Setting up your Windows laptop

Important steps

It is important that your daughter has a user account on her device that enables her to install software provided by the College when she is at school. Further information on setting up accounts can be found here. You may also wish to create a **parent administrator account**. A benefit of this is that it allows you as parents to have tighter control over the applications installed and the usage of the laptop. Information about adding extra **administrator accounts** can be found here.

Your daughter is provided with a Microsoft account by the College. Her login details are her College email address and password.

Anti-virus Protection

If you purchased your device through the College, you will be provided with link to install Trend Micro anti-virus software. You may need to uninstall any trial or free versions of anti-virus software that have come preloaded on your device. Further information about uninstalling software can be found here.

If you have not purchased your daughter's laptop through the College, you will need to ensure that you have anti-virus software installed.

Sequence of steps

It is recommended that you follow the set up steps in sequence. **Please note** that your daughter will need to know her College username and password to complete many of the steps. Please contact the IT Help desk on 9855 7771 if your daughter does not have or remember her College username and password.

To complete the set up of your daughter's device, it will need to be connected to your home wireless network. If you cannot complete the *Setting up a Connection to the Pymble Network*, you can still complete the other steps.

Table of contents

Installing Google Chrome

Google Chrome is our preferred Internet browser. If you need to install Google Chrome on your laptop please use the following link found here. You will need to select Windows from the list of options.
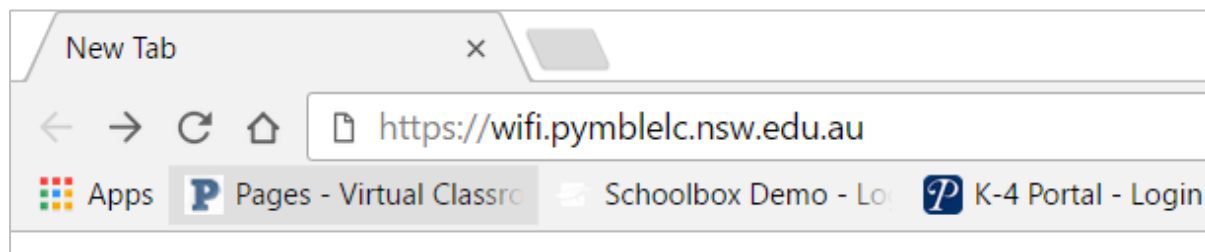
Setting up a Connection to the *Pymble* Network

Connecting to the College Wifi network is through a process known as 'Onboarding'. Please follow the steps below.

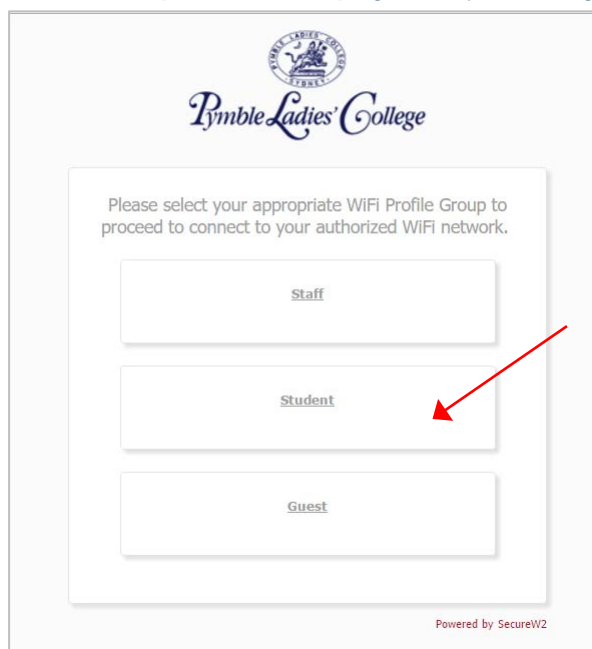1. Click on the Wi-Fi icon and ensure that you are connected to your home network

2. Open an Internet browser. Copy the following link below and paste it into the address bar.
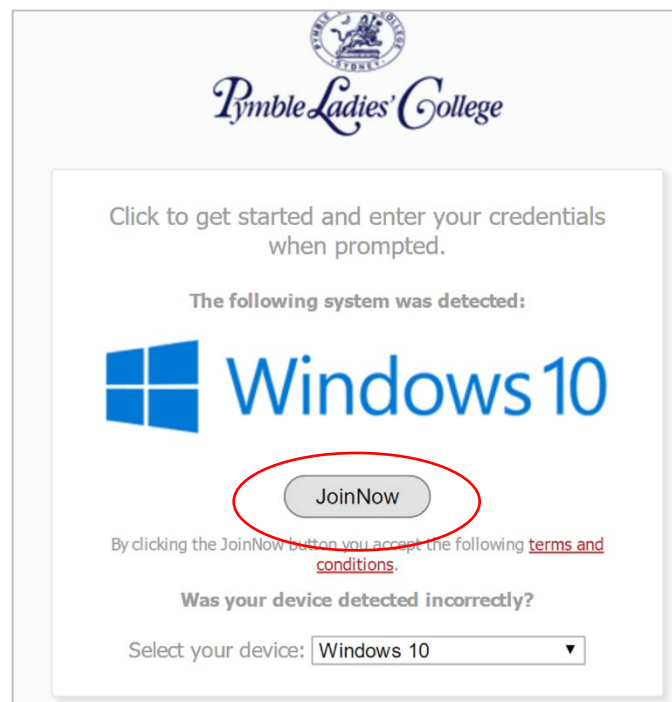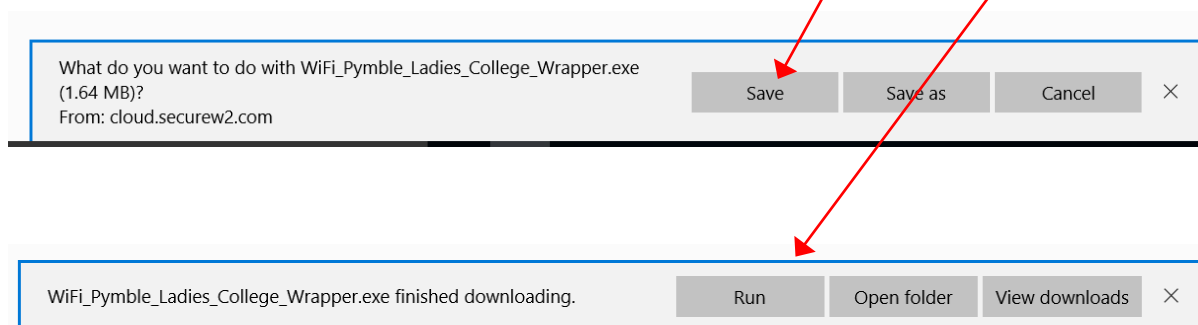
https://wifi.pymblelc.nsw.edu.au

3. Three WiFi profiles will show up on the web page. On your daughter's laptop please select **Student.**
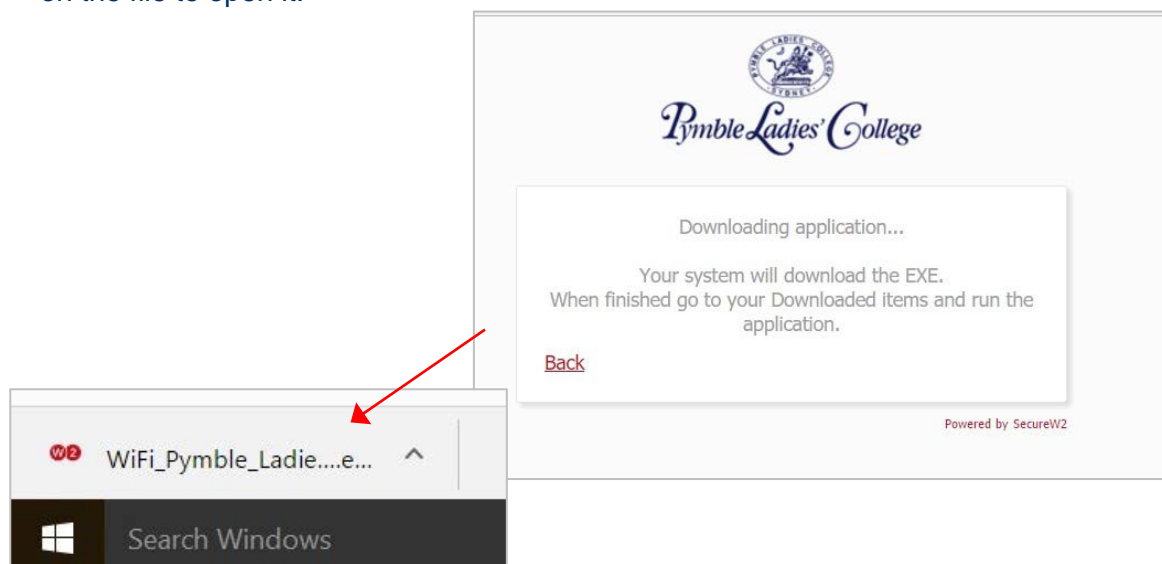
4. The program will detect your operating system and display a message similar to the one below. Click **Join Now** to install the software.
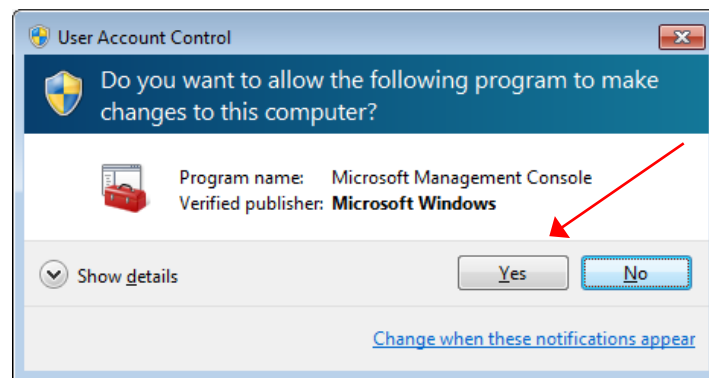

5. Your laptop may display some security warnings. Click S**ave** and then **Run**.

| What do you want to do with WiFi_Pymble_Ladies_College_Wrapper.exe (1.64 MB)? From: cloud.securew2.com | Save | Save as | Cancel | × |

| WiFi_Pymble_Ladies_College_Wrapper.exe finished downloading. | Run | Open folder | View downloads | × |

6. The application will begin downloading. If it doesn't open automatically, please click on the file to open it.

Downloading application...

Your system will download the EXE.
When finished go to your Downloaded items and run the application.

Back

Powered by SecureW2

WiFi_Pymble_Ladie....e...

Search Windows
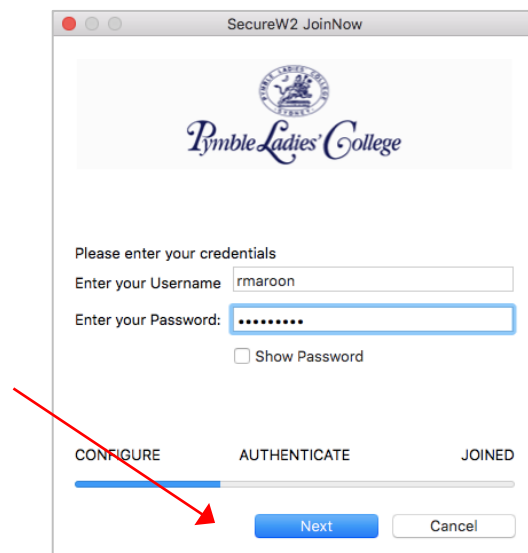
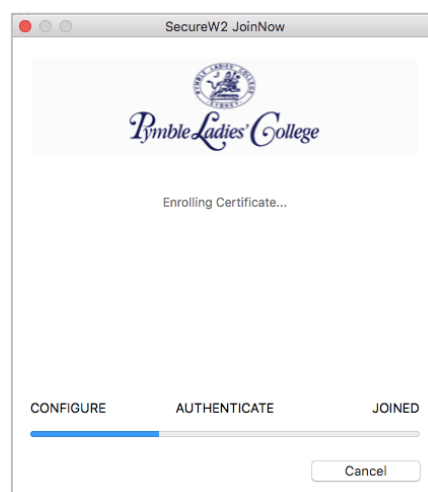**7.** Please click **Yes** to allow this app to make changes to your device.

8. Your daughter will now be required to enter her College username and password.

If your daughter cannot remember her username and password please contact the College IT Helpdesk on 9855 7771.

Please click **Next** to continue.

**9.** The application will then authenticate and enroll the certificate.

10. As you are attempting joining the *Pymble* **Student** network from home, the network **will not** be in range. This is to be expected. The message in the dialogue box will tell you that your **Configuration succeeded**.

Once the device is brought onsite to the College your daughter will be guided as to the next steps in the process.
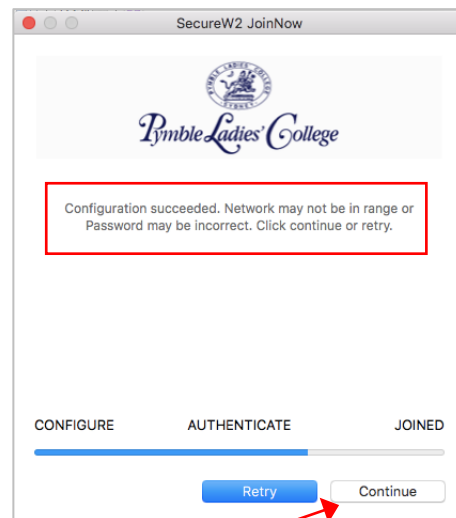
11. Please click **Continue** or if you do not see the successful configuration message, please contact the College IT Helpdesk on 9855 7771. Please note you may still proceed with other steps in the set up process even if you cannot connect to the *Pymble* network at this stage.

12. If your device has connected successfully, the blue progress line will move to **Joined**.
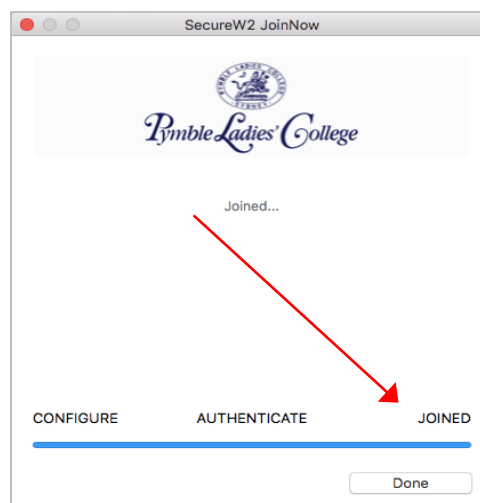
## Enrolling in the Password Reset Tool

Now that your daughter has her own device, teaching her about password safety and protocols is an important step. At *Pymble* we use an online password reset tool to assist with this process. Your daughter's password will be set to expire **every 90 days.** This change will ensure her data remains safe while also helping her establish this important routine.

1. Type forgotmypassword.pymblelc.nsw.edu.au into the address bar of your Internet browser and press **Enter** on your keyboard.
   The registration process needs only to be completed once.
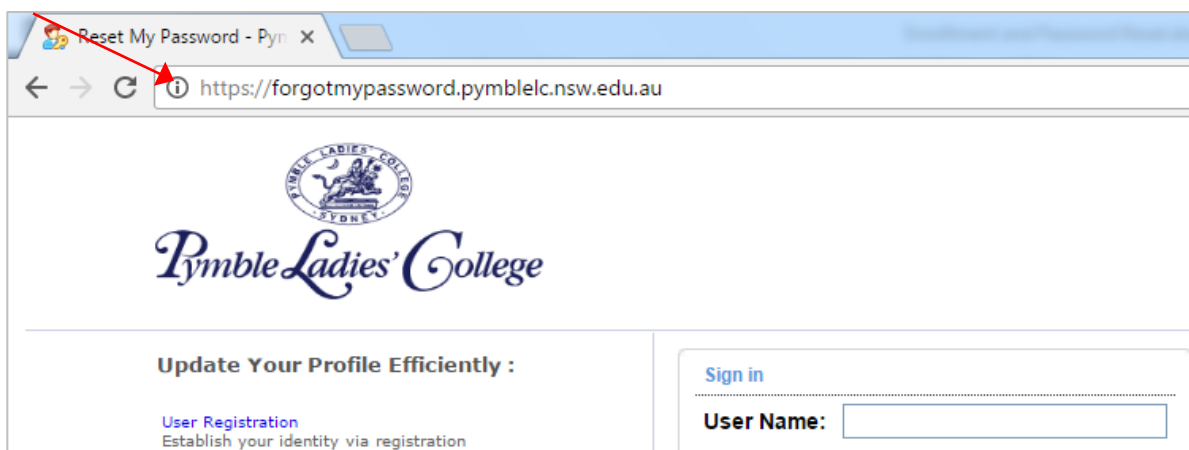
2. Your daughter will sign in using her College username and password. If she has forgotten her password, please contact the College IT Helpdesk on 9855 7771.

   Click **Log in**. Please note, do not click **Reset Password** at this stage.
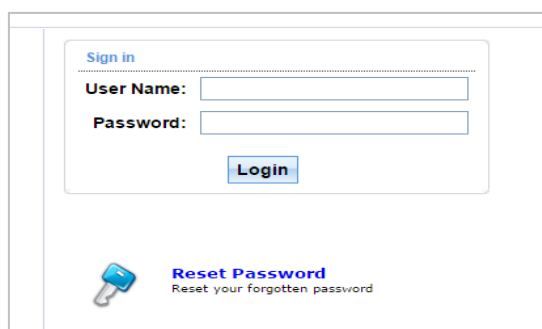
3. Once you are signed in, please click the **Enrollment** tab at the top of the screen.
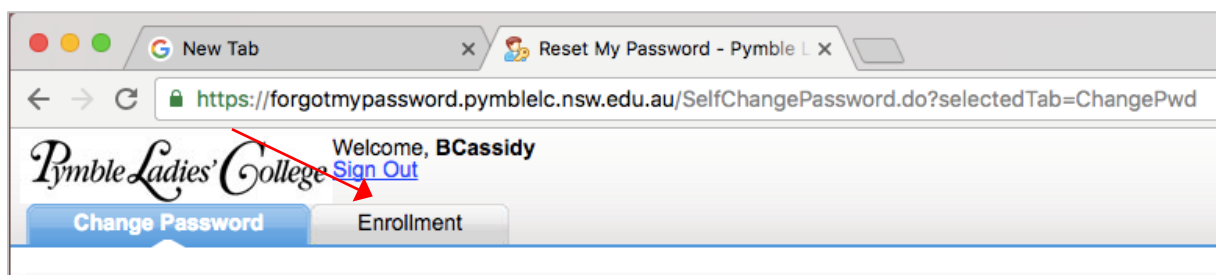
4. You will now be given options to enable a password reset. It is a good idea to set up both options.
Please note – you should not click Enroll until advised to do so on Step 7.

5. The first option is to use the **Verification Code**. You can enter a mobile phone number for the code to be sent to. To use this feature, it would be practical if this was your daughter's mobile phone number.

You can also add an alternate secondary email account. Please note that your daughter's College email account is already entered by default. To add a second email account please enter it in the empty box below.

Please do not click Enroll yet.

6. The second option is adding **Security Questions**. Your daughter will create her own questions and answers to help verify her identity. It is a good idea to select questions only she will know the answer to but that she will remember. Please note the minimum lengths for the questions and answers.

7. Once your daughter has written her questions and answers, click **Enroll**. The information from **both** tabs will be submitted.

Using the Password Reset Tool

Once the Password Rest tool has been configured, your daughter can use it to reset her College password at any time.

Changing your Password

1. Type forgotmypassword.pymblelc.nsw.edu.au into the address bar of your Internet browser and press **Enter** on your keyboard.

2. Select **Change Password**.

3. You will now be prompted to enter in your old password and select a new password. Please note that *Pymble* has a policy applied to all passwords and they need to meet the criteria which is listed on the reset password screen below. Special characters can be numbers and symbols such as the ! mark and $ sign. Please choose a password that <u>does not </u>contain spaces or apostrophes.

Enter your old password and select a new password. Then click **OK**.

Forgotten Passwords

If once your daughter has registered with the Password Rest tool, she forgets her password, she can follow these steps to reset it.

1. Type forgotmypassword.pymblelc.nsw.edu.au into the address bar of your Internet browser and press **Enter** on your keyboard.
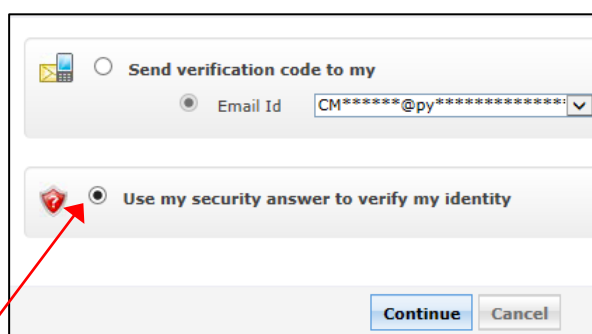
2. Select **Reset Password**.
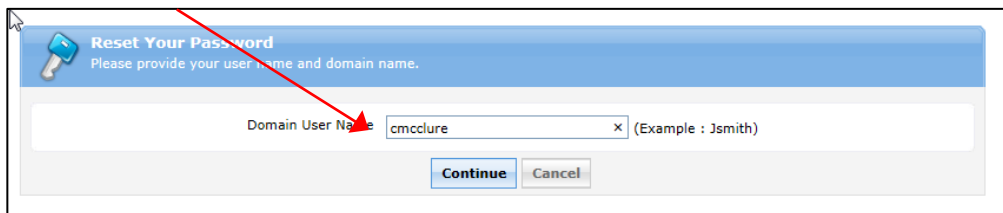
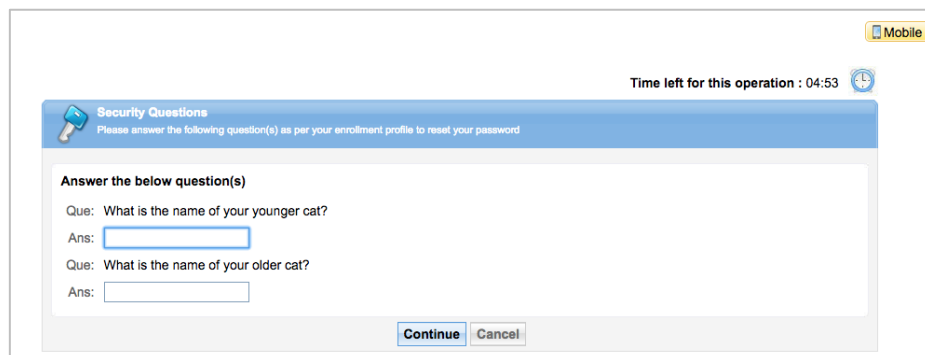**3.** Enter your College username and press continue.

4. At this point you can elect to receive a verification code sent to your phone or email address or to use your security questions. You can select which method you'd prefer by using the drop down menus and radio buttons.
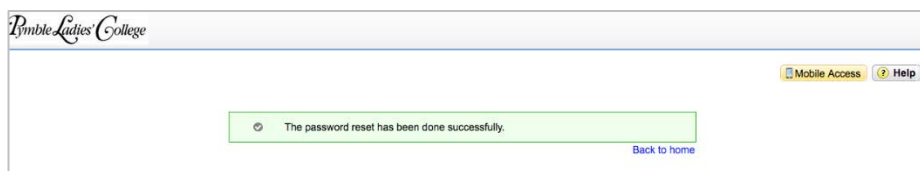
Please note – if you cannot access your College emails because your password has expired, please select your alternate email address or select to answer your security questions.

5. If you elect to answer your security questions, you will see a window like this. Please note you have a limited time to complete the reset password process.

6. Once you have successfully changed your password you should receive a message like this.

Installing the Microsoft Office Suite – Office 365

Through College licencing agreements, we are able to offer each student the ability to install the full Microsoft Office Suite products on their laptop at no cost. Each student has five licences to install on any devices they, or their family, own. Office 365 products are accessible through the College Portal.

Preparing your Laptop

If your laptop has come pre-installed with a trial version of the Microsoft Office suite, or you have previously installed an older version of Office, it is important that you remove this software from the device as it may cause conflicts and confusion. Further information about removing Office from a Windows device can be found here.

Accessing the *Pymble* Portal

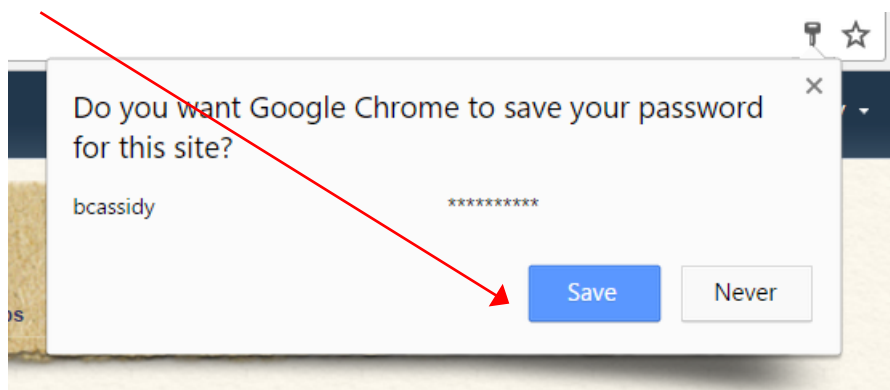1. Launch your Internet browser and type the following link into the address bar.

https://portal.pymblelc.nsw.edu.au

2. Enter your College username and password. Don't be concerned if you are asked to repeat this entry several times.
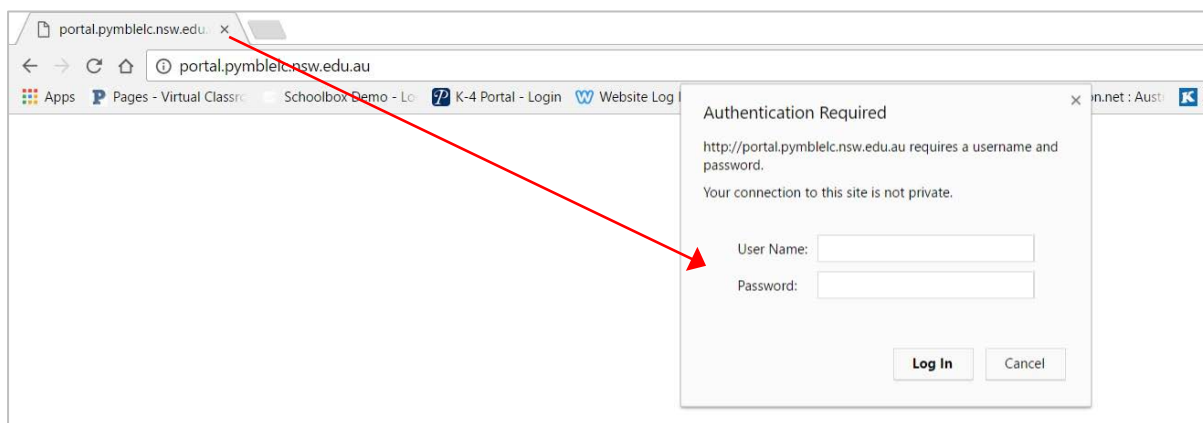
3. It is safe to request Portal to save your password.

Accessing Microsoft Office 365

Access to Microsoft Office 365 is via the Email section of the Portal.

1. Click on the **Email** icon.

2. You may be asked for your College username and password.

3. You may also see this screen asking you to Sign in using your College email address and password. Your college email address is your username followed by **@pymblelc.nsw.edu.au**. Your email password is your general College password.
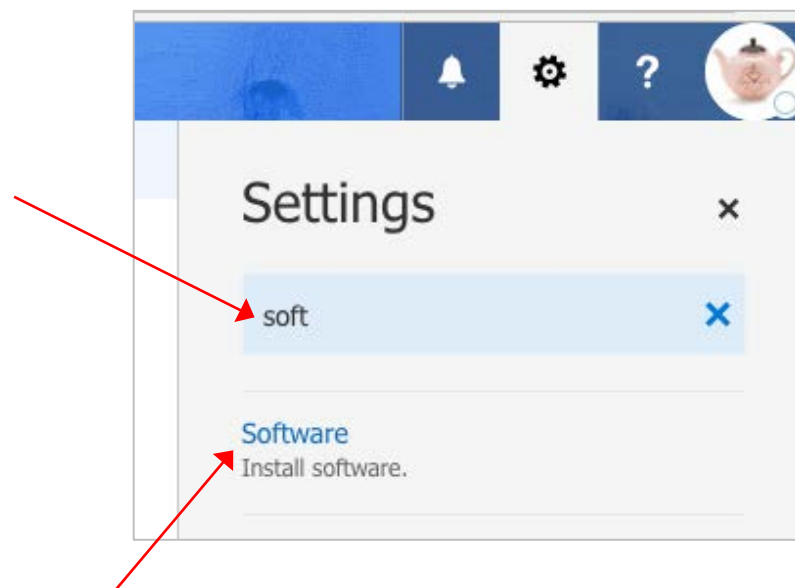
4. If your email account has not yet been configured, please set the language and time zone. 'Canberra-Melbourne-Sydney' is found towards the end of the list.

5. Once your Outlook email is open, select the cog at the top right of the screen to access settings.
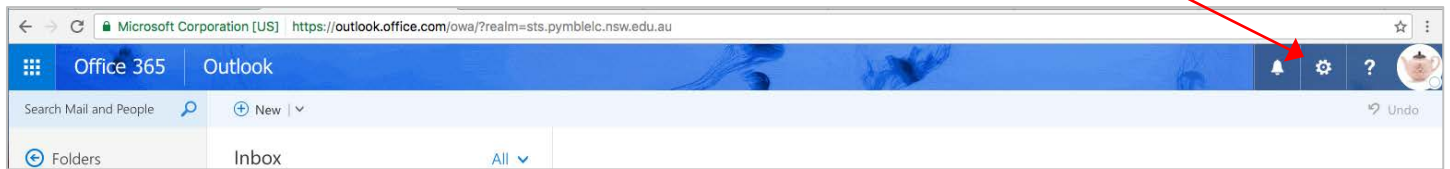
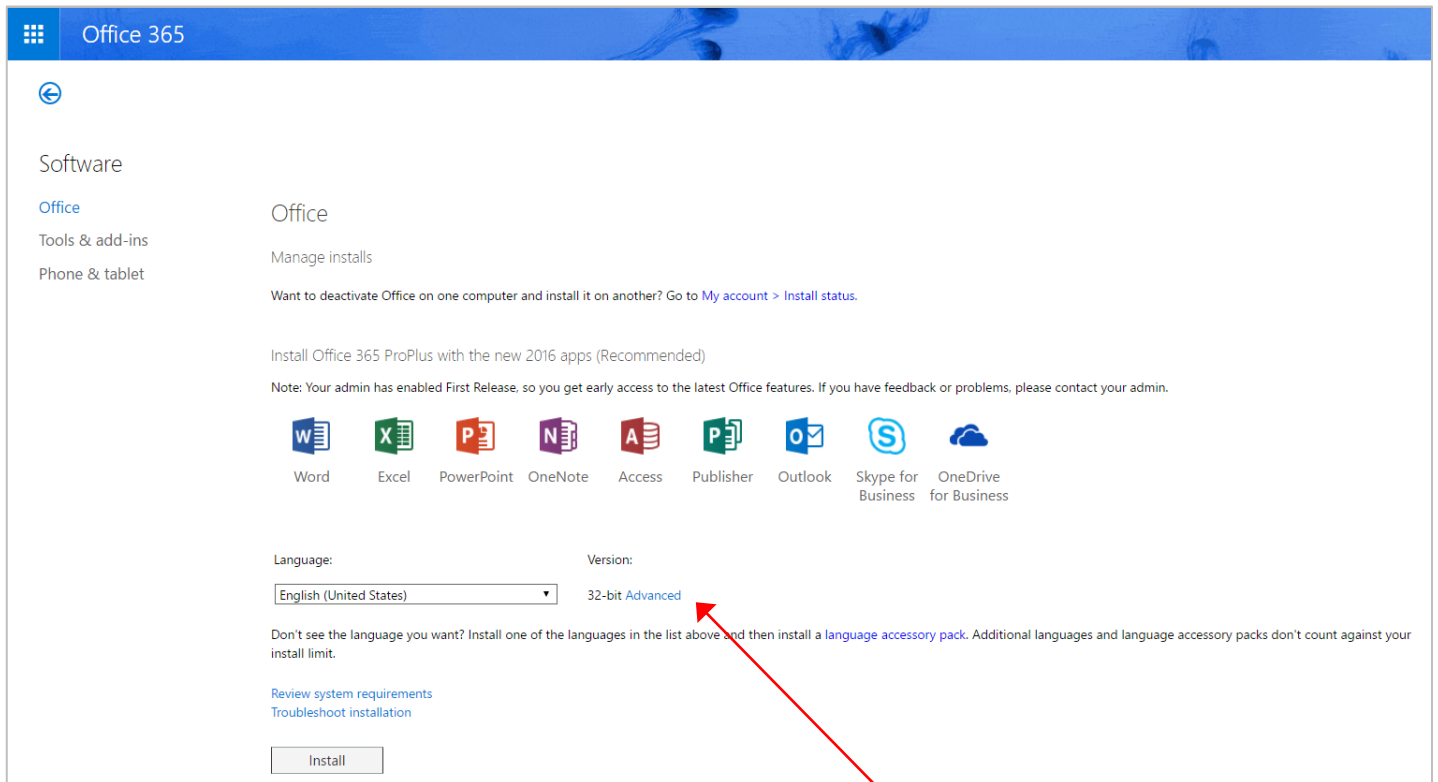**6.** The **Settings** menu will appear.
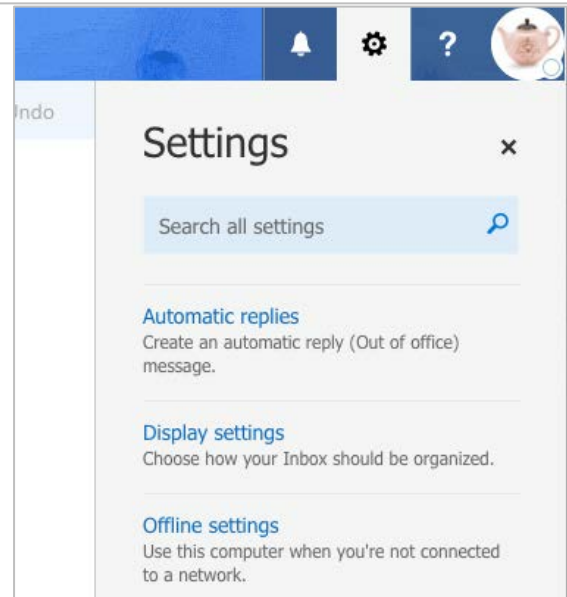
**7.** In the search box, type in the word **Software**.


8. Click on **Software**.

9. You will arrive at the installation window. Here is where you will be able to install the Microsoft Office Suite, as well as view and manage your 5 licensed devices. Please note that it could take approximately 10 minutes for Office to download and install.
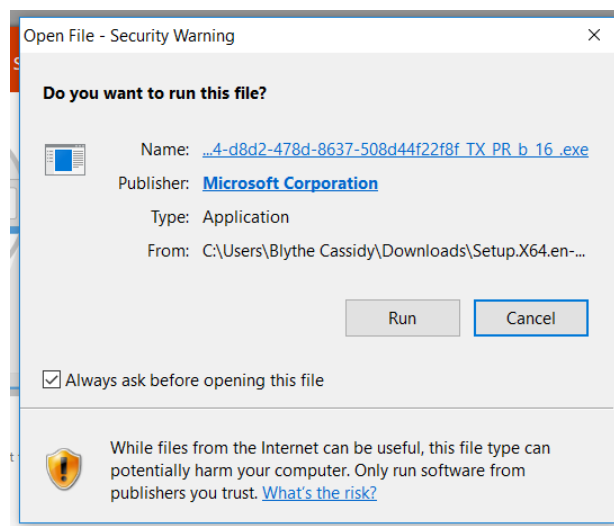

10. Change the version to **64-bit** using the advanced option. Please note that Surface Pro devices use the 32-bit version.
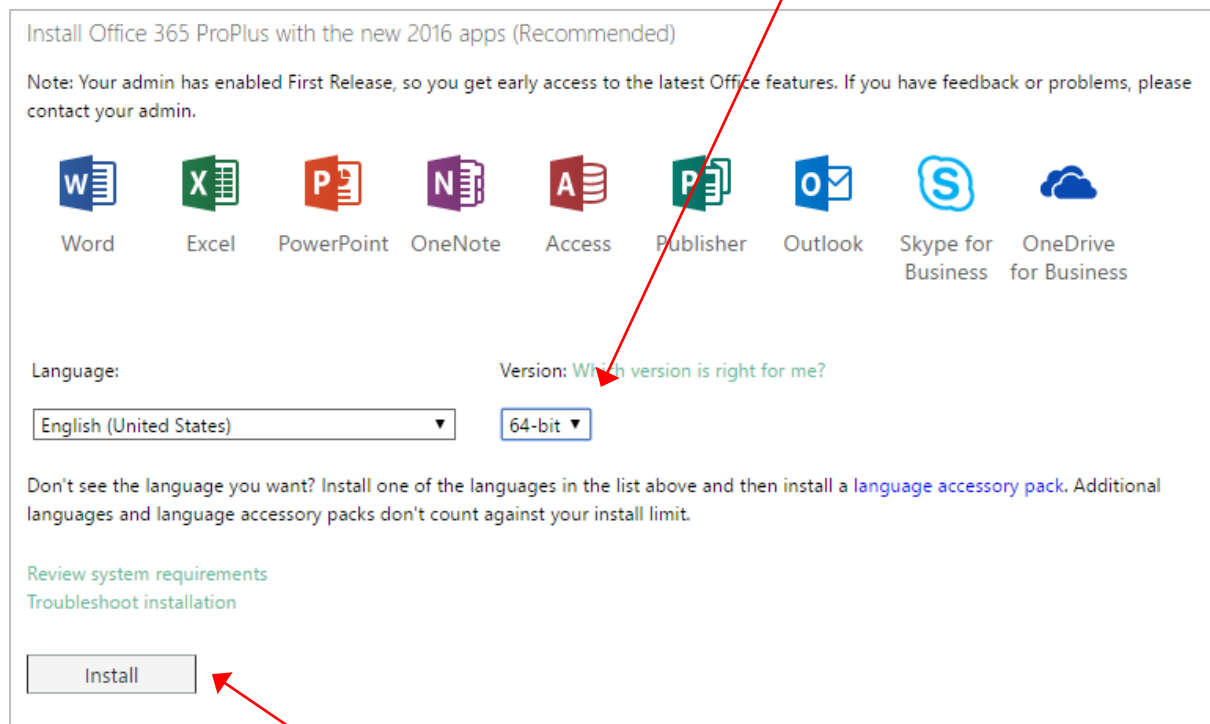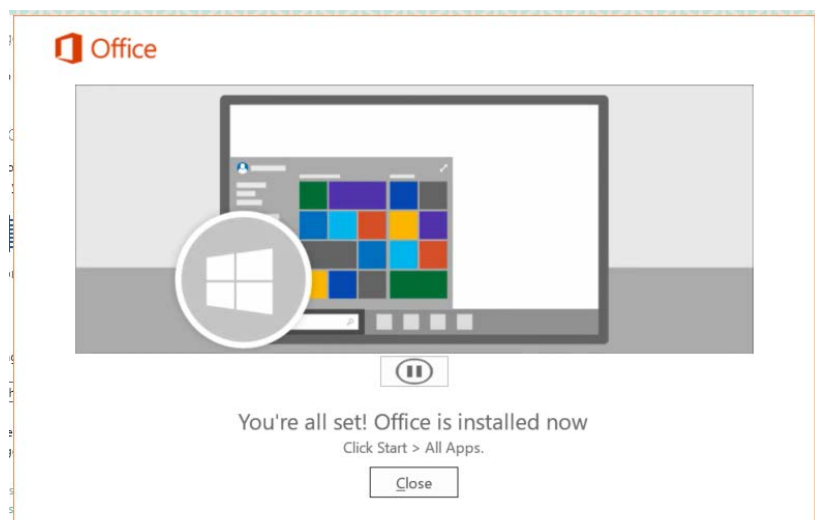

11. Click **Install** and follow the steps on the screen.
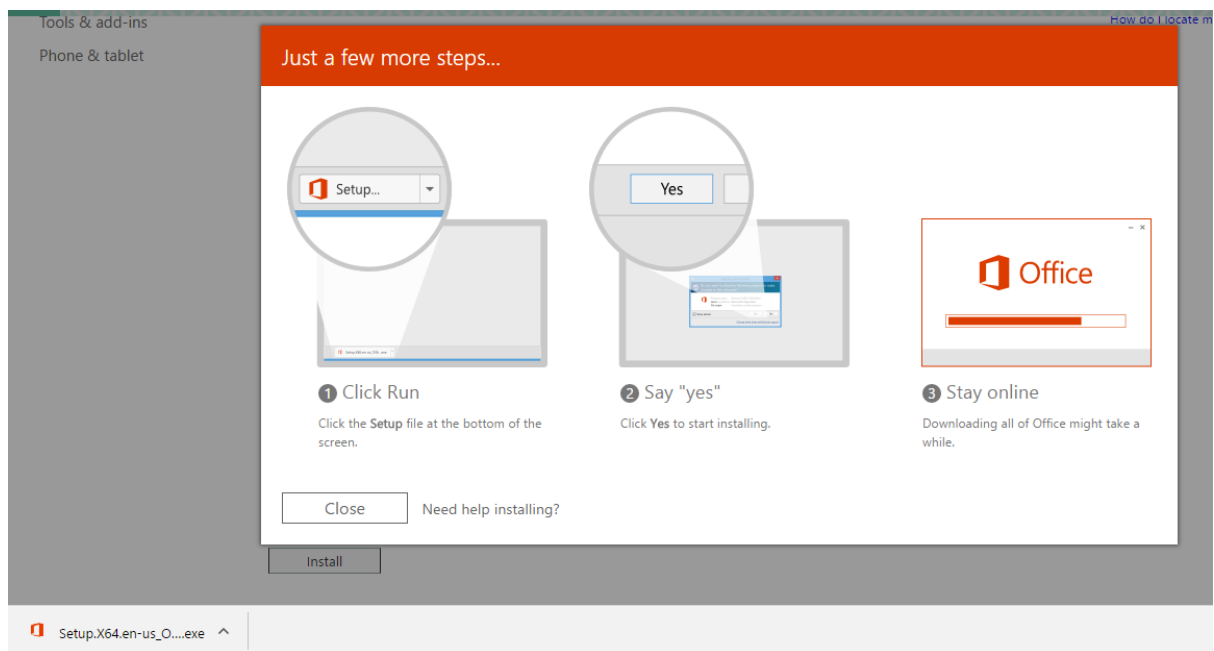
12. Click on the file that has downloaded and then click **Run.** Office will begin to install.

13. Once this window appears, your Microsoft Office products have been installed.

Configuring OneDrive for Business

OneDrive is Microsoft's cloud storage solution. It is part of the Office 365 Suite and is an important tool to be configured on your daughter's laptop. With OneDrive for Business configured, she will be able to access and work on her files on any device at any time. There are 2 components to OneDrive – the laptop client and the online space. The laptop client keeps a copy of the files on the laptop, which then syncs with the online cloud version.

Please note that you will need to use **OneDrive for Business** to sync with your College account.

The best place to begin the configuration is in the online space.

Accessing OneDrive for Business online

Your daughter will be able to access her online OneDrive storage space through the *Pymble* Portal using the email link to Office 365.
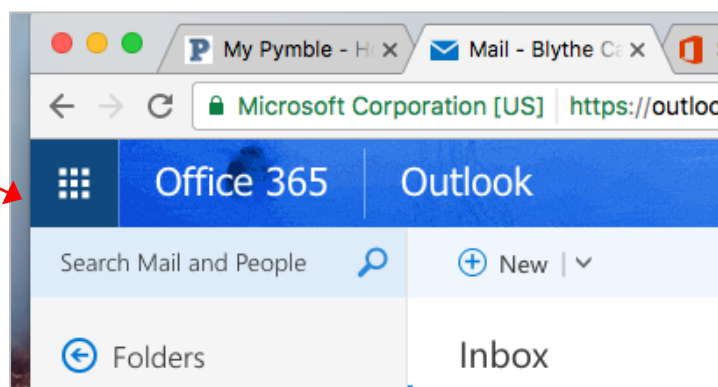
1. Launch your Internet browser and type the following link into the address bar.

https://portal.pymblelc.nsw.edu.au
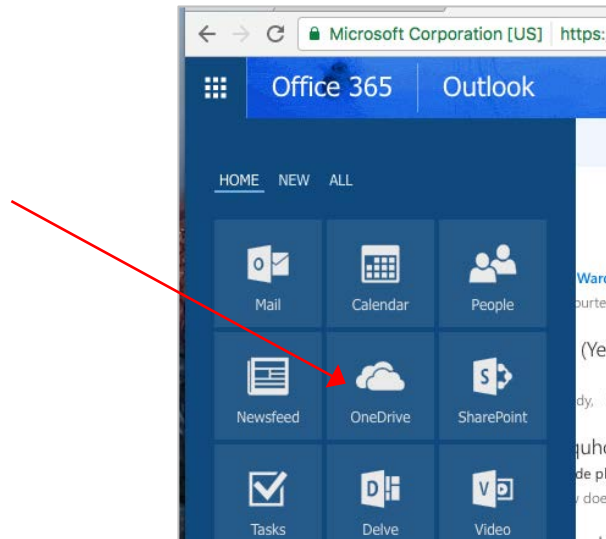
2. Click on the **Email** icon.

3. Click on the nine white squares in the top left of the window.
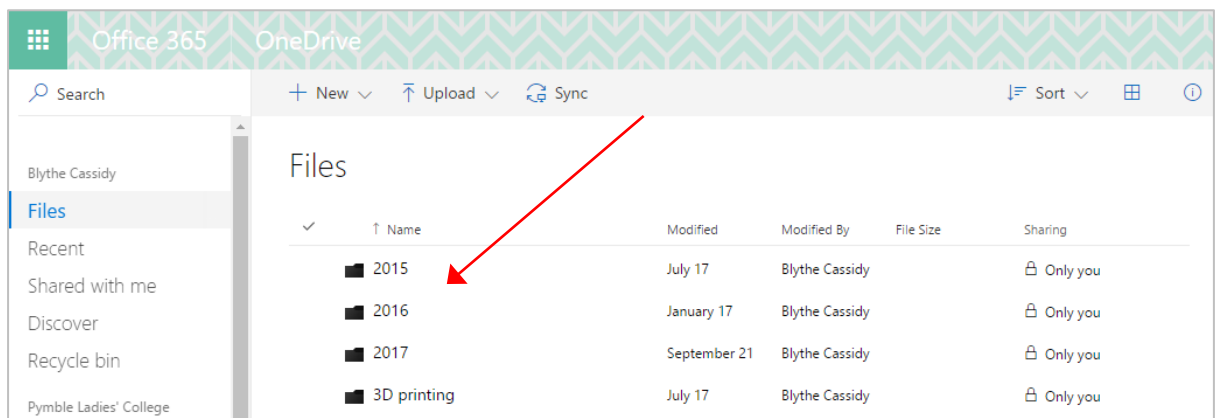

16

**4.** A menu will open. Select **OneDrive** from the list.

5. Your OneDrive folder will open. If you have previously used your *Pymble* OneDrive folder you will see your files and folders.
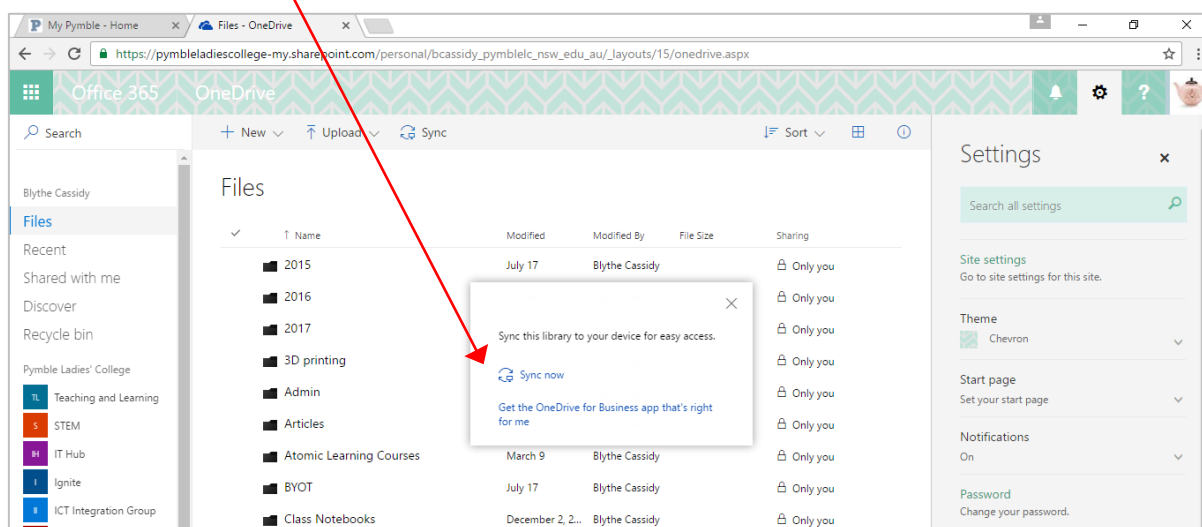
Configuring OneDrive through the Online Space

You will now be guided through how to set up the OneDrive folder on your laptop. This will sync with your online space.

1. With the online OneDrive space open, click **Sync.** This will begin the process of setting up a OneDrive for Business folder on your laptop.
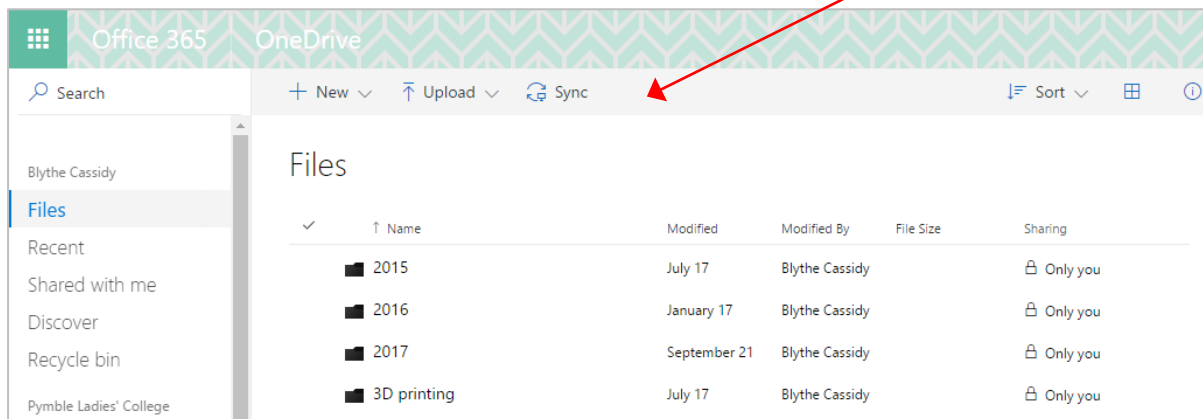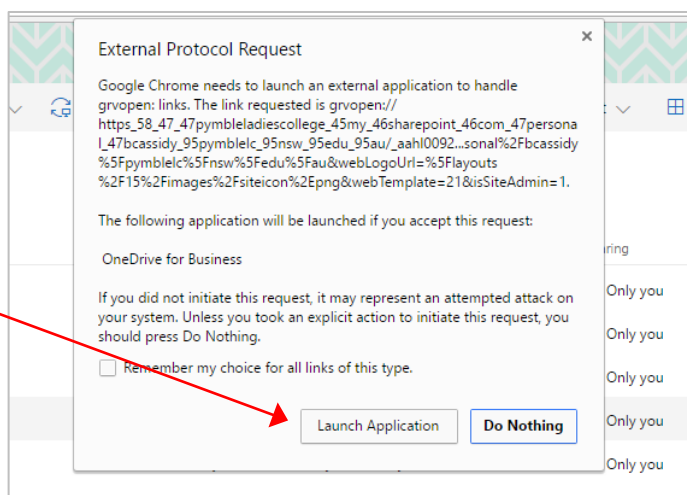

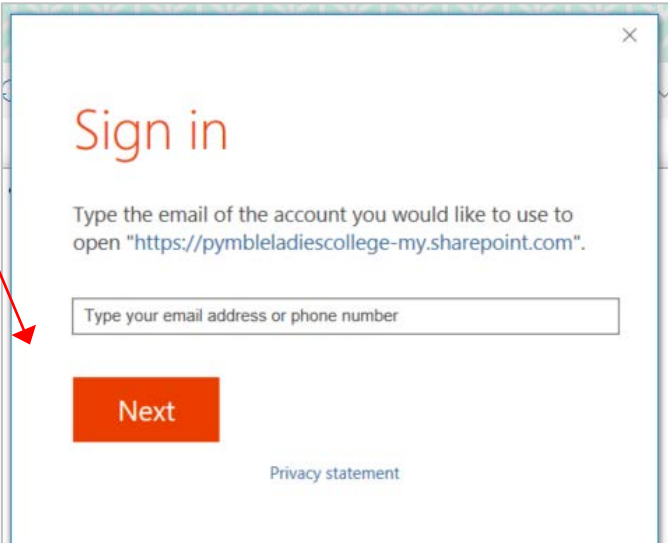2. A window will pop up. Click **Sync now**.

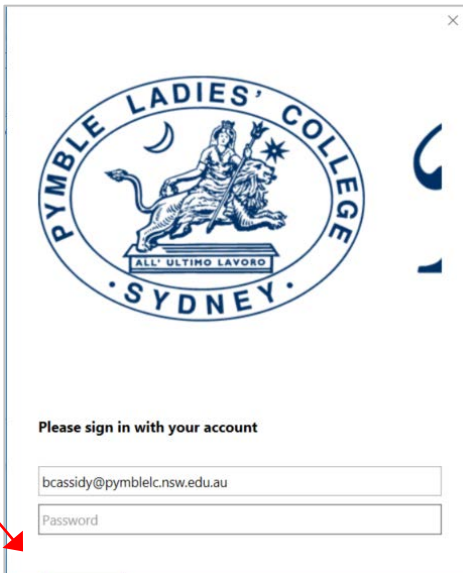3. A message will appear asking if you give permission for the OneDrive for business application to launch.

   Please click **Launch Application**.

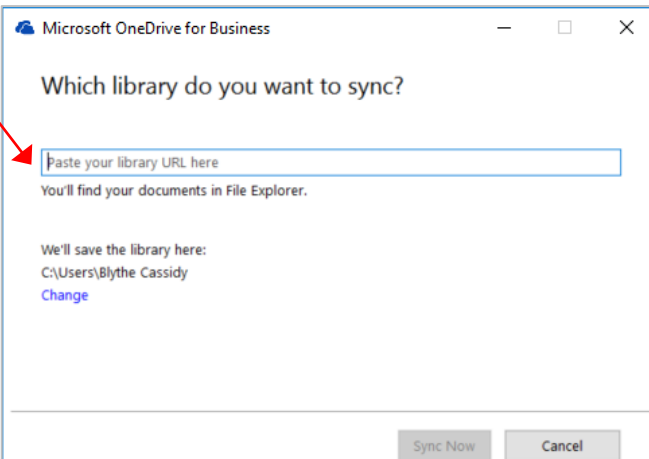**4.** You will be asked to enter your *Pymble* email address.
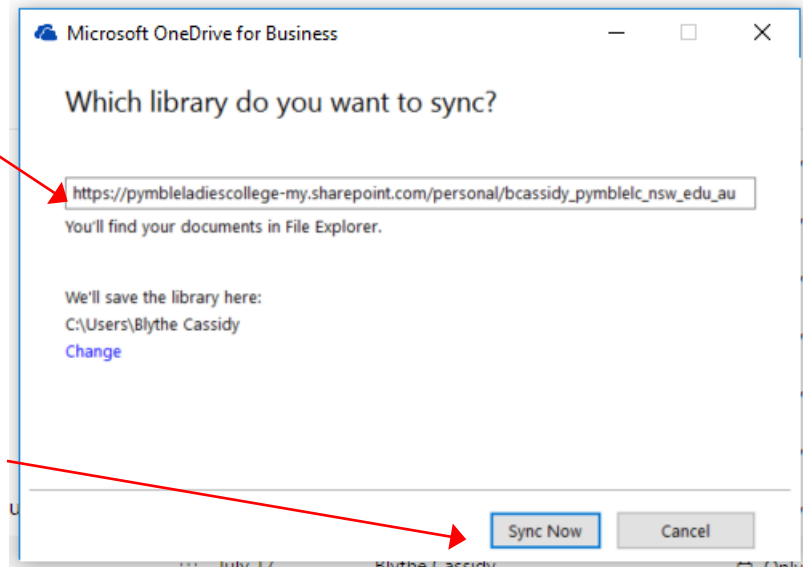

5. Please enter your College **password**.

6. You will now be asked which library you want to sync.

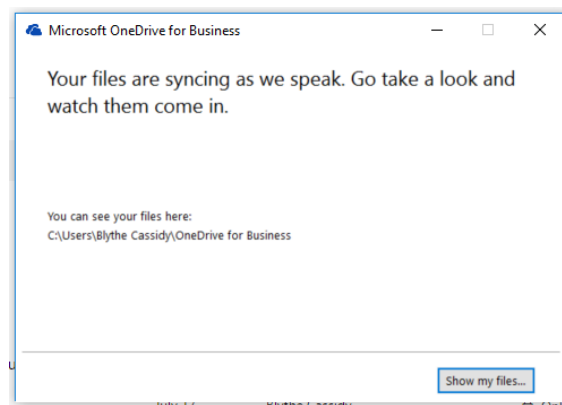If the box is blank please close the window and try again.

This is the screen you should see. The box will contain the URL for your online OneDrive space.

Click **Sync now**.

If after a couple of attempts you do not see this screen, please contact the College IT Helpdesk on 9855 7771.

**7.** Your files should now begin to sync.

Accessing your OneDrive files on your laptop

Once you have configured your OneDrive folder on your laptop you can access your files through the file explorer.

1. Double click on the yellow folder in the task bar which is located at the bottom of your laptop screen.

2. You will see that a folder called **OneDrive for Business** has been created. Double click on that to access your files and folders. If you have not created any files yet, it will be blank.
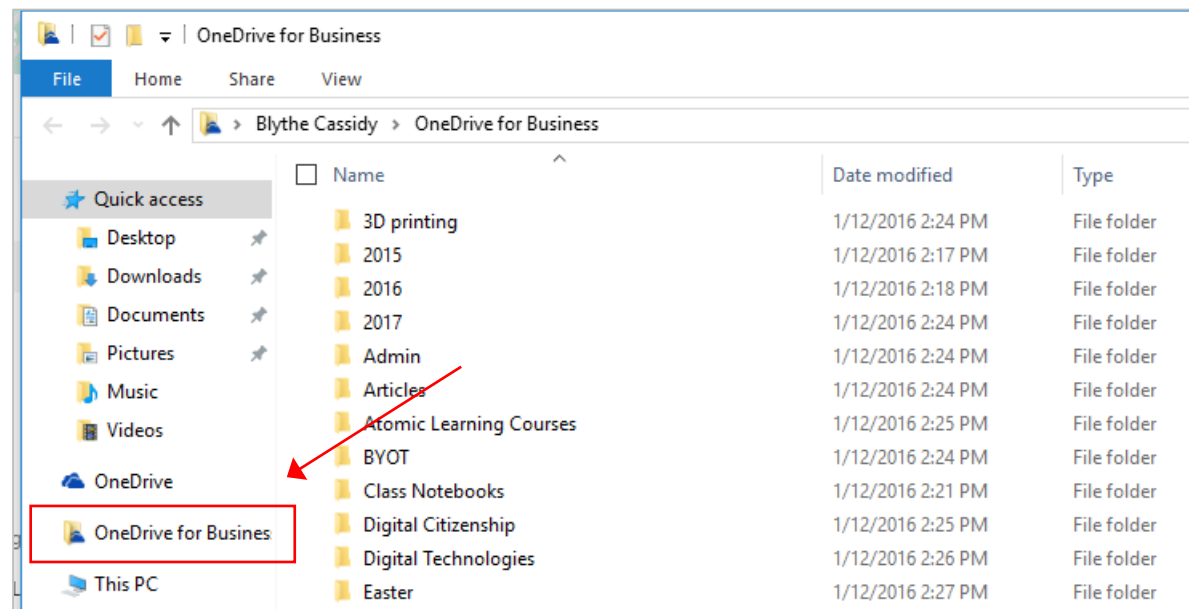
You will now be able to save files here and they will automatically sync with the online OneDrive storage space.