

Initial Setup of your Laptop

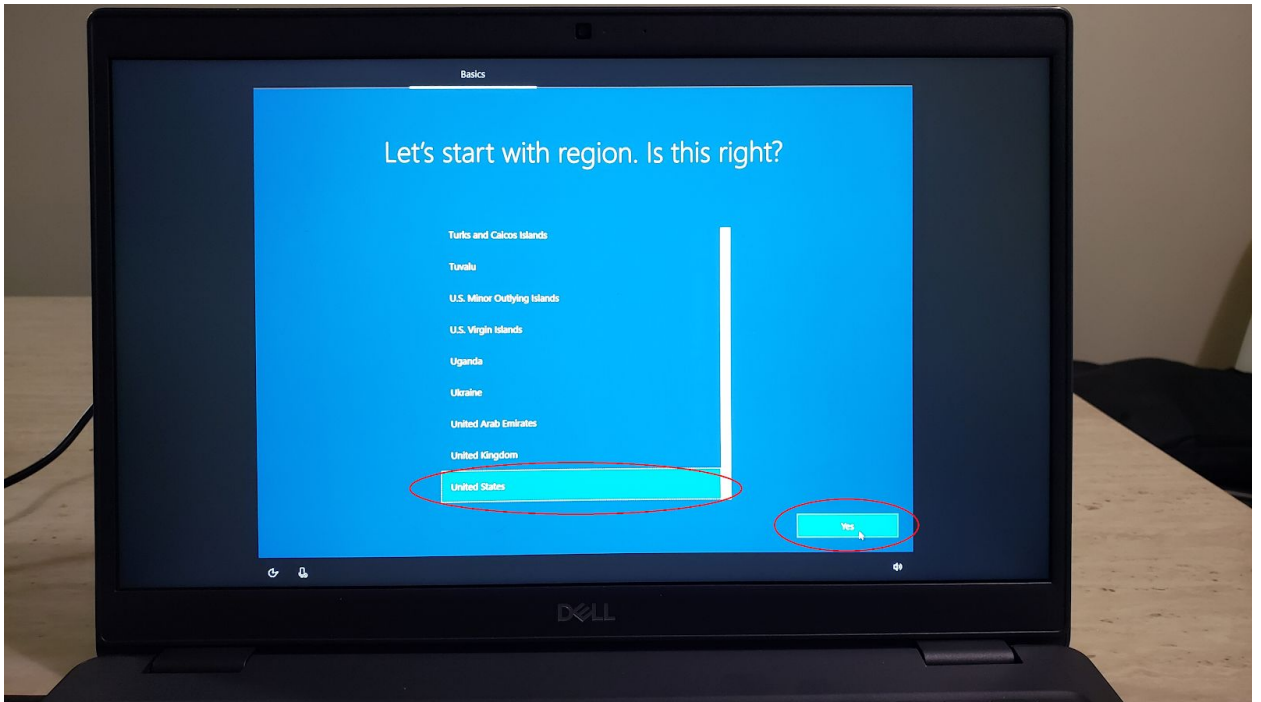
- 1) Using the provided charger, plug your laptop into an electrical outlet. You will find the charging port on the left side of the laptop.



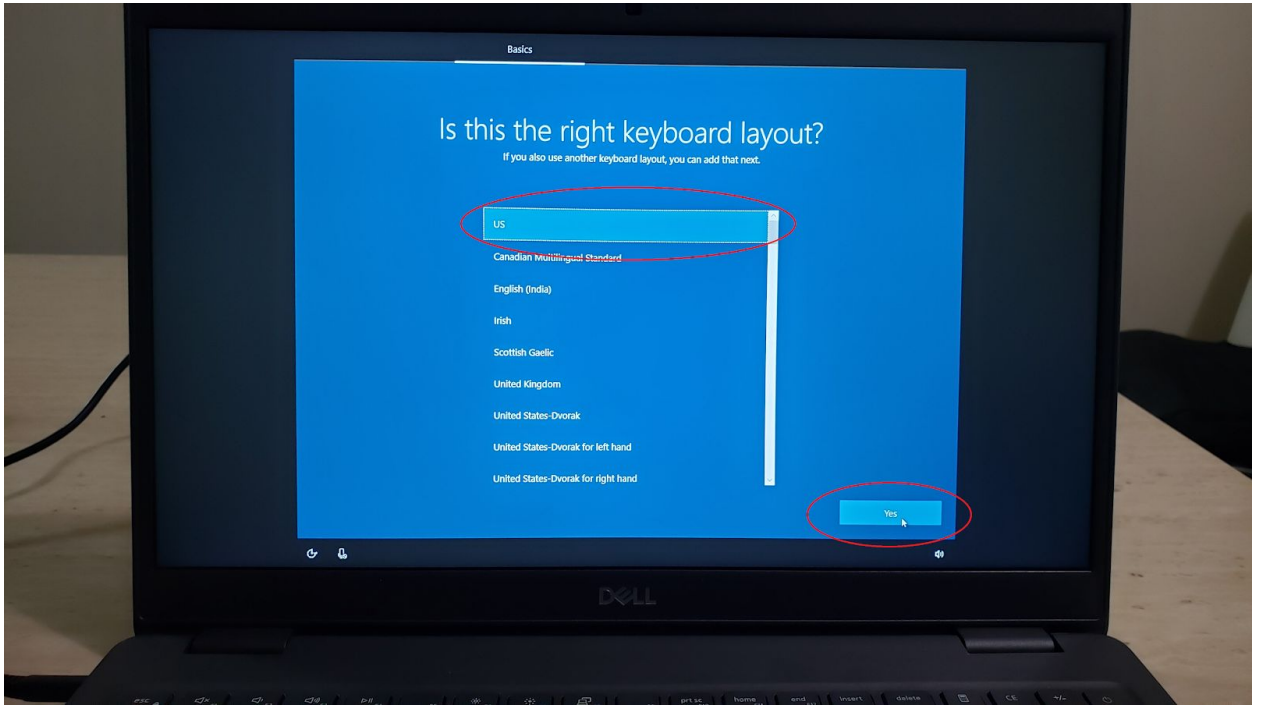
- 2) Power on your laptop. It should begin setup automatically. It may take several minutes to move past the initial startup screen, so do not be concerned if it does not move past the startup screen right away.



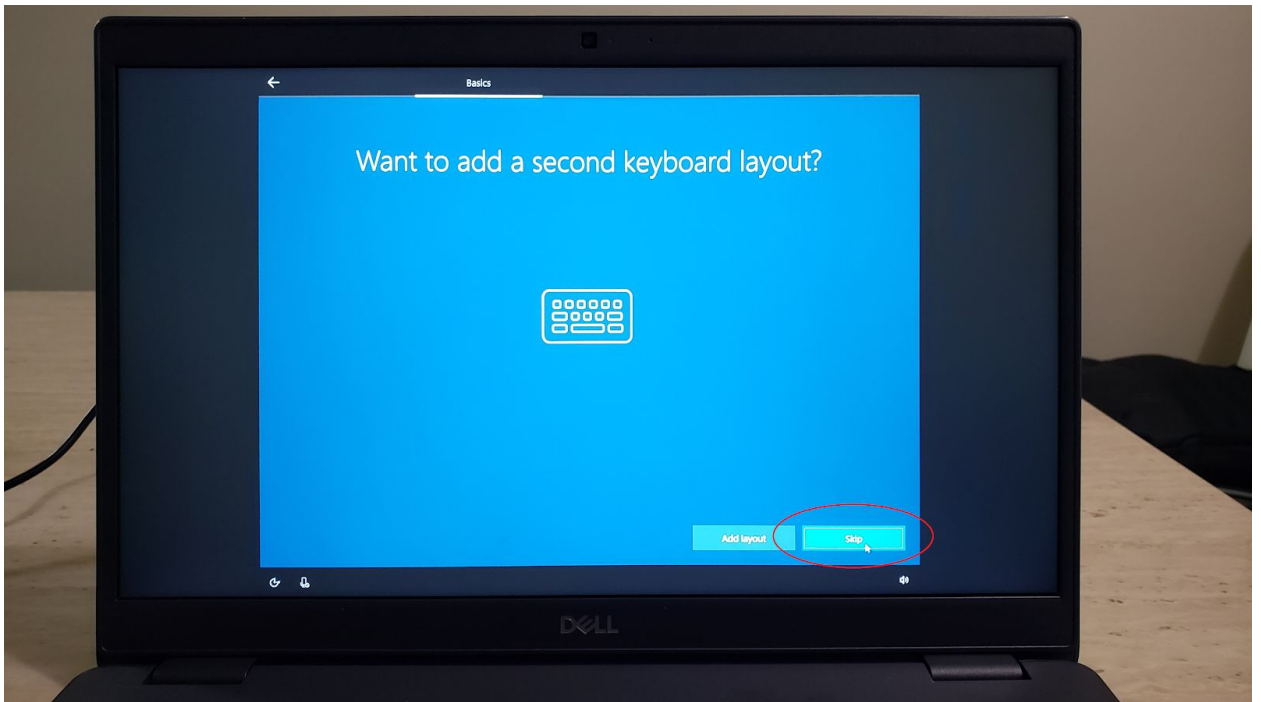
- 3) You will then be asked to enter some information, starting with your region. Select "United States" if the option is not already highlighted and then click "Yes"



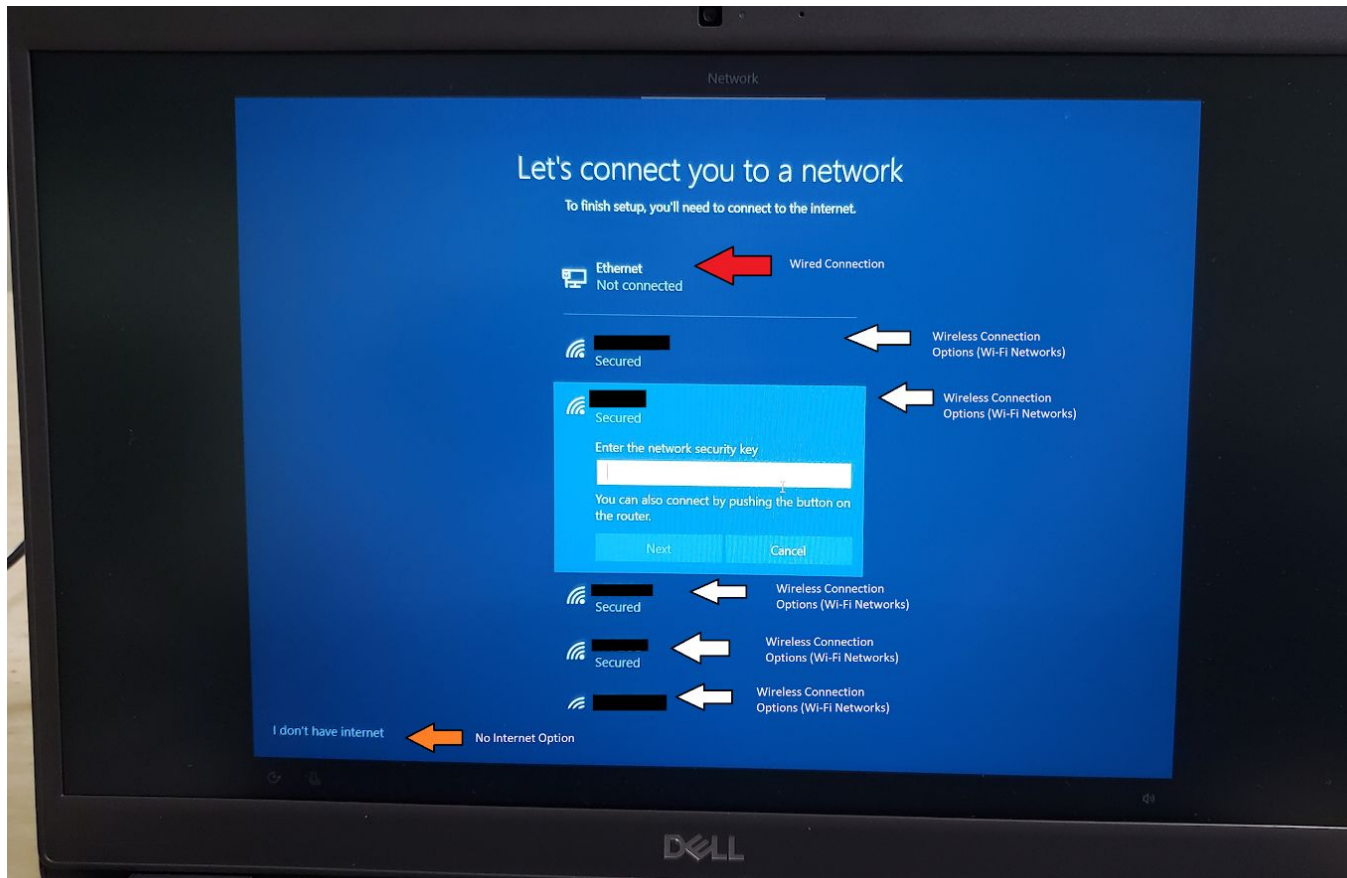
- 4) Next you will be prompted to select a keyboard layout. “US” should be highlighted by default. Select “Yes” to continue.



- 5) You will be asked if you wish to add a second keyboard. Select “Skip” for this step

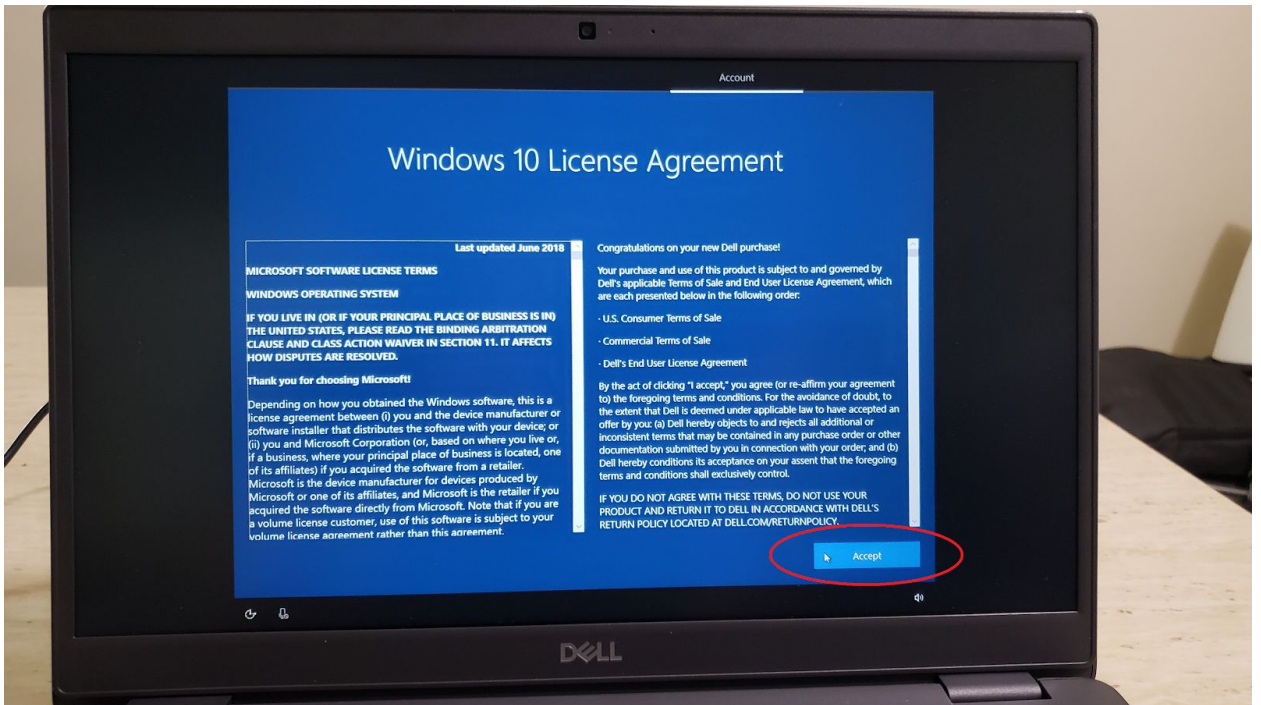


- 6) You will then be prompted to connect to a network. The computer should display options for any wireless networks in your area, an option for a wired ethernet connection, and the “I don’t have internet” option (located in the bottom left corner of the screen). Select whichever connection you have access to and would like to connect to. You will be prompted to enter a password should you select a wireless connection, so please have that information on hand.

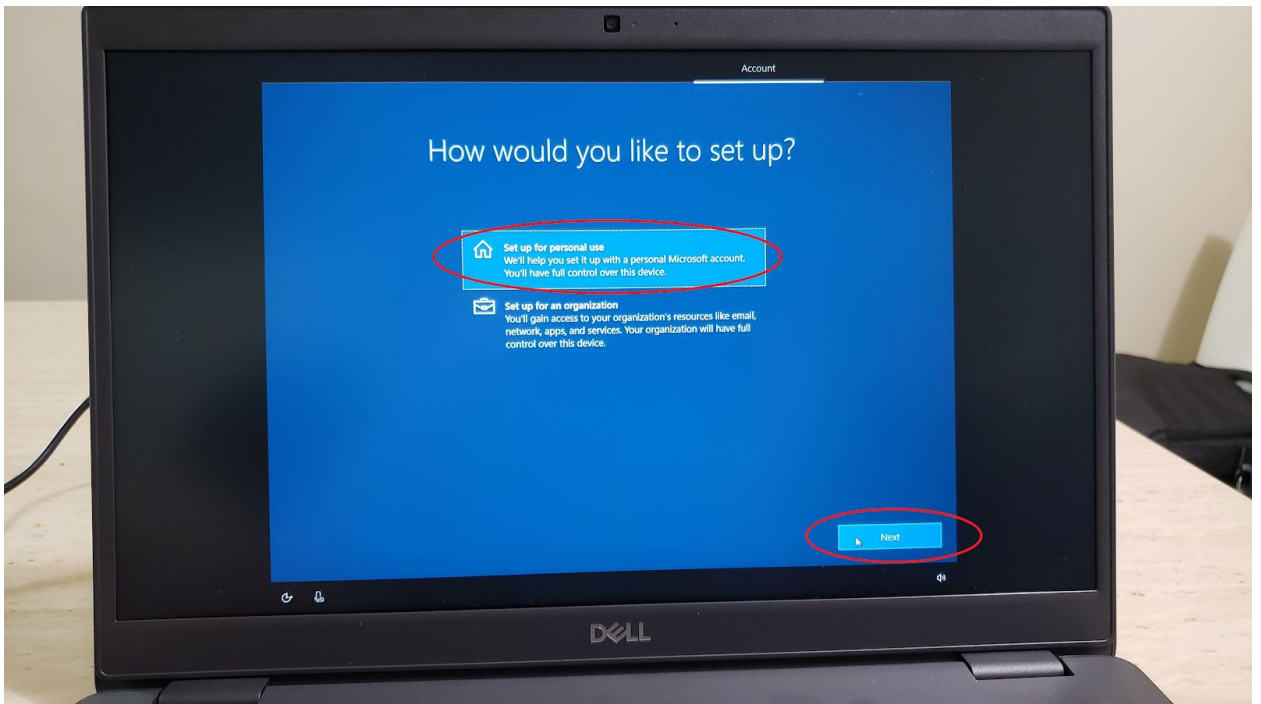


- 7) After setting up your connection, you will be prompted to agree to the Windows 10 License Agreement. You will have to select “Accept” in order to move on to the next

step.



- 8) After accepting the license agreement you will be asked whether you wish to set up the laptop for personal use or for an organization. Select "Set up for personal use" and then click "Next"

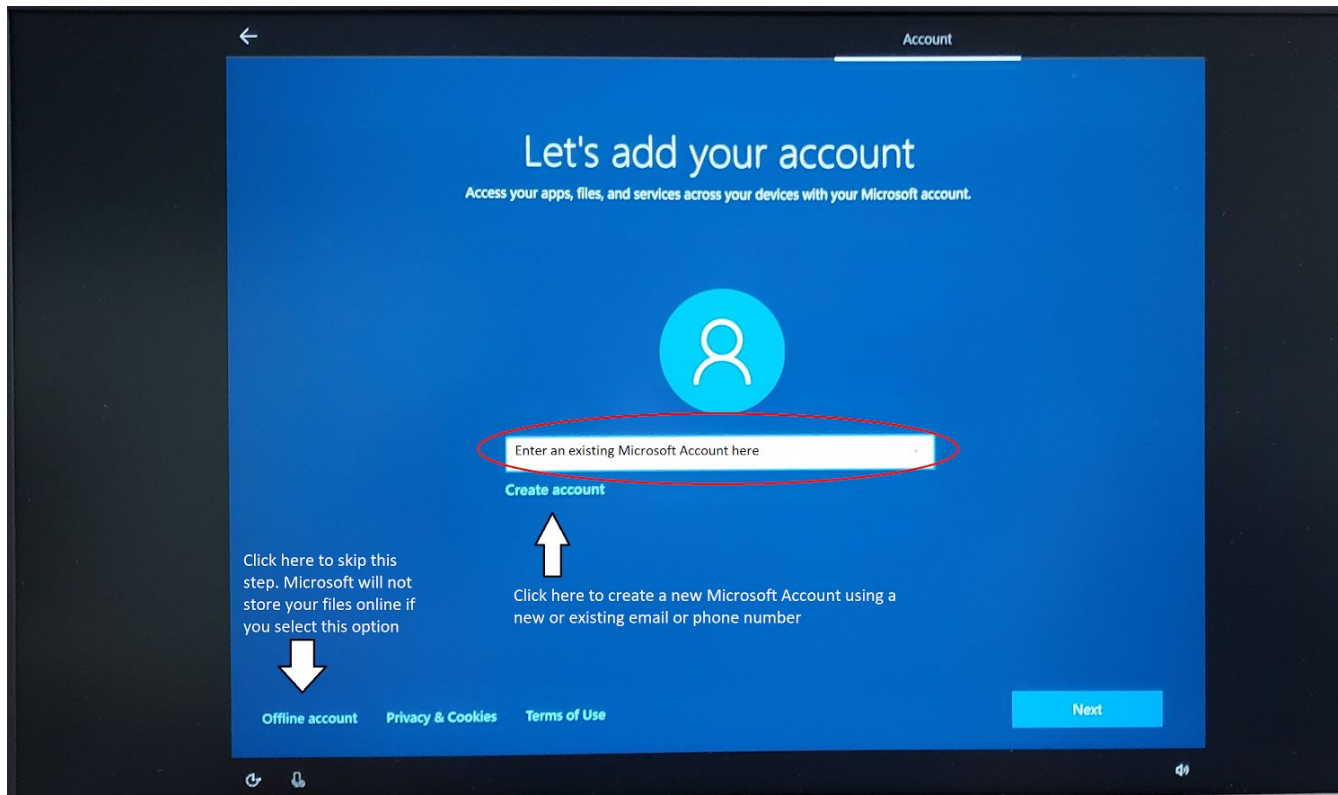


9) Next you will be asked to add your Microsoft Account. If you do so, you will be able to access apps, files, and services across multiple computers, tablets, and phones which are also connected to that Microsoft Account.

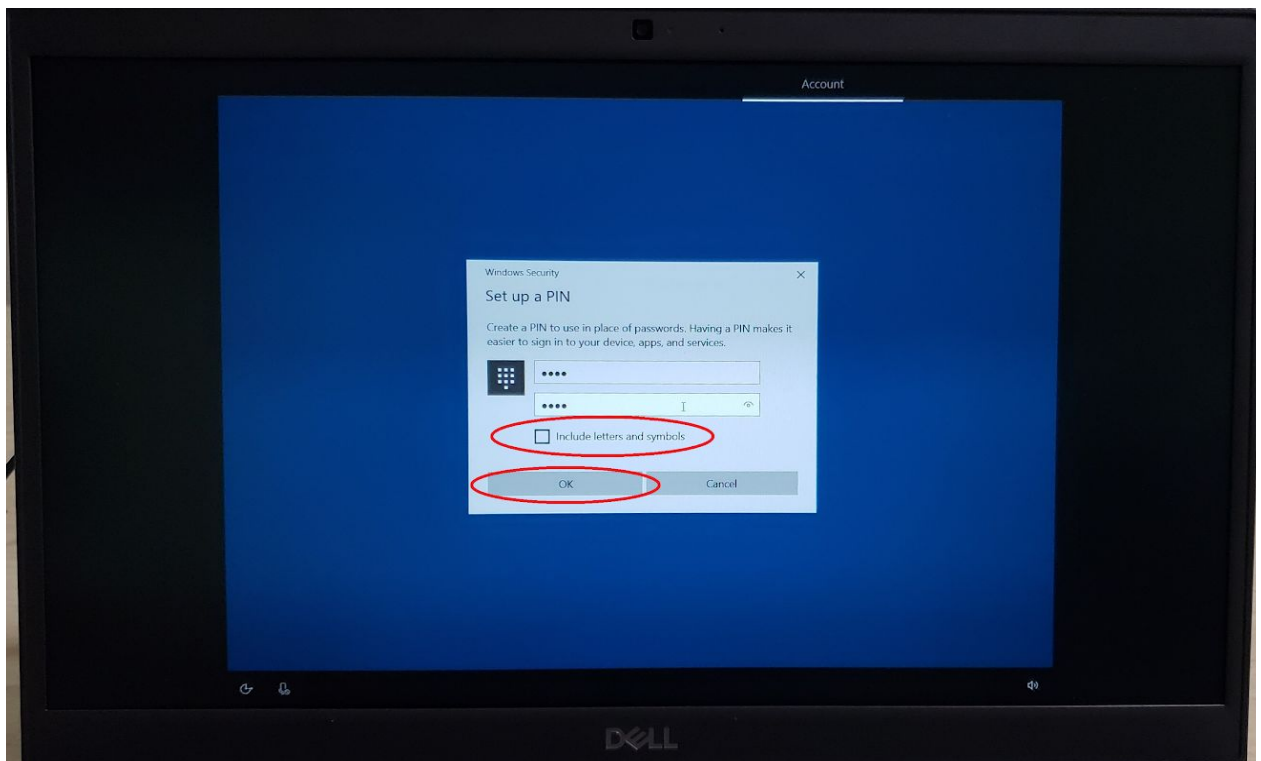
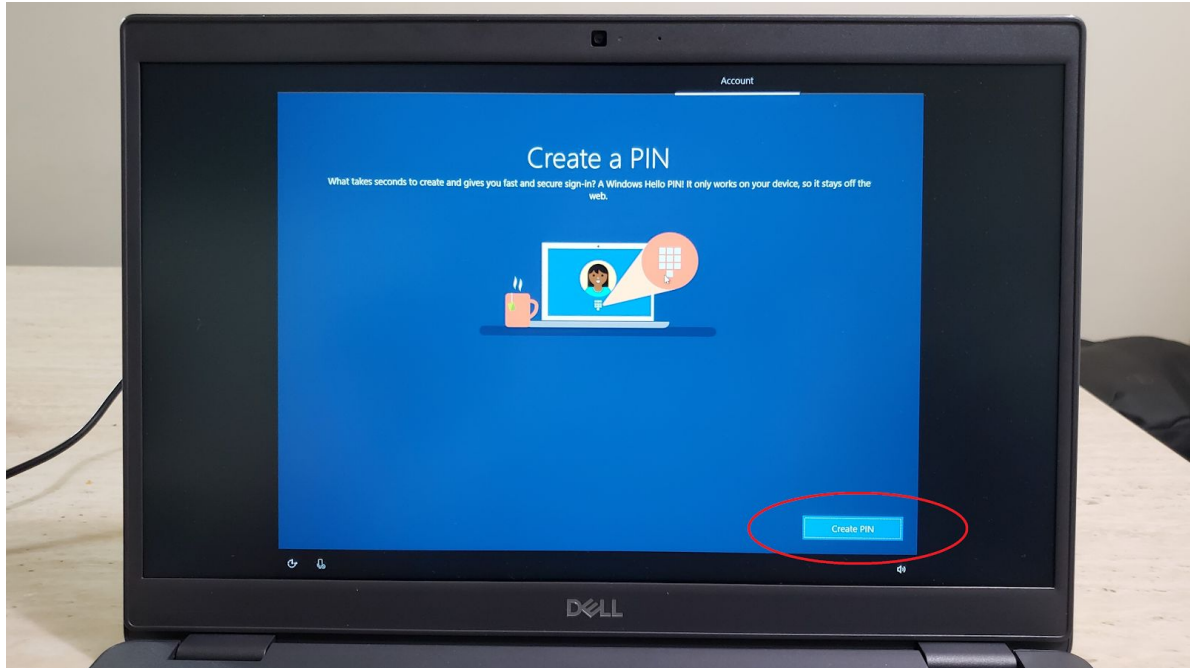
If you have an existing Microsoft Account, you can enter the email in the central textbox.

If you would like to create a Microsoft Account, you can do so by selecting the "Create account" Option underneath the textbox.

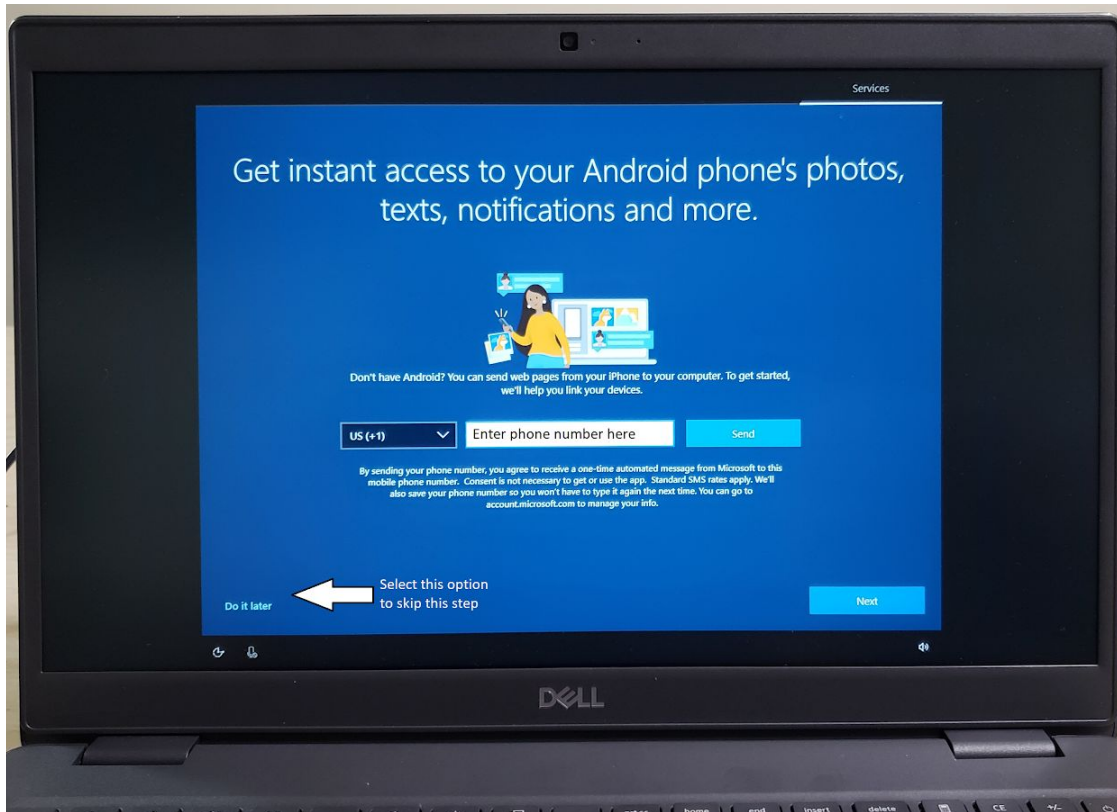
If you would like to skip this step and keep this laptop separate from your existing Microsoft Account, you can select the "Offline account" option in the bottom left corner of the screen.



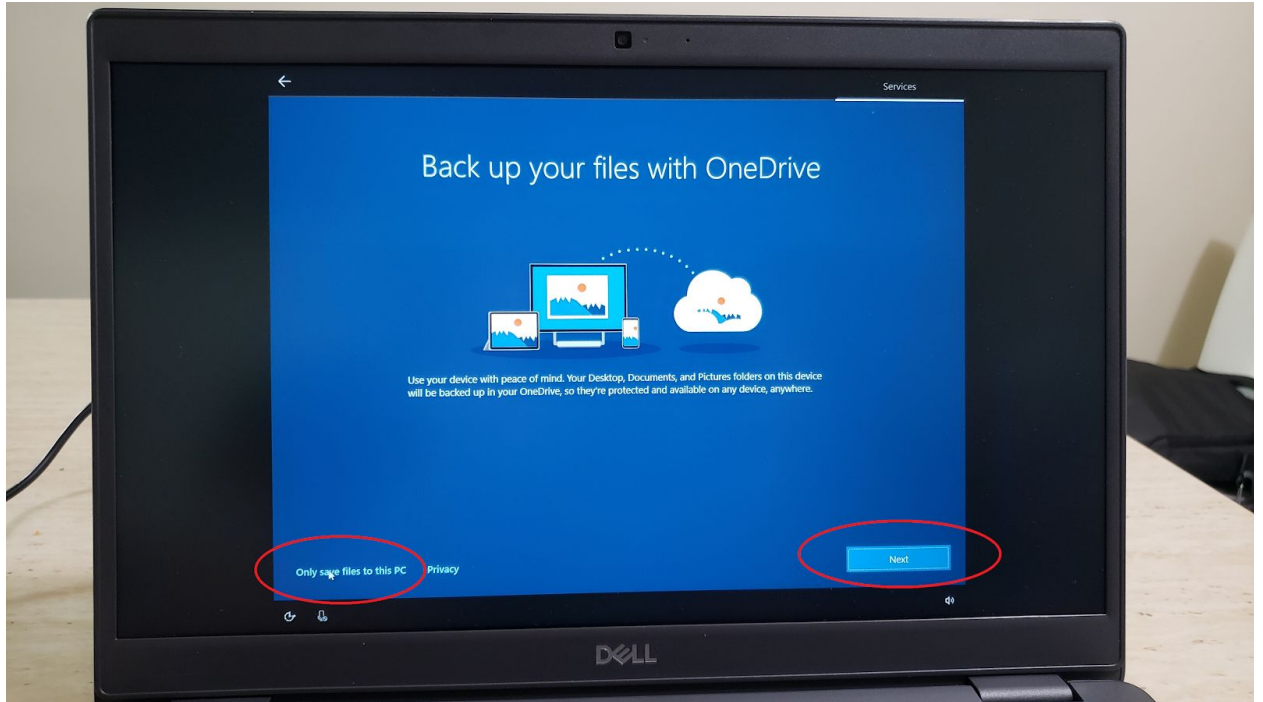
10) After logging into, creating, or deciding against the use of a Microsoft Account, you will be prompted to create a PIN for your computer. You will have to enter this pin every time you power on your computer, so please enter something you will remember. You also have the option to check a box to include letters in your PIN if you would like to make your PIN more complex. Select "OK" when you have finished creating and confirming your PIN.



- 11) After creating a PIN, you will be asked to enter your phone number so you can access your Android phone's photos, texts, etc. from your computer. If you would like to do this, you can enter your phone number here and then click "Send". You would then have to follow the steps outlined on your phone, and then click "Next". If you would like to skip this step, please select "Do it later" in the lower left corner of the screen.



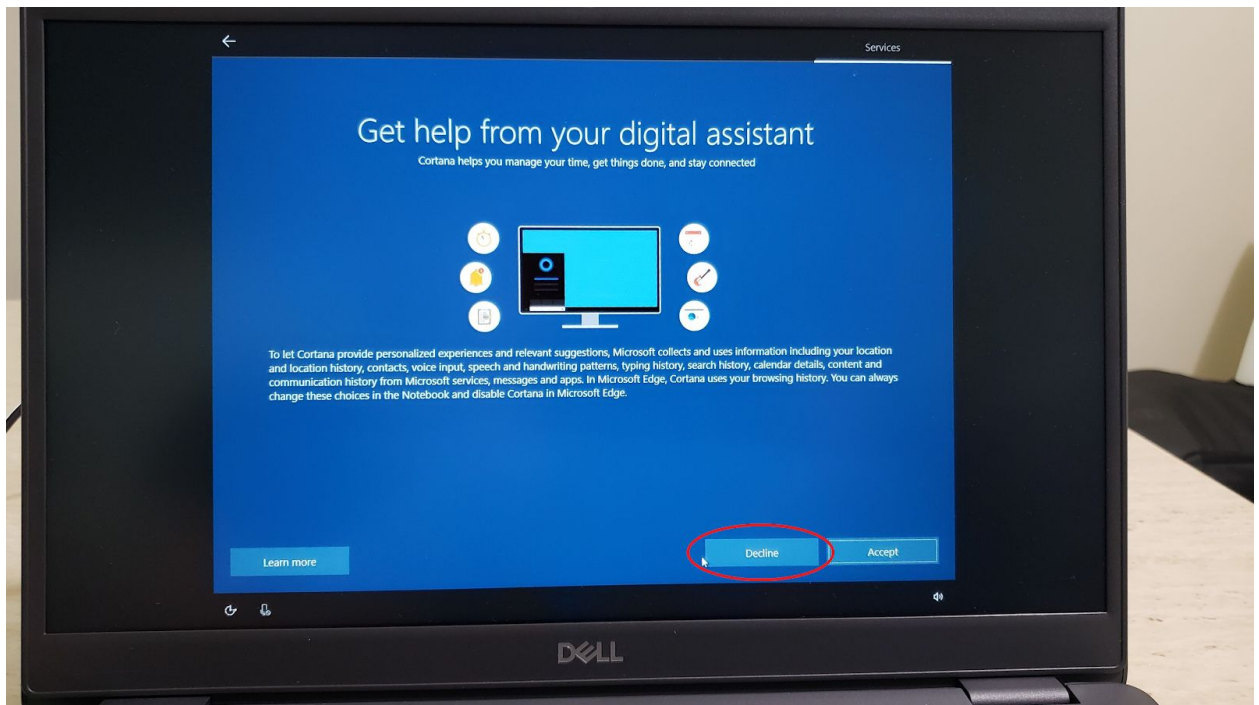
- 12) You will then be asked if you would like to automatically send files to your OneDrive, which is Microsoft's online file storage service. If you entered your Microsoft Account earlier, you can select "Next" to enable this feature. If you prefer to keep files only on this computer, select "Only save files to this PC" to skip this step and decline this service.



- 13) Next you will be asked if you would like to try a free trial of Microsoft Office. El Camino College provides access to Microsoft Office's online program for free, so you can skip this step by selecting "No Thanks"



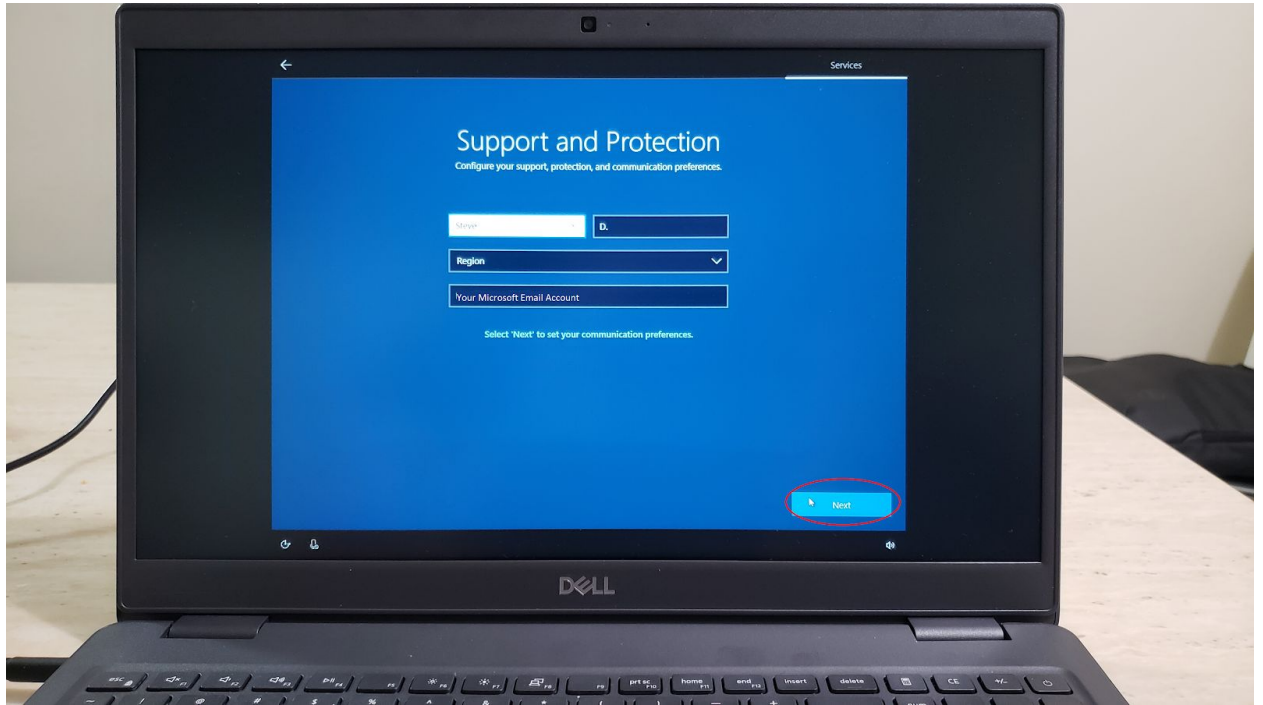
- 14) Microsoft will then ask if you would like to enable their personalized digital assistant, Cortana. This will gather more information on your habits and use it to personalize your experience. You may accept either option, but for this tutorial I have opted to decline.



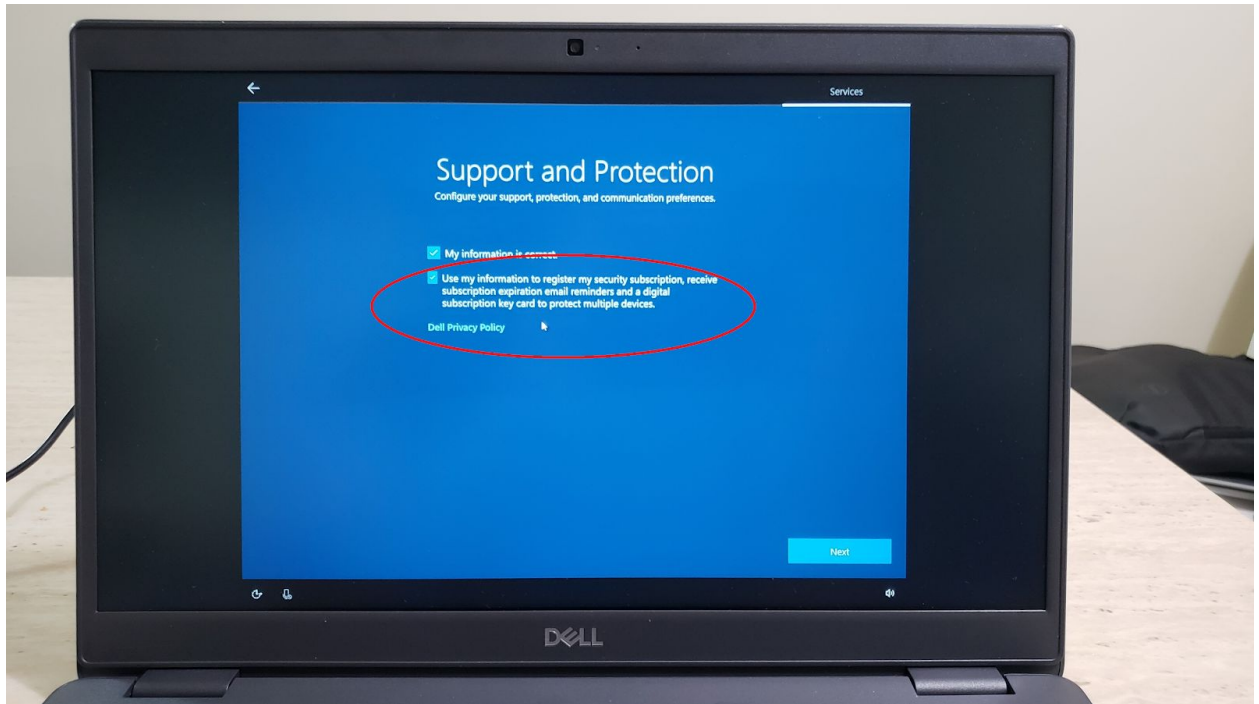
15) Next Microsoft will prompt you to enable or disable certain aspects of data collection. For the most personalized experience, you can leave as many enabled as you would like. For more privacy, you will want to disable as many as you can. Please read through each carefully to select the options relevant to you, and click “Learn more” for more information. When you are done making your selections, please click “Accept”.



16) You will then be prompted to confirm more of your information. Feel free to make any corrections here. When finished, select "Next" in the bottom right corner.



- 17) You will then be asked to verify that your information is correct. Leave this box checked if your information is fine as you entered it on the previous step. The second box asks if you would like to use your email to receive notifications on your security subscriptions. Because I do not wish to receive more emails from Dell or Microsoft, I have elected to uncheck this box. You may leave it checked if you wish. When finished, select “Next” in the bottom right corner of the screen.



- 18) That concludes the setup of your laptop! After two wait screens, you should gain access to the desktop.

If you have any further questions, please feel free to email the El Camino Information Technology Help Desk at helpdesk@elcamino.edu

Alternatively, you may call the IT helpdesk by dialing (310) 660-6571 Monday through Friday from 7:00 AM to 4:30 PM.