

#### ABBOTSLEIGH

# How to set up your Windows laptop ready for school

Please follow the enclosed steps carefully.

## Part 1: Laptop Onboarding & Software Installation



An internet connection is required to complete this process. If not connected to Wi-Fi, go to your Wi-Fi settings at the bottom of your screen and connect to your home wireless network.

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Step 2 Go to the Abbotsleigh onboarding site: https://byod.abbotsleigh.nsw.edu.au and click "Step 3: Preparing your laptop for school"



#### Step 3 Click "I have a Windows PC"



Step 4 Navigate to the "click here" hyperlink highlighted in the orange box below.



#### Step 5 A pop-up window will appear. Click "Open"



### Step 6 Enter your Abbotsleigh email address, then click next.



## Step 7 Sign in with your Abbotsleigh account when prompted.



Step 8 Click "Yes" if asked to stay signed in.



# Step 9 Click "Got it" - The onboarding process will run in the background and can take up to 30 minutes to complete. Wait for the congratulations page in step 10.



Step 10 Congratulations - The laptop onboading is complete.



## **Downloading Essential Software**

Step 1 Open the "Software Center" application.



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Synchronisation of all applications can take up to 30 minutes

#### Step 2 Install Microsoft Office365





## Part 2: Microsoft 365 Suite Activation





#### Step 2 Sign in with your Abbotsleigh account







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Step 3 Once Outlook opens, sign in with your Abbotsleigh account.

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## Setting up One Drive

### Step 1 Open OneDrive

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 $Step 2 \quad \text{Sign in with your Abbotsleigh account.}$ 



## Step 3 Follow the prompts, clicking "Next".



Step 4 Information on OneDrive will appear. Click Next.



## Step 5 Skip OneDrive mobile app setup for now.



#### Step 6 The screen below will appear after a successful OneDrive setup. Click "Open my OneDrive folder" to open your OneDrive folder.



#### For Technical support please contact:

IT Service Desk (02) 9473 7750 onlinesupport@abbotsleigh.nsw.edu.au