Dorsey College

Lenovo Student Laptop Setup Guide

This guide will assist you in setting up your new computer. There are 4 major steps that must be done and should take about 5-10 minutes to complete.

1. Connect to a nearby WiFi network
2. Set up your Office 365 / Email Account
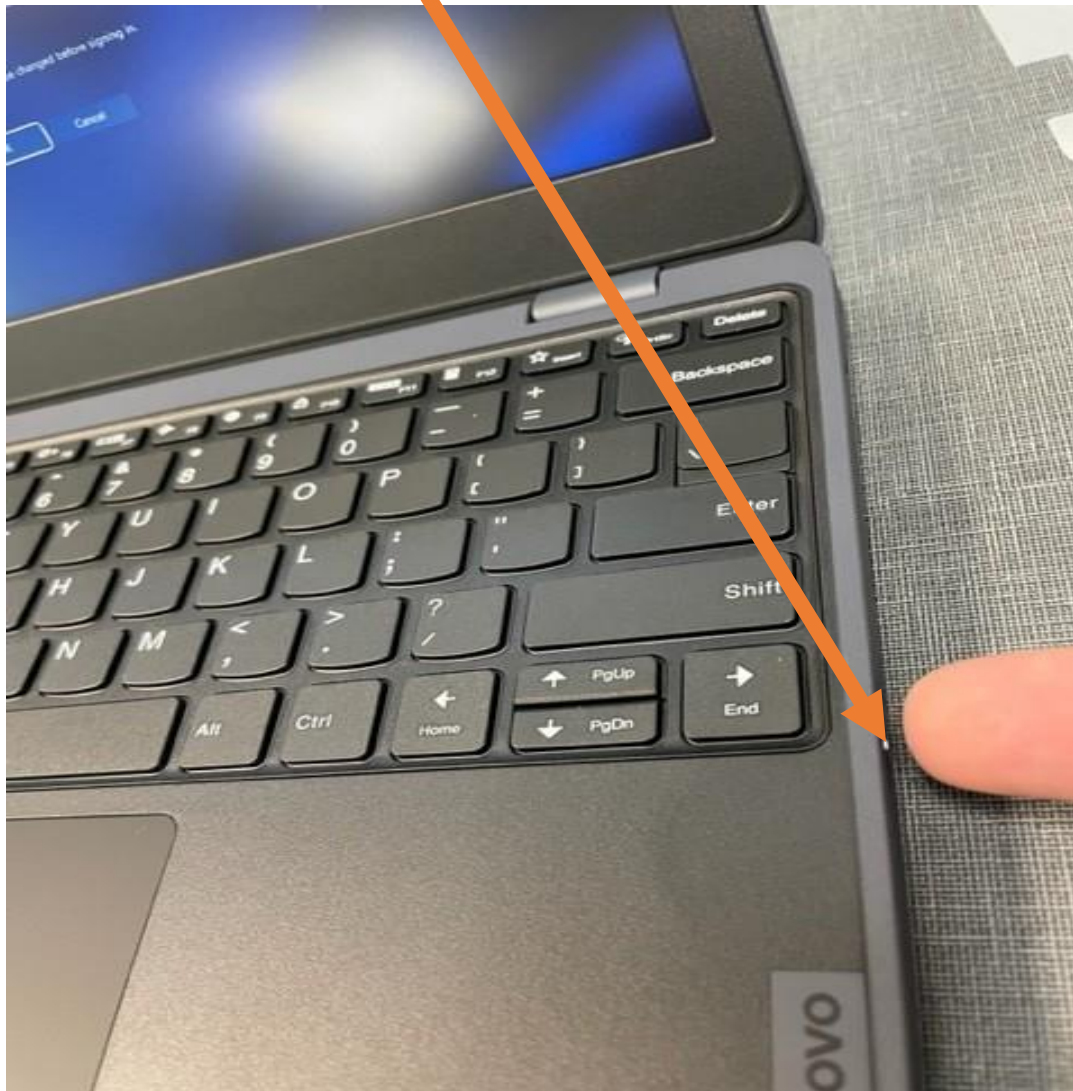3. Activate Office Apps
4. Change Your Computer Display Name

NOTICE

Only Use the Included Wall Charger to Charge Your Lenovo Laptop.

Using Any Other Charger Can Permanently Damage the Laptop and Void the Warranty.

Step 1: Connect to a nearby WiFi network

Turn on the computer. The Power Button is located on the right side.

On the Accounts screen, select the Student Account and click the 🛜 icon to bring up a list of available connections. It may look like a globe pictured when not connected to an access point.
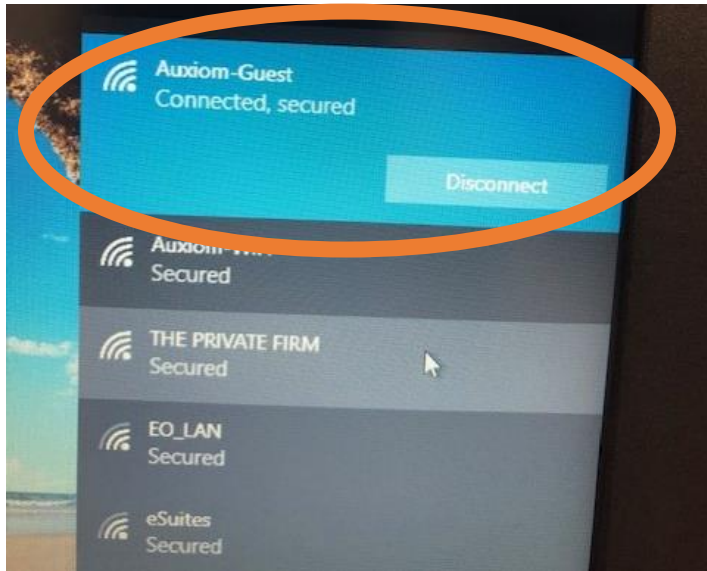
Choose your Wi-Fi network from the list of available networks. If on campus, ask a Dorsey staff member for the DORSEY STUDENT password. ***NOTE: The WiFi name will be different than what is pictured below.
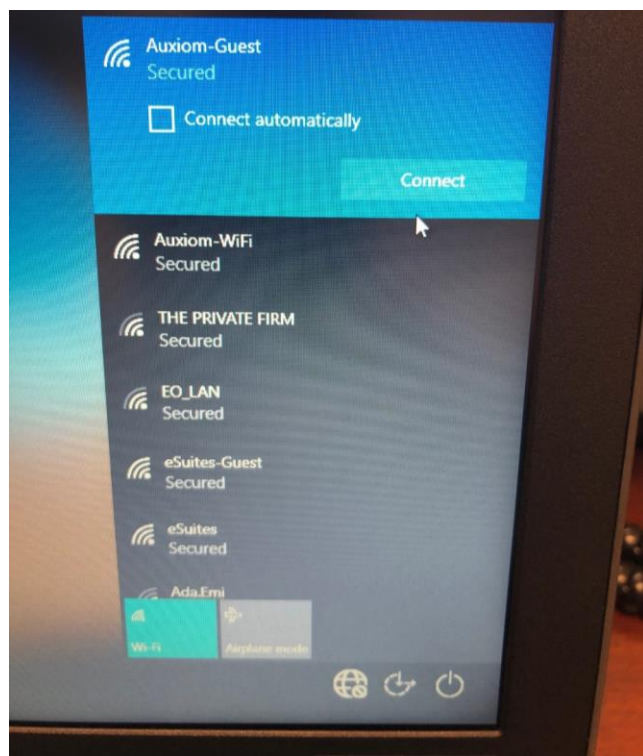
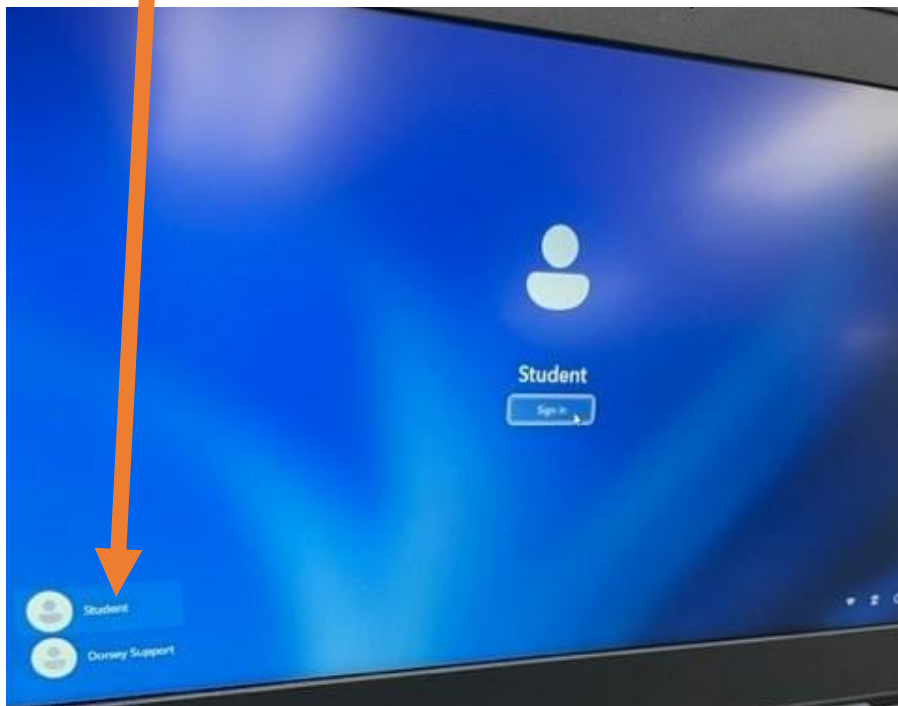Then click **CONNECT** and enter your Wi-Fi password
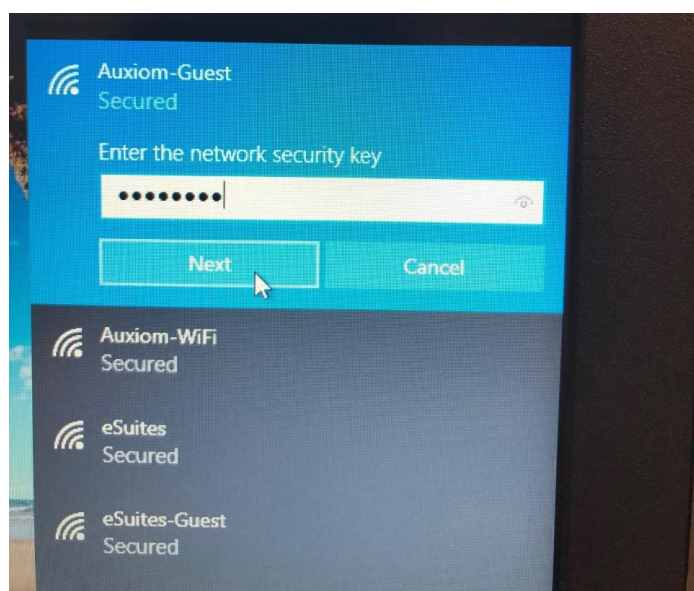
You will see this image when connected successfully. Again, the name of the network will be different than shown here.

Step 2: Set up your Office 365 / Email Account

Click **Student** in the lower left and click the Sign In button.

You will be asked to change the password the first time you login. Press OK**. Leave the top password field blank.** Enter the password you were provided by Dorsey in the 'New password' and 'Confirm password' fields. This password will be located on your Technology Orientation Guide under your @dorsey.edu email address. Click the ➡ to continue.
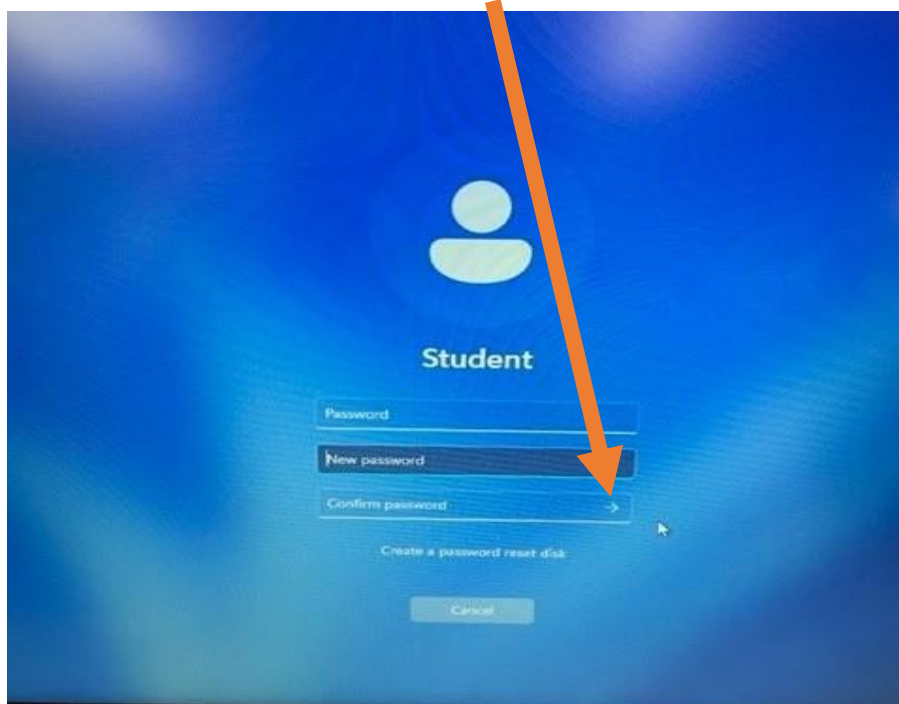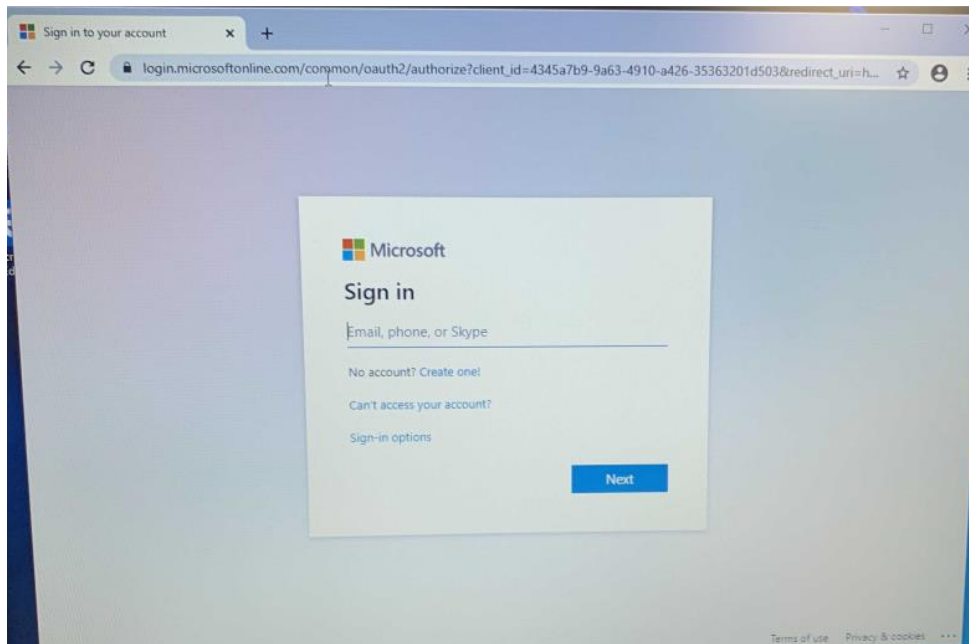
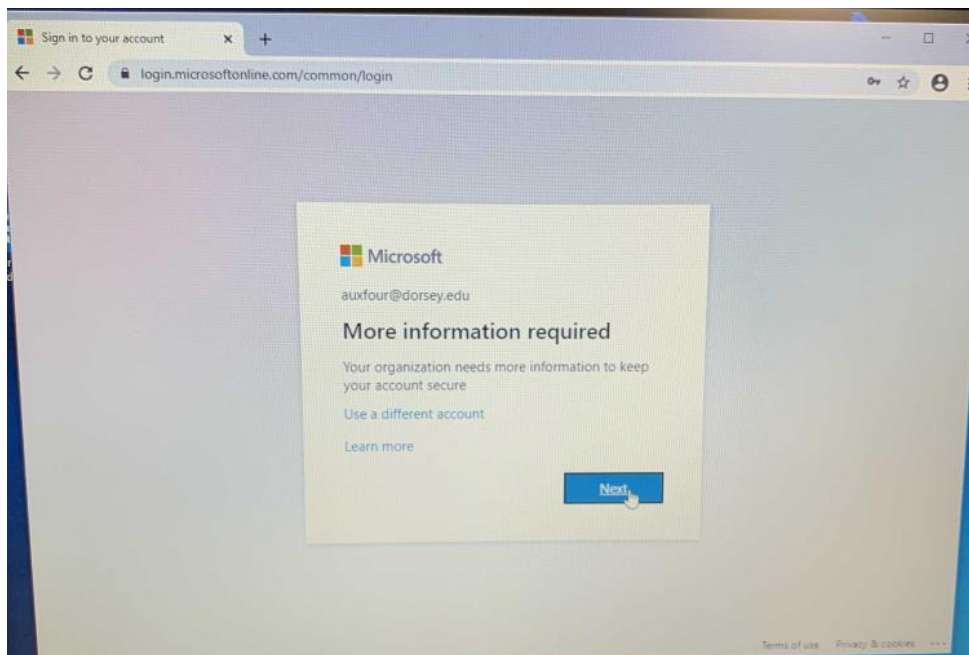On your desktop double-click **Office 365 login,** which should open in Google Chrome.

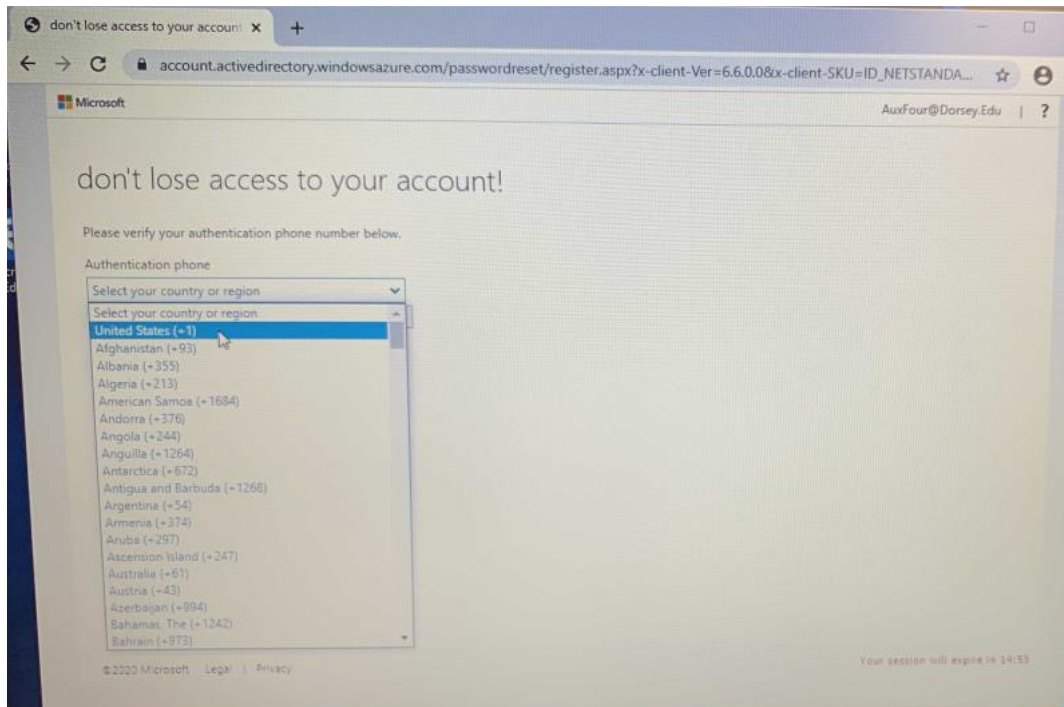You may get a security warning to open the file… click **Open.**
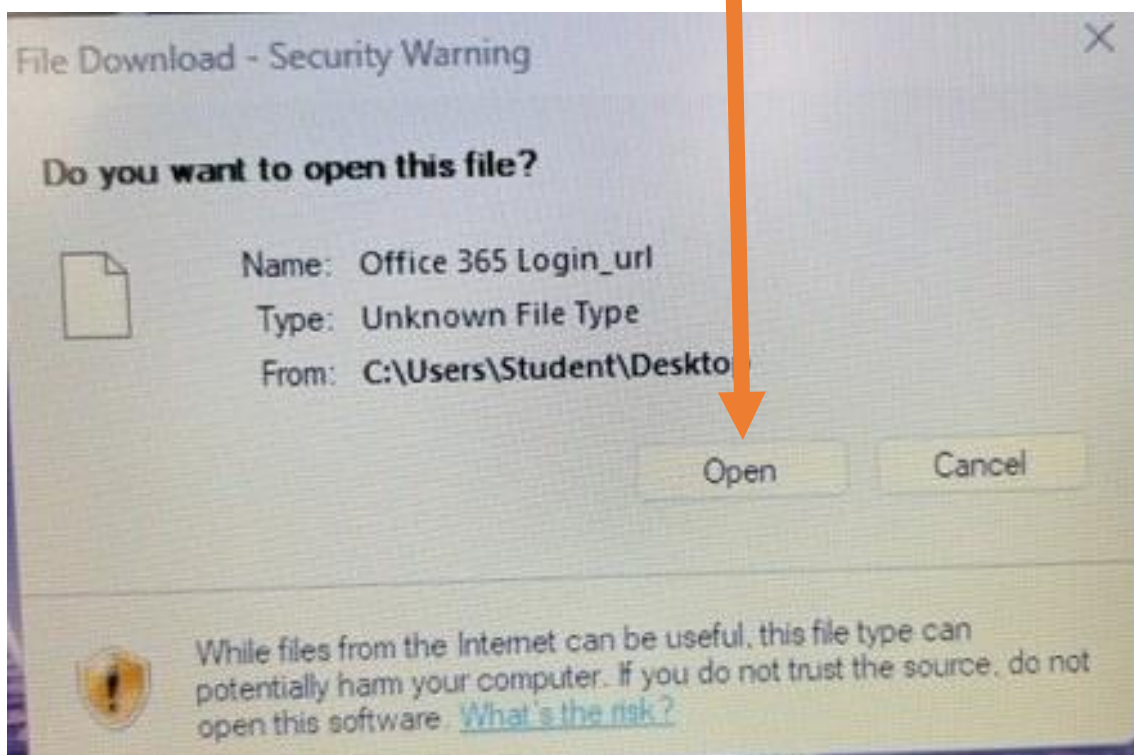
Enter your Dorsey email, click next and enter your password provided on your Tech Orientation Guide.
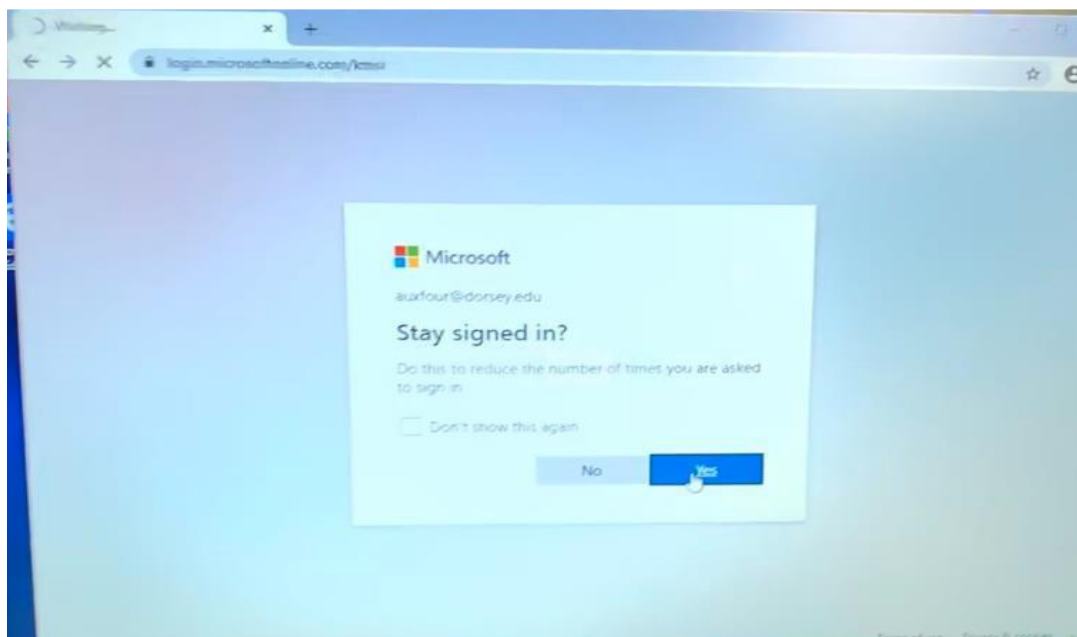

Then click **NEXT** for more information

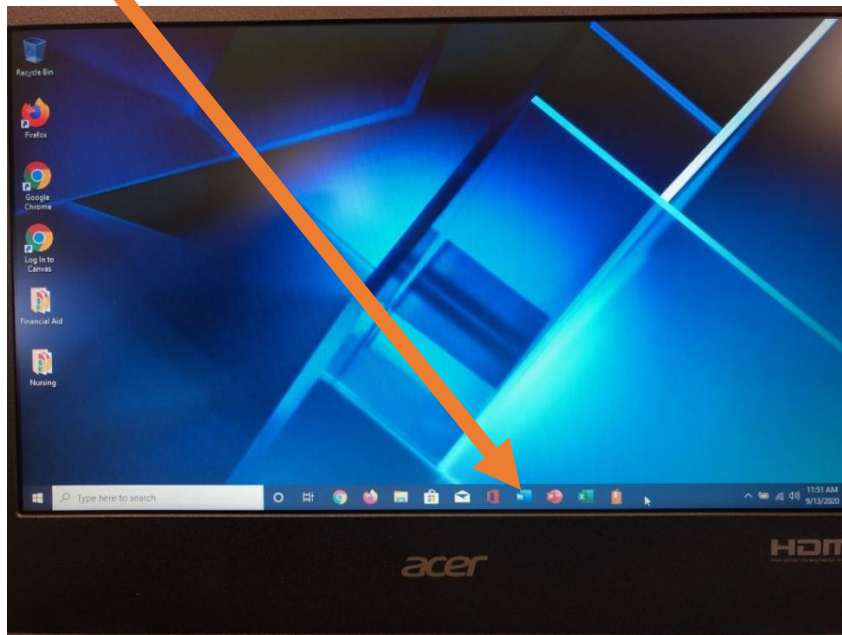Click Set It Up Now link next to Authentication Phone and choose United States +1 from drop down list.

Enter your cell phone number (no dashes needed), click verify, then click next and Finish, then click YES to stay logged in. You can click the 'Don't show this again' checkbox if you wish.
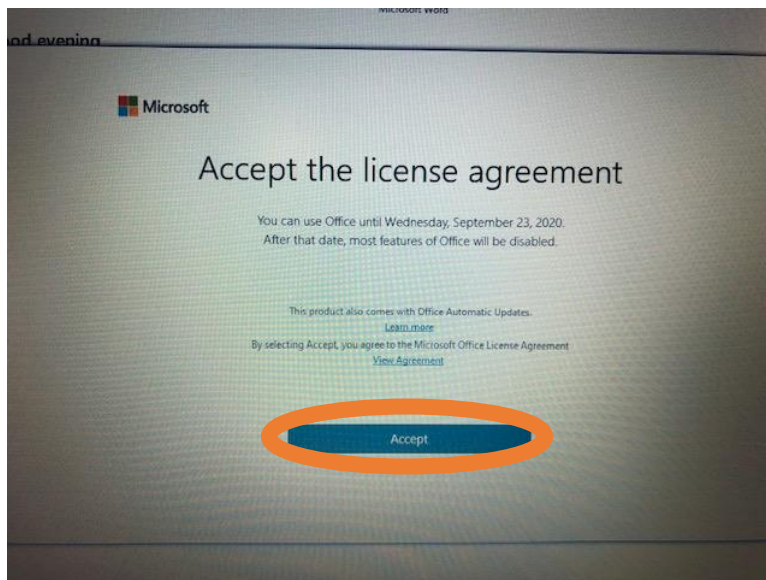
Step 3: Activate Office Apps

Click (Microsoft Word) from the taskbar.

Because you will be signed in from the previous setup, click blue **ACCEPT** button to accept the license agreement popup, then click close.
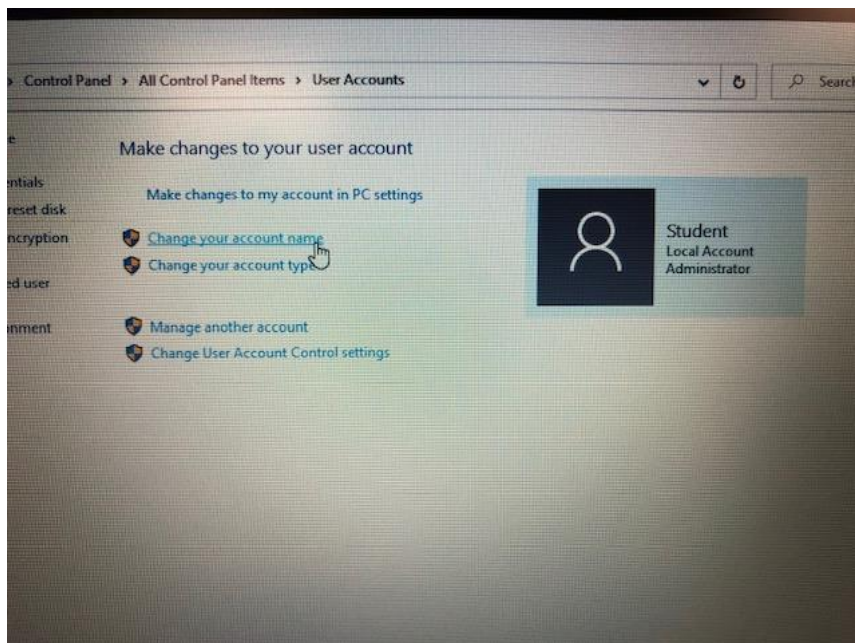

Click NEXT to advance through the remaining screens, selecting No to send feedback to Microsoft. Click DONE to finish.
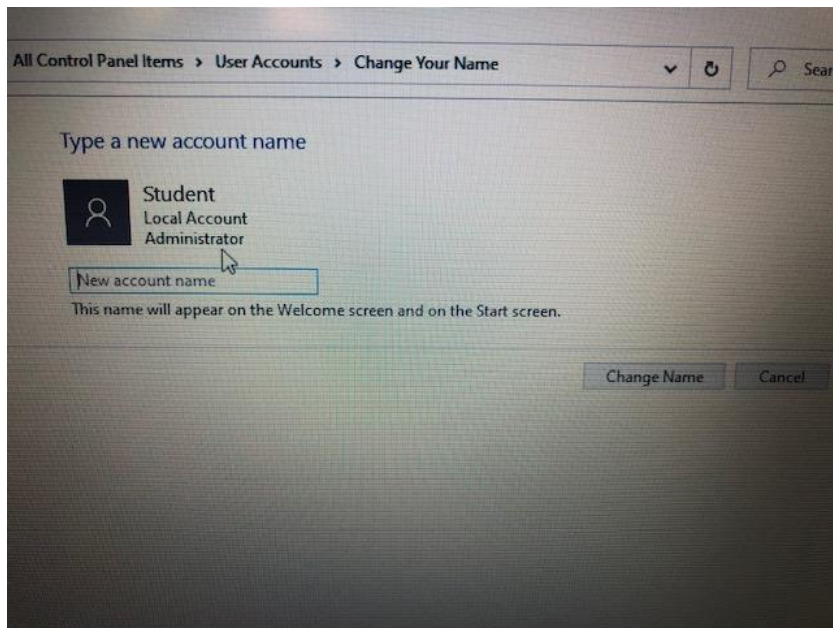
Step 4: Change Your Computer Display Name

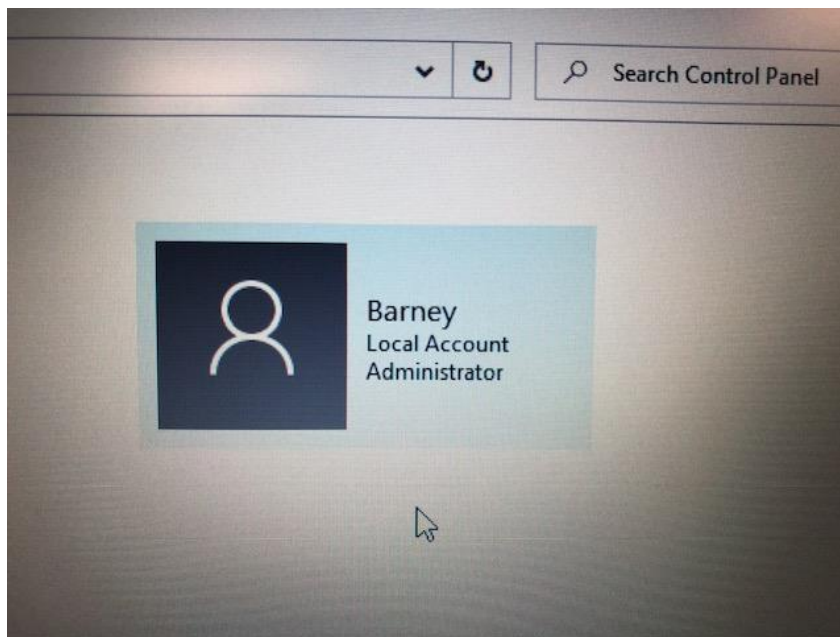On the desktop lower-left, there is an icon of people . Double clicking will open the Change Display Name window.

In the window that opens, click on **Change your account name.**

In the **New account name** field, type your name and click **Change Name** button.

Your name will be displayed above Local Account and show the next time you log into the laptop.

Your laptop is now setup and ready to use. Have a great semester.