

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

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

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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.

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	Let's connect you to a network To finish setup, you'll need to connect to the internet.	
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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

Windows 10 Lic	ense Agreement
Last updated June 2018	End User License Agreement (applicable in USA)
MICHOROFT SOFTWARE LICENSE TERMS WINDOWS OPERATING SYSTEM FYOLUXE INC ORE FYORE REINOPAR PLACE OF BUSINESS IS NO THE UNITED STATES, PELASE READ THE BINOING ABBITHATION CLAUSE AND CLAUSS ACTION WANNER IN SECTION 11.1T AFFECTS NOW DISPUTES ARE RESOLVED. Thank you for choosing Microsoft Depending on how you obtained the Windows software, this is a license agreement between (I) you and the device manufacturer or software installer that distributes the software with your device or (I) you and Microsoft Opportation (or, based on where you live or, if a business, where your principal place of business to located, one of its affiliates) If you acquired the software from a retailer.	Binding Arbitration provides an exit applicable to Durber comment this addressing contrained with MARKAR and BioDinki ABBITRATION PROVISION IN WINCH YOU AND ACER REPORT ABBITRATION PROVISION IN WINCH YOU AND ACER REPORT ABBITRATION PROVISION IN WINCH YOU AND ACER REPORT ABBITRATION PLASS SESSION AND ACEN REPORT ABBITRATION PLASS SESSION BINDING ABBITRATION BELOW MORTANT: READ CAREFULLY, THIS END USER LICENSE AGREEMENT (CAREBMENT) A LICEA ABBITRATION BELOW. MORTANT: READ CAREFULLY, THIS END USER LICENSE AGREEMENT (CAREBMENT) A LICEA ABBITRATION BELOW. MORTANT: READ CAREFULLY, THIS END USER LICENSE AGREEMENT (CAREBMENT) A LICEA ABBITRATION BELOW. MORTANT: READ CAREFULLY, THIS END USER LICENSE AGREEMENT FILL ACCOMPANY ACERS THEM PARTY LICENSONS OF SUPPRISO THAT ACCOMPANYES THIS AGREEMENT ON IS RECORROLATED INTO THIS COMPANYES THAN ACCEMENT ON USER LICENSE. MORTANT MEETS AND ABARDED ACER, SUPPRISO THAT ACCOMPANYES THIS ADDRESS AND ASSOCIATED MICH ADDRESS STATEM INCLUDING AND ASSOCIATED MICH ADDRESS STATEM INCLUDING AND ASSOCIATED MICH ADDRESS STATEM INCLUDING AND ASSOCIATED MICH ADDRESS THAT AND ADDRESS AND ASSOCIATED MICH ADDRESS THAT AND ADDRESS AND ASSOCIATED MICH ADDRESS ADDRESS AND ADDRESS AND ADDRESS AND ADDRESS ADDRESS ADDRESS ADDRESS AND ADDRESS AND ADDRESS AND ADDRESS AND ADDRESS AND ADDRESS ADDRESS ADDRESS AND ADDRESS AND ADDRESS AND ADDRESS ADDRESS AND ADDR

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

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Create security questions for the Just in case you forget your password, choose 3 security questions, and make sure your a	is account arcowers are unforgettable.
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Security question (2 of 3)	
Or, even better, use an online account	
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Select **NO** on the activity history page



<SERVICES> Section at top begins

Click **ACCEPT** on the digital assistant screen

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Click **ACCEPT** on the privacy settings screen



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

← Serices
Welcome! Thank you for purchasing this Acer device. Register your product right now and start to explore more with Acer
First name
Email address Email address Register now to get the full benefits of your Acer device. By providing above registration information and clicking NDXT, I agree to share my
Register now to get the full benefits or your was warnen or registration information with Acer, and I have read Acer's Privacy Policy.

Click **NEXT** on the second Welcome Screen



Wait for setup to complete, THIS WILL TAKE A FEW MINUTES, then you will see your desktop



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

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<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



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Click **CLOSE ALL** tabs if prompted

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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



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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

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Step 4: Activate Office Apps



Click SIGN IN



Enter your Dorsey email and password and click SIGN IN

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

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!