# 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 <u>here</u>. 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 <u>here</u>.

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 <u>here</u>.

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.

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### 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 <u>here</u>. 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

New Tab	×		
$\leftrightarrow \rightarrow$ C $\triangle$	https://wifi	.pymblelc.nsw.edu.au	
Apps Pages	- Virtual Classro	Schoolbox Demo - Lo	🏆 K-4 Portal - Login

3. Three WiFi profiles will show up on the web page. On your daughter's laptop please select **Student**.

	Emble Ladjes' Gollege
Ple pro	ease select your appropriate WiFi Profile Group to ceed to connect to your authorized WiFi network.
	Staff
	Student
	Guest
	Powered by Secure

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 Save 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 X
WiFi_Pymble_Ladies_College_Wrapper.exe finished downloading.	Run Open folder View downloads X

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

	Rymble Ladies' Gollege
	Downloading application Your system will download the EXE. When finished go to your Downloaded items and run the application. <u>Back</u>
WiFi_Pymble_Ladiee ^	Powered by SecureW2
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.

	SecureW2 JoinNow	
Pym	ible Ladies College	
Please enter your cred	lentials	
Enter your Username	rmaroon	
Enter your Password:		
	Show Password	
CONFIGURE	AUTHENTICATE	JOINED
	Next	Cancel

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. <u>Please note</u> 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.

 Type <u>forgotmypassword.pymblelc.nsw.edu.au</u> 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.

Sign in	
User Nan	ne:
Passwo	rd:
	Login
	Reset Password Reset your forgotten password

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.

• • • C New Tab x S Reset My Password - Pymble L x				
← → C A https://forgotmypassword.pymblelc.nsw.edu.au/Enrollment.do?selectedTab=Enrollment				
Pymble Ladies' College Sign Out				
Change Password Enrollment				
User Registration The information you provide here will be used to authenticate you when you attempt to reset your p Verification Code Security Questions Register Your Mobile Number(s) Enter your mobile number	Register Your Email Address(es) BCassidy@pymblelc.nsw.edu.au			
	Enter your email id			
En	roll			

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.

Change Password	Enrollment	
Iser Registration		
he information you pro	vide here will be used to authenticate you w	when you attempt to reset your password or unlock your account.
Verification Code	Security Questions	
Register Your Mobi	le Number(s)	Register Your Email Address(es)
Enter your mobile	number	BCassidy@pymblelc.nsw.edu.at Enter your email id
		Enroll

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.

	e Password	inrollment	
	egistration rmation you provide her	re will be used to authenticate you wh	nen you attempt to reset your password or unlock your account.
		ity Questions	
Lena	th Specification		
-	-	e question(s) should be 5 characters	and maximum allowed is 255 characters
• The	e minimum length of the	e answer(s) should be 5 characters a	nd maximum allowed is 255 characters
Reais	ster Your Security Que	e & Ans	
Que:	-		
	Answer	Confirm Answer	
Que:	Write your own quest	ion	
	Answer	Confirm Answer	
	Write your own question		
Que:	Write your own quest		
Que:	Write your own quest Answer	Confirm Answer	
Que:	Answer	Confirm Answer	
Que:		Confirm Answer	

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 <u>forgotmypassword.pymblelc.nsw.edu.au</u> into the address bar of your Internet browser and press **Enter** on your keyboard.
- 2. Select Change Password.

Pymble Ladies' College	
Update Your Profile Efficiently : User Registration Establish your identity via registration Change Password Change your password using current password	Sign in User Name: Password: Login Reset Password Reset your forgotten 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.

G New Tab X So Reset My Password - Pymble L X
← → C
Pymble Ladies' Gollege <sup>Sign Out</sup>
Change Password Enrollment
Change Password Change your current domain password.
Pymble Ladies' College Password Requirements  Minimum password length : 8
<ul> <li>Maximum password length: 15</li> <li>No. of special characters to include: 2</li> </ul>
Use both upper & lower cases     Use numbers in the password
Old Password
New Password     Password Strength :       Confirm New Password
OK Cancel

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 <u>forgotmypassword.pymblelc.nsw.edu.au</u> into the address bar of your Internet browser and press **Enter** on your keyboard.
- 2. Select Reset Password.

$\leftarrow$ $\rightarrow$ C $\blacksquare$ https://forgotmypassword.pymblelc.nsw.edu.	au/showLogin.cc
Pymble Ladies College	
Update Your Profile Efficiently : User Registration Establish your identity via registration Change Password	Sign in User Name: Password:
Change your password using current paseword	Login Reset Password
	Reset your forgotten password

3. Enter your College username and press continue.

Reset Your Passyord Please provide your user time and domain nam	B.
Domain User Nate cr	cclure × (Example : Jsmith)
	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.

	Send verification co Email Id	CM*****@py*********
<b>0</b>	Use my security ans	wer to verify my identity
/		
		Continue Cancel

**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.

	Time left for this operation : 04:53
Security Questions Please answer the following question(s) as per your enrollment profile to reset your password	
•	
Answer the below question(s)	
Que: What is the name of your younger cat?	
Que: What is the name of your younger cat? Ans:	
Ans:	

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

Rymble Ladies' Gollege		
		Mobile Access (? Help)
	The password reset has been done successfully.	
	Back to home	

# 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 <u>no cost</u>. 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 <u>here.</u>

#### 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.

portal.pymbleic.nsw.edu. ×			
← → C ☆ ③ portal.pymbleit.esw.edu.au			
Apps P Pages - Virtual Classro Schoolbox Remo - Lo 😰 K-4 Portal - Login 🖤 Website Log	Authentication Required http://portal.pymblelc.nsw.edu.au requires a username and password. Your connection to this site is not private.	🗙 ən.net : Austi 🔣	<b>]</b>
	User Name:		
	Password:		
	Log In Cancel		

3. It is safe to request Portal to save your password.

_		Ţ	☆	
	Do you want Google Chrome to save your password for this site?	×		
22.2	bcassidy ********		11.11	
)S	Save Never			
- AL				

### Accessing Microsoft Office 365

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

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

 $\mathbf{N}$ 

My Pymble Blythe Cassidy		١	20		
	Email	Edumate	Snapshot My Spaces	Print Room jobs	
Notices) Timetable	cvenis	rissessment	Thy spaces		
Notices	-			+ ,9	

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

https://sts.pymblelc.nsw.e password.	edu.au requires a use	ername and
password.		
User Name:		
Password:		
	Log In	Cancel

 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.

,	Rymble Ladies' College
	Sign in with your organizational account
	Password
	Sign in
	Sign-in to PLC systems using your PLC AD account. Example: PLCAD\username

- **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.

← ⇒	C Microsoft Co	prporation [US] https://outlook.c	ffice.com/owa/?realm=sts.pymblelc.n	sw.edu.au			☆ :
	Office 365	Outlook		15	Sale Contraction	•	?
Search	h Mail and People 🔎	O ⊕ New   ∽					9 Undo
€ F	olders	Inbox	All 🗸				

6. The Settings menu will appear.



7. In the search box, type in the word **Software**.

		on die	
Settings	5		×
soft			×
Software Install 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.

III Office 365	
e	
Software	
Office Tools & add-ins	Office Manage installs
Phone & tablet	Want to deactivate Office on one computer and install it on another? Go to My account > Install status.
	Install Office 365 ProPlus with the new 2016 apps (Recommended) Note: Your admin has enabled First Release, so you get early access to the latest Office features. If you have feedback or problems, please contact your admin.
	Word Excel PowerPoint OneNote Access Publisher Outlook Skype for OneDrive Business for Business
	Language: Version:
	English (United States)  32-bit Advanced Don't see the language you want? Install one of the languages in the list above and then install a language accessory pack. Additional languages and language accessory packs don't count against your install limit.
	Review system requirements Troubleshoot installation
	Install
<b>10</b> C	hange the version to <b>64-bit</b> using the advanced option. Please note that Surface

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

Install Office 365 ProPlus with the new 2016 apps (Recommended)									
Note: Your adm contact your ad		led First Release,	so you get ear	rly access to t	the latest Office	features. If yo	u have feedba	ick or problems, plea	se
w]	X≣	P 🛓	N	A		0	S		
Word	Excel	PowerPoint	OneNote	Access	Publisher	Outlook	Skype for Business	OneDrive for Business	
Language:			Ve	rsion: Which	version is right f	for me?			
English (Unite	ed States)		▼ 6	4-bit ▼					
		want? Install on cessory packs do	-	-		en install a lan	guage accesso	ory pack. Additional	
Review system Troubleshoot ir		5							
Install									

**11.** Click **Install** and follow the steps on the screen.

Tools & add-ins	How do Llocat	e m
Phone & tablet	Just a few more steps	
	Setup         Yes         Image: Setup         Image: Setup	
	O Click Run2 Say "yes"3 Stay online	
	Click the Setup file at the bottom of the Click Yes to start installing. Downloading all of Office might take a screen. while.	
	Close Need help installing?	
	Install	
G Setup.X64.en-us_Oexe ^		

12. Click on the file that has downloaded and then click Run. Office will begin to install.

Ì	Open File	- Security Wa	rning			×					
9	Do you want to run this file?										
k		Name:	<u>4-d8d2-478d-863</u>	7-508d44f22f8f	TX PR b 16 .ex	e					
		Publisher:	Microsoft Corpora	tion							
		Type:	Application								
1		From:	C:\Users\Blythe Cas	sidy\Downloads	\Setup.X64.en						
				Run	Cancel	]					
	🗹 Alwa	ys ask before	opening this file								
t	۲	potentially	rom the Internet car harm your computer ou trust. <u>What's the</u>	. Only run softwa							

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.





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.

III Office 365			
🔎 Search	+ New ∨ → T Upload ∨ 📿 Sync		↓≂ Sort ∨ ⊞ 🛈
Blythe Cassidy	Files		
Files	✓ ↑ Name	Modified Modified By File Si	ze Sharing
Recent	2015	July 17 Blythe Cassidy	🗄 Only you
Shared with me		July 17 Blythe Cassidy	
Discover	2016	January 17 Blythe Cassidy	🔒 Only you
Recycle bin	2017	September 21 Blythe Cassidy	🔒 Only you
Pymble Ladies' College	3D printing	July 17 Blythe Cassidy	🖰 Only you

### Configuring OneDrive through the Online Space

You will now be guided through how to set up the OneDrive folder on your <u>laptop</u>. 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.

III Office 365	OneDrive	$\sim$		
✓ Search	$+$ New $\lor$ $\overline{\uparrow}$ Upload $\lor$ $\bigcirc$ Sync	$\mathbf{k}$		$\downarrow$ = Sort $\lor$ $\boxplus$ (i)
Blythe Cassidy	Files			
Files	✓ ↑ Name	Modified	Modified By File Size	Sharing
Recent	2015	July 17	Blythe Cassidy	🔒 Only you
Shared with me				
Discover	2016	January 17	Blythe Cassidy	🔒 Only you
Recycle bin	2017	September 21	Blythe Cassidy	🔒 Only you
Pymble Ladies' College	3D printing	July 17	Blythe Cassidy	읍 Only you

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

P My Pymble - Home ×	🐔 Files - OneDrive 🛛 🗙 📃			<u> </u>	ð X
← → C 🔒 https://pymbl	eladiescollege-my.sharepoint.com/personal/bcas	ssidy_pymblelc_nsw_edu_au/_layouts/15/onedrive.asp	(		\$
III Office 365	OneDrive			•	? 🤘
✓ Search	+ New ∨ 〒 Upload ∨ 🤤 Sync		↓≂ Sort ∨ 🖽 🕕		
-				Settings	×
Blythe Cassidy	Files			Search all settings	Q
Files	✓ ↑ Name	Modified Modified By File Size	Sharing	Search an Seconds	
lecent	- I Name	,	2	Site settings	
Shared with me	2015	July 17 Blythe Cassidy	🔒 Only you	Go to site settings for this site.	
Discover	2016	×	🔒 Only you		
Recycle bin	2017	Sync this library to your device for easy access.	🔒 Only you	Theme Chevron	~
ymble Ladies' College	<ul> <li>3D printing</li> </ul>	× ~	🔒 Only you		
Teaching and Learning	Admin	G Sync now	A Only you	Start page Set your start page	~
s STEM	Articles	Get the OneDrive for Business app that's right for me	A Only you		
H IT Hub	Atomic Learning Courses	March 9 Blythe Cassidy	A Only you	Notifications On	~
I Ignite					×
-	BYOT	July 17 Blythe Cassidy	🔒 Only you	Password	
ICT Integration Group	Class Notebooks	December 2, 2 Blythe Cassidy	🔒 Only you	Change your password.	



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

Sign in
Type the email of the account you would like to use to open "https://pymbleladiescollege-my.sharepoint.com".
Type your email address or phone number
Next
Privacy statement



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

$\mathbf{n}$	4	Microsoft OneDrive for Business	-	_		Х
		Which library do you want to sync?				
If the box is blank	×	aste your library URL here				
please close the		You'll find your documents in File Explorer.				
window and try again.		We'll save the library here:				
		C:\Users\Blythe Cassidy Change				
	-					
			Sync Now		Cancel	



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.

Microsoft OneDrive for Business		-		×
Your files are syncing as w watch them come in.	e speak. Go tal	ce a loc	k and	
You can see your files here: C:\Users\Blythe Cassidy\OneDrive for Busin	less			
u		Sho	w my files	
July 17 B	livthe Cassidy			1 Only

### 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.

[   🖸 📜 🗢   OneDrive	e for Business		
File Home Shar	e View		
	lythe Cassidy > OneDrive for Business		
Quick access	Name ^	Date modified	Туре
Desktop 🖈	📜 3D printing	1/12/2016 2:24 PM	File folder
	<u> </u>	1/12/2016 2:17 PM	File folder
🔈 Downloads 🛛 🖈	2016	1/12/2016 2:18 PM	File folder
📔 Documents 🛛 🖈	2017	1/12/2016 2:24 PM	File folder
隓 Pictures 🛛 🖈	📕 Admin	1/12/2016 2:24 PM	File folder
🌗 Music	Articles	1/12/2016 2:24 PM	File folder
Videos	📕 Atomic Learning Courses	1/12/2016 2:25 PM	File folder
	ВУОТ	1/12/2016 2:24 PM	File folder
\land OneDrive	📕 Class Notebooks	1/12/2016 2:21 PM	File folder
📐 OneDrive for Busines	📕 Digital Citizenship	1/12/2016 2:25 PM	File folder
-	📕 Digital Technologies	1/12/2016 2:26 PM	File folder
interest 🗢 🗢 🔍	📜 Easter	1/12/2016 2:27 PM	File folder

You will now be able to save files here and they will automatically sync with the online OneDrive storage space.