2024 YEAR 6 LAPTOP SETUP AND SOFTWARE INSTRUCTIONS



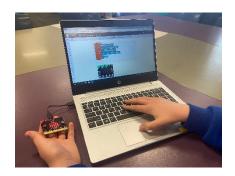
TECHNICAL ASSISTANCE

If you have any difficulties with these instructions we are here to help! Contact us first via email on byox@middleparkss.eq.edu.au as we may be able to solve your problem remotely. On-site assistance will also be available during the Pupil Free Week (15th-19th January, 2024) and throughout the first few weeks of the school year. If you have your laptop before the end of Year 5, you are free to set up early and on-site assistance can be provided ahead of the holidays.

INITIAL SETUP FOR <u>NEW</u> LAPTOPS

Turn on your new laptop and you will be prompted to make decisions around:

- Language and Region
- Keyboard
- Network connecting to your home internet
- Windows 11 License Agreement
- Computer name and password
- Security questions
- Privacy settings
- Registration for support and warranty
- Virus protection



• Account creation - please create a 'Local account' as a way of logging in to the laptop by selecting 'Add a user without a Microsoft account'. Note that if a local account is not created from home, we will need to create this at school so your child can access our school network.

SETUP FOR USE AT SCHOOL FOR <u>NEW AND EXISITING LAPTOPS</u>

Before you start, have your child's school username and password nearby. Contact byox@middleparkss.eq.edu.au if you are unsure about these details.

In order for your child's laptop to function at school, you need to undertake the following processes at home:

- Connect laptop to your child's school-based Microsoft account
- Sign in to the Department of Education's 'Intune' program
- Download specified software (e.g. BYOX Link, Paint)
- Sign in to school email account

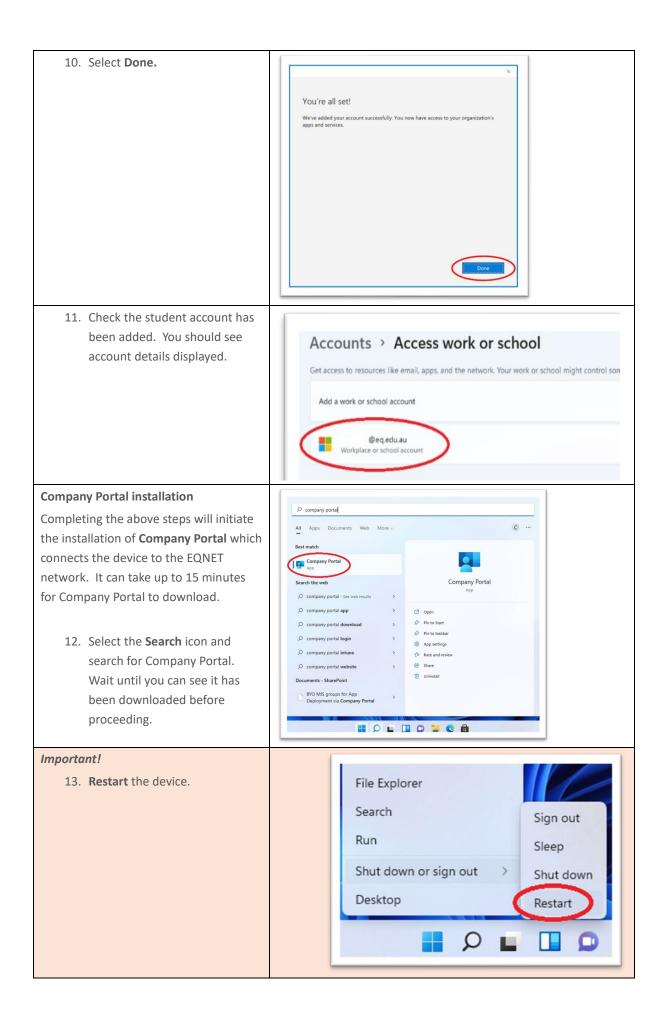
To complete the above steps ahead of the 2024 school year, follow the instructions in this video:

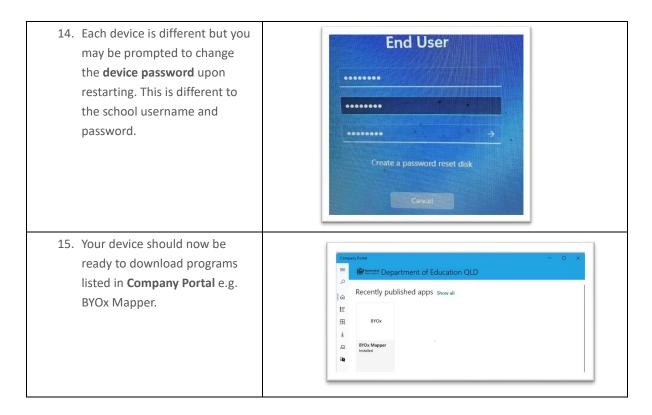


https://www.youtube.com/watch?v=II_xqO3Fsto

Alternatively, follow these screenshots:

Enrolment into Intune (a connecting to home inte 1. Left click on the (bottom left of t 2. Search for "Acce school".	rnet) Search icon rask bar).	All Apps Documents Settings More ~ ***
		Rest match Access work or school System settings Settings Related settings to access work or school
 If a previous acc already signed i sibling or parent to select that acc 'Disconnect'. 	n (e.g. older t), you may wish	Accounts > Access work or school Set access to resources like email, appt. and the network. Your users or school might control some things on this device when connected. Acd a work or school account Connect Related settings Laport your management tog files Your ng tiles will be reported to "College Auto" College setting College setting Laport Acc or remove a provisioning sociage
4. Select Connect .		Freetanty in device management > ▲ Get help ✔ Give teedback
 Type your child' address using th followed by @e <u>flast1@eq.edu.a</u> Select Next. 	neir username q.edu.au (e.g.	Monstoff account Set up a work or school account You'll get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them. flast1@eq.edu.au
		Alternate actions: These actions will set up the device as your organization's and give your organization full control over this device. Join this device to Azure Active Directory Join this device to a local Active Directory domain Next
 Log in with stud (e.g. flast1) and 		Queensland Government Department of Education
 8. Tick to agree to 9. Select Sign in. 		Managed Internet Service Sign in with your username and password Username * flast1 Password * ensure grave to the conditions of use and privacy statement Username Image: Sign in Change my pageword





ADDITIONAL SOFTWARE TO DOWNLOAD

Student laptops should have the latest versions of the following software downloaded and ready for the 2024 school year. Please install using the download link for each:

SOFTWARE	PURPOSE	DOWNLOAD LINK
Edge Chromium Browser	Default internet searching	Click <u>here</u>
Google Chrome Browser	Alternative internet searching	Click <u>here</u>
Adobe Acrobat Reader	PDF viewer	Click <u>here</u>
VLC Player	Video editor and player	Click <u>here</u>
Minecraft Education	3D crafting and design	Click <u>here</u>

MICROSOFT OFFICE 365 INSTALLATION

Existing Windows 10 and 11 devices may already have Microsoft Office (OneDrive, Word, Excel, PowerPoint, OneNote etc) installed but will need to have previous account users signed out and the new user signed in, using school email address, username and password.

New Windows 11 devices will need to have the full version of Microsoft Office installed by following these instructions:

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

3. In the username field, type in your email address (e.g. <u>flast1@eq.edu.au</u>) and select **Next**.



- 4. You will be prompted for your username and password on the online authentication page. Type your username (e.g. flast1 NOT full email address) and password.
- 5. Select Sign in.

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6. In the top right corner, select Install Office then Office O365 apps.

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Apps									Install Office 🖂	
<mark>0</mark> ⊻		W	x	P	N	S	N	⊻	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.	
Outlook Explore all you	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. Select **Save**. The file will automatically begin to download.

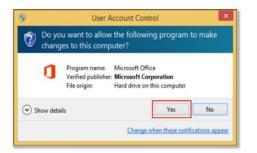
Do you want to run or save Setup.X86.en-US_0365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PRexe (3.08 M	B) from c2r	setup.offic	eapp	s.live.com? ×
This type of file could harm your computer.	Run	Save	•	Cancel

9. When the file has completed downloading, select **Run**.

The Setup.X86.en-US_O365ProPlusRetail_99325df2-9fda-453a-8b31-9753732bf4a3_TX_PR_b_64	×		
	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. Wait for this to finish.



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



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.



12. You will be prompted with the Microsoft Office License Agreement. View Agreement and select Accept.

First things first.	×
This product also comes with Office Automatic Updates.	
By clicking "Accept" you agree to the Microsoft Office License Agreement. View Agreement	Accept

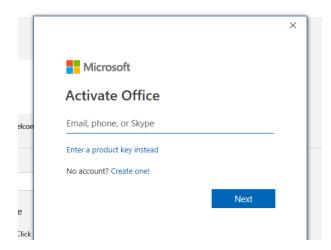
13. After Office 365 finishes installing, a message will appear to inform it has completed. Select Close.

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- 14. Restart your computer to ensure all changes have applied successfully.
- 15. Navigate to Microsoft Word and select Sign in.

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n Home	Sign in to set up Office	×
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	Sign in with your work, school, or personal Microsoft account Sign in Create account	More do
Account	I don't swet to sign in or revete an account	
Feedback	Winst is a Microsoft account?	

16. Enter school email address then select **Next**. You may be prompted to put in your username and password at the next screen.



17. Open all other Microsoft apps (e.g. Excel, PowerPoint, OneDrive, OneNote etc) and check they have all been signed in.

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 are a Queensland state school student.