Yay! You have a new Windows 10 computer!   
Please complete the following steps to setup your e-mail, OneDrive and add printers or software. These steps will need to be completed on the LSC network so you will not be able to complete at home.

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| * Login to your laptop with your LSC user name and password * The computer will take a few minutes to setup your desktop * Once complete you will setup Outlook and OneDrive by following the steps below. | C:\Users\rshultz\Desktop\new laptop pics\IMG_0375.JPG |
| **Outlook Setup**   * Open Outlook by double clicking the icon on your desktop. * Click **Next** on the Welcome to Outlook screen * **The following screen will ask if you want to connect to an email account -**    + **Yes** should be selected to connect to an email account. * Click **Next**. | C:\Users\rshultz\AppData\Local\Microsoft\Windows\INetCache\Content.Word\IMG_0378.jpg |
| * Your name will appear on the next screen – click Next * The following screen will tell you your account is being set up. | C:\Users\rshultz\Desktop\new laptop pics\IMG_0381.JPG |
| * A Windows Security box will appear for you to **type your Password**. * Check **Remember my credentials** and click OK * After a few minutes your Outlook mail will appear |  |

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| **Setting up OneDrive** | |
| * **Setting up OneDrive** * **Click on the OneDrive Cloud** in the lower right corner of your desktop. It will be in the taskbar or you may have to click the arrow on your taskbar to locate the Cloud icon. |  |
| * On the Set up OneDrive screen type your email address and click Sign In * Type your LSC password on the Office 365 screen |  |
| * After logging in your set up begins with the This is your OneDrive folder * Click **Next** |  |
| * Check should be in Sync all files…..   + Click **Next** |  |
| The sync process will take several minutes to hours. You can continue to use your computer. |  |

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| **Adding Additional items from Software Center** *Software Center on any computer compares to self service on student iPads. You can install software including printers and Kindergarten fonts (these fonts have lined paper, etc you do not have to teach Kindergarten to install them, if you would like)* | |
| 1. Login to your laptop with LSC user name and password 2. Click on the start menu and select Software center from the tiles | cid:image005.jpg@01D2E528.A6F71970 |
| 1. A closer view of Software center tile |  |
| 1. Open Software Center   You can install any software from this list.   1. All printers from your building and K fonts are listed here. (Additional items will be added throughout the year) 2. Place a check mark in front of the items you would like to install |  |
| 1. Click Install Selected. | cid:image008.png@01D2E528.A6E69EB0 |
| 1. The printers will install without further prompting. |  |
| 1. Fonts will download and you will need to click the install for each font (in the top right corner of the dialog box) |  |