COBB COUNTY
SCHOOL DISTRICT
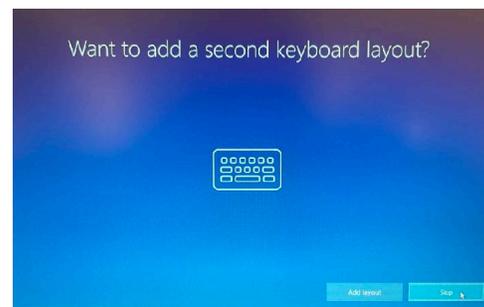
NEW STUDENT LAPTOP
LOGIN STEPS

STEP 1

CONNECT THE CHARGING CORD TO THE LAPTOP AND PLUG INTO POWER. POWER ON THE LAPTOP BY PRESSING THE POWER BUTTON. IT WILL TAKE A MOMENT TO LOAD.
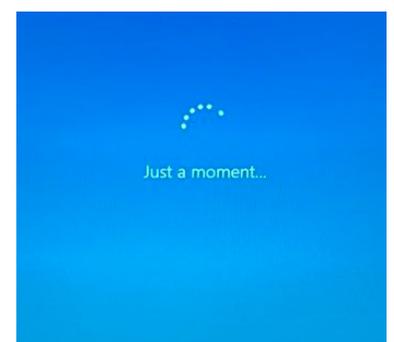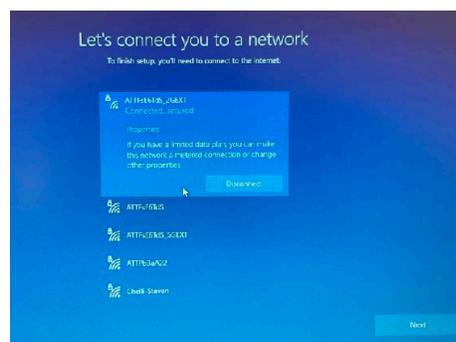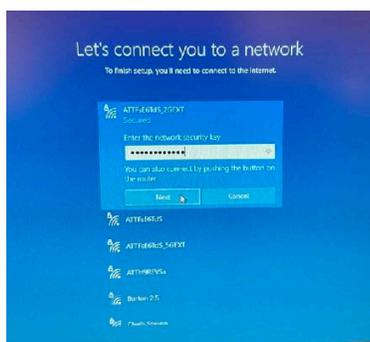
STEP 2

SELECT THE DEFAULT US KEYBOARD LAYOUT AND CLICK **YES**, THEN CHOOSE **SKIP** ON THE NEXT SCREEN PROMPTING YOU TO ADD A SECOND KEYBOARD LAYOUT.

STEP 3

CONNECT TO YOUR HOME WIFI NETWORK BY SELECTING IT FROM THE LIST AND ENTERING THE PASSWORD. THEN CLICK **NEXT** TO JOIN. ONCE CONNECTED, SELECT NEXT AGAIN AND THE COMPUTER WILL AUTOMATICALLY REBOOT.

STEP 4

NOTE: YOU MUST USE YOUR ALREADY PROVIDED OFFICE 365 STUDENT EMAIL ACCOUNT TO SET UP.

ENTER YOUR O365 EMAIL ADDRESS AND CLICK **NEXT.** YOU WILL BE DIRECTED TO ANOTHER SCREEN AND PROMPTED TO RE-ENTER YOUR EMAIL ADDRESS AS WELL AS PASSWORD. THEN CLICK **SIGN IN.**
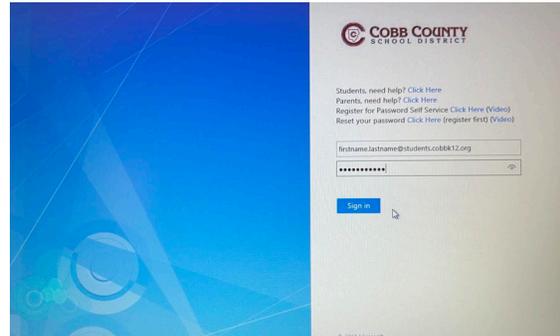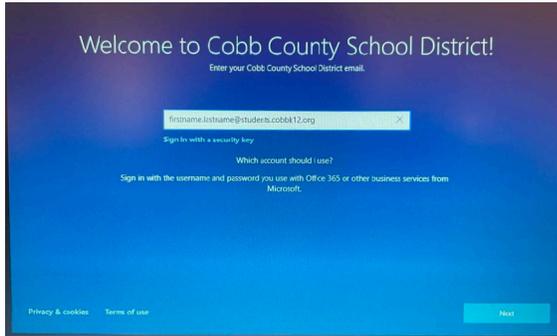
STEP 5

WINDOWS 10 WILL BEGIN TO LOAD. YOU ARE LOGGED IN ONCE YOU SEE THE COBB COUNTY DESKTOP.

NOTE: ONCE YOU SEE THE DESKTOP, PLEASE KEEP YOUR DEVICE POWERED ON OVERNIGHT TO ALLOW FOR ALL SOFTWARE TO INSTALL. THIS WILL ALSO PROVIDE TIME TO FULLY CHARGE YOUR DEVICE.

NEW STUDENT LAPTOP
BEST PRACTICES

LAPTOP SUPPORT

▶ **CLOSE COVER WHEN TRANSPORTING**

▶ **SHUT DOWN COMPUTER WHEN TRANSITIONING SITES**

▶ **DO NOT USE NEAR FOOD OR DRINK**

▶ **CHARGE NIGHTLY OR WHEN BATTERY FALLS BELOW 50%WHEN NOT USING**

▶ **CARRY LAPTOP IN CASE WHEN TRANSITIONING SITES**

▶ **REDUCE SCREEN BRIGHTNESS FOR LONGER BATTERY LIFE**

▶ **KEEP LAPTOP IN SECURE LOCATION WHEN NOT USING (I.E. IN YOUR LOCKER DURING PE CLASS, ETC)**