

Drouin Secondary College

New Student Device Configuration Guide

This guide is intended to assist you with configuring your new out-of-the-box device.

In order to fully utilize a Windows device, Microsoft requires that all users have a Microsoft Account.

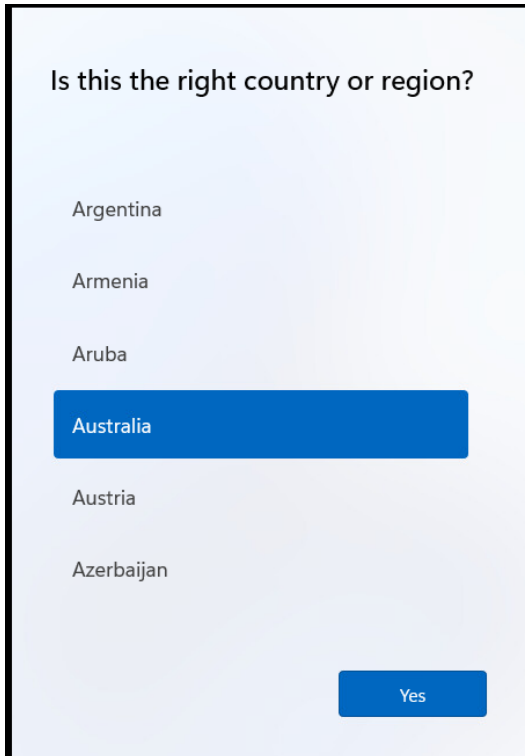
This guide assumes that your student does not already have a Microsoft Account.

If your student already has a Microsoft Account, you may use it at **Step 08**.

If you require further assistance or encounter any difficulties, please contact Drouin Secondary College's ICT team on **5625 1002**.

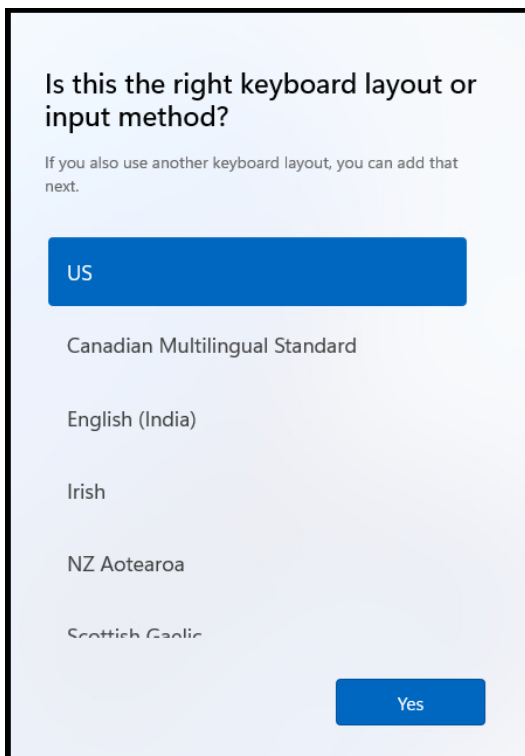
Step 01: Select your Country

Select "Australia" and click the "Yes" button.



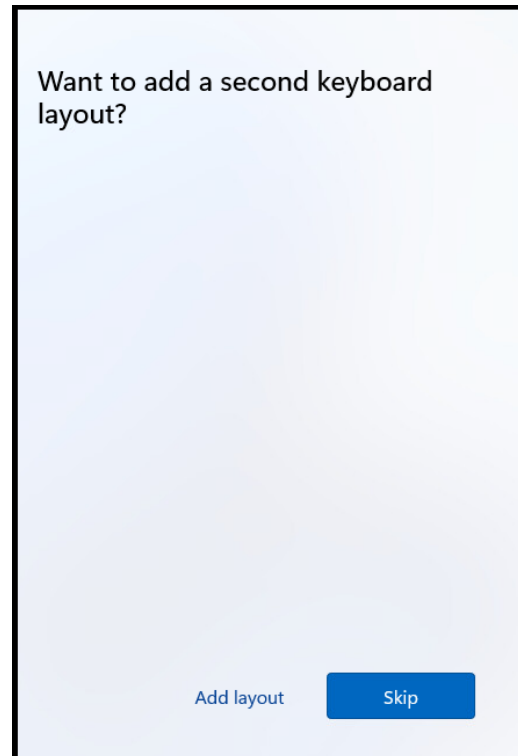
Step 02: Keyboard Input

Confirm that the "US" option is selected, then click the "Yes" button.



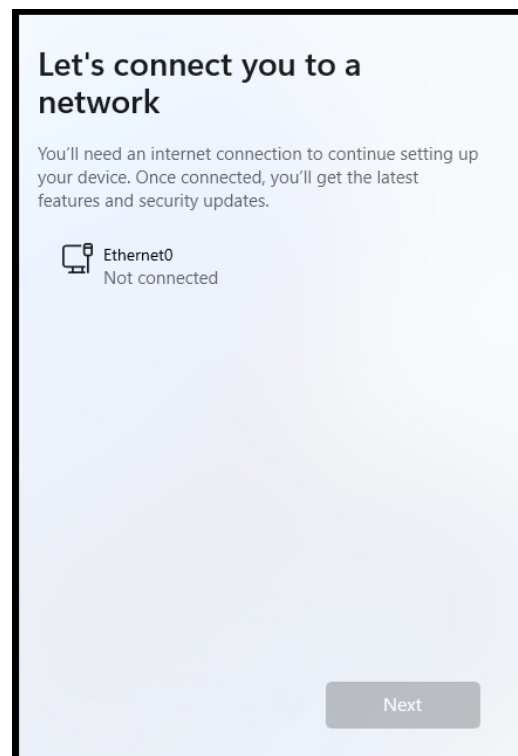
Step 03: Confirm Keyboard Layout

Click the "Skip" button to confirm the desired keyboard layout



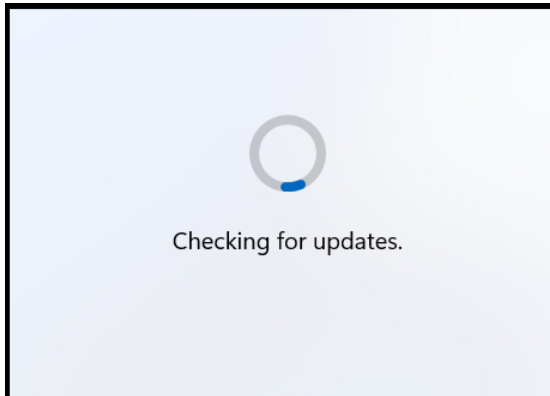
Step 04: Connect to the Internet

Connect your device to your home Internet and click the "Next" button.



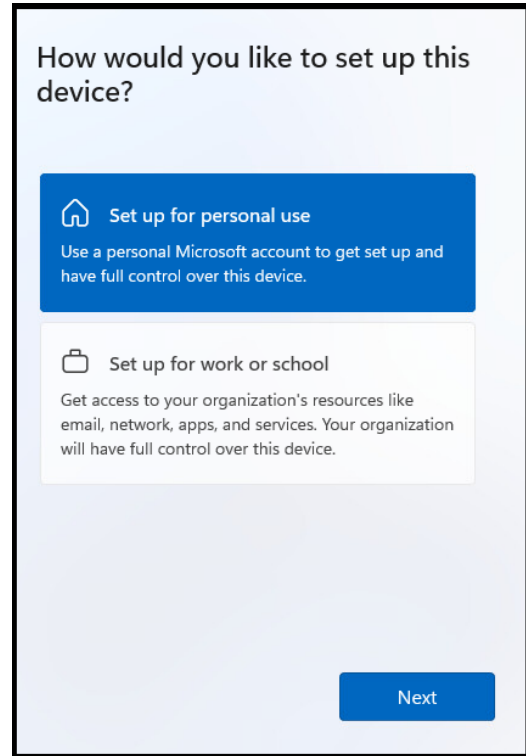
Step 05: Update

Wait while the device checks for and downloads any required updates



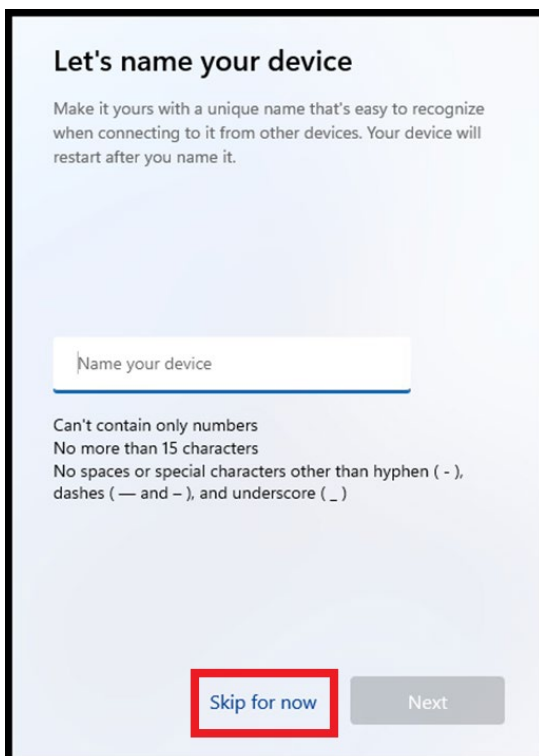
Step 07: Device Use

Select "Set up for personal use" and click the "Next" button.



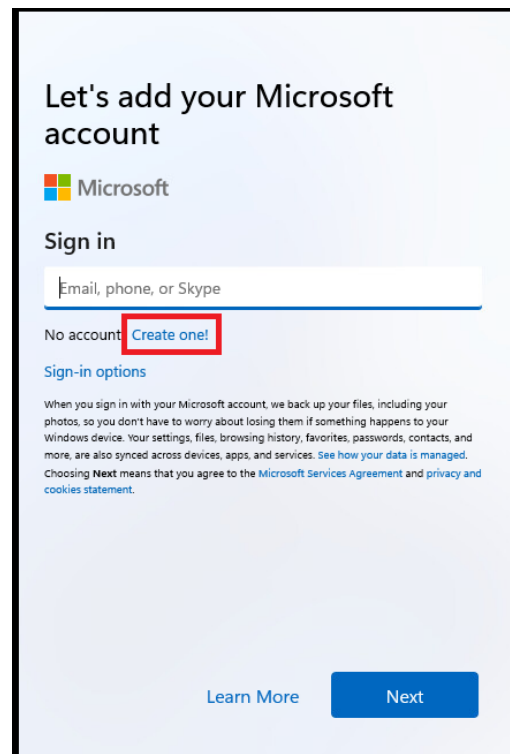
Step 06: Name your Device

Click the "Skip for now" text.



Step 08: Create Account

Select the "Create one!" text.



Step 09: Specify Account Name

Click "Get a new 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

Create account

someone@example.com

Get a new email address

Back Next

Step 10: Accept Account Name

Enter a new email address and click on 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.

Microsoft

Create account

ExampleDrouinStudent @outlook.com

Use your email instead

Back Next

Step 11: Account Password

Enter a password for your account and click 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.

Microsoft

← ExampleDrouinStudent@outlook.com

Create a password

Enter the password you would like to use with your account.

Create password

I would like information, tips, and offers about Microsoft products and services.

Choosing Next means that you agree to the [Privacy Statement](#) and [Microsoft Services Agreement](#).

Next

Step 12: Full Name

Enter the students first and last name, then click 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.

Microsoft

← ExampleDrouinStudent@outlook.com

What's your name?

We need a little more info before you can use this app.

First name

Last name

Next

Step 13: Date of Birth

Enter the date of birth of student and click the "Next" button.

The screenshot shows the 'Let's add your Microsoft account' screen. It includes the Microsoft logo, the email address 'ExampleDrouinStudent@outlook.com', and the heading 'What's your birthdate?'. Below this, there is a note: 'If a child uses this device, select their date of birth to create a child account.' The form contains a 'Country/region' dropdown menu set to 'Australia', and a 'Birthdate' section with three dropdown menus for 'Month', 'Day', and 'Year'. A blue 'Next' button is located at the bottom right.

Step 14: Recovery Email

Provide a guardian email address as a recovery account.

The screenshot shows the 'Let's add your Microsoft account' screen. It includes the Microsoft logo, the email address 'ExampleDrouinStudent@outlook.com', and the heading 'Add security info'. Below this, there is a note: '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.' The form contains two input fields: 'Add email' and 'Alternate email address'. A blue 'Next' button is located at the bottom right.

Step 15: Begin Captcha

Click the "Next" button to begin the Captcha.

The screenshot shows the 'Let's add your Microsoft account' screen. It includes the Microsoft logo, the email address 'ExampleDrouinStudent@outlook.com', and the heading 'Create account'. Below this, there is a note: 'One account connects your device across Microsoft apps and services, like Office, OneDrive, Microsoft Edge, and the Microsoft Store.' The form contains a 'Please solve the puzzle so we know you're not a robot.' instruction. The puzzle area shows a robot icon with a red 'X' over it. A blue 'Next' button is located at the bottom right.

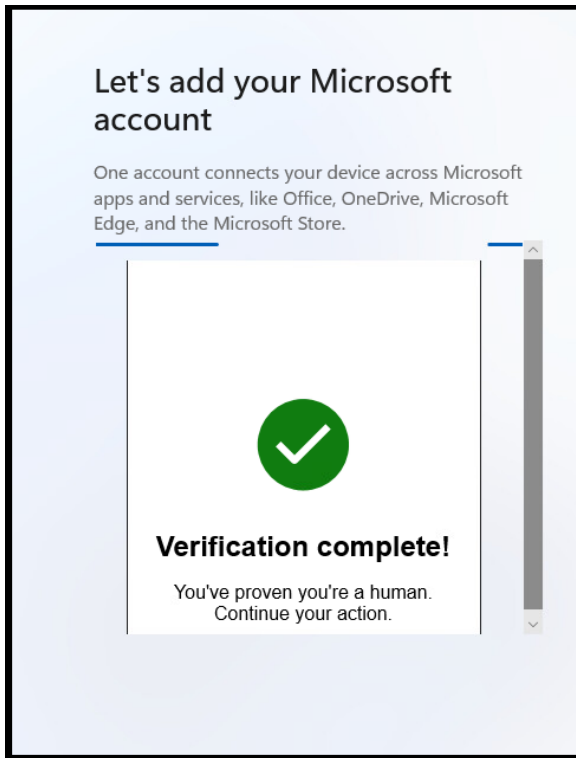
Step 16: Solve the Captcha

Follow the instructions specified in the Captcha.

The screenshot shows the 'Let's add your Microsoft account' screen. It includes the Microsoft logo, the email address 'ExampleDrouinStudent@outlook.com', and the heading 'Create account'. Below this, there is a note: 'One account connects your device across Microsoft apps and services, like Office, OneDrive, Microsoft Edge, and the Microsoft Store.' The form contains a 'Use the arrows to move the icon into the indicated orbit. (1 of 5)' instruction. The puzzle area shows a grid of icons and numbers. The number '18' is highlighted in a red box. A blue 'Submit' button is located at the bottom right.

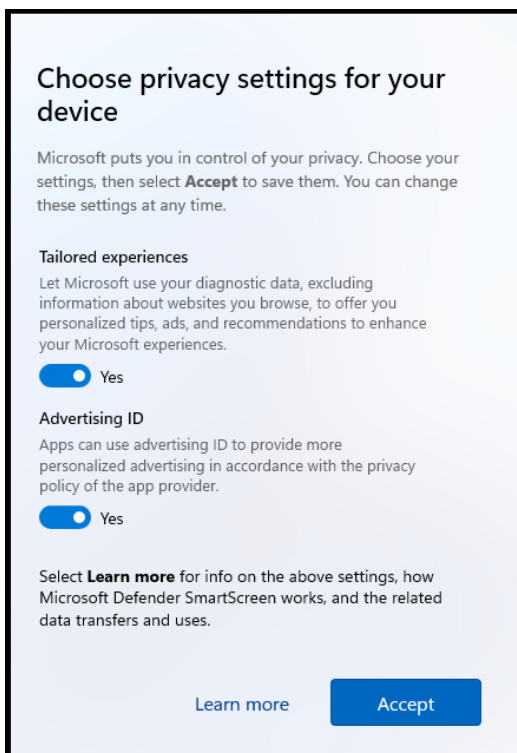
Step 17: Complete the Captcha

Successfully complete the Captcha to verify that you are a human.



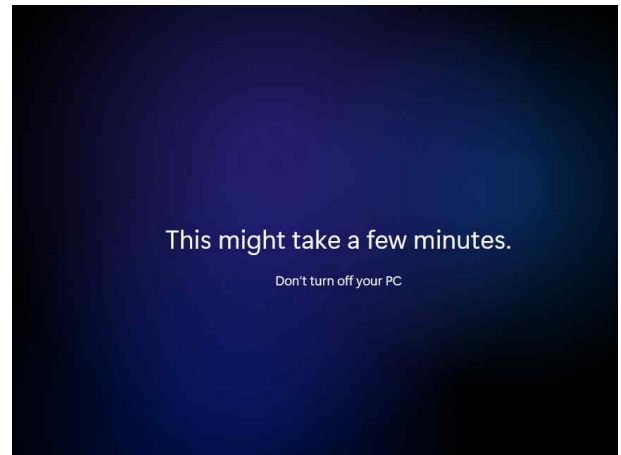
Step 18: Customize privacy settings

Scroll through the privacy settings and click the "Accept" button.



Step 19: Final Preparation

Now wait for the device to conclude preparation.



The Device will now be ready for use by the student.

If you require further assistance or encounter any difficulties, please contact Drouin Secondary College on **5625 1002** and request to speak to the ICT Team.