Acer Student Laptop Setup Guide

This guide will assist you in setting up your new computer. There are 5 major steps and they must be completed in this order. This will take approx. 15 minutes to complete.

1. Turn on computer and create your login
2. Install Google Chrome
3. Setup your Office365 / Email Account
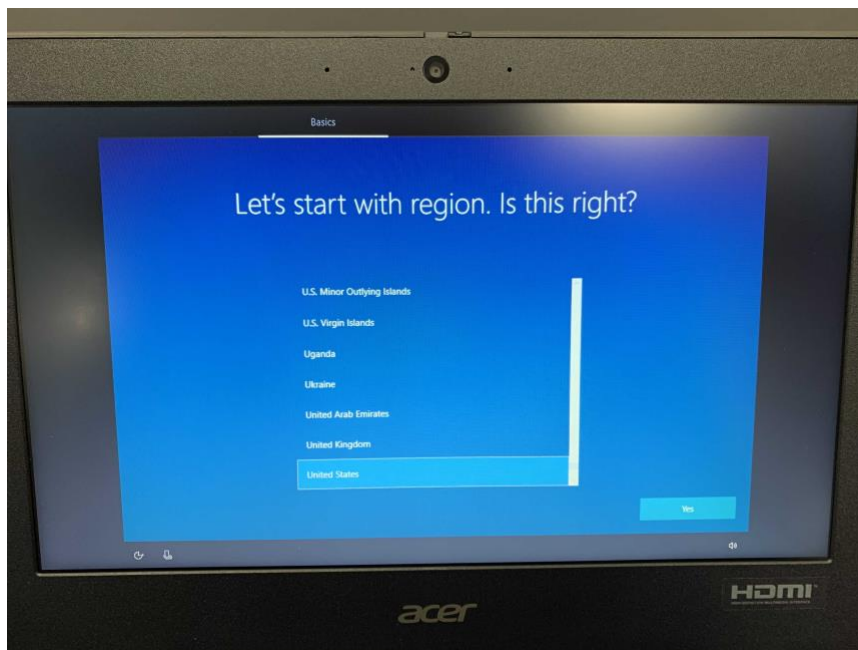4. Activate Office Apps
5. Install VitalSource Bookshelf

Step 1: Turn on computer and create your login
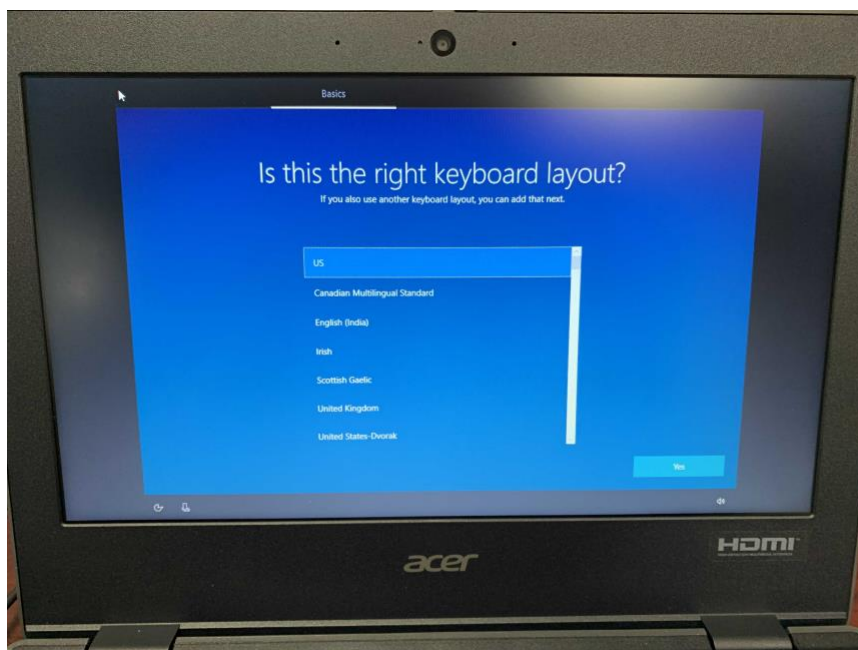
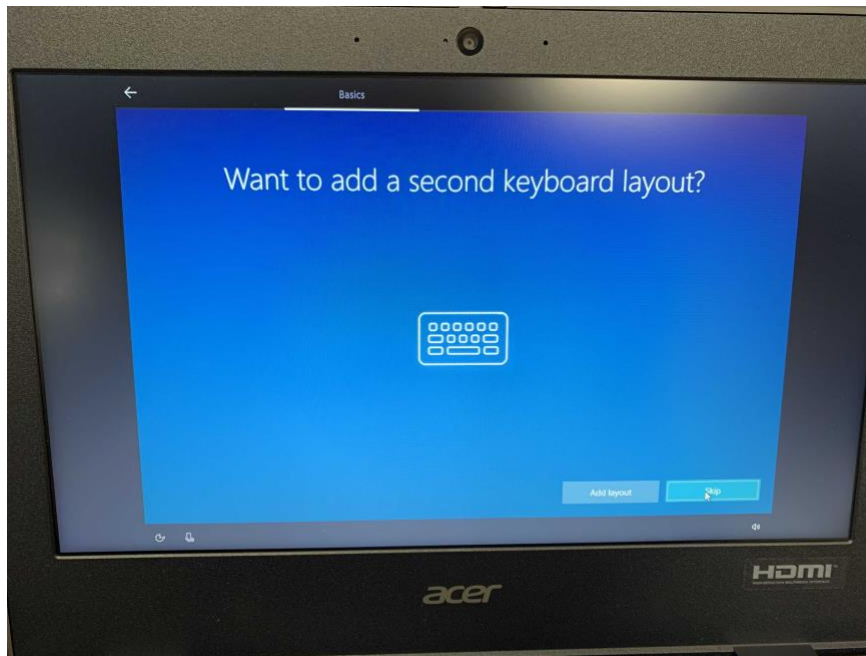Power button is located on the right side

<BASICS> Section at top begins

Click **YES** to accept US as your region
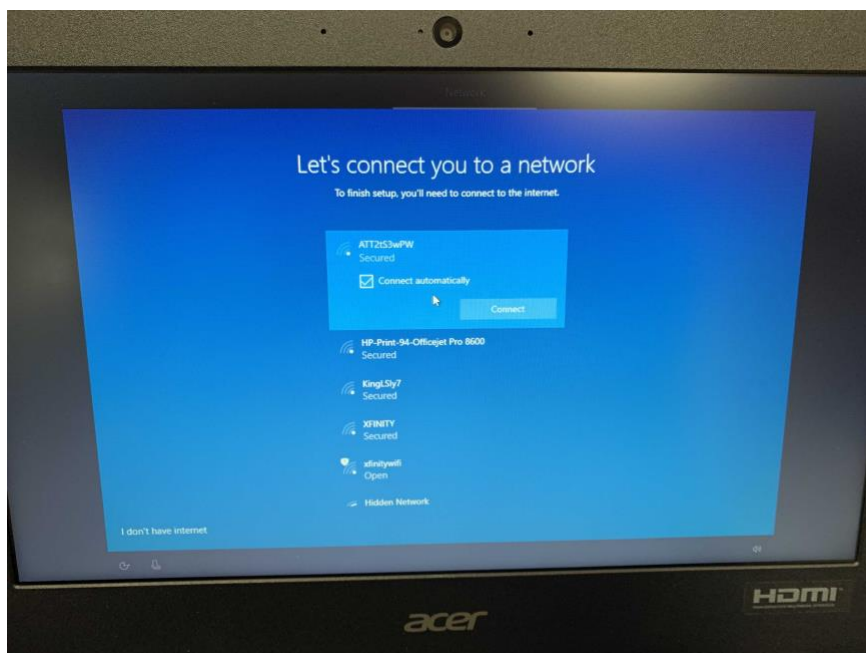

Click **YES** to accept US as your keyboard layout

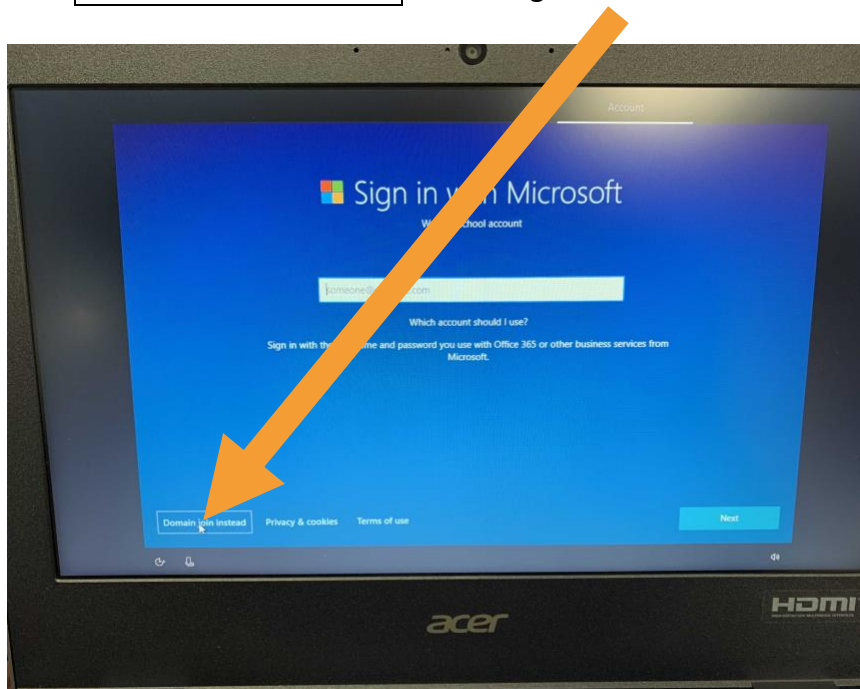Click ⬚ SKIP ⬚ on adding a second keyboard layout

<NETWORK> Section at top begins

Choose your Wi-Fi network from the list of available networks. If on campus, ask a Dorsey staff member for the DORSEY STUDENT password.
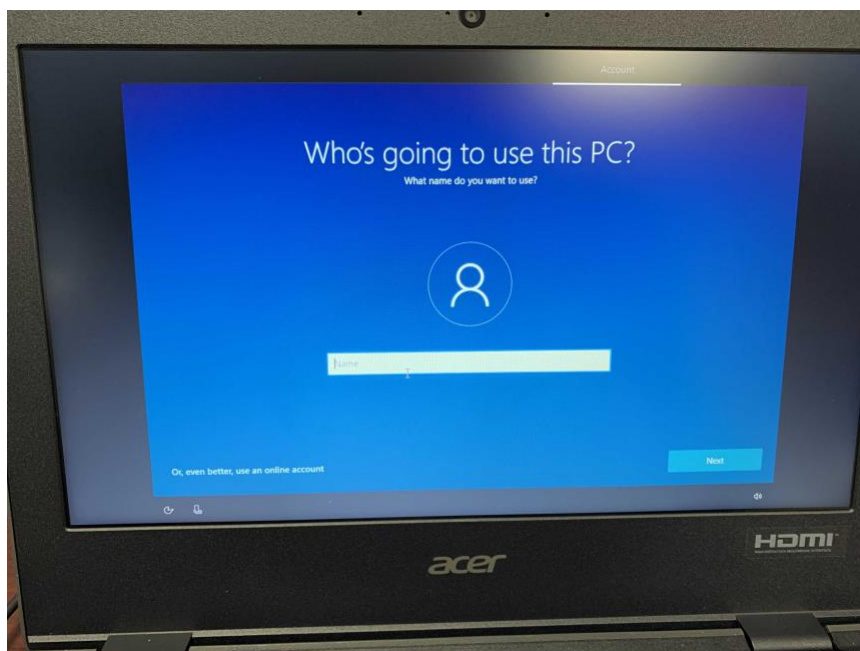

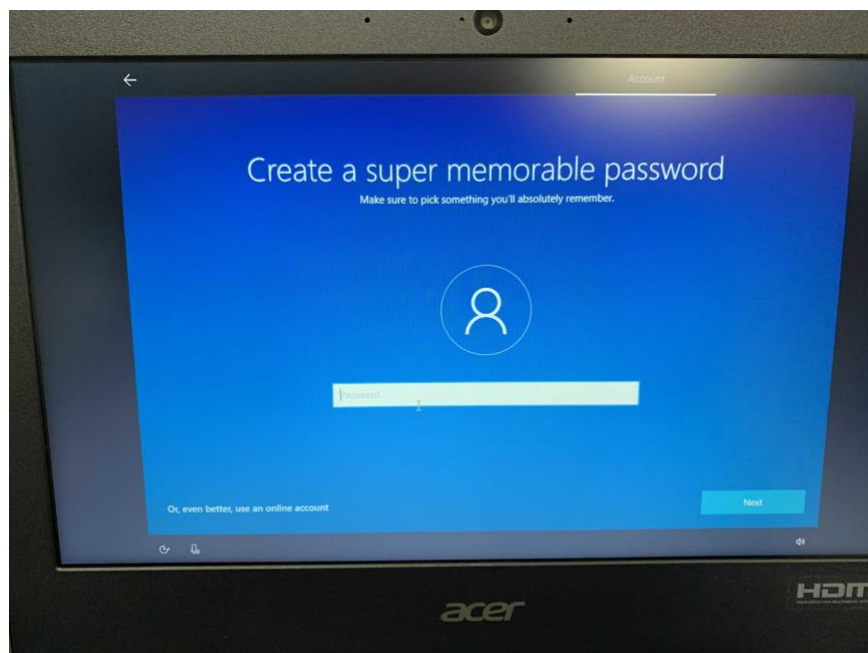Then click ⬚ CONNECT ⬚ and enter your Wi-Fi password

Choose NO on the discoverable prompt

Click the NO button

<ACCOUNT> Section at top begins

Click ACCEPT on the Windows 10 License Agreement Screen
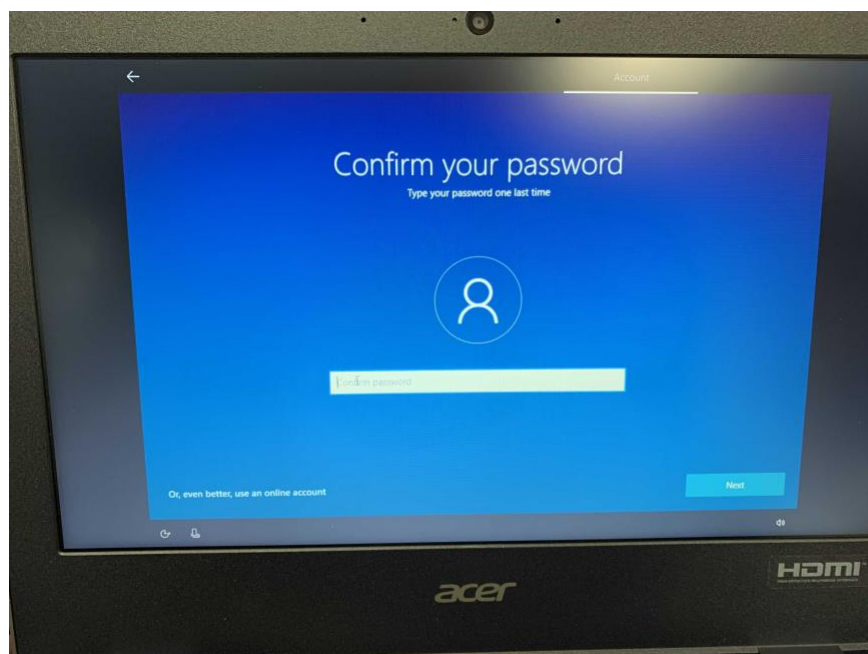
Click DOMAIN JOIN INSTEAD Link on sign in screen
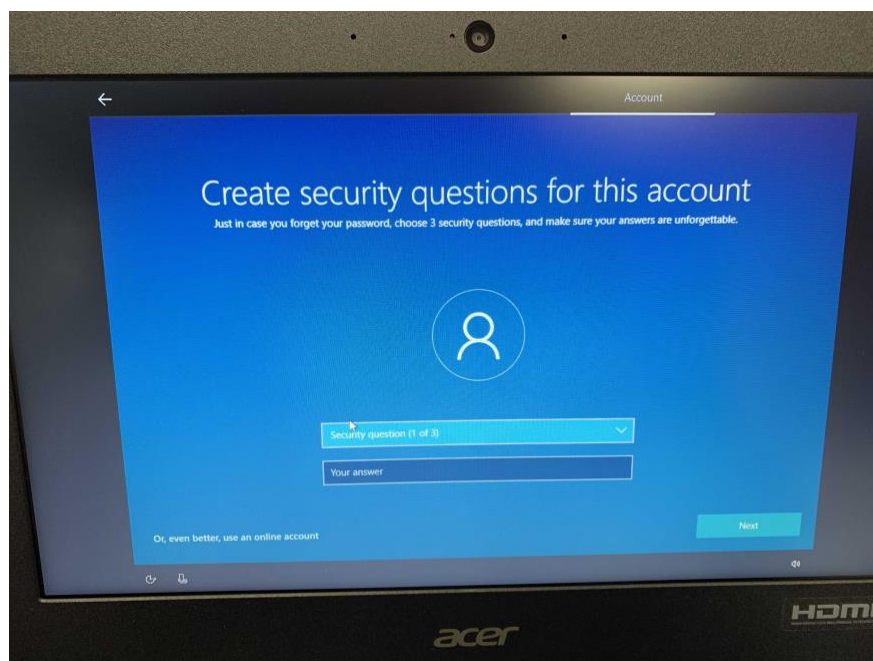

Enter your Name and click NEXT

Enter a password for your computer and click **NEXT** , write your password down. This **ONLY** sets the password to turn on your computer, **NOT** the password provided on your Tech Orientation Guide
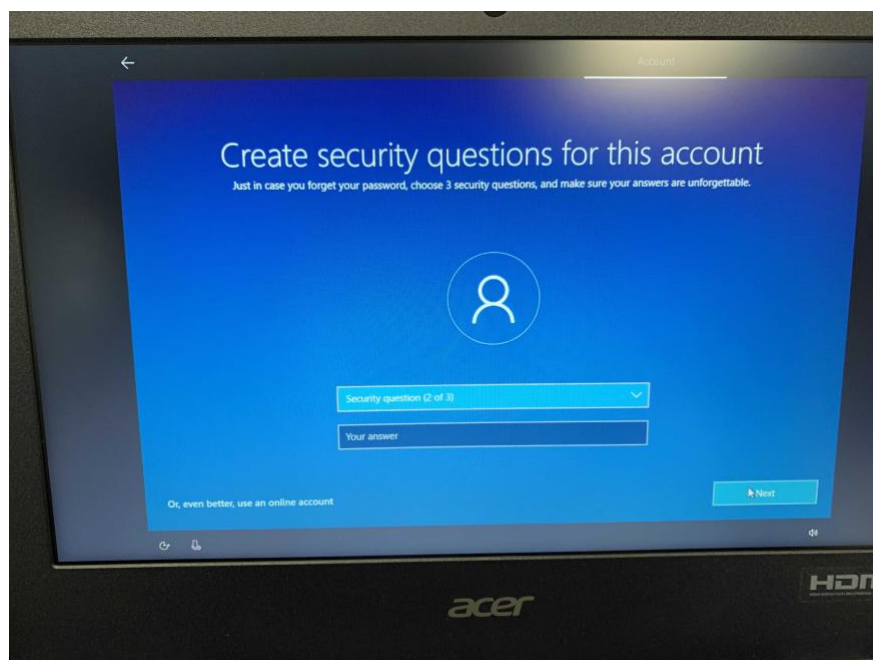

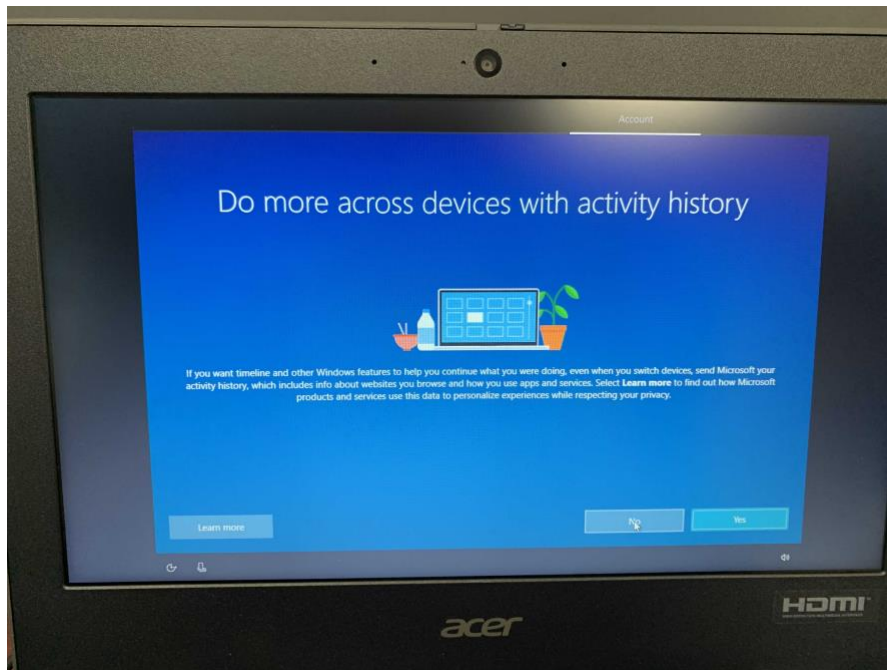Enter your password again and click **NEXT**

Select a security question from the drop down list and write down the answer you put in, click NEXT
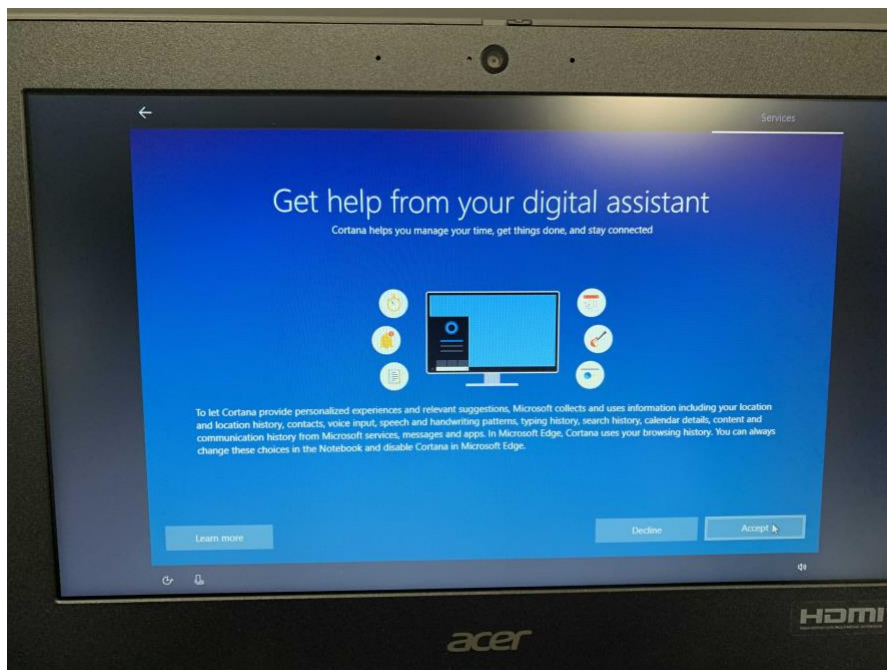

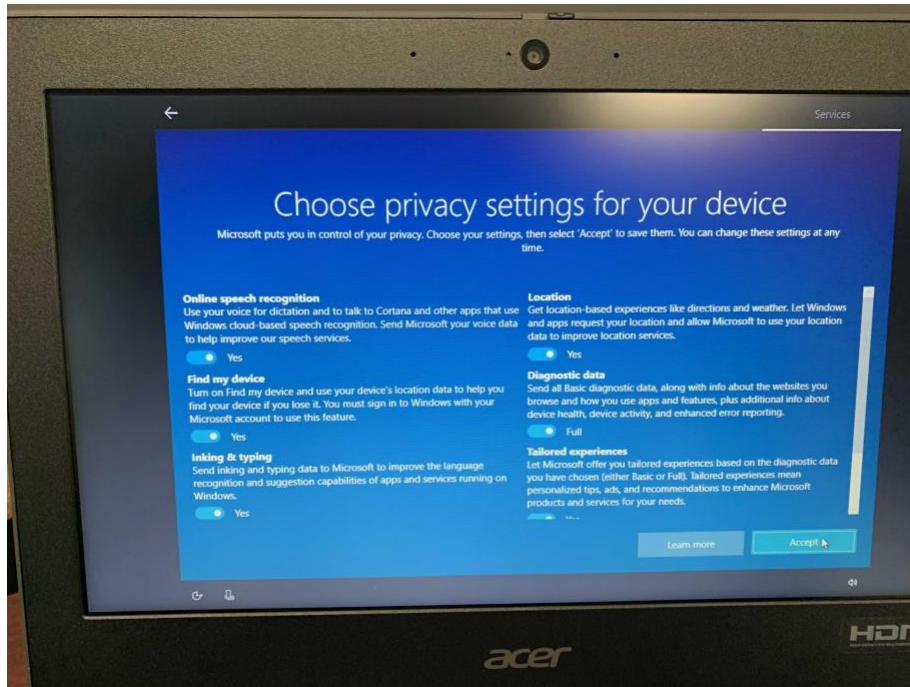Repeat this for questions 2 and 3

Select NO on the activity history page
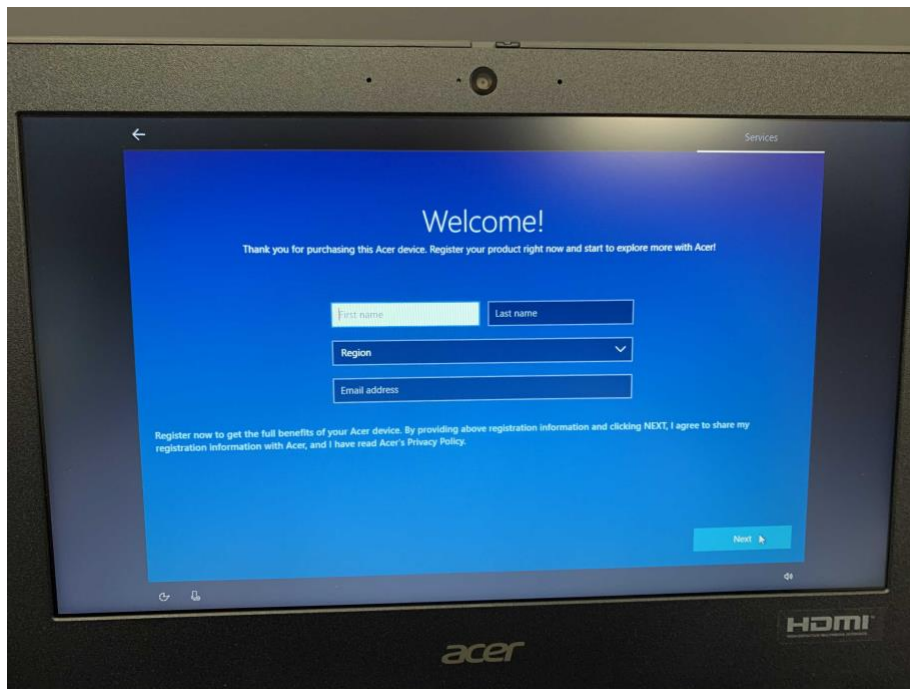

<SERVICES> Section at top begins

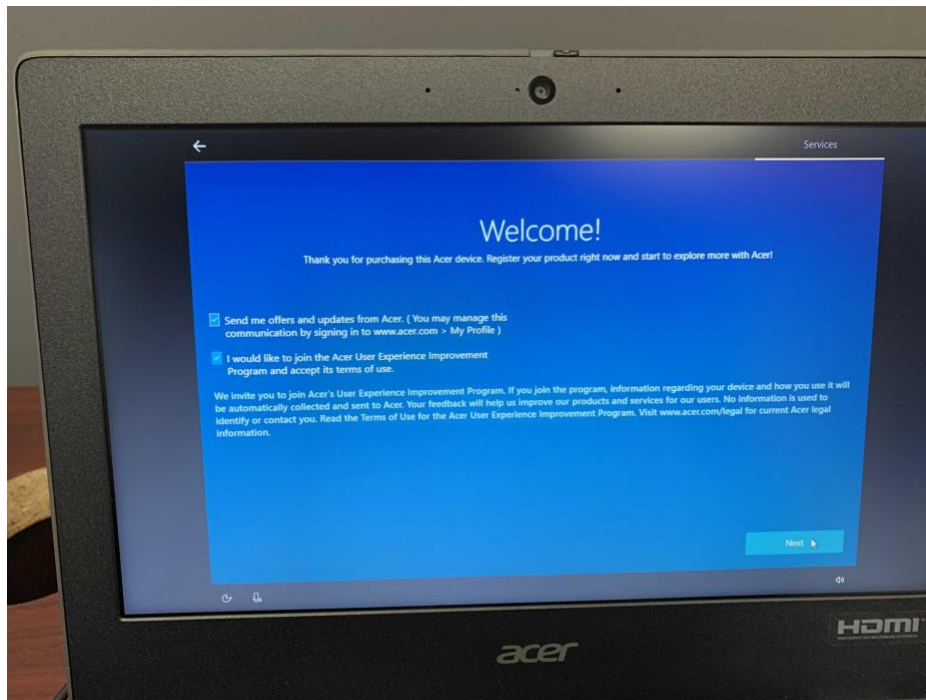Click ACCEPT on the digital assistant screen

Click **ACCEPT** on the privacy settings screen

DO NOT put in any information on the Welcome Screen then click **NEXT**

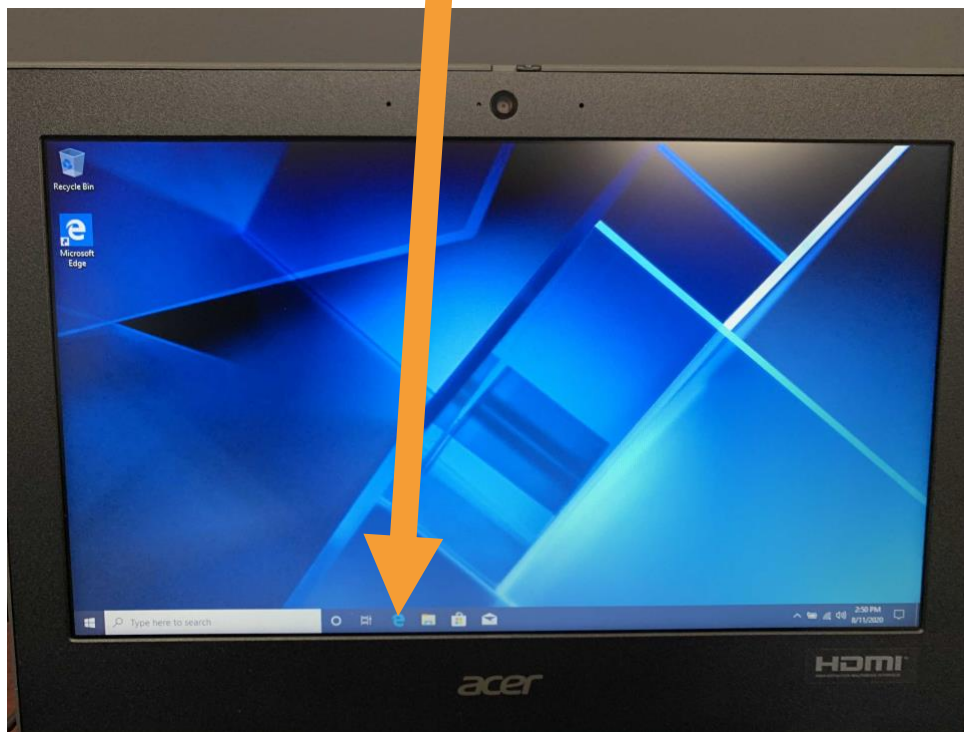Click **NEXT** on the second Welcome Screen

Wait for setup to complete, **THIS WILL TAKE A FEW MINUTES**, then you will see your desktop
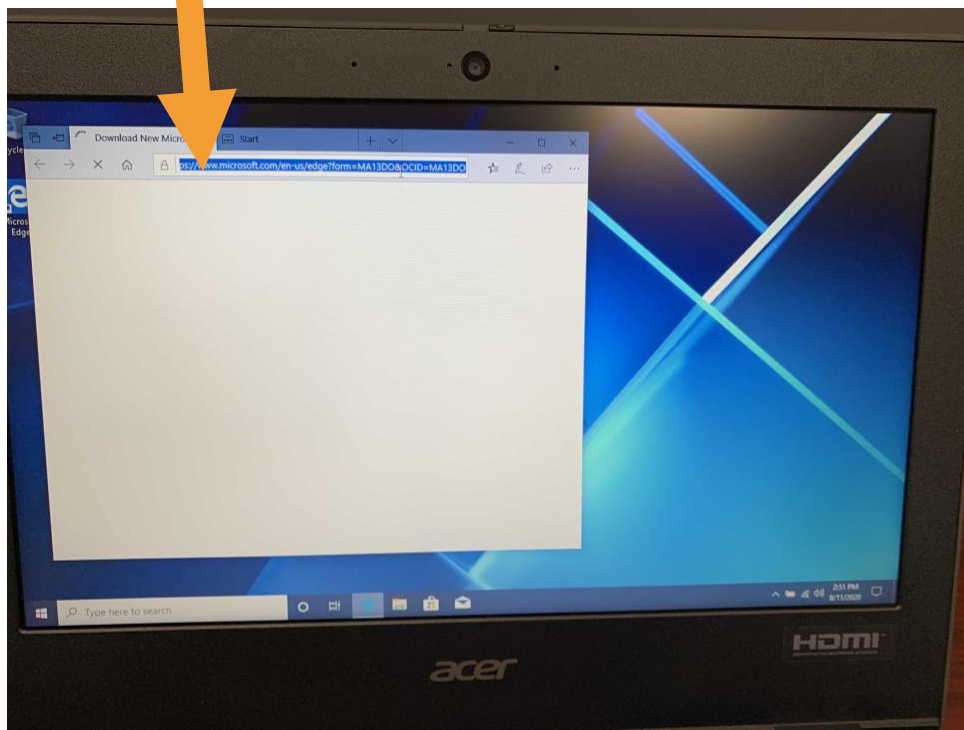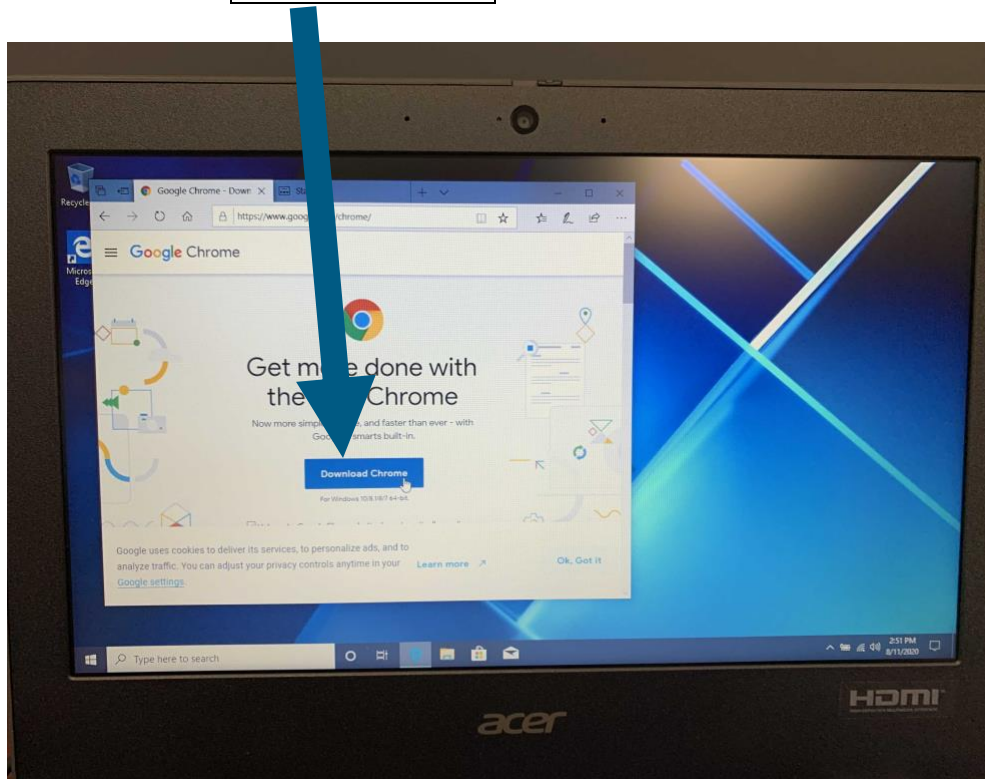
Step 2: Install Google Chrome
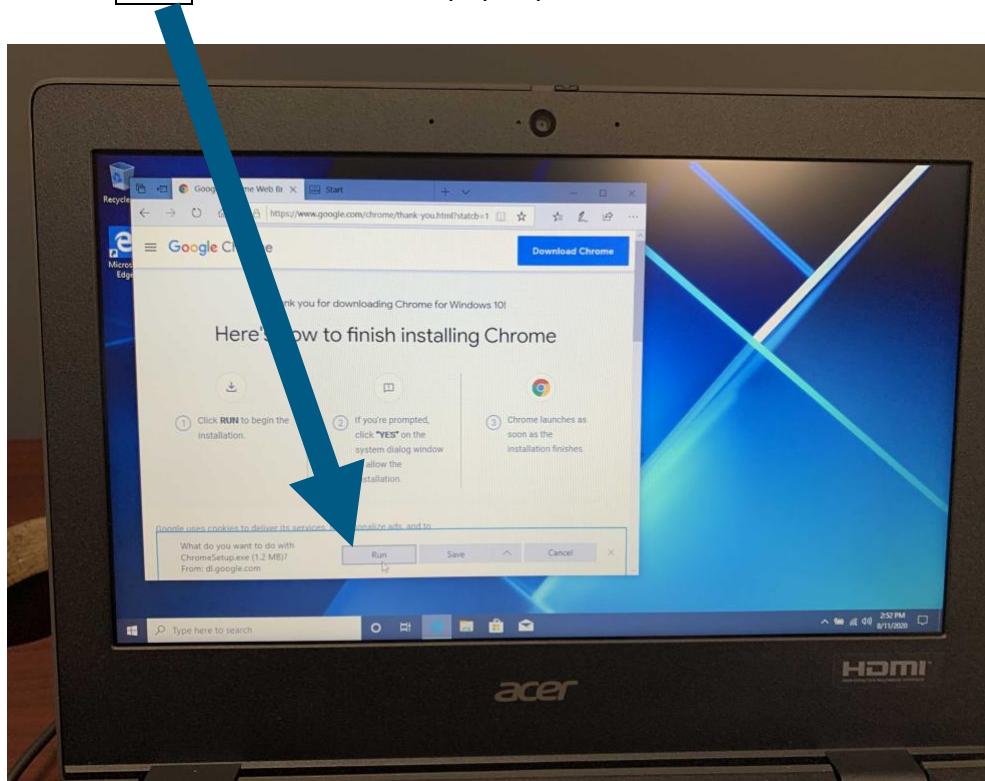
Click on E in bottom bar on screen

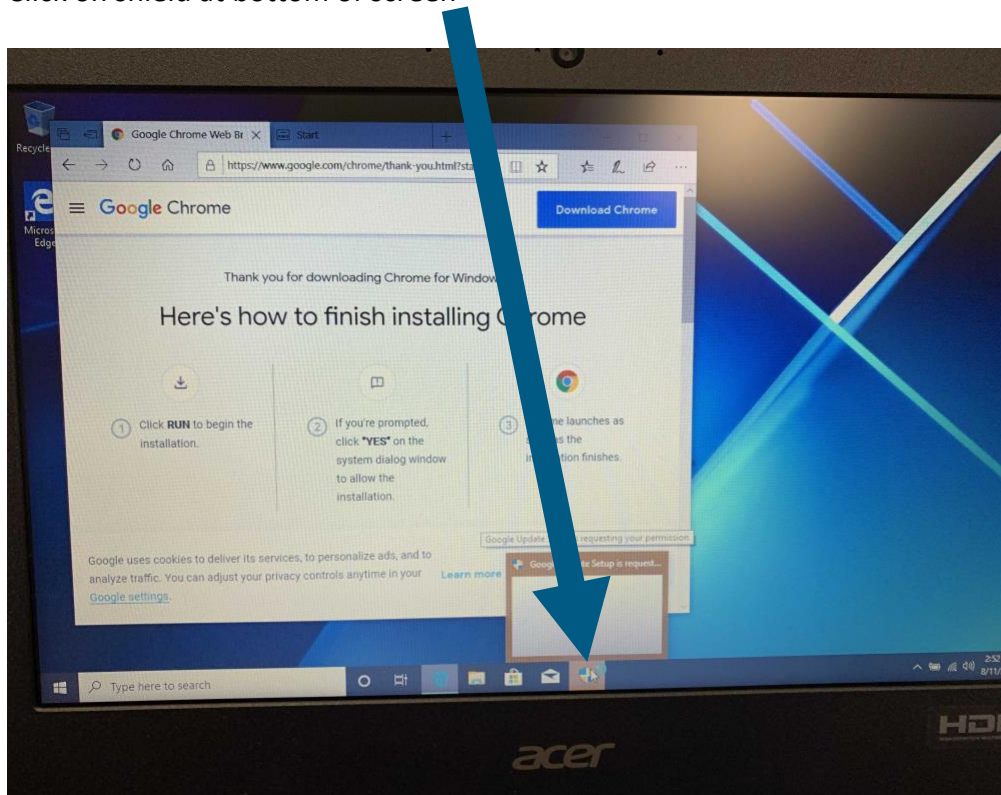Click on bar at top and type in google.com/chrome and push the enter key
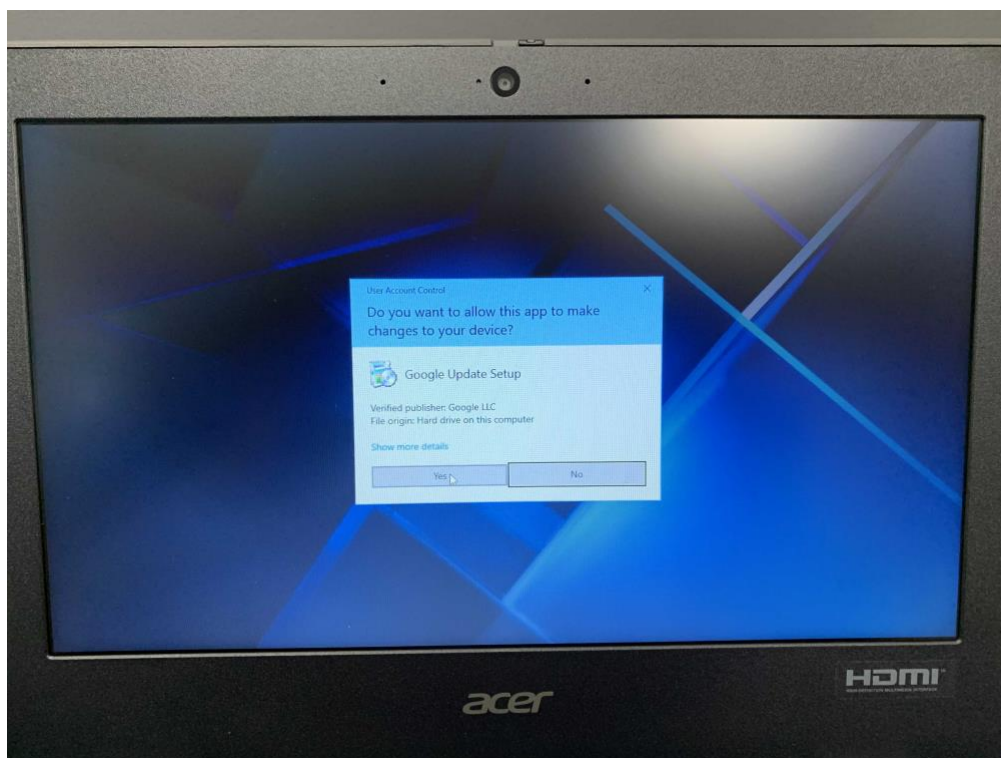
Click on the blue | **Download Chrome** | button

Click on | **RUN** | button on bar that pops up on bottom

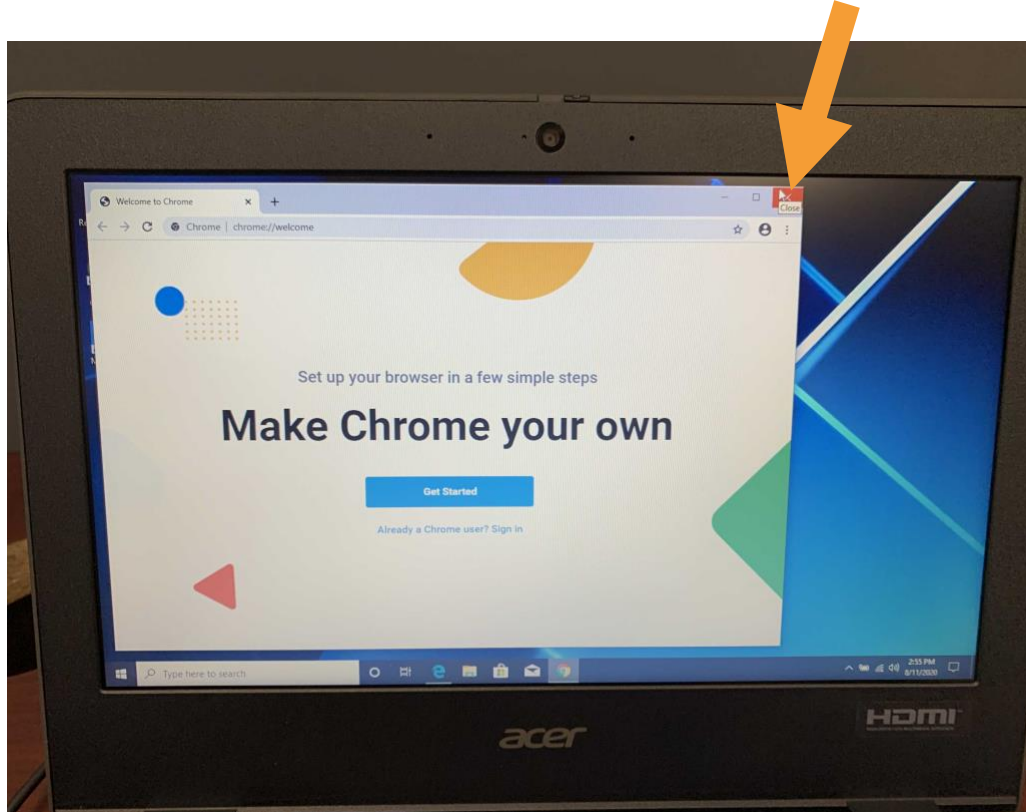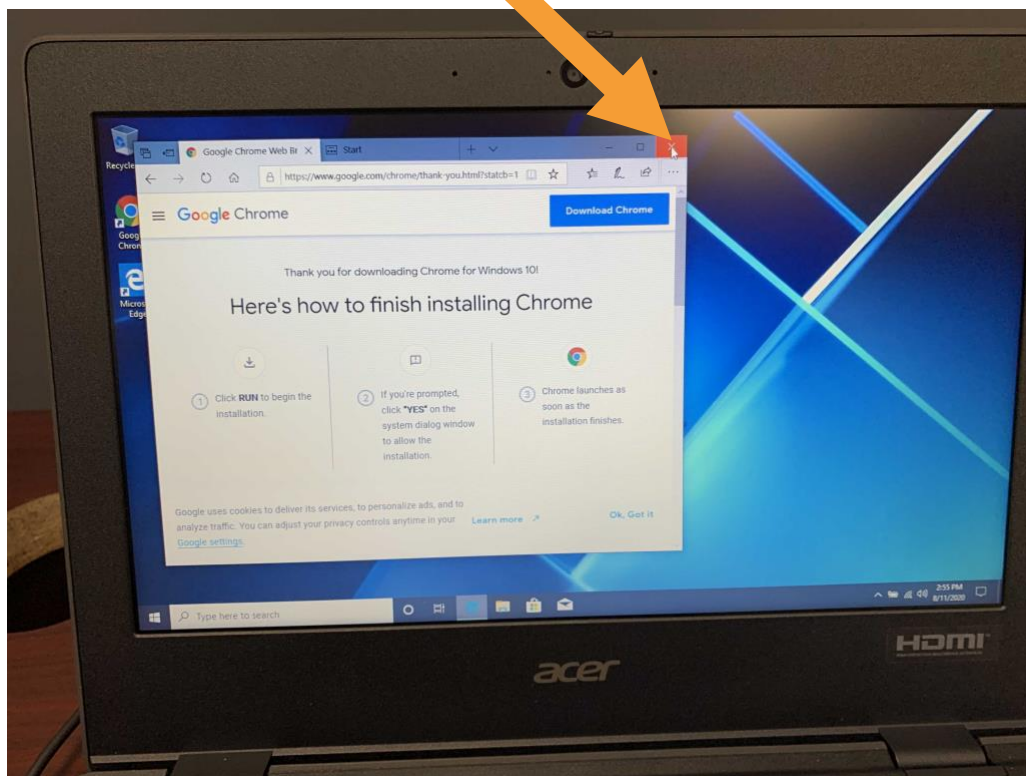Click on shield at bottom of screen

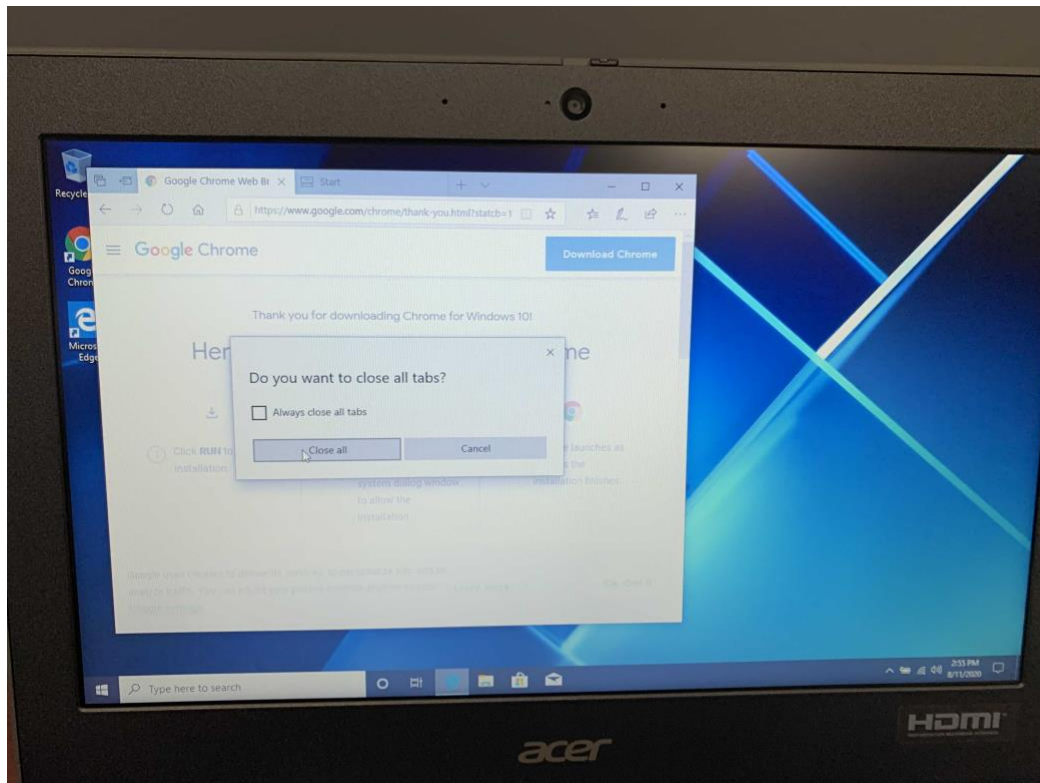

Click YES on the box that popped up

<u>Wait for install to finish (approx. 2 minutes) and go away on its own</u>, then close out Google Chrome window that opened after download and installation completes
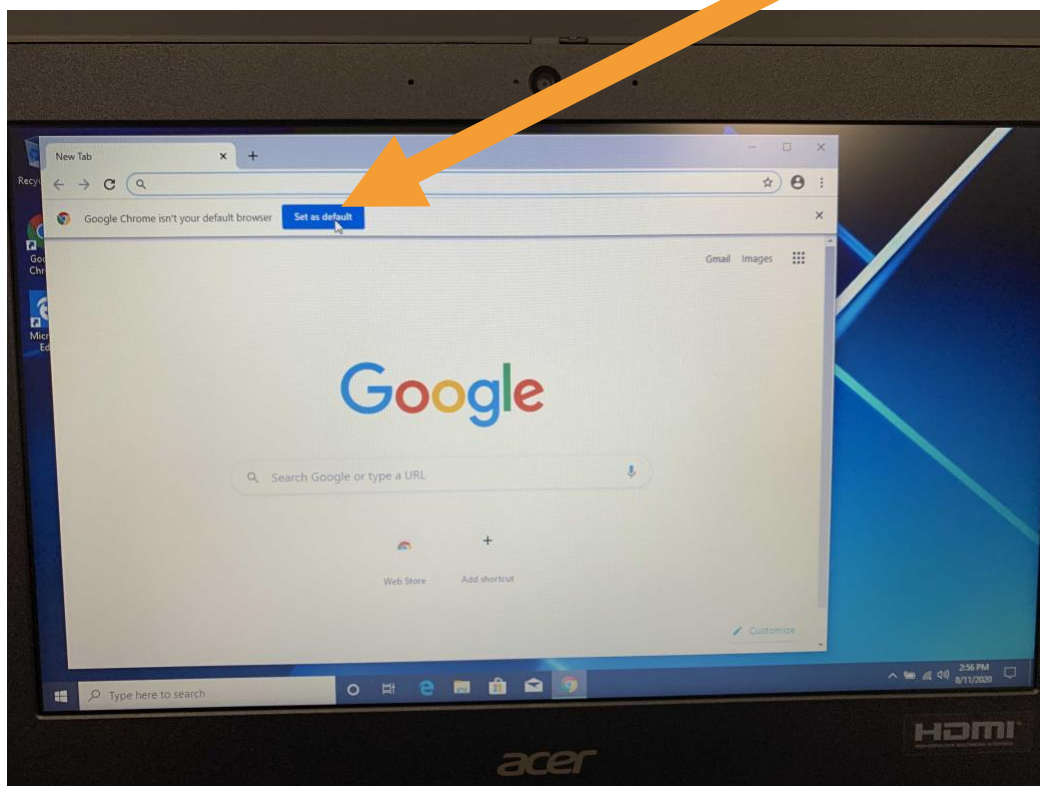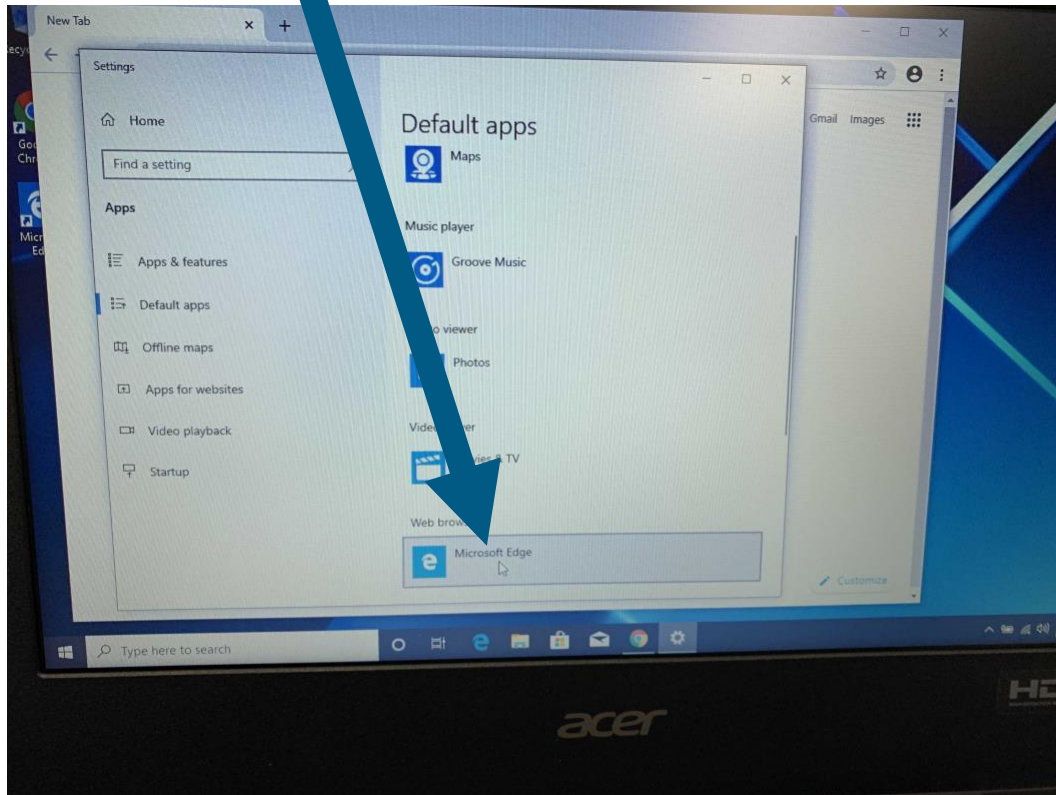

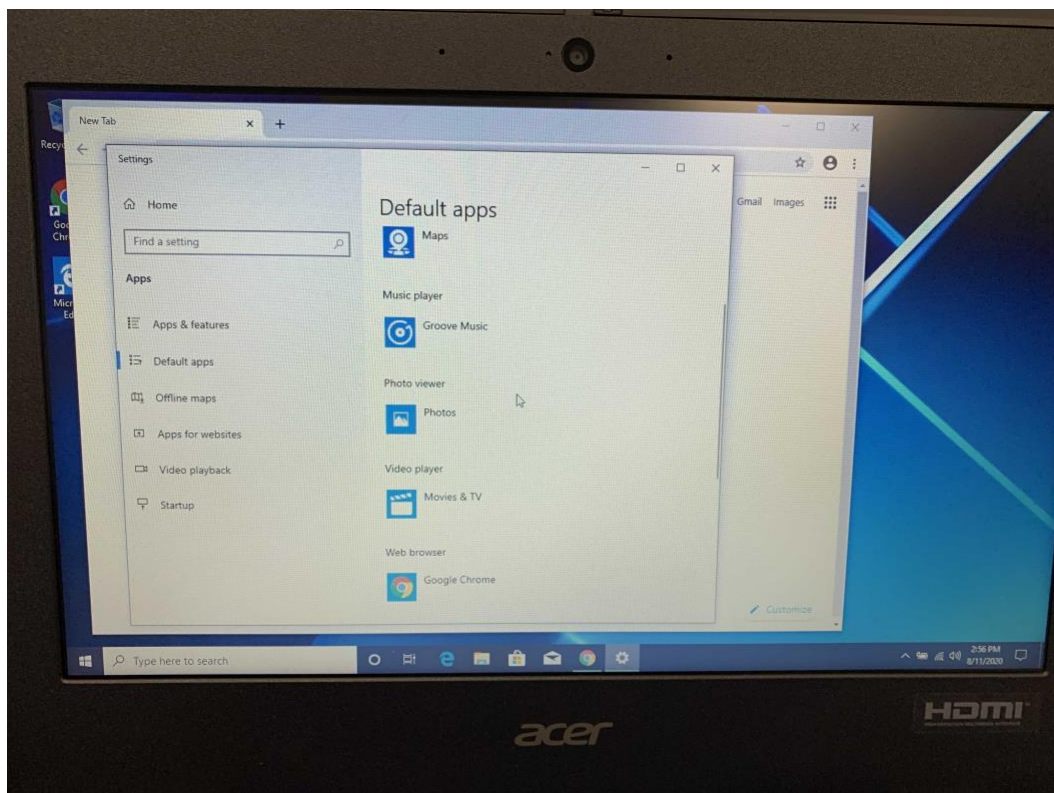Close the Chrome download window

Click CLOSE ALL tabs if prompted

Double click on Chrome Icon on desktop, then click blue Set as default button

Click on Microsoft Edge at bottom of screen under Web browser section in default apps and choose Google Chrome
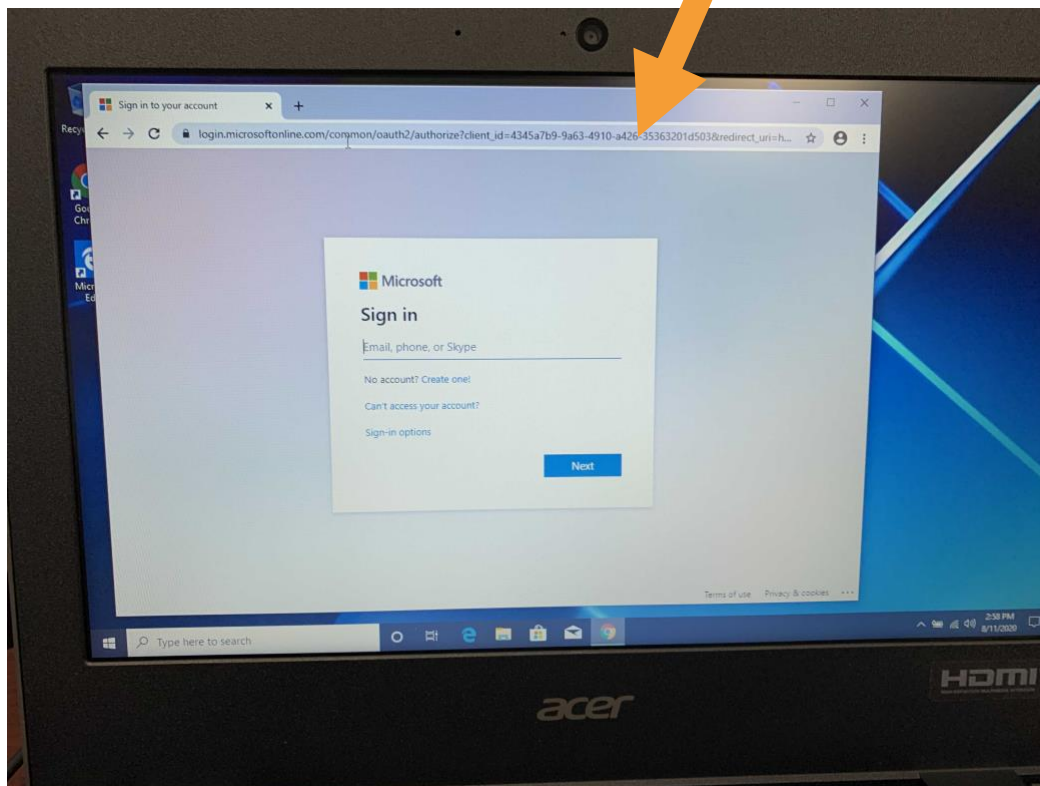

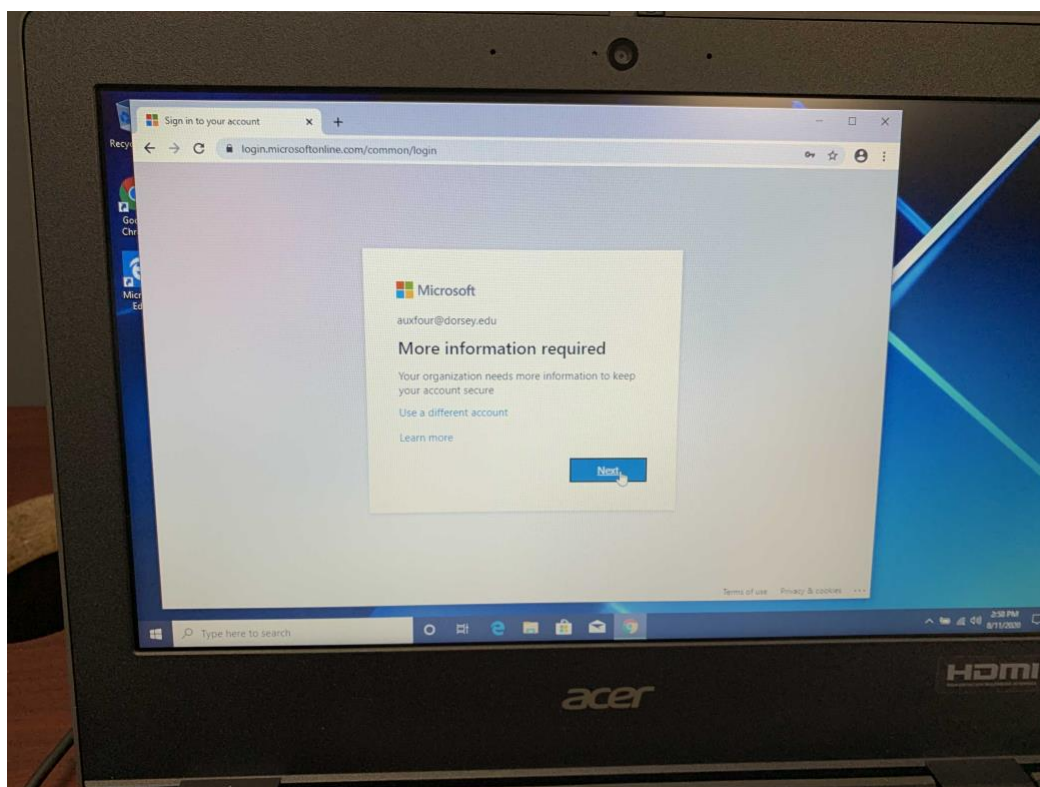The icon will change to Google Chrome, close this settings window
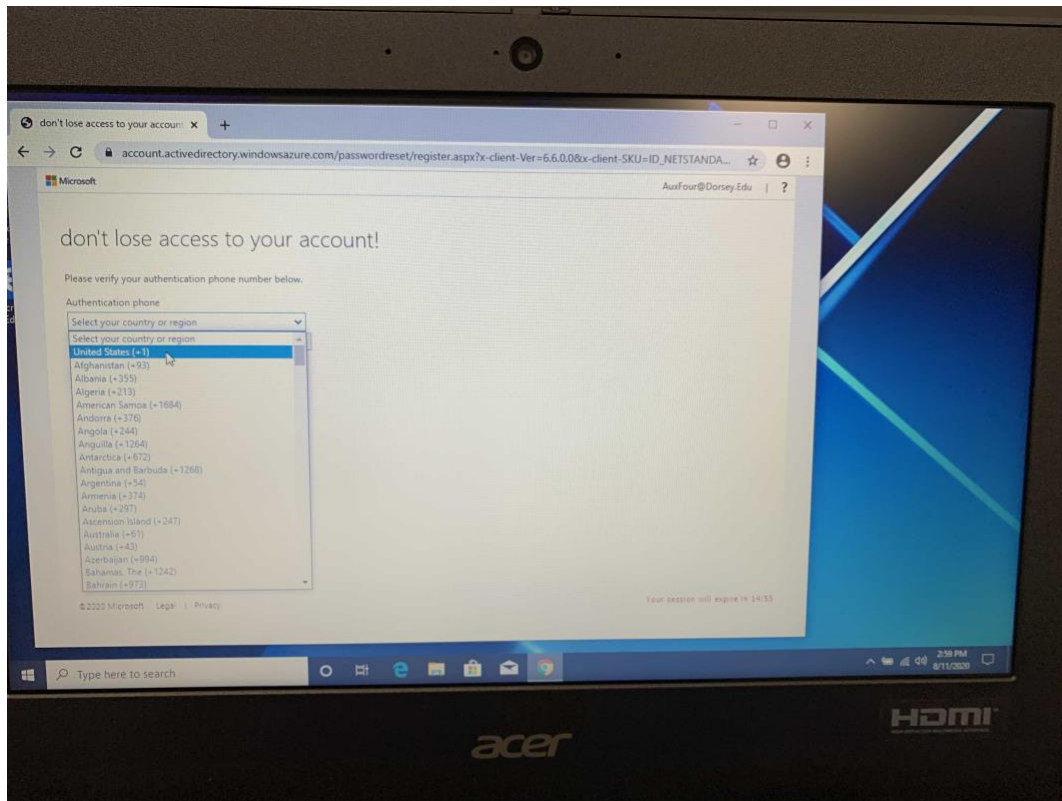
Step 3: Setup your Office365 / Email Account

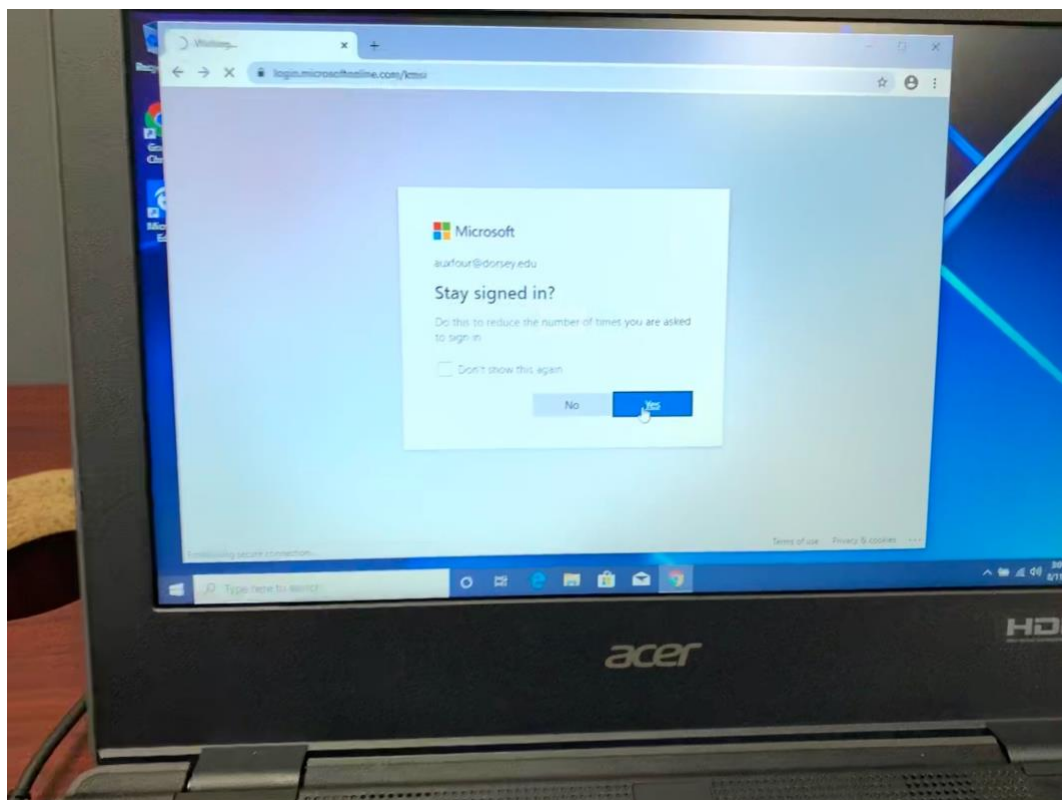Enter portal.office.com in Chrome bar and push enter

Enter your Dorsey email, click next and enter your password provided on your Tech Orientation Guide. Then click **NEXT** for more information

Click set it up now link next to authentication phone and choose United States +1 from drop down
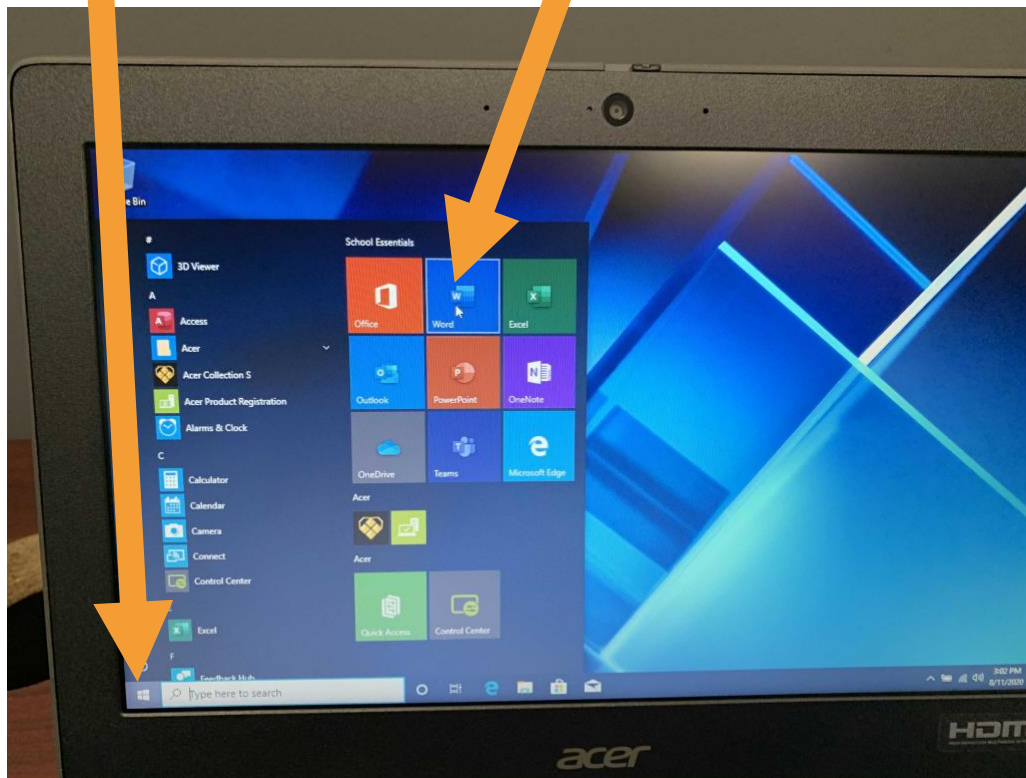

Enter your cell phone number (no dashes needed), click verify, then click next and Finish, then click YES to stay logged in
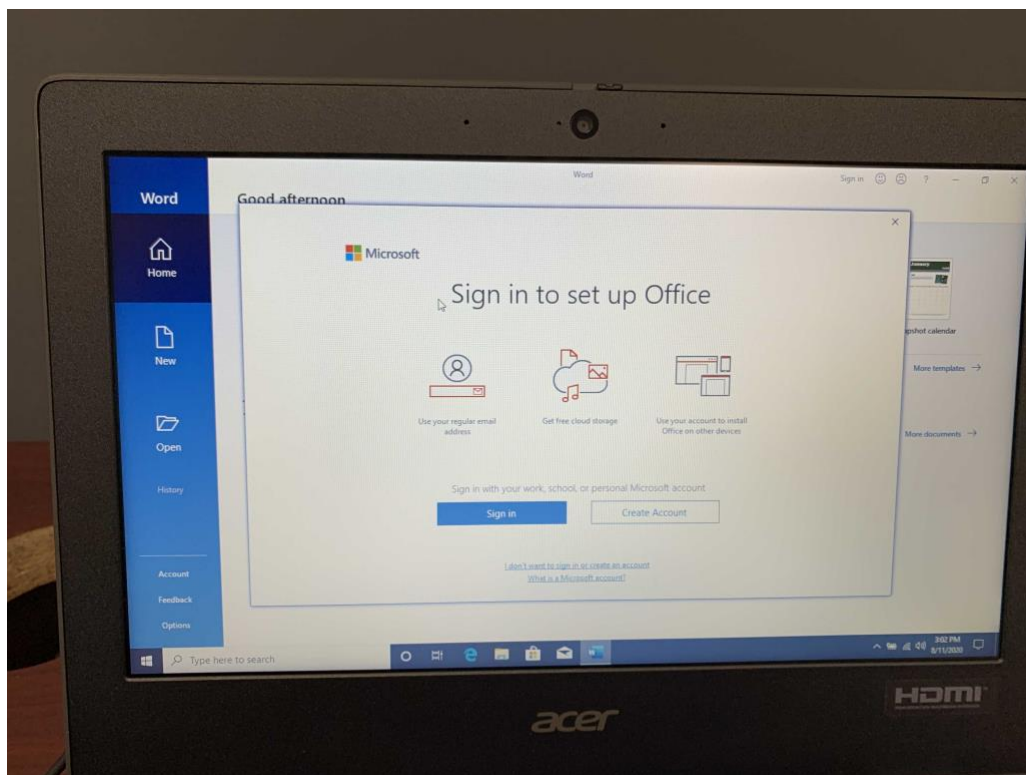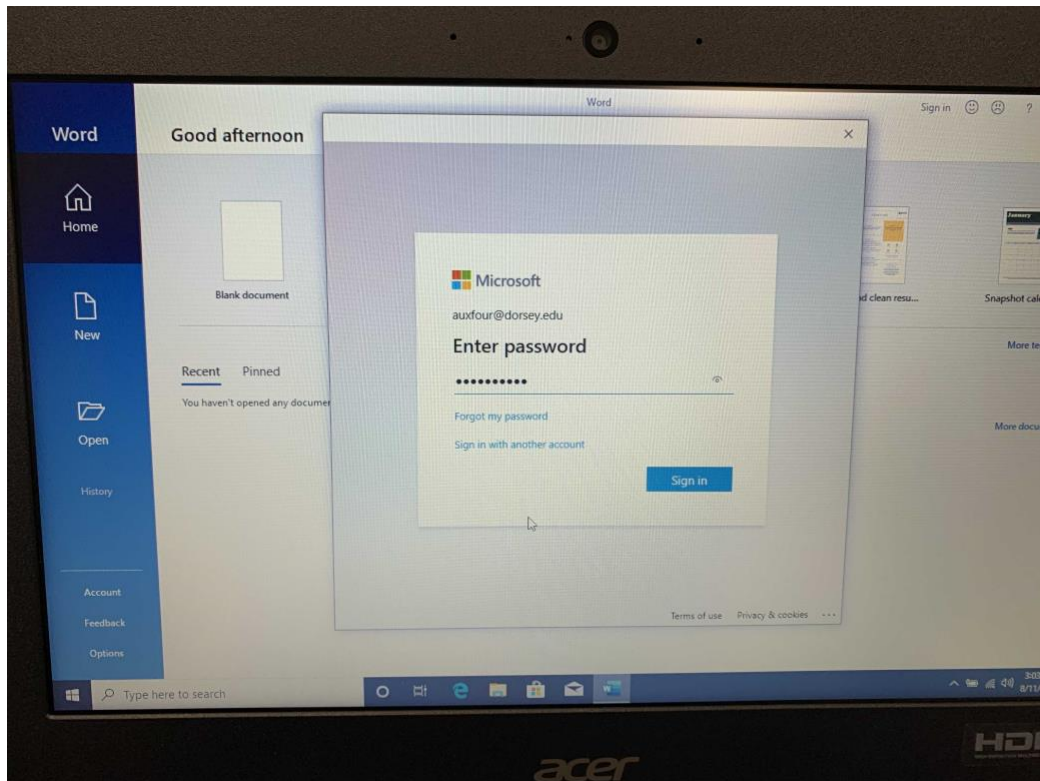
Step 4: Activate Office Apps
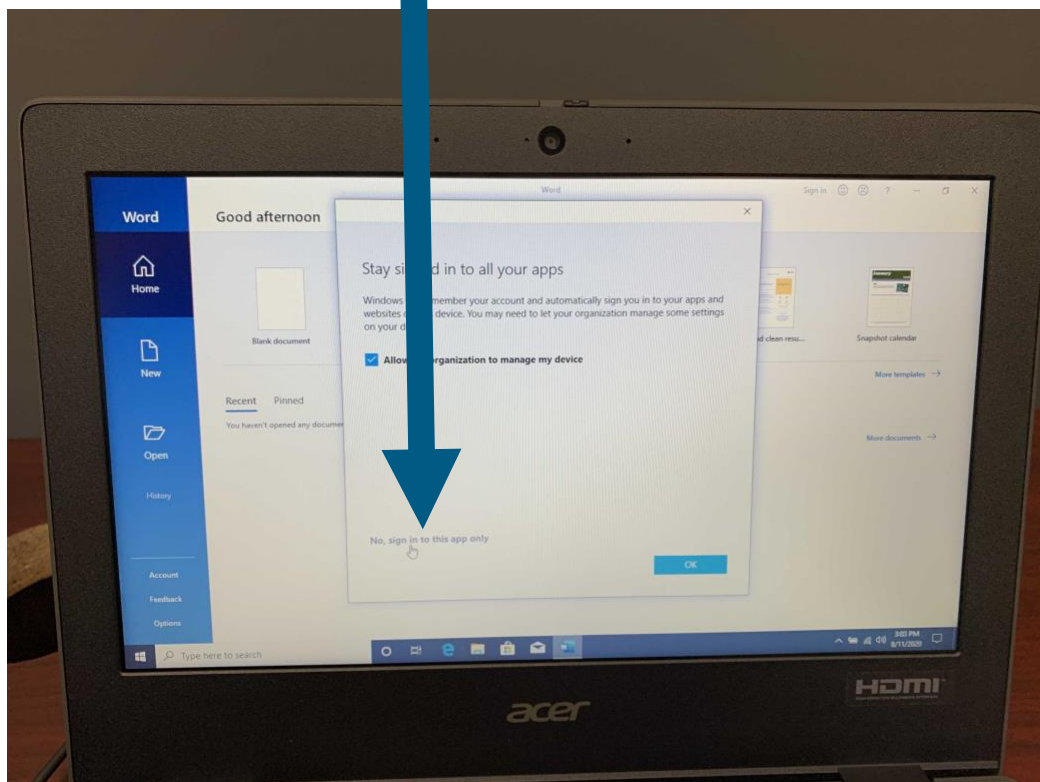
Click ▦ (start menu) bottom left then click Word

Click SIGN IN
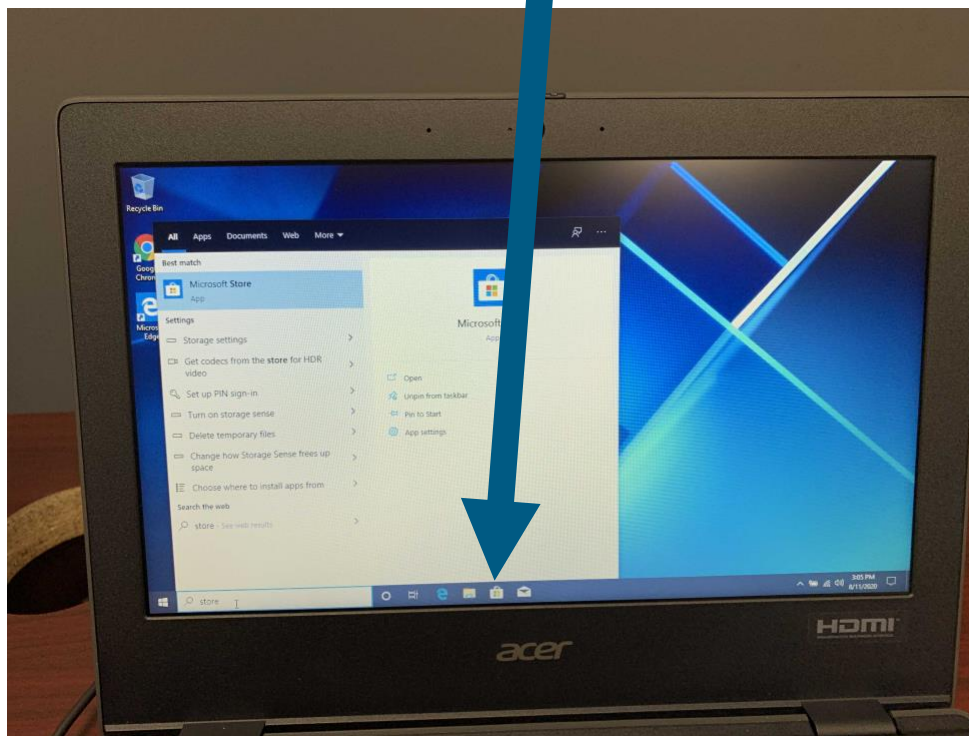
Enter your Dorsey email and password and click SIGN IN

Click No, sign in to this app only

Click blue ACCEPT button on accept the license agreement popup, then click close

Step 5: Install VitalSource Bookshelf

Click on Microsoft Store icon in menu bar

Click search top right then type in Vital and click on VitalSource Bookshelf

Click Get/Install button and close out of pop up window that asks you to sign in if it pops up

This completes your laptop setup!