

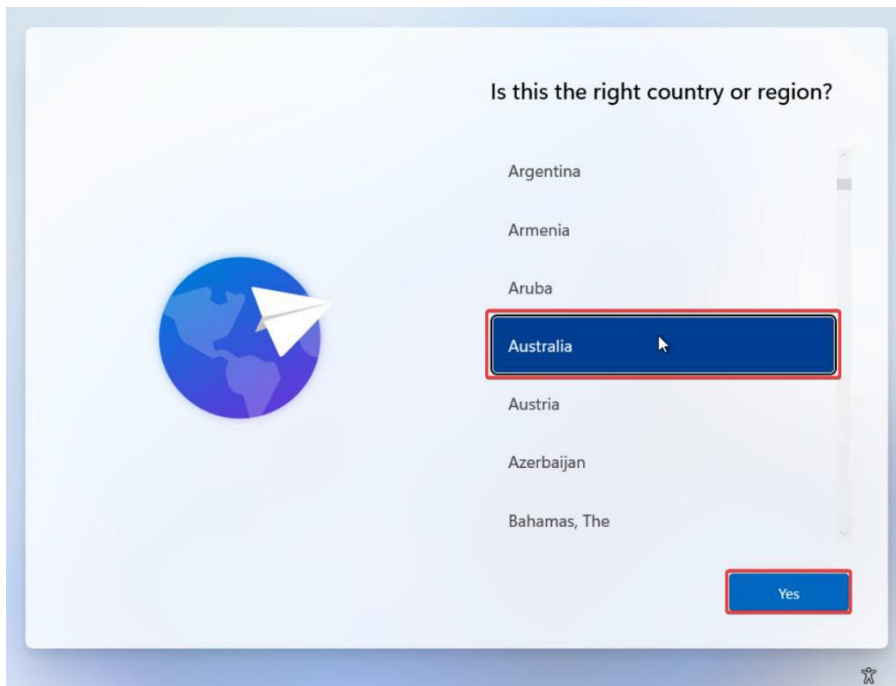


How to guide: Set-up Windows 11

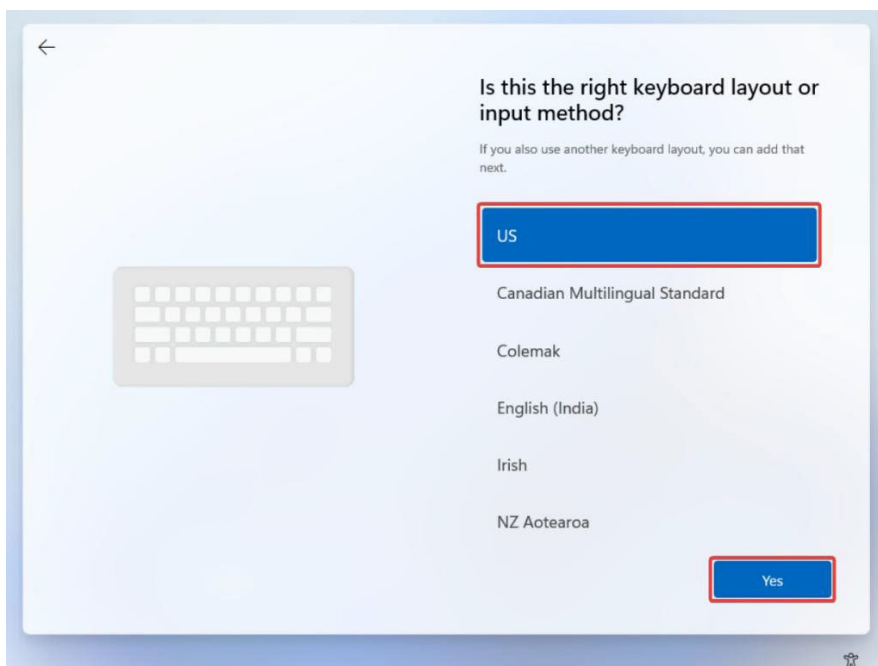
1. Please plug your device in using the supplied charger and power it on.

NOTE: The device may take a minute or so to power on the first time.

2. Once your device has powered on, you will be greeted by the country selection screen. Please scroll through the list and select “**Australia**”, then press the “**Yes**” button.

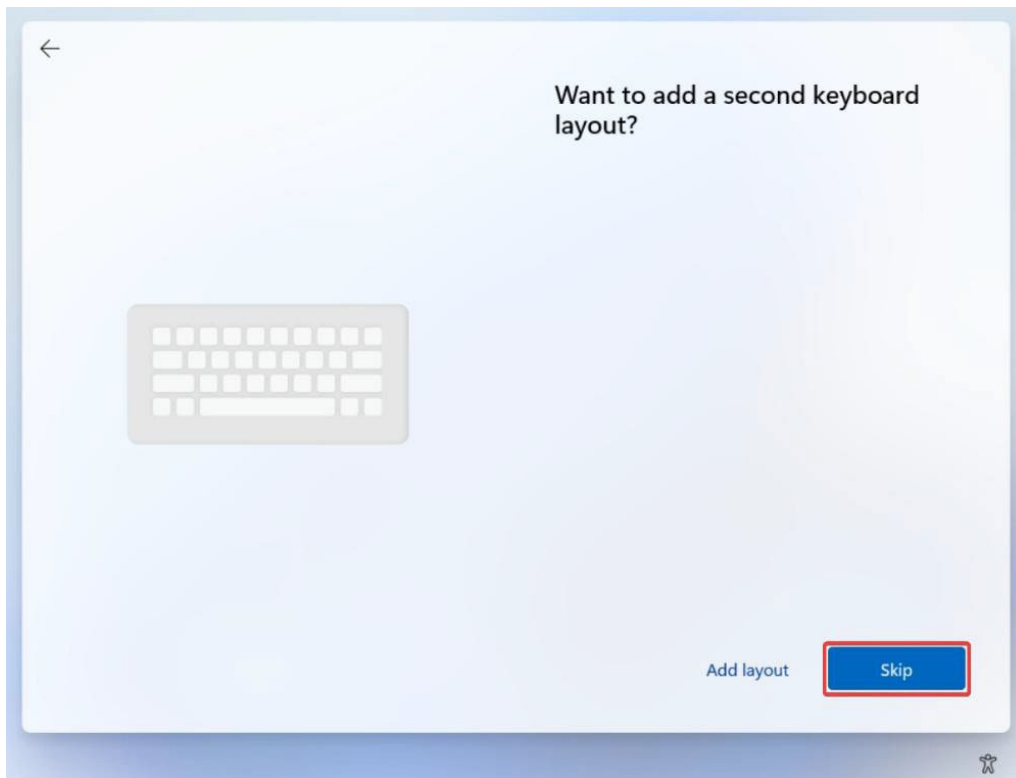


3. Select the “**US**” keyboard layout and then press the “**Yes**” button.

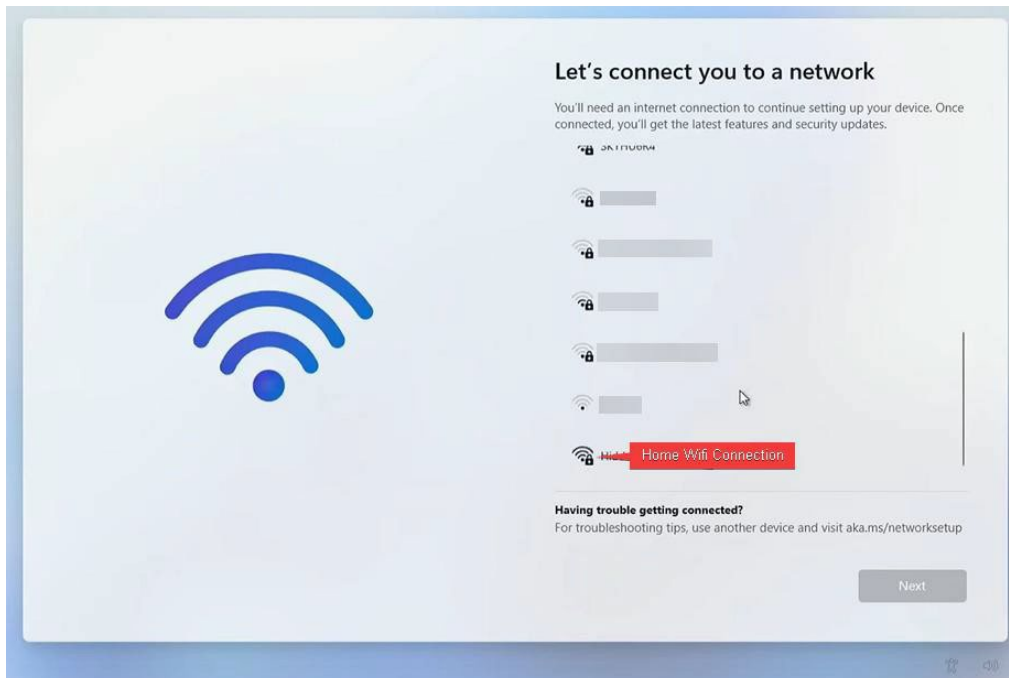




4. Next press the “**Skip**” button as a second keyboard layout is not required.

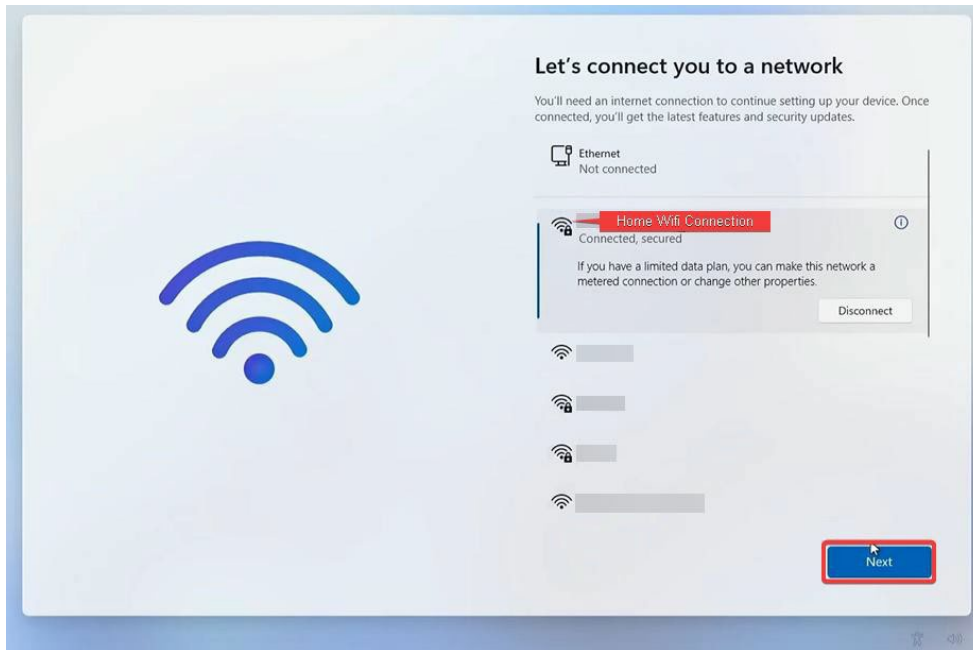


5. Select **your Wifi network** in the list.

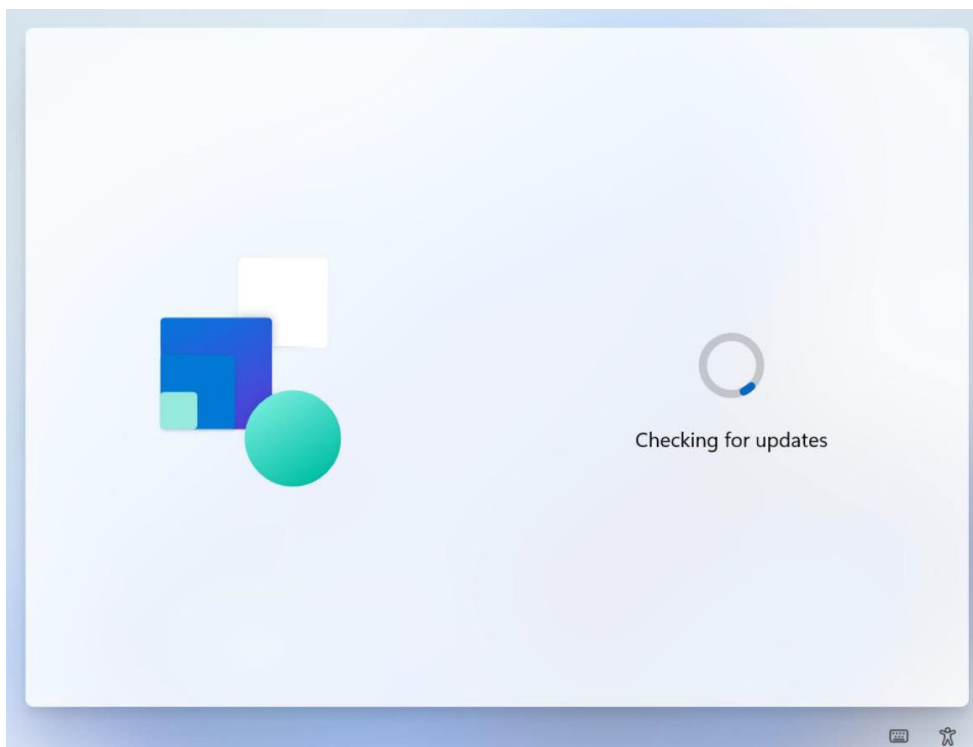




6. Connect to your Wifi network using **your Wifi networks password/login details**. Once successfully connected to your Wifi network, click on the “**Next**” button.



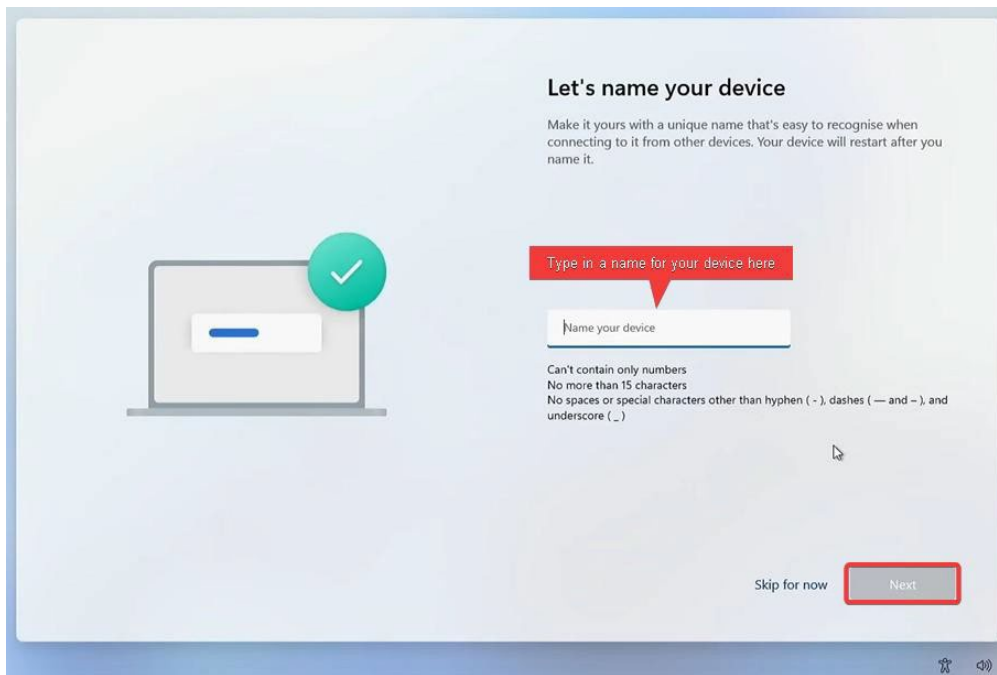
7. Please wait while Windows checks for updates.



8. Windows may reboot to apply updates.



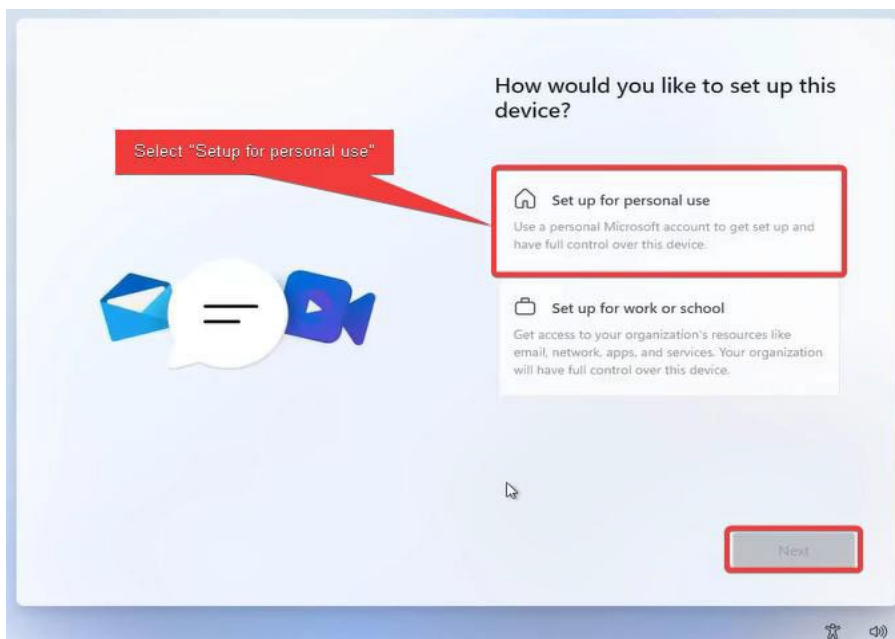
9. Enter a name for your device (following the criteria outlined), then select “Next”.



10. Your computer will now reset to apply the device change.

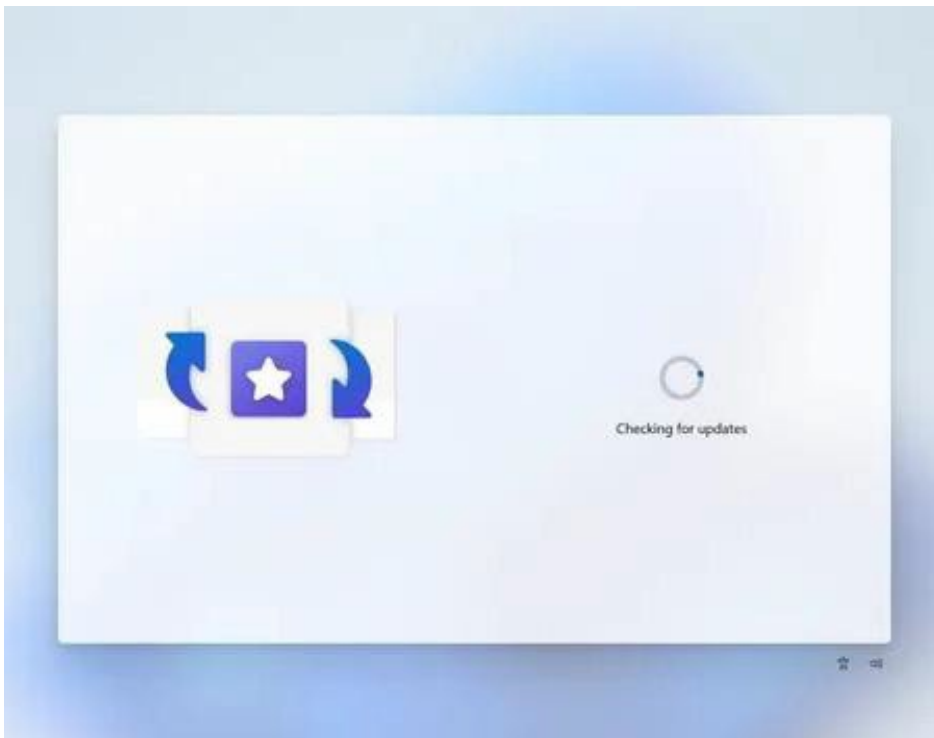
11. It is **IMPORTANT** to make sure you select the “**Set up for personal use**” option, then press “Next”.

NOTE: Being a personal BYOD device, you want to retain control over the device. This is why you need to choose the “personal use” option.

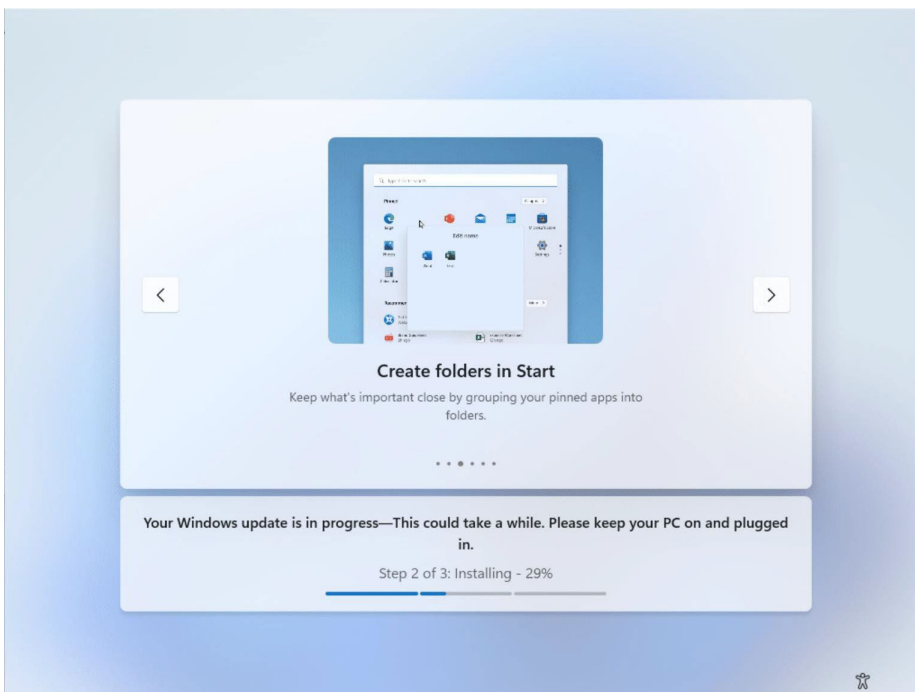




12. Windows may check for OS and application updates.



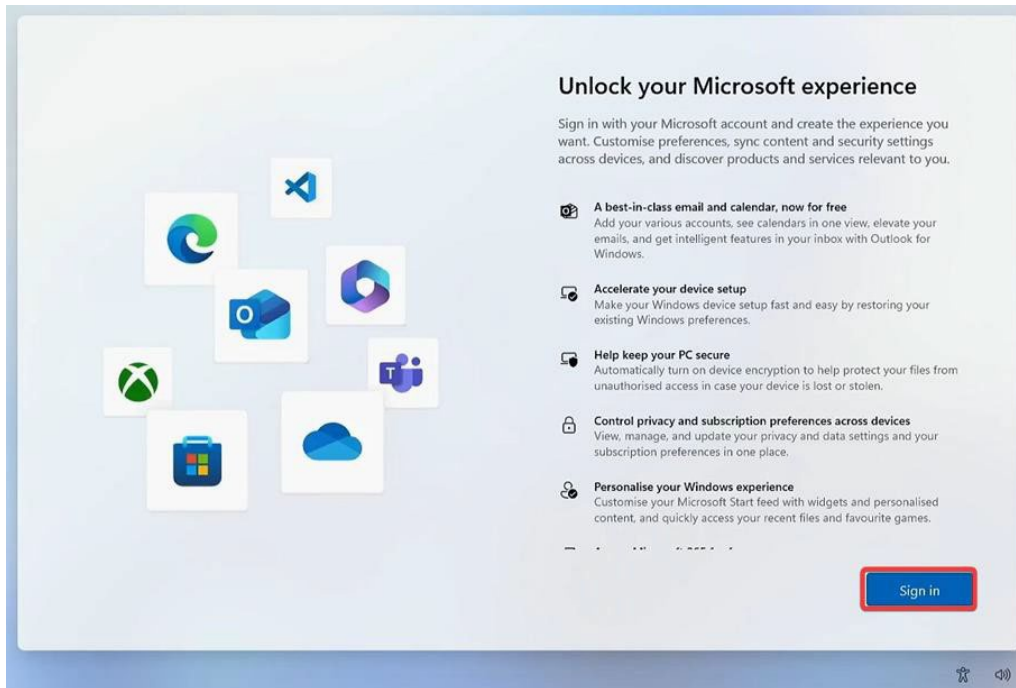
13. Do not power off the system while updates are running.



14. Please wait while Windows installs updates.



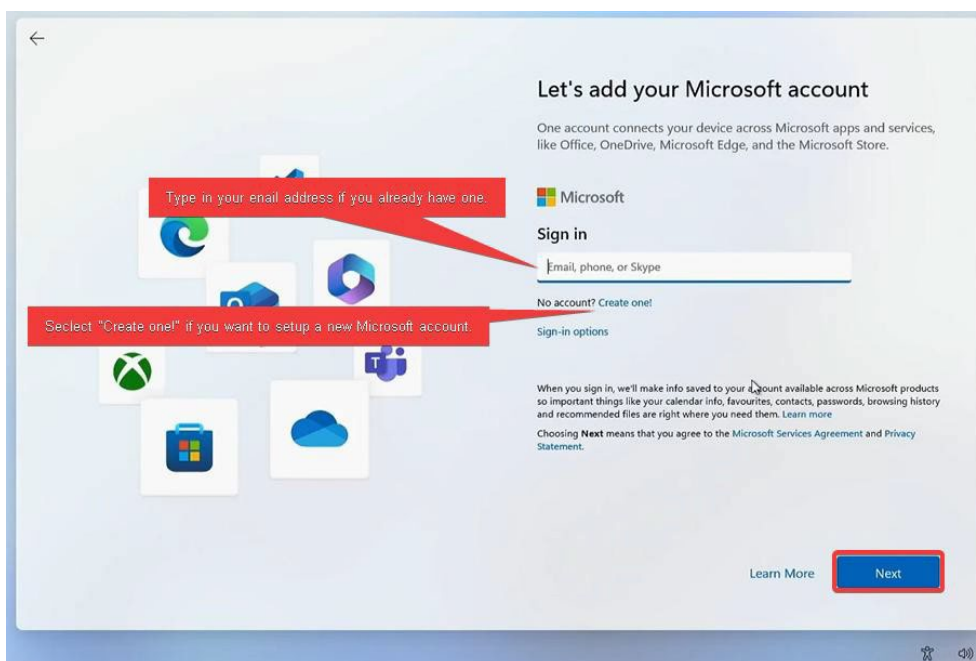
15. Click the **"Sign in"** button



16. **Sign in to your personal Microsoft account** (if you already have one), then click on **"Next"** and **skip ahead to Step 23**.

NOTE: Do not use your school provided email address in this Microsoft account setup screen as it can cause undesired issues, especially once you finish school or leave the Department for Education system.

If you do not have a Microsoft account, click on the **"Create one!"** option, and then continue on with the following steps to create a new one.





17. **Type in your email address** as the username for your Microsoft account, then click the **"Next"** button.

NOTE: Do not use a school provided email address in this Microsoft account step of Windows setup.

Please ensure you use a personal email address such as **"@outlook.com"** or **"@gmail.com"**. If you do not already have an email address to use, click on the **"Get a new email address"** option and create one.

18. **Create a memorable password**, then press **"Next"**.

It is a good idea to keep a record of this password somewhere secure.

NOTE: Parents/caregivers are advised to know/record this password for their reference as well. If you forget or lose the password and are unable to reset it, you may potentially get locked out of your device and lose all of your data/programs.



19. Select "**Australia**" as the country, then **enter your birthdate** and press the "**Next**" button.

Let's add your Microsoft account

One account connects your device across Microsoft apps and services, like Office, OneDrive, Microsoft Edge, and the Microsoft Store.

What's your birthdate?

If a child uses this device, select their date of birth to create a child account.

Country/region
Australia

Birthdate
This information is required.

Month Day Year

A child account enables you to enforce parental controls and impose usage limits for this device for reasons of privacy and safety. You can manage these settings using our Family Safety app. Learn more at

Next

20. **Add an alternative email account** for recovery purposes. It is best to use a parent/caregiver email address.

Let's add your Microsoft account

One account connects your device across Microsoft apps and services, like Office, OneDrive, Microsoft Edge, and the Microsoft Store.

Microsoft

7@outlook.com

Add security info

Your security info helps protect your account. We'll use this to help you recover your password, help keep hackers out of your account, and get in if you get blocked. We won't use it for spam.

Add email

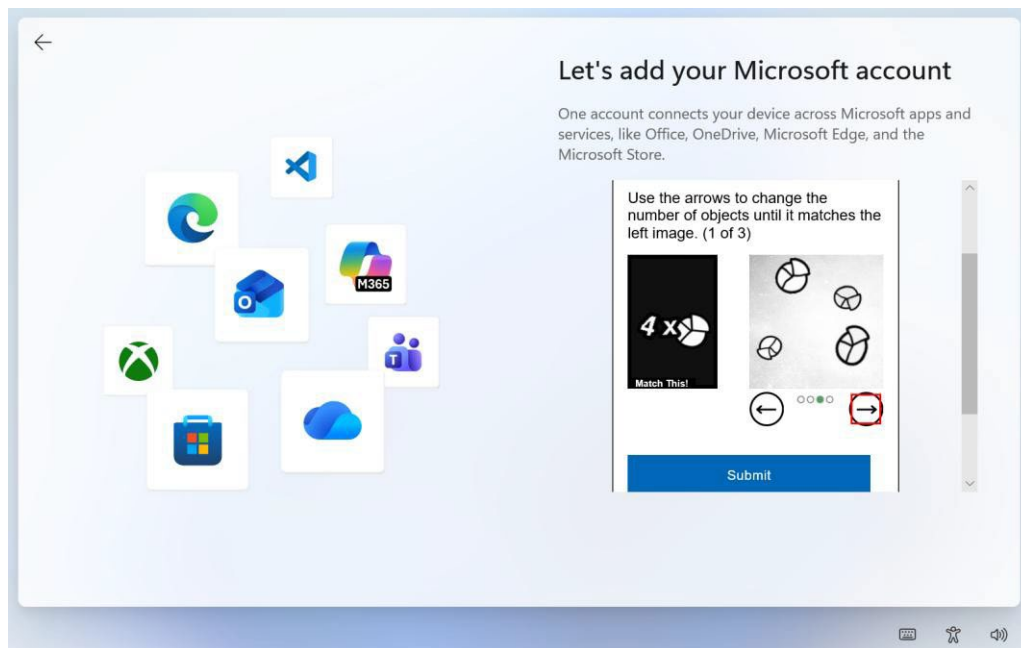
It is best to use a parents email here

Alternate email address

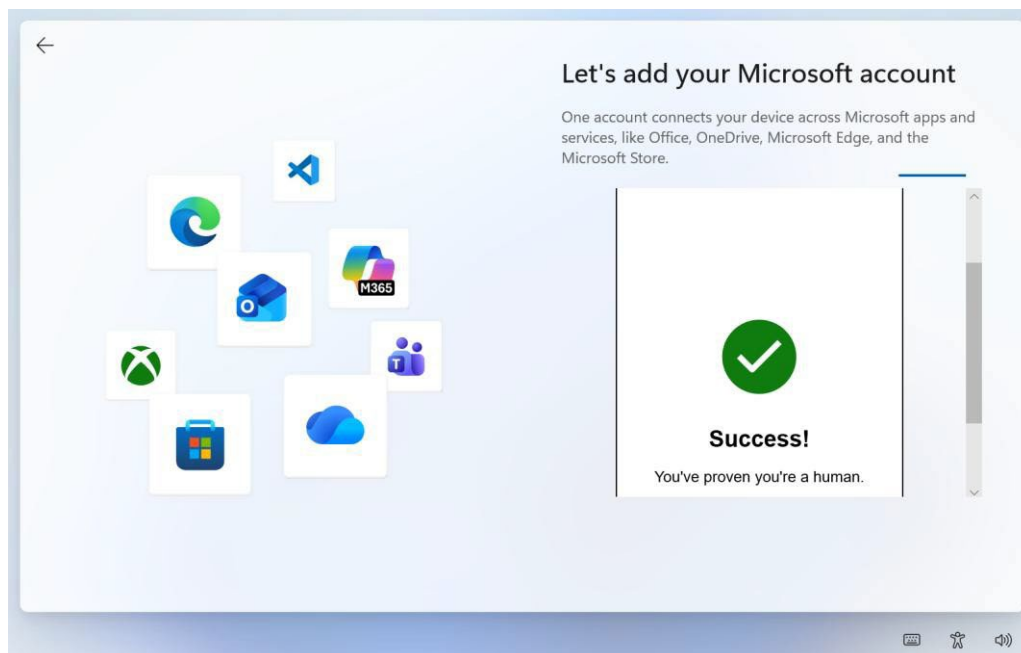
Next



21. If you see this kind of screen, you must follow the prompts to prove that you are a real person.

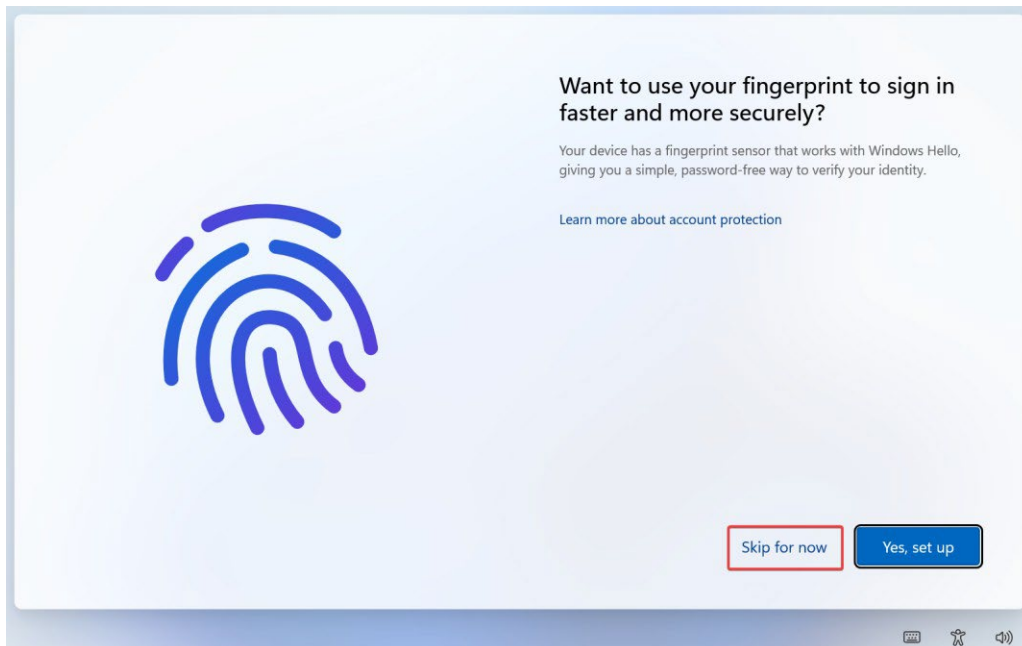


22. You should see this screen after a successful attempt at proving you are a real person.



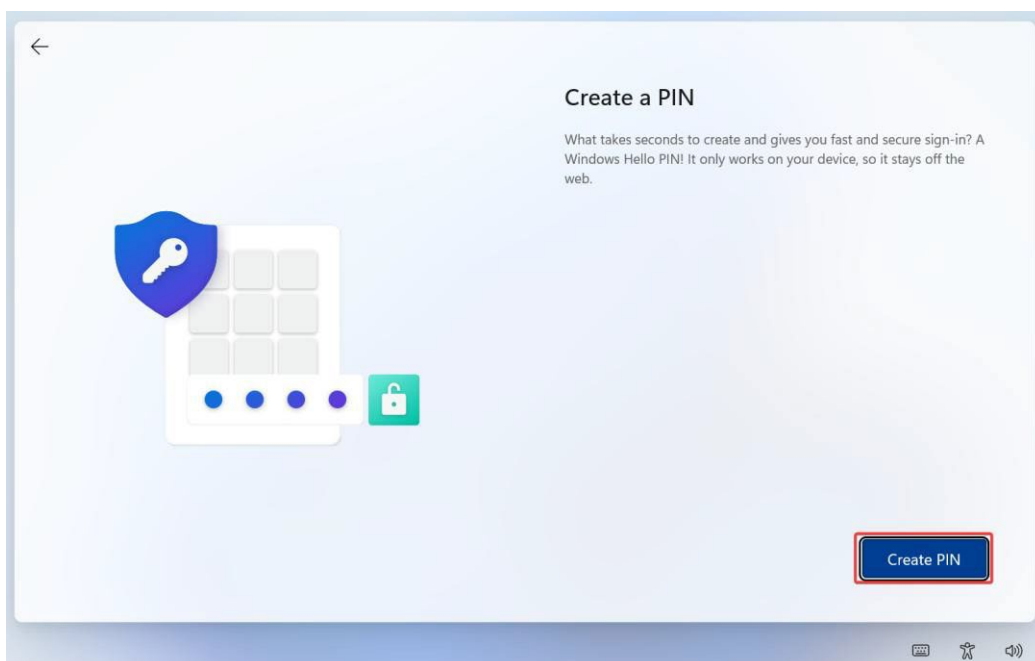


23. If your device supports biometric sign-ins (e.g. fingerprint scanning or facial recognition), you may see a prompt like the following. You can either set this up now, or click **"Skip for now"**. This can be done through "Windows Settings -> Accounts -> Sign-in options" if you change your mind later.



24. Create a PIN, which can be used as an alternative on this device instead of entering your Microsoft account password each time.

NOTE: The PIN will only be set for this device.





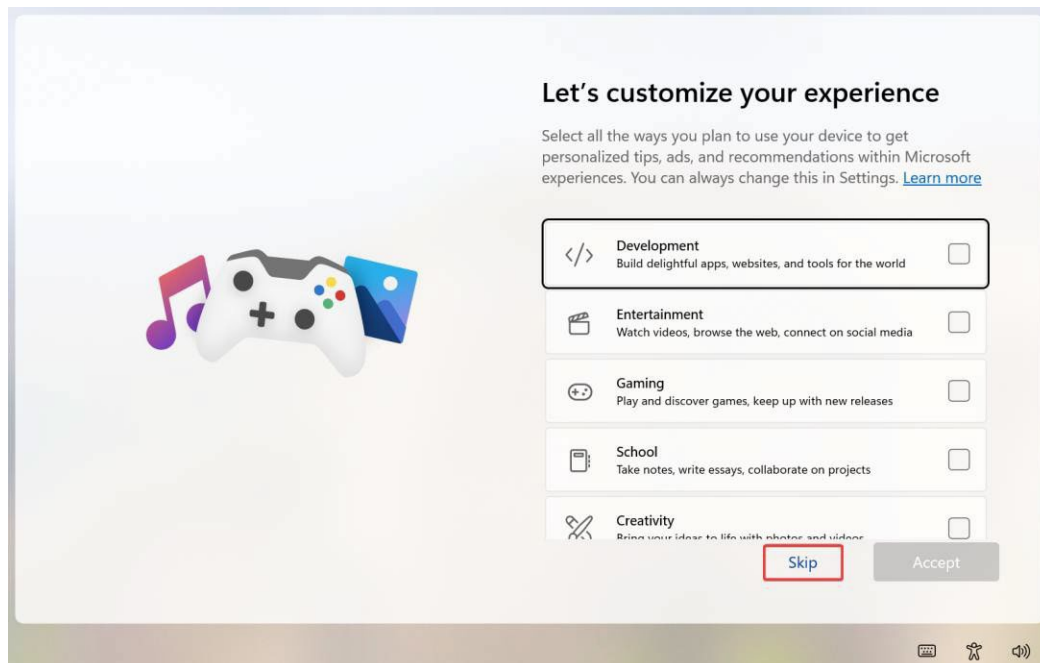
25. Enter the **PIN** you would like to use and then **confirm the PIN**, then press the “**OK**” button.

NOTE: If you would like to set your PIN the same as your password, click the checkbox to include letters and symbols and then enter your password in both fields.

26. Select your desired privacy settings for your device, then press the “**Accept**” button.

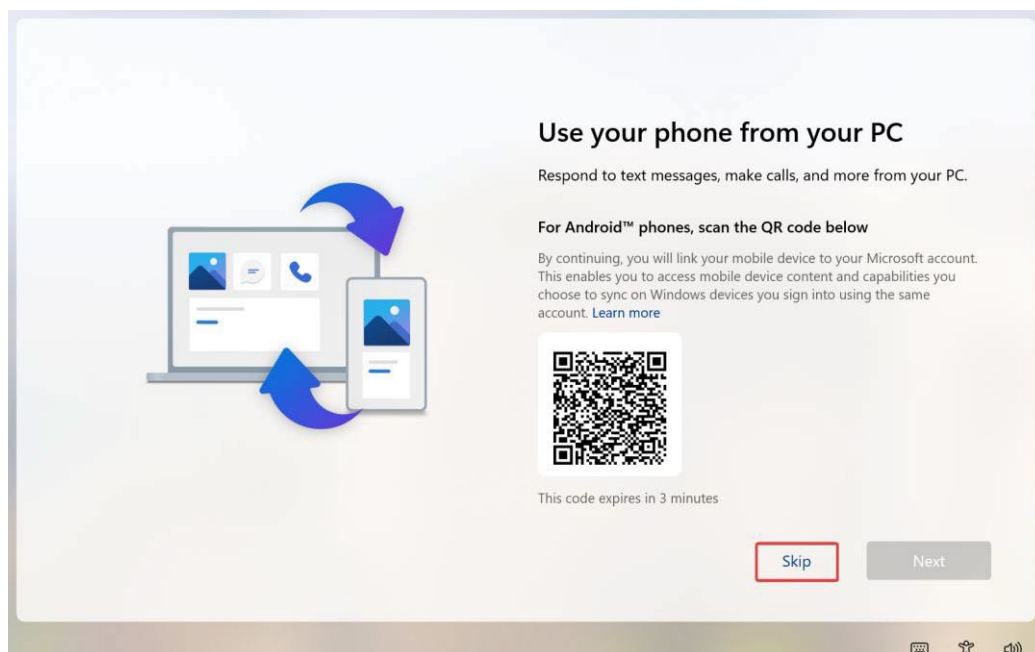


27. Press the “**Skip**” button, as selecting any options will essentially just cater ads based on your selections.



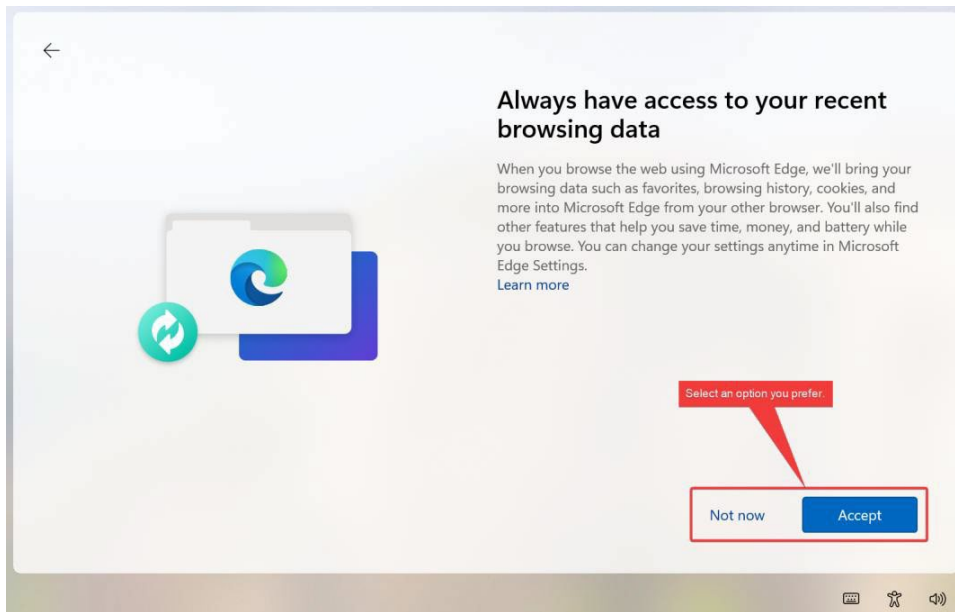
28. Press the “**Skip**” button.

NOTE: We recommend not setting up this service as it requires access to personal data on your phone.

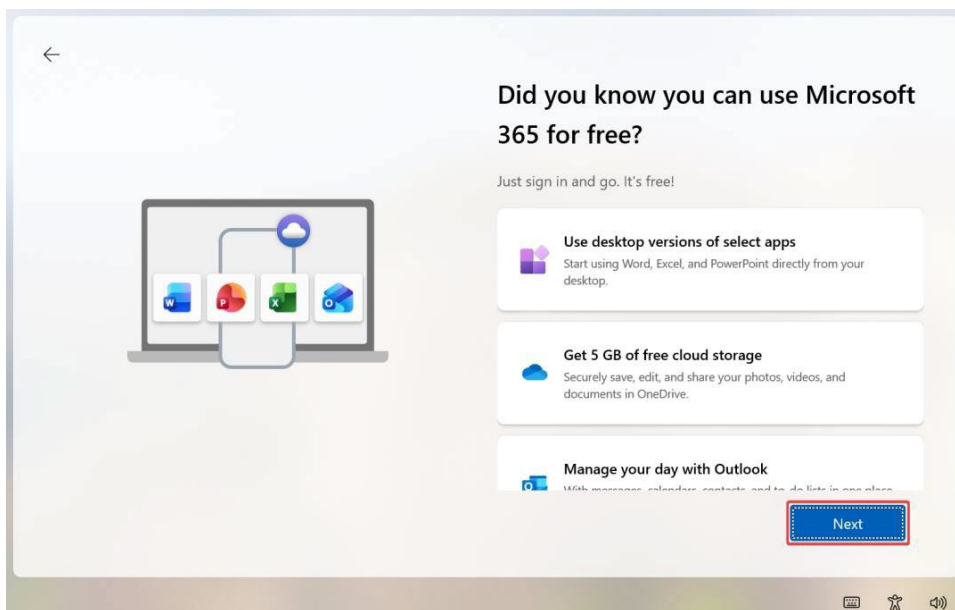




29. Select an option you prefer. If you click on “Accept”, then your browsing history, favourites and passwords will be backed up to your Microsoft account in the cloud.



30. Press “Next” to complete the Windows 11 setup.



31. You should now be on the Windows desktop screen, and your device should be ready to use as normal. **NOTE: Further guides will need to be followed for setting up your device on the NHS school network once you start school, however for use at home this is all that is required for now. Access to install Microsoft Office 365 is only available once you start school and receive your NHS network login details.**

If you have any issues with setting up your device, please contact the NHS ICT Support Team via email at dl.0788.ictadmin@schools.sa.edu.au or alternatively phone the school at (08) 8562 2022 and ask to speak with ICT Support during school hours.