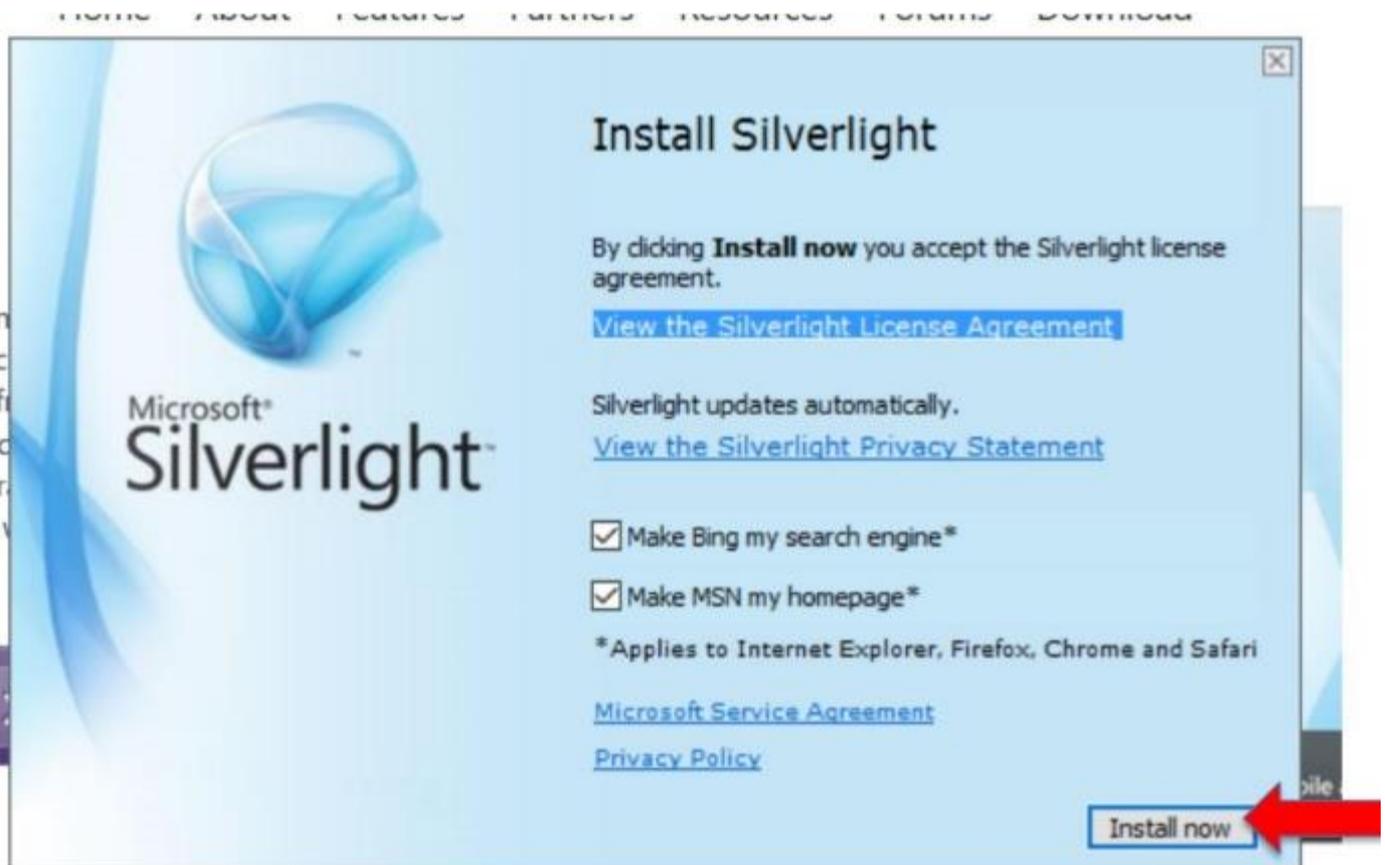
6. Tap on Silverlight

7. Enter parent password

8. Untick the two white tick boxes in the blue Silverlight window that appears

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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 www.java.com and hit Enter. The below page will load.



3. Click on Free Java Download
4. Click on Agree and start Free Download

The screenshot shows the Java website's download page for Windows. The page has a red header with the Java logo and navigation links for 'Download' and 'Help'. A search bar is visible in the top right. On the left, there is a sidebar with 'Help Resources' and 'Windows 64-bit Users' sections. The main content area is titled 'Download Java for Windows' and features a large red button labeled 'Agree and Start Free Download'. A red arrow points to this button. Below the button, there is a disclaimer: 'By downloading Java you acknowledge that you have read and accepted the terms of the end user license agreement'. Further down, there is a note about restarting the browser after installation and links for 'Installation Instructions' and 'System Requirements'. At the bottom, there is a link to 'See all Java downloads'.

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.

The screenshot shows the 'Java Setup - Welcome' dialog box. The window title is 'Java Setup - Welcome'. The dialog has a blue header with the Java logo and the text 'Welcome to Java'. The main text reads: '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. Note: No personal information is gathered as part of our install process. Click here for more information on what we do collect. Click Install to accept the license agreement and install Java now.' At the bottom, there is a checkbox for 'Change destination folder', a 'Cancel' button, and an 'Install >' button. A red arrow points to the 'Install >' button.

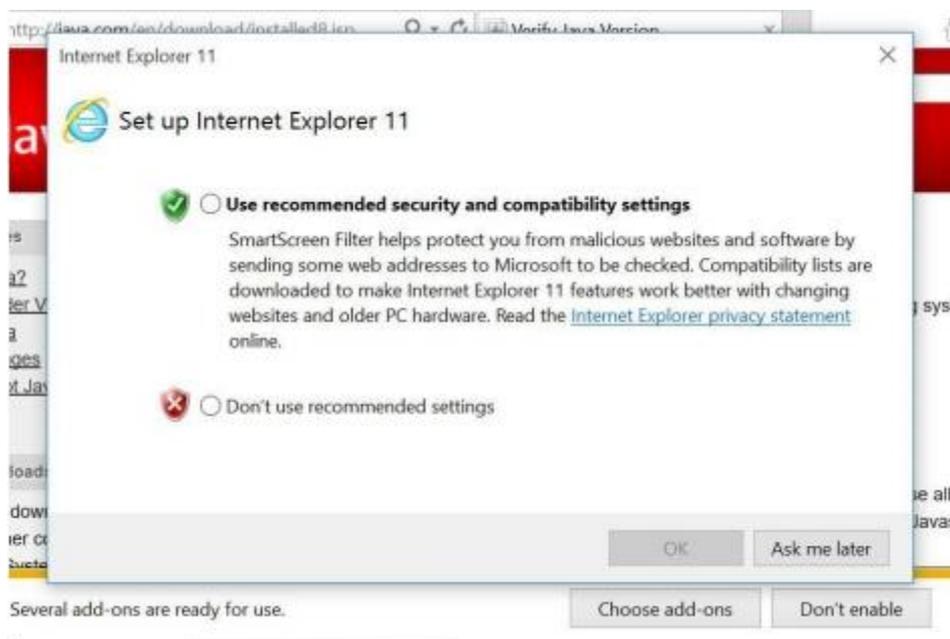
10. Click on install

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



- 14. Press ok
- 15. Close all windows.

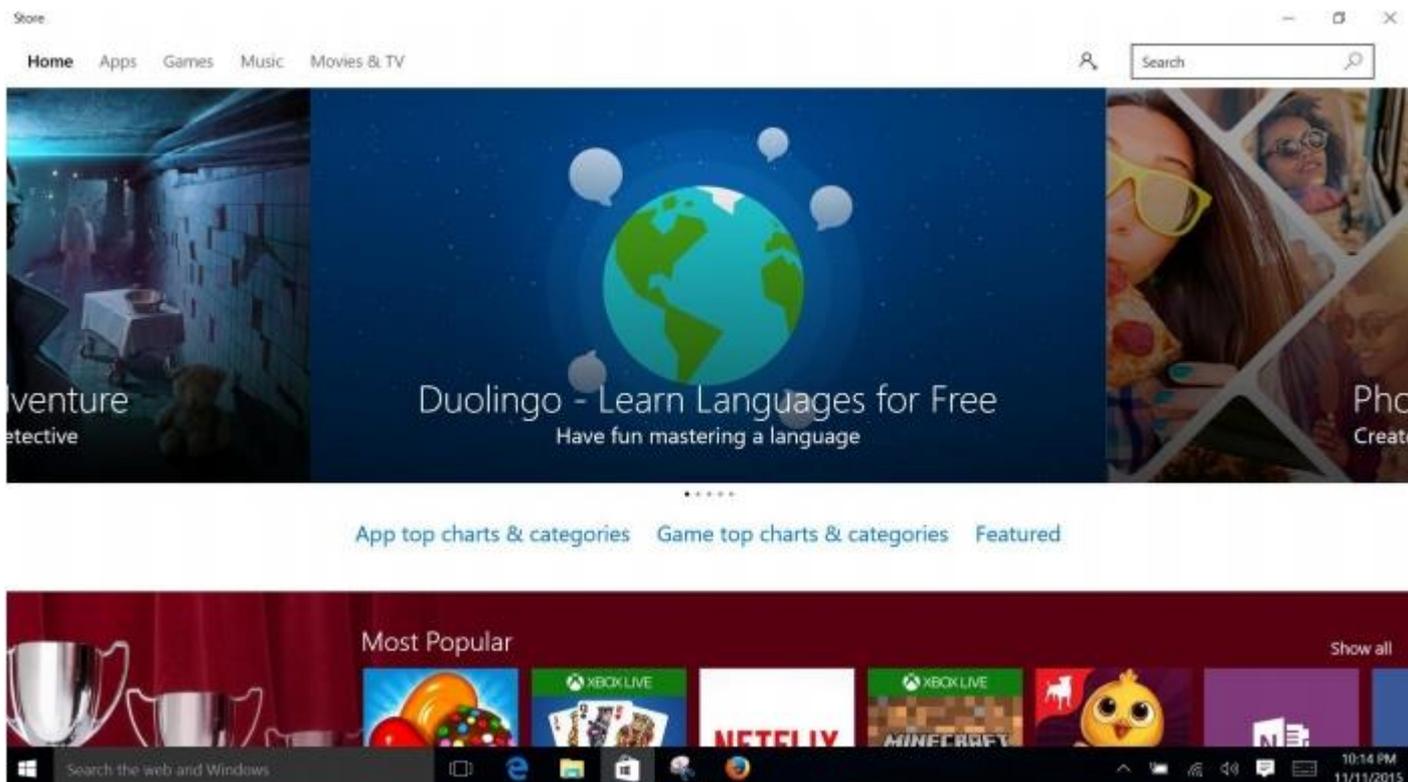
STEP 13- INSTALLING MICROSOFT APPS

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

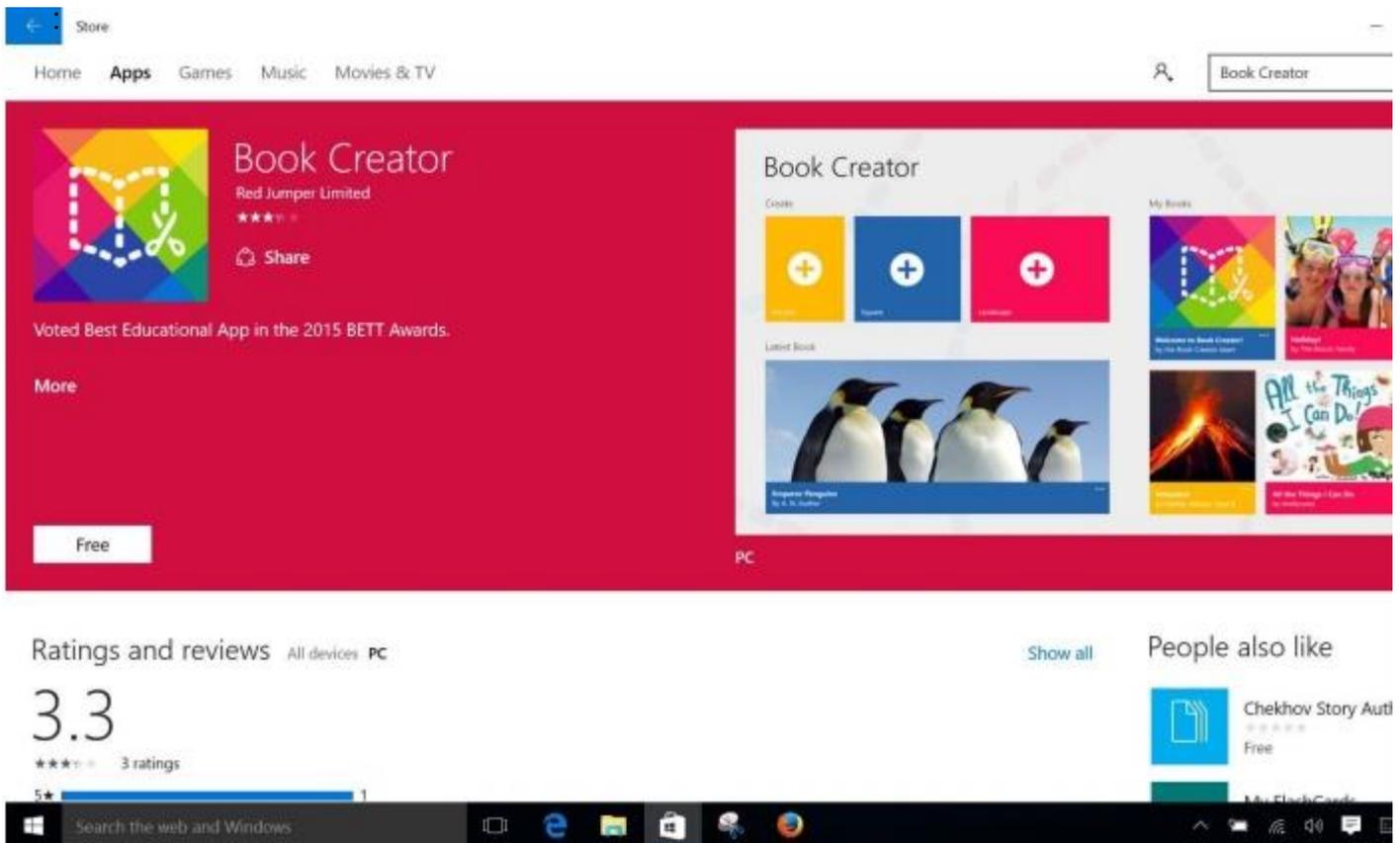


- 2. Type store and hit Enter. The below page will load.



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

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

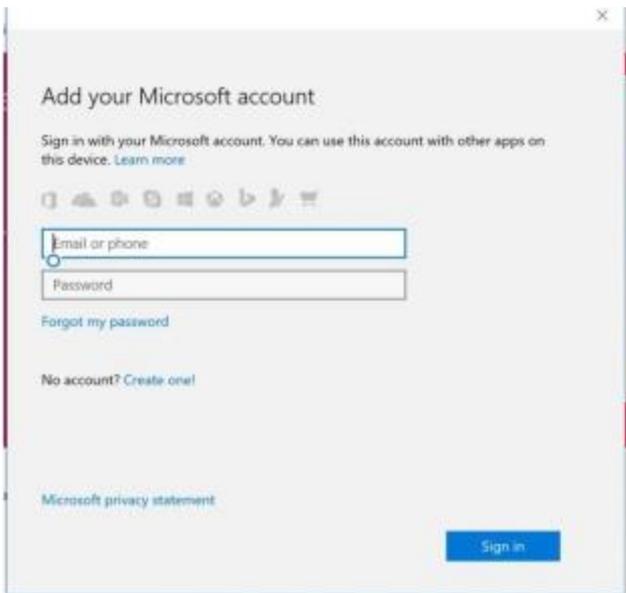


4. Tap on free / purchase (if a paid app)

5. Click on Microsoft account

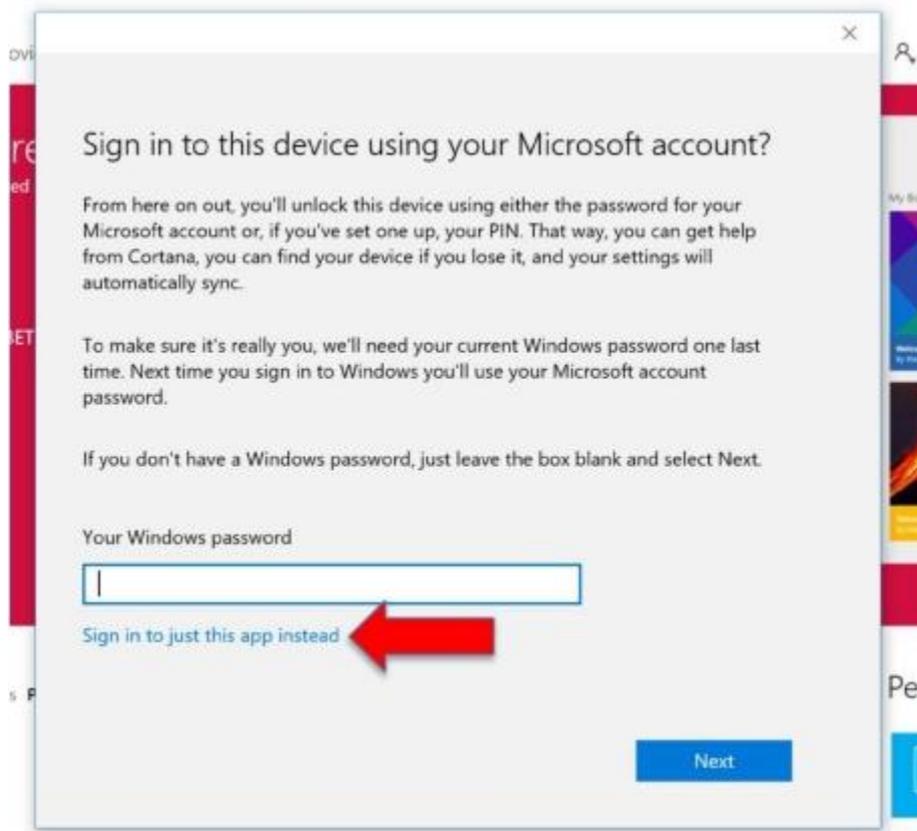


6. Enter the account that you set up at the start of the documentation (parents Microsoft email address and password)

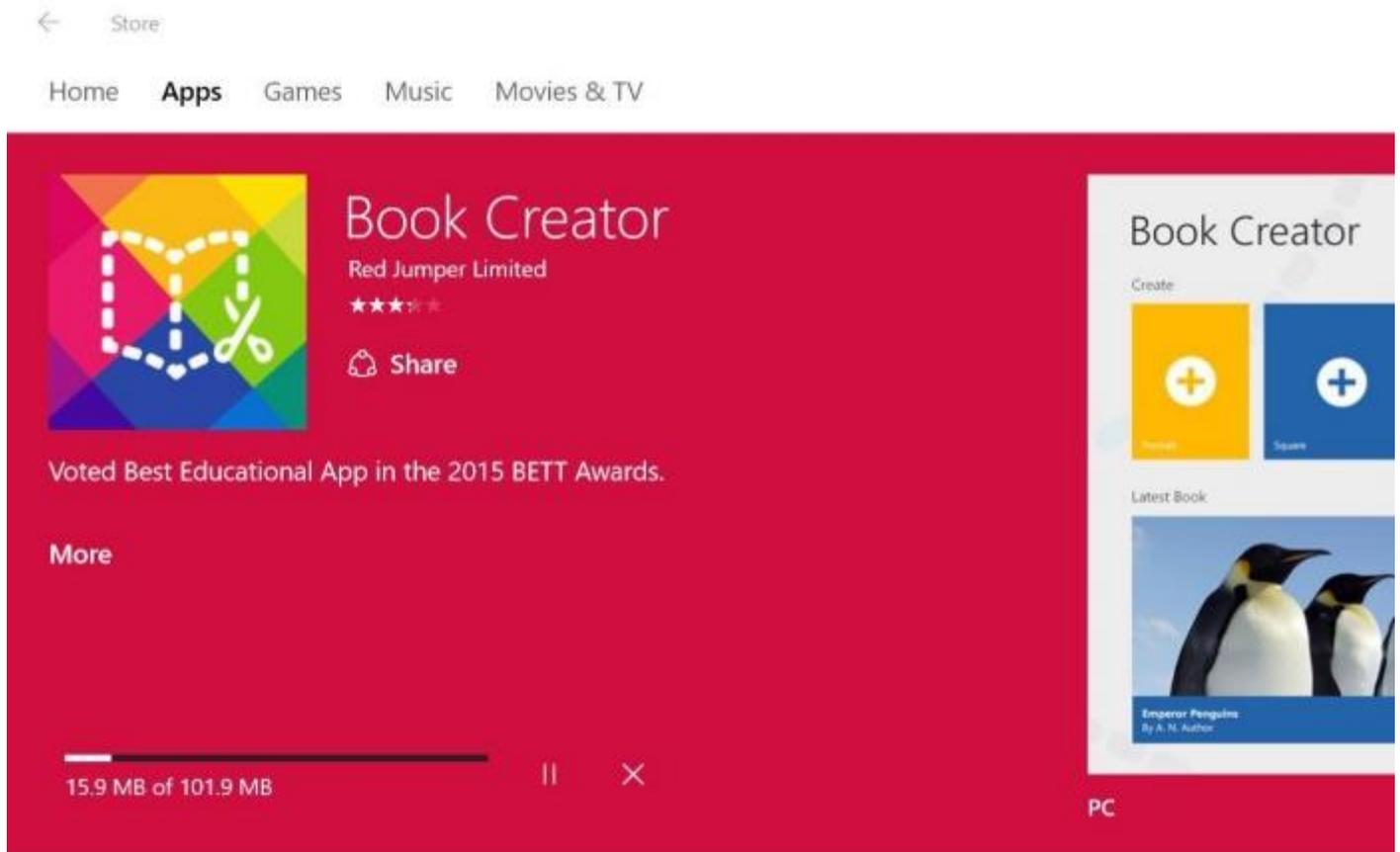


6. Sign in

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



8. You will then see the app downloading



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.**

