**Getting started with your Windows laptop**

## **How to turn it on:**

1. Plug in your device to the mains, using the power supply and charger supplied.
2. Press the power button

## **How to log in:**

1. You will automatically be logged into the account “**localuser”**
2. If not then select the “**localuser”** account in the bottom left and click the S**ign In** button.

## **Connect to Wi-fi**

Your device needs to access a Wi-fi network before you can use the internet:

1. Click the round globe Network icon on the taskbar. If you don’t see it click the **^** symbol and you should see it there.

Graphical user interface, application

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1. Select your Wi-fi network , the select **Connect**. Type in the password and select **Next.** You should choose **No** when asked if you want your device to be discoverable on the Wi-Fi network.

## Use Microsoft Edge

Your laptop does not come with Google Chrome Browser, please use Microsoft Edge shown in the icon below.

Logo

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## **Setup your Microsoft Office Apps**

1. Open the Start Menu and open one of the Office Apps e.g. Word, Excel or Powerpoint:

A screenshot of a computer

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1. Click on “**Sign in”:**

Graphical user interface, application

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1. Type in your school email address (e.g. [username@student.friern.barnet.sch.uk](mailto:username@student.friern.barnet.sch.uk)) and select N**ext**. Don’t use your personal email as this will not work:

Graphical user interface, application

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1. Type in your email password then select **Next**. This is always the same password you use to log on to a school PC.
2. Click on **OK** on the “Stay signed in to all your apps” page. When it is finished click on **Done**.
3. Click on **Accept** if you see the “Accept the license agreement” box.
4. If you see the “Default File Types” box, select **Open XML Formats** and press **OK**.
5. Office is now setup and you can use any of the apps on the laptop.

## **Access the Internet and Firefly**

1. Windows comes with Microsoft Edge browser which can be used to access websites. Just search for it in the start menu or open the desktop shortcut:

Logo

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1. When you first try to use the internet at home you will see the screen below. Make sure to select the “**Sign in with Microsoft**” option:

Graphical user interface, application

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1. Log in with your school Microsoft 365 account as you did above when setting up your Microsoft Office 365 Apps. Your email will look like this: [username@student.friern.barnet.sch.uk](mailto:username@student.friern.barnet.sch.uk) and your password is the same as your school computer login.
2. To access your homework and student resources in Firefly, open Microsoft Edge and go to: <https://friernbarnet.fireflycloud.net>
3. You should select the Login with Office 365 option to log in:

Graphical user interface, application, website

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1. Type in your school email address (e.g. [username@student.friern.barnet.sch.uk](mailto:username@student.friern.barnet.sch.uk)) and the same password you use to log on to a school PC.
2. You will find links to Office 365 Apps, Email, Onedrive and more in Quick Links on your Firefly dashboard:

Graphical user interface, application

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