

# NEW STUDENT LAPTOP

### **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.

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Please turn over for the remaining instructions.

#### **STEP 4** NOTE: YOU MUST USE YOUR ALREADY PROVIDED OFFICE 365 STUDENT EMAIL ACCOUNT TO SET UP.

ENTER YOUR 0365 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)