



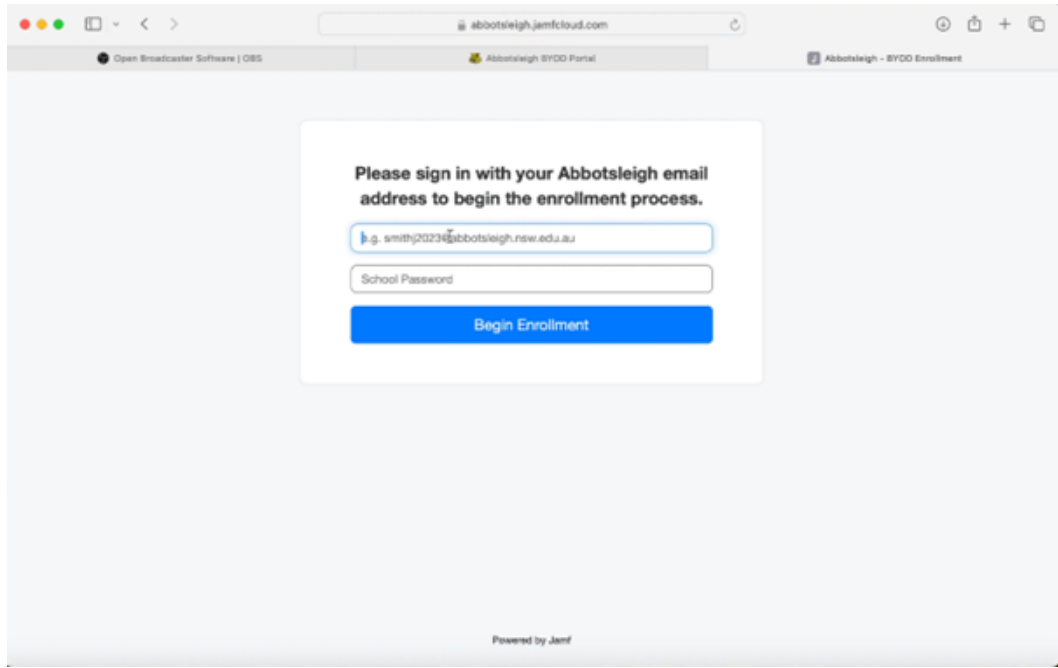
ABBOTSLEIGH

How to set up your Apple Mac laptop ready for school

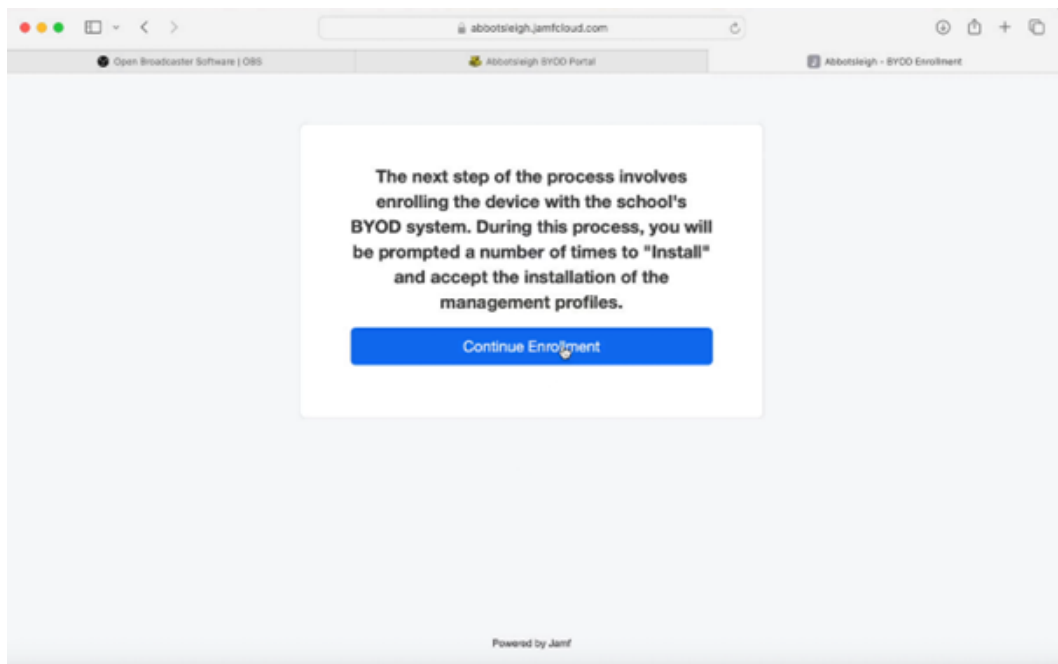
Please follow the enclosed
steps carefully.

Starting Up

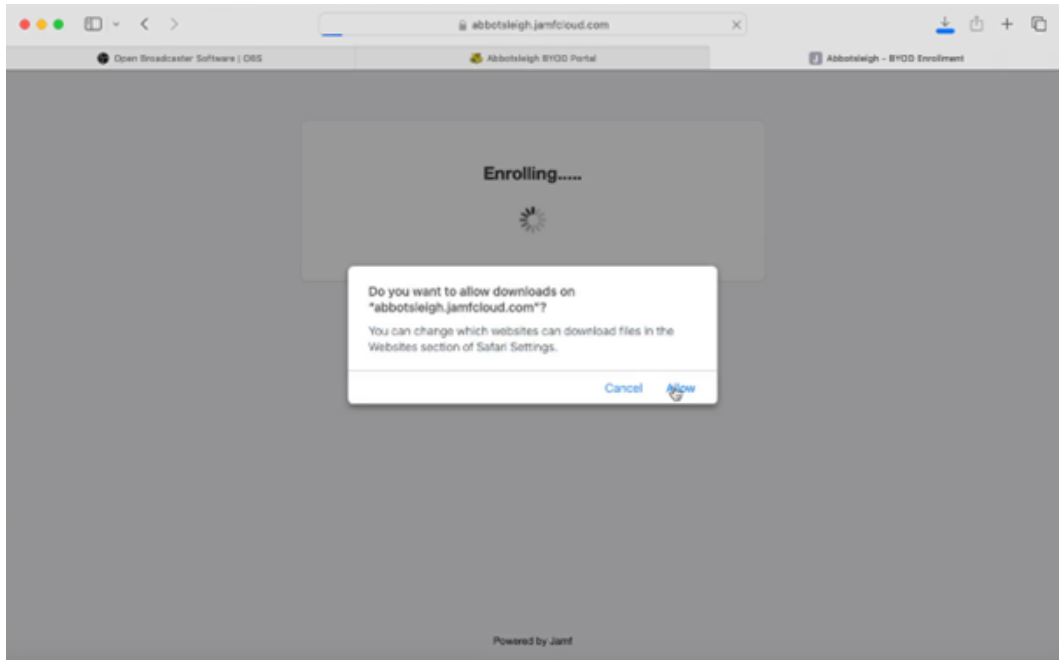
Step 1 Go to <https://abbotsleigh.jamfcloud.com/enroll> then sign in with your Abbotsleigh email address (student2024@abbotsleigh.nsw.edu) and password.



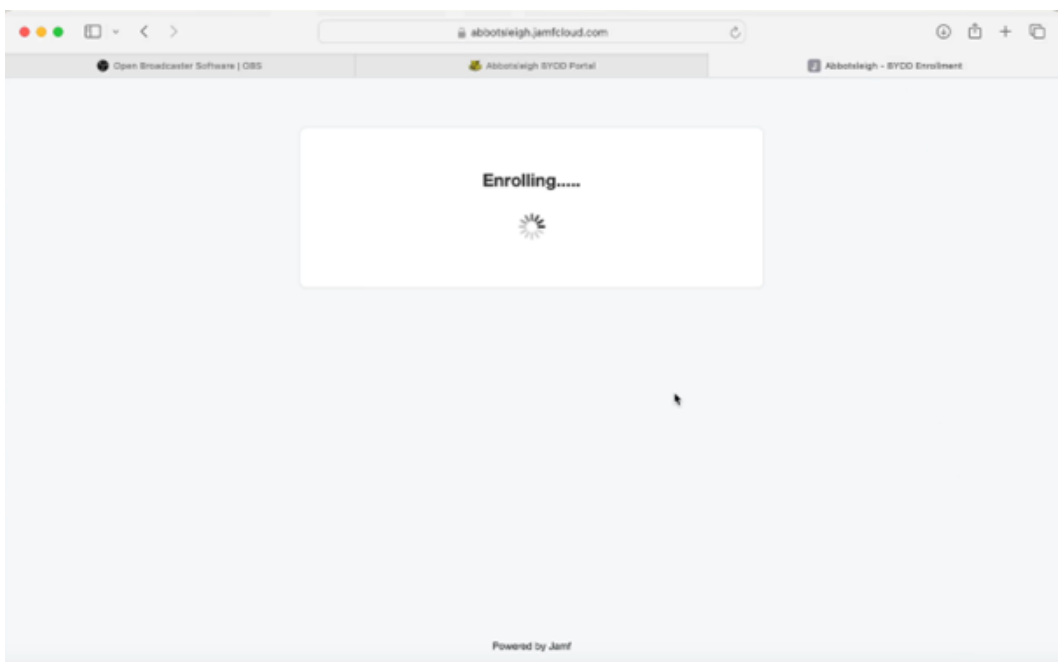
Step 2 Click "Continue Enrollment".



Step 3 Click "Allow"

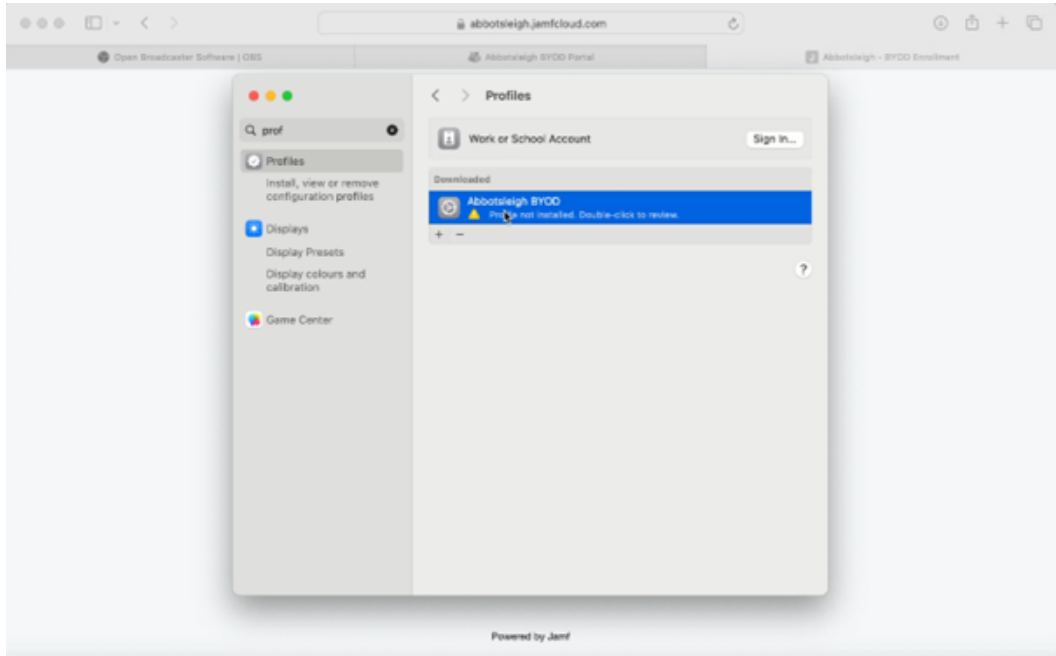


Step 4 Your Laptop is enrolling... Go to System Settings and search "Profile"



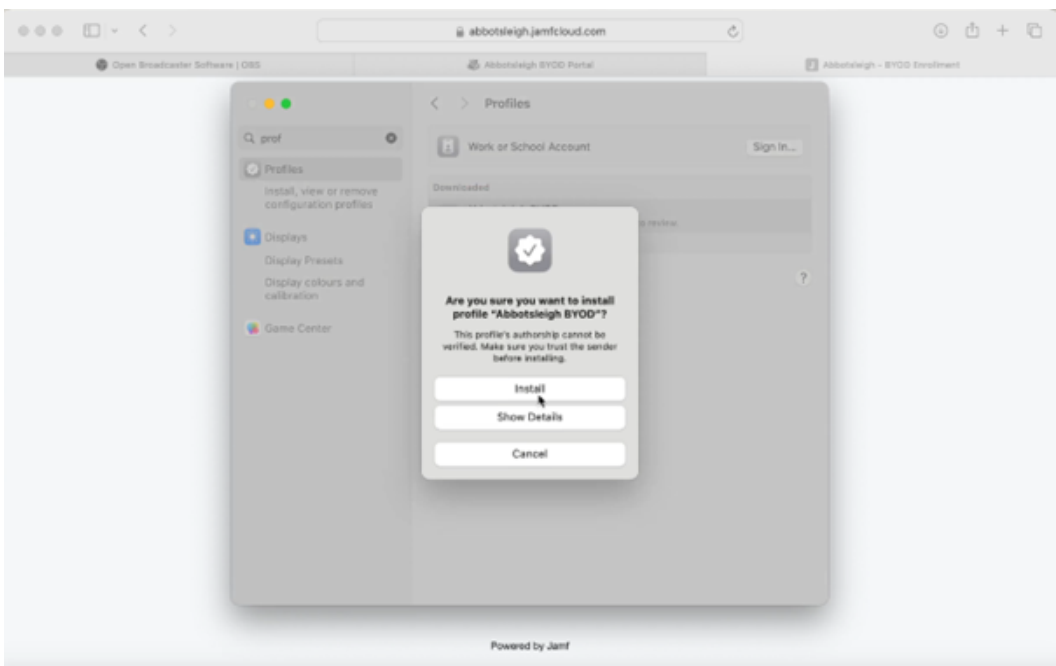
Step 5

Install “Abbotsleigh BYOD” profile by double clicking.

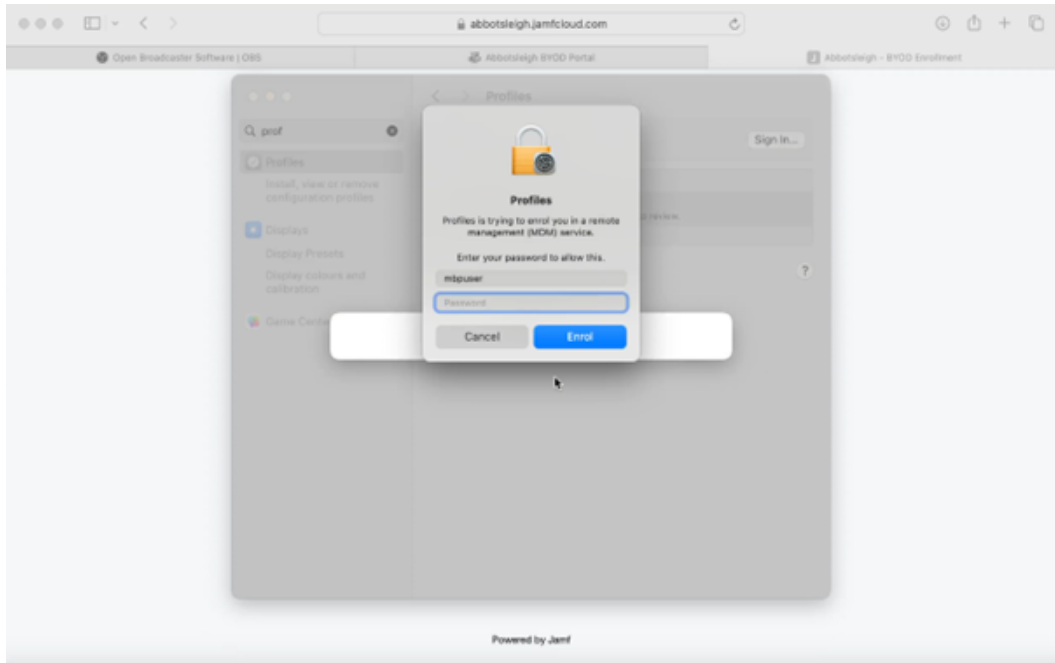


Step 6

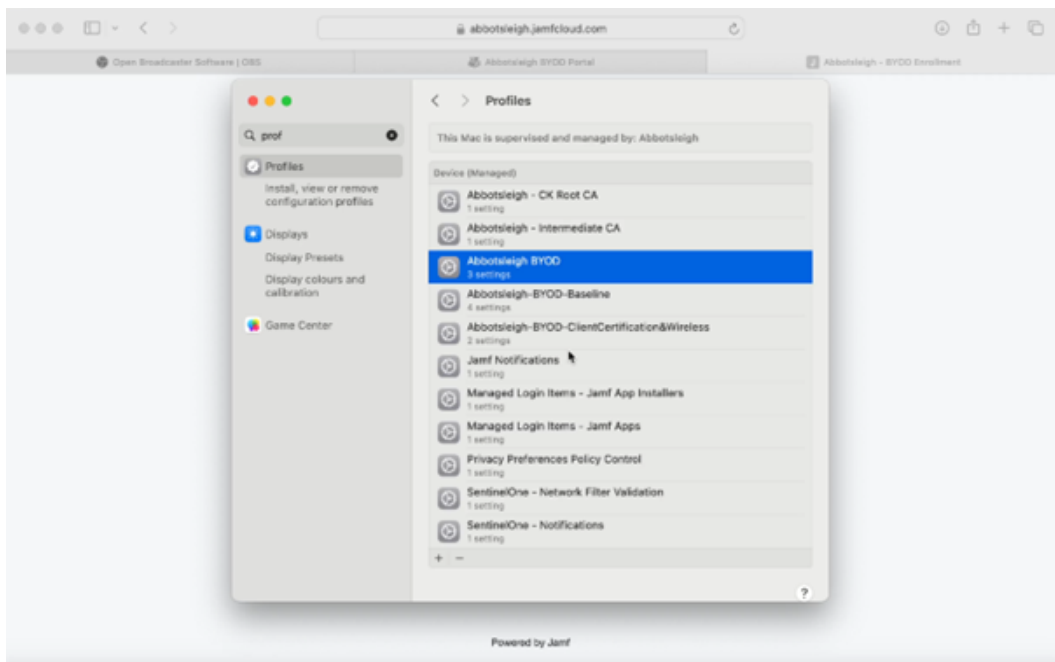
Click “Install” on Abbotsleigh BYOD.



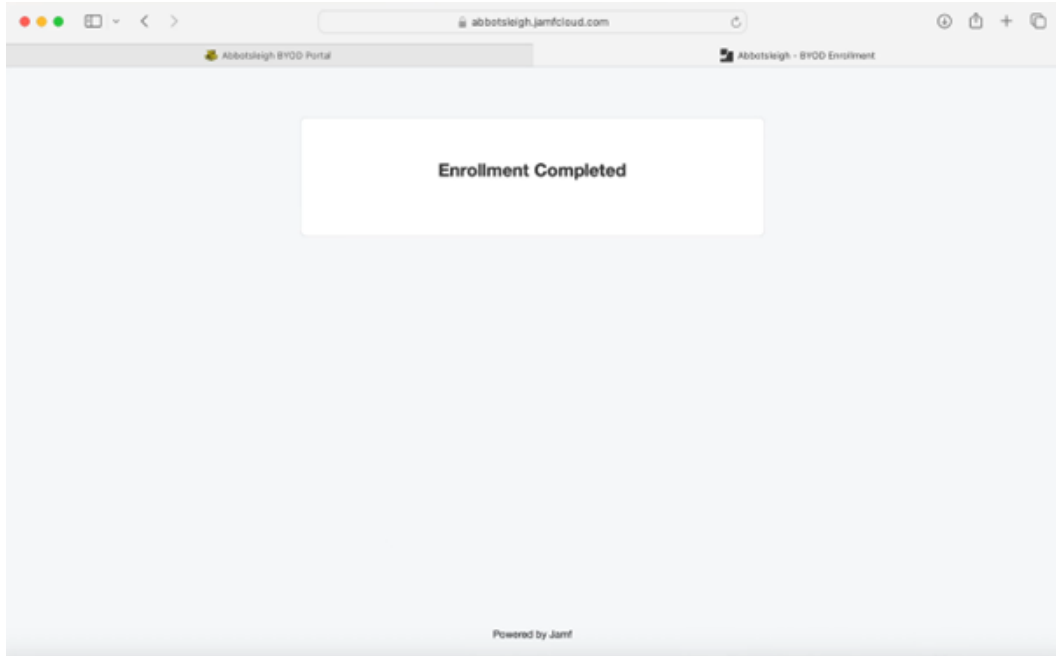
Step 7 Use your credentials you would use to log into your computer. (NOT your Abbotsleigh user name or password)



Step 8 Policies are being set up on your computer. Please wait for all policies to install.

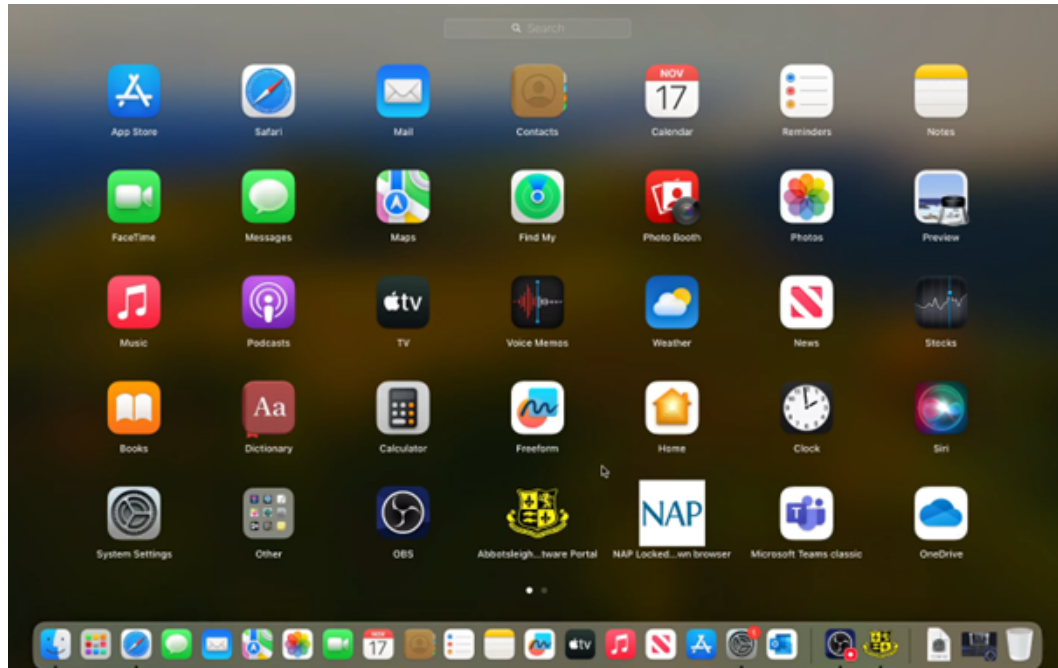


Step 9 Your enrolment is complete. Please close the internet browser now.

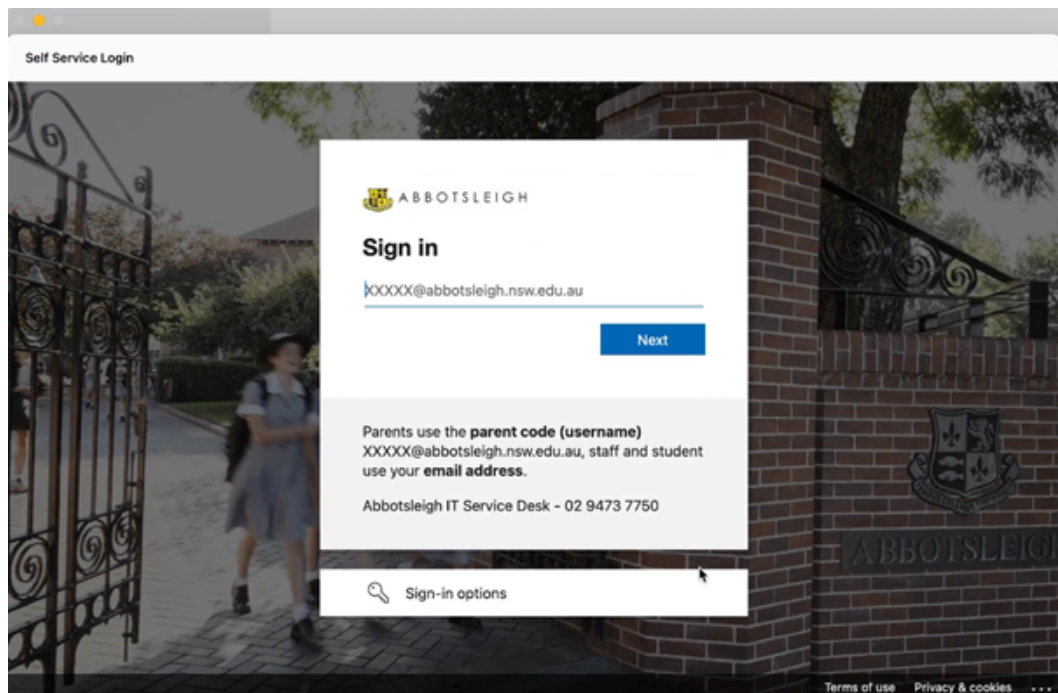


Setting up Abbotsleigh Software Centre

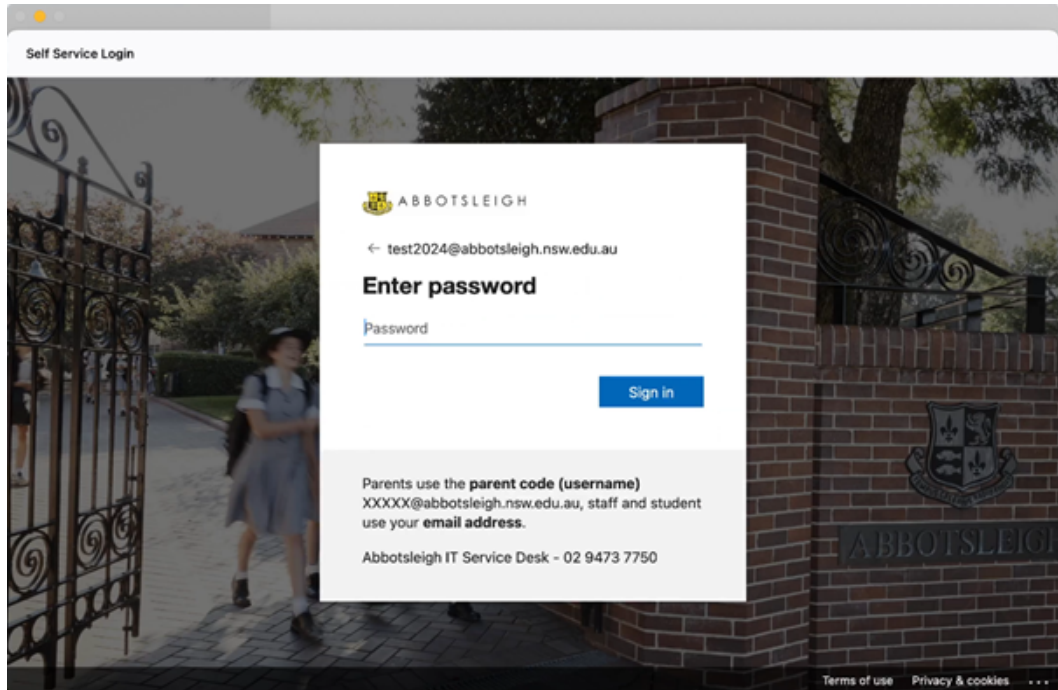
Step 1 Open "Launchpad". Locate "Abbotsleigh Software Centre". Click to open.



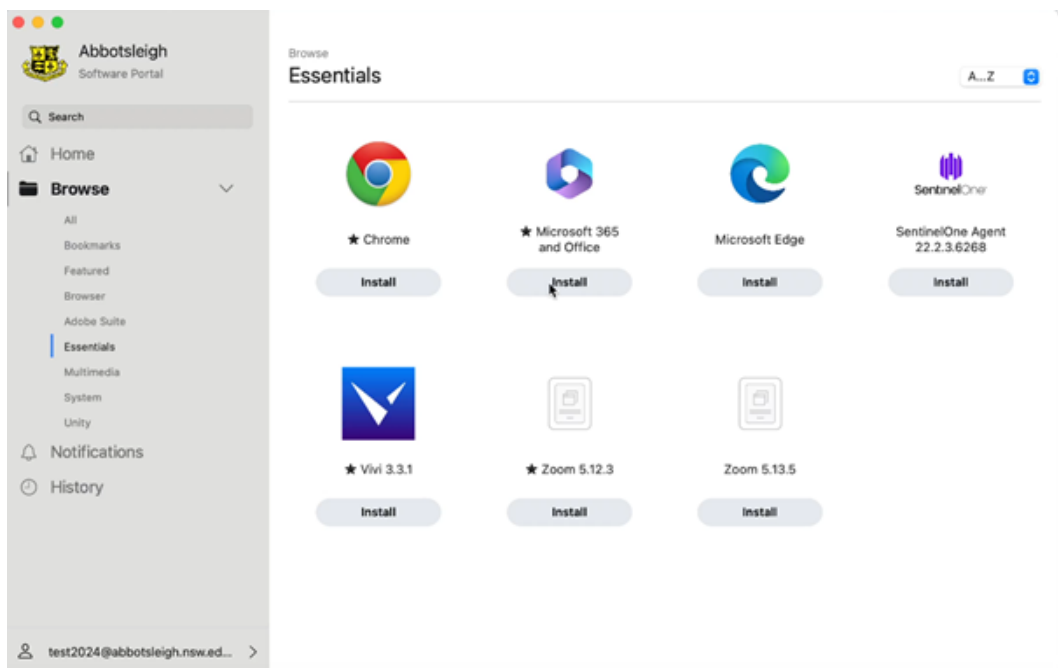
Step 2 Log into Abbotsleigh Software Portal using your Abbotsleigh school email address.



Step 3 Enter your school password.



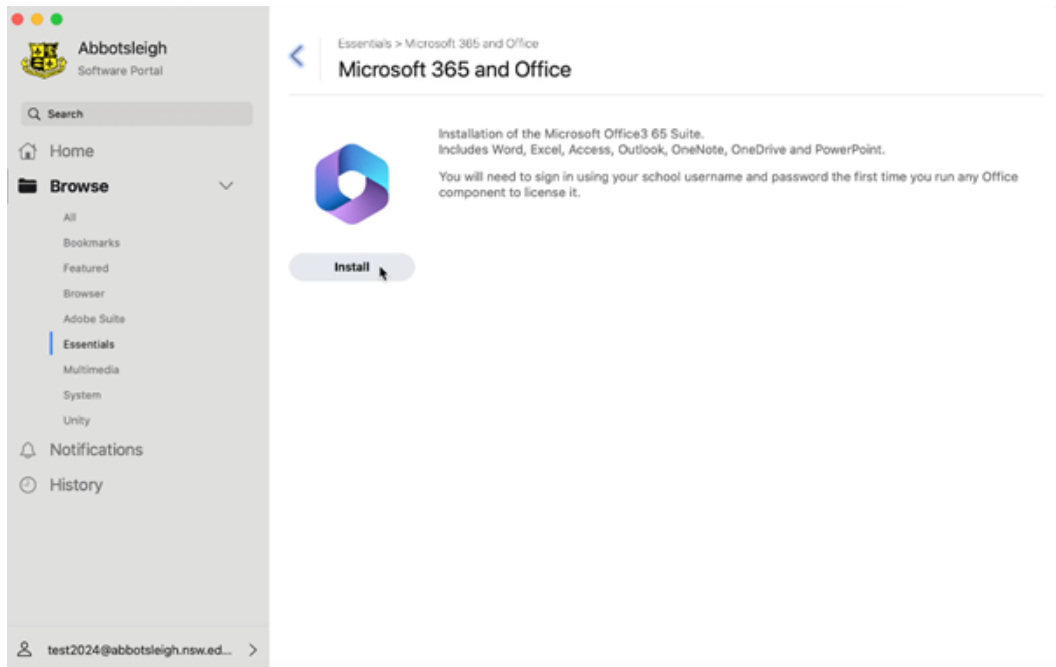
Step 4 If you have a large bandwidth capacity at home, you can download all the essential applications start with “Microsoft Office 365”.



Please note: Microsoft Office 365 will use approx. 1GB of data.

Step 5

Click on "Install" to load Microsoft Office 365 to your device.



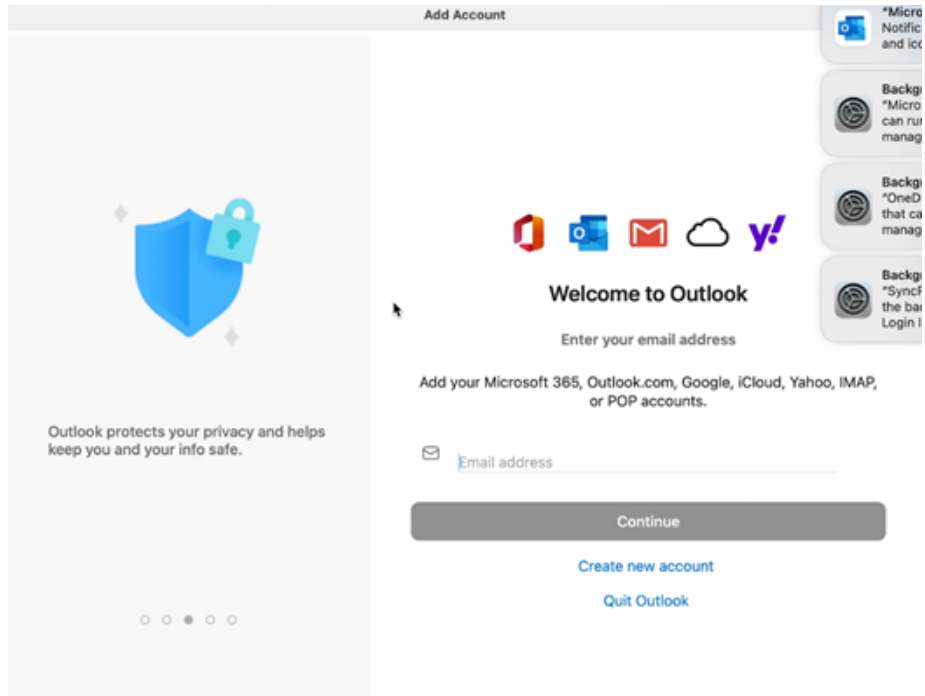
Step 6

Microsoft suite will be downloaded into your "Launchpad".

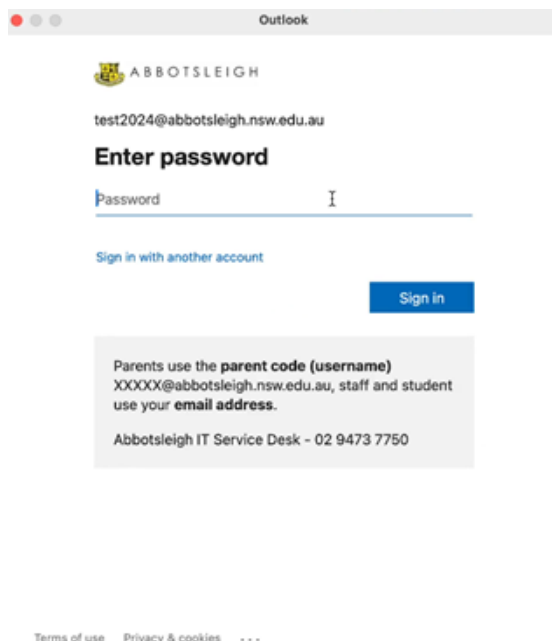


Setting up Outlook

Step 1 Open Microsoft Outlook from launchpad and sign in using your Abbotsleigh school email.

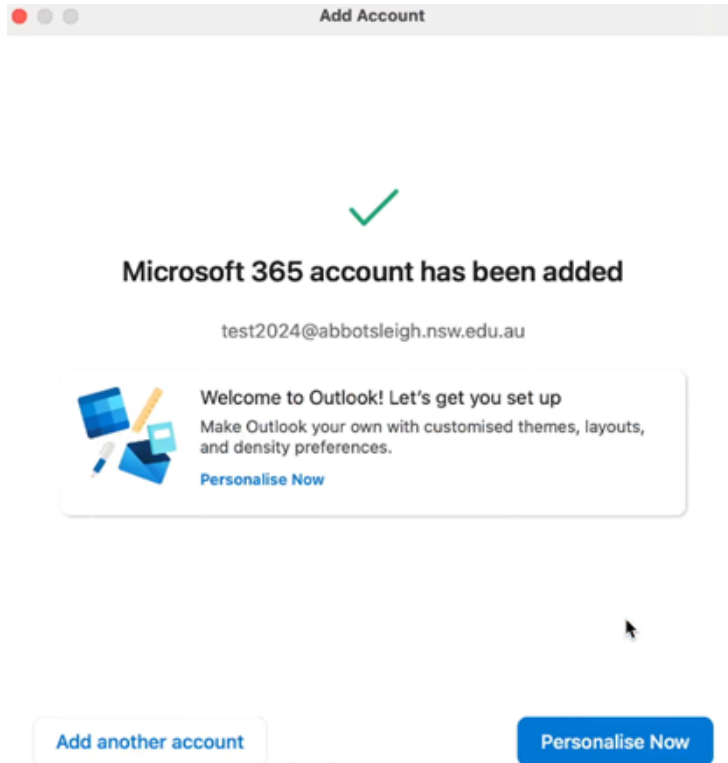


Step 2 Enter your school password.



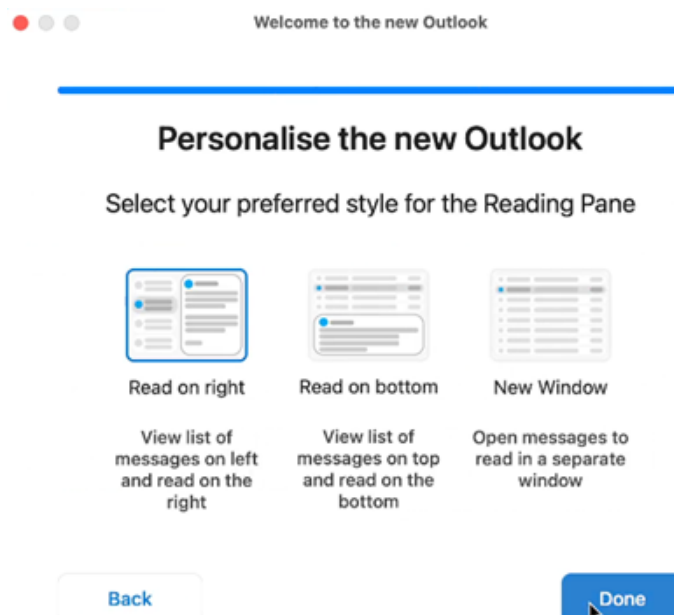
Step 3

Your account has been added and your Office 365 software is now licensed.



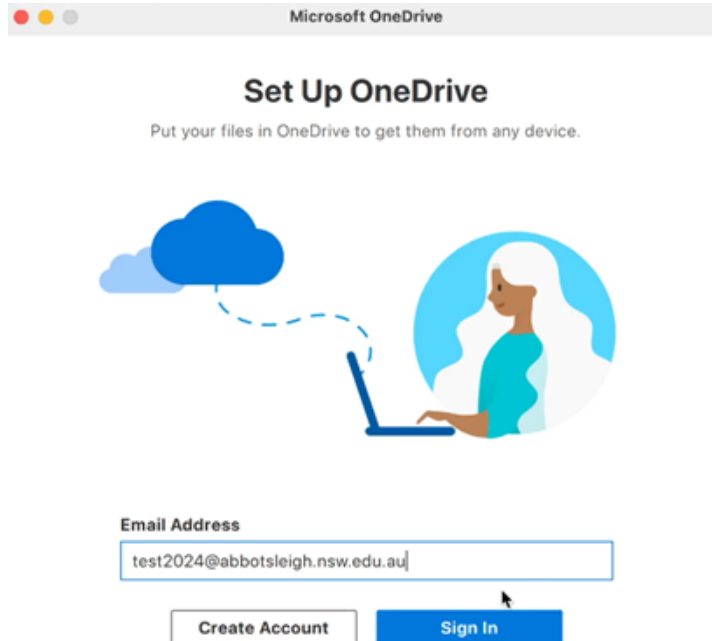
Step 4

Personalise your Outlook. Click Done. Your Outlook should now begin loading your emails.

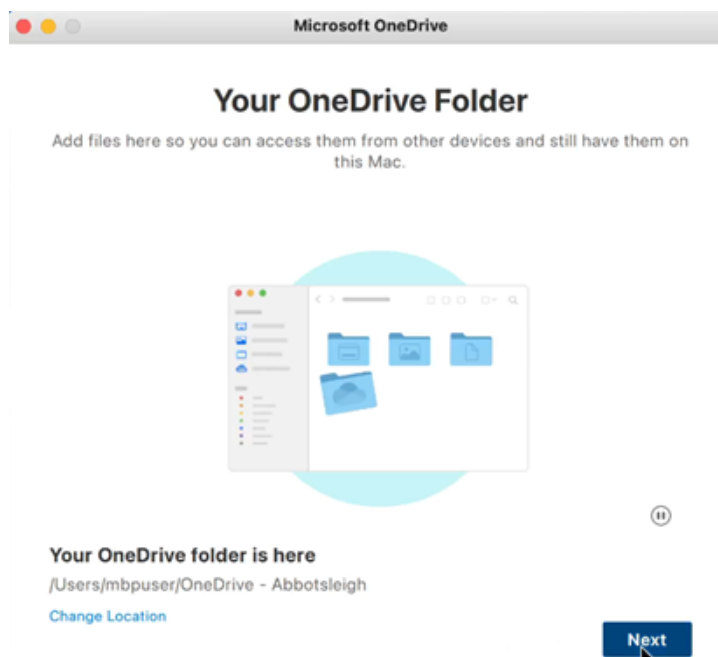


Setting up OneDrive

Step 1 Open OneDrive from Launchpad. Sign in using your Abbotsleigh school email and password.

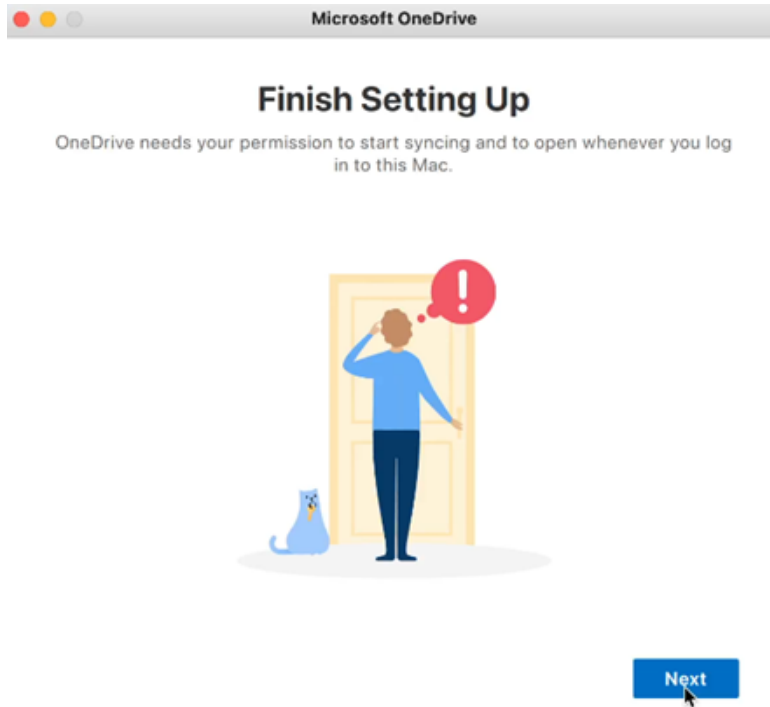


Step 2 Click "Next"



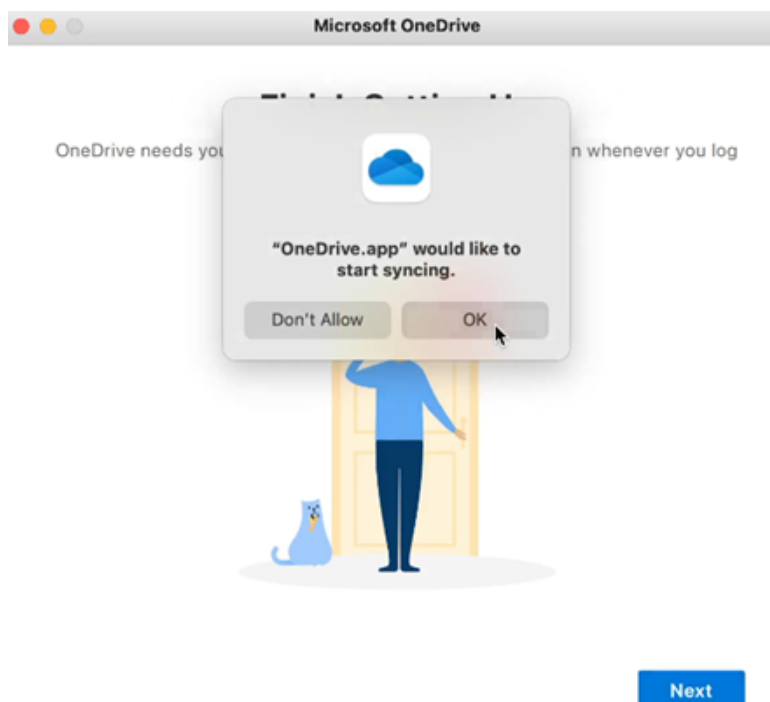
Step 3

Click "Next"



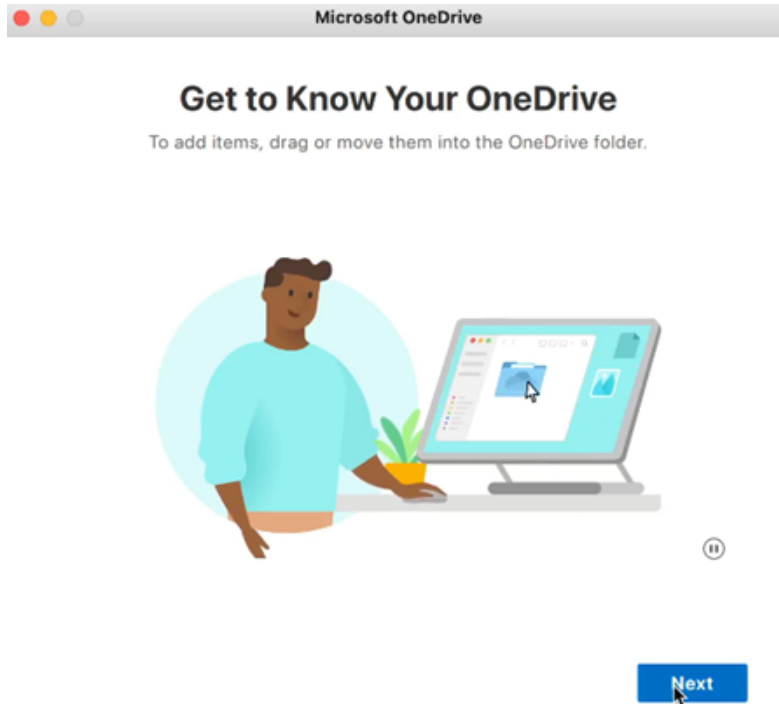
Step 4

Click "OK"



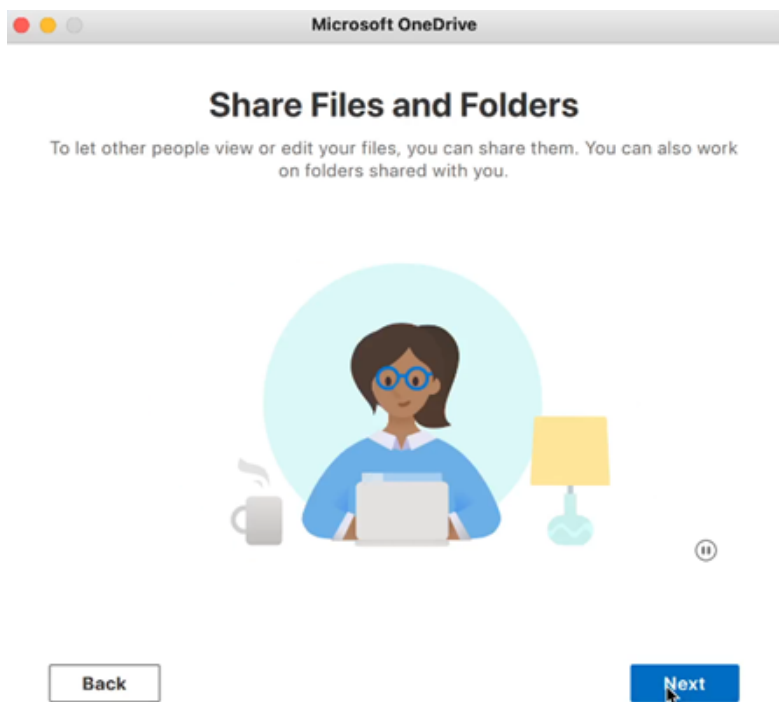
Step 5

Click "Next"



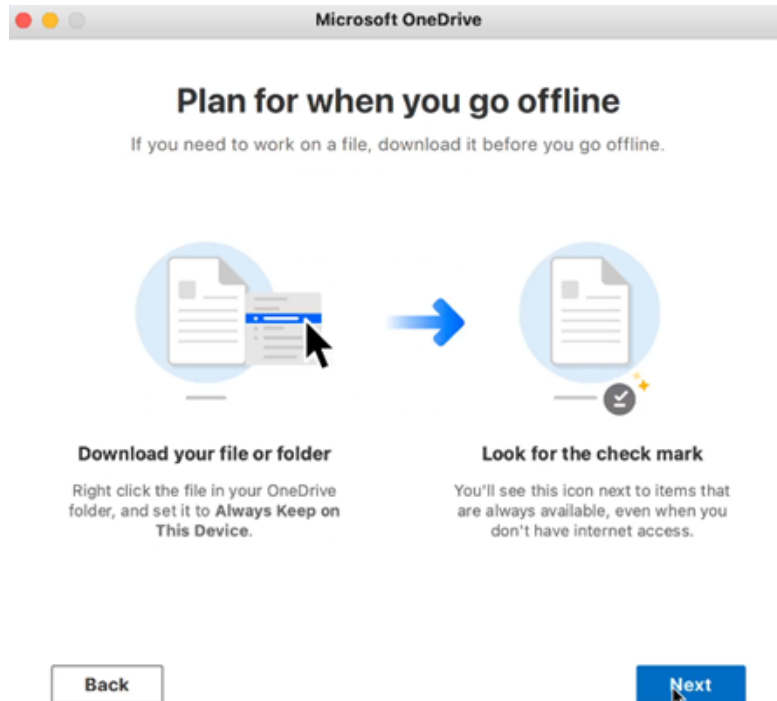
Step 6

Click "Next"



Step 7

Click "Next"



The screenshot shows a window titled "Microsoft OneDrive" with the heading "Plan for when you go offline" and the subtext "If you need to work on a file, download it before you go offline." It features two main steps: "Download your file or folder" (with an icon of a file being right-clicked) and "Look for the check mark" (with an icon of a file with a checkmark). Below these steps are "Back" and "Next" buttons.

Microsoft OneDrive

Plan for when you go offline

If you need to work on a file, download it before you go offline.

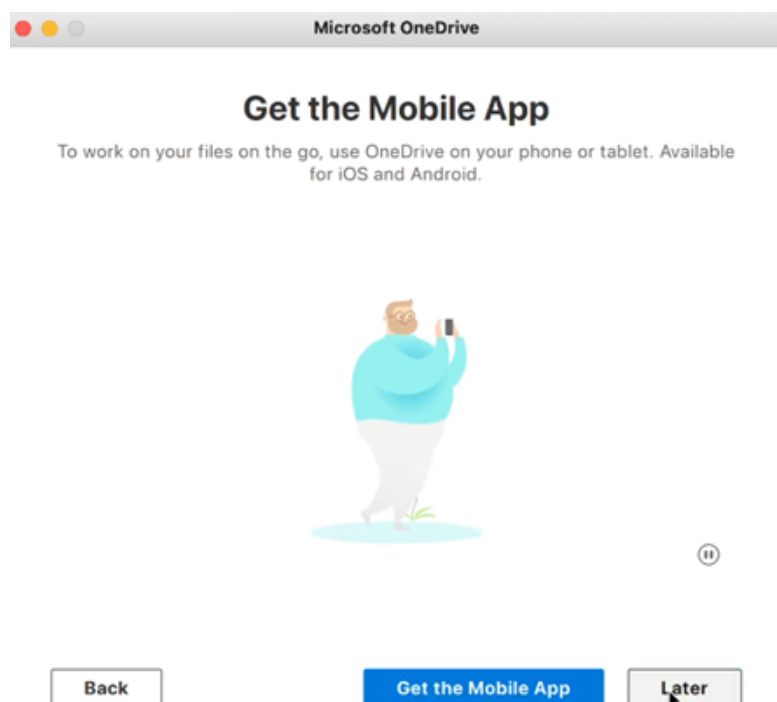
Download your file or folder
Right click the file in your OneDrive folder, and set it to **Always Keep on This Device**.

Look for the check mark
You'll see this icon next to items that are always available, even when you don't have internet access.

Back **Next**

Step 8

Click "Later"



The screenshot shows a window titled "Microsoft OneDrive" with the heading "Get the Mobile App" and the subtext "To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android." It features an illustration of a person using a mobile phone and a "Get the Mobile App" button. Below the button are "Back" and "Later" buttons.

Microsoft OneDrive

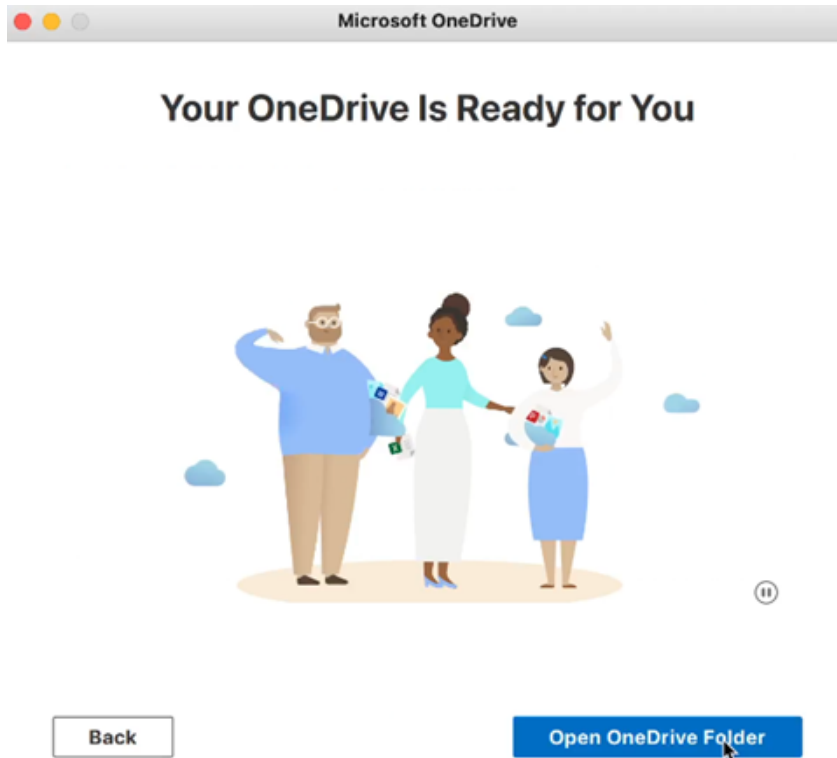
Get the Mobile App

To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.

Back **Get the Mobile App** **Later**

Step 9

Click "Open OneDrive Folder" to access files.



For Technical support please contact:

IT Service Desk

(02) 9473 7750

onlinesupport@abbotsleigh.nsw.edu.au