



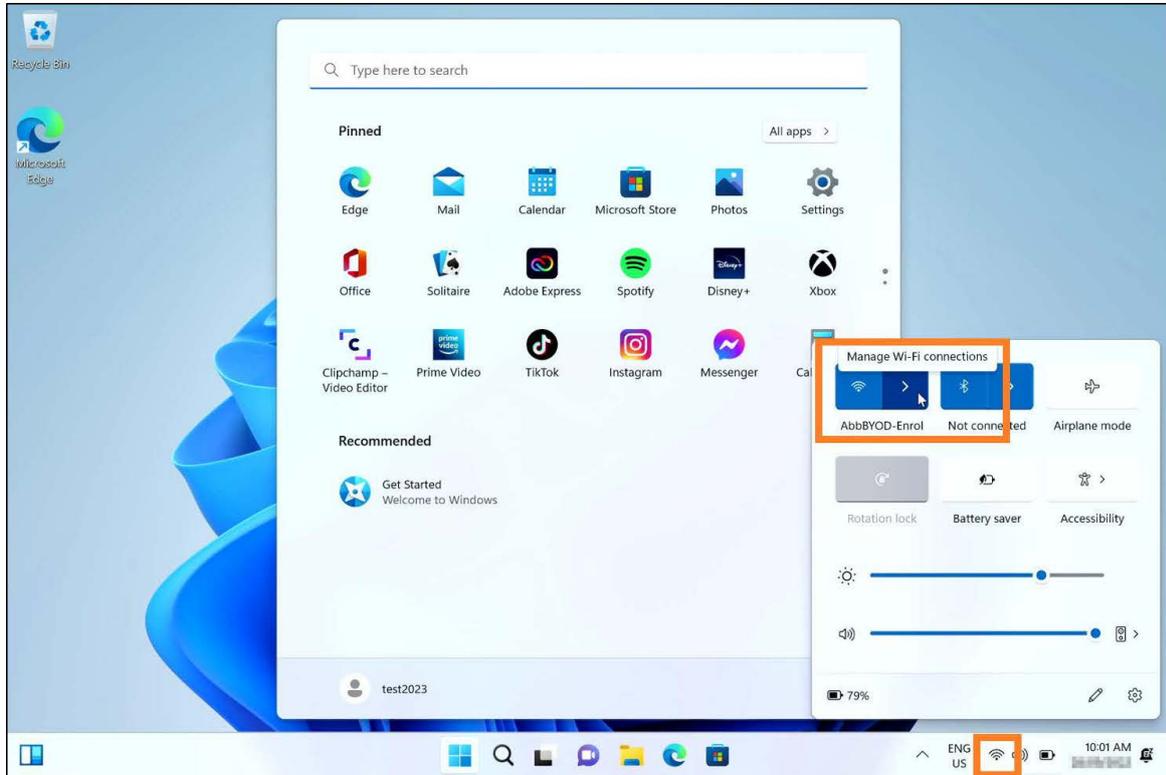
ABBOTSLEIGH

# How to set up your Windows laptop ready for school

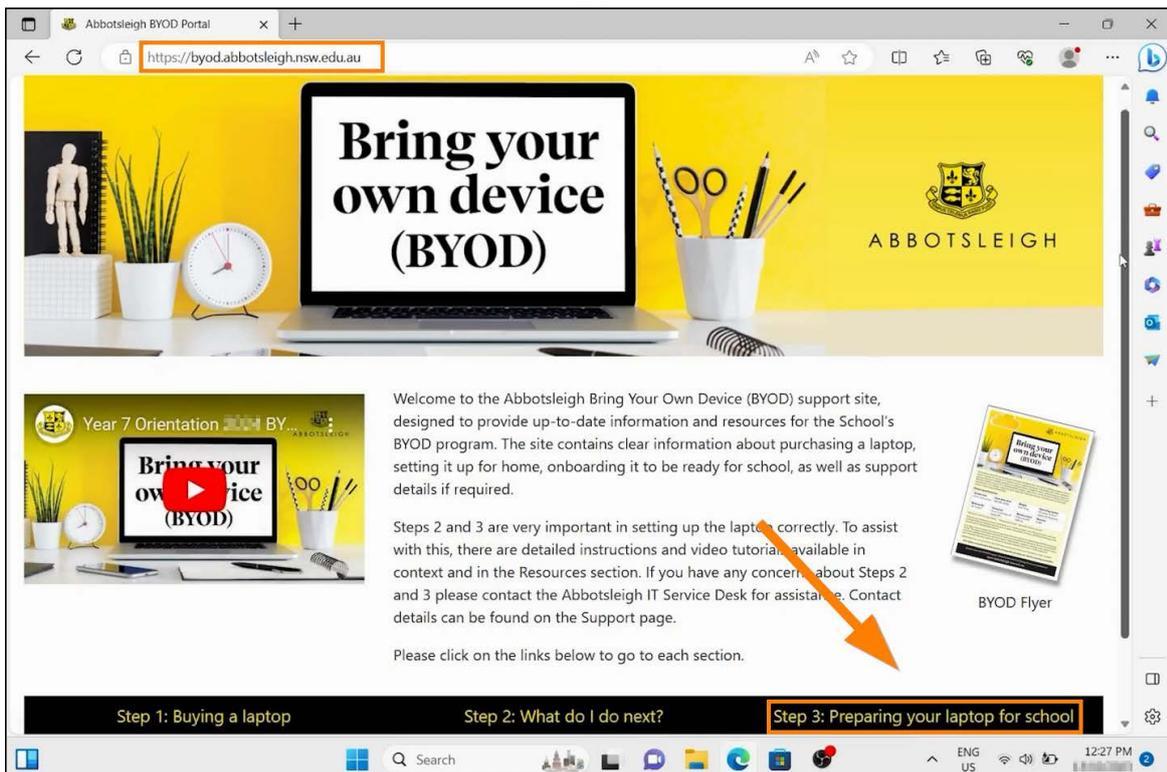
Please follow the enclosed  
steps carefully.

# Part 1: Laptop Onboarding & Software Installation

**Step 1** 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.



**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"

Abbotsleigh BYOD Portal

https://byod.abbotsleigh.nsw.edu.au/#

### Step 3: Preparing your laptop for school (onboarding)

Abbotsleigh has created an onboarding process with the aim to make the preparation of the device as straight forward as possible so that it is ready for use at school. This includes the following:

- Software (Office, Adobe, SentinelOne)
- WiFi/Internet
- Printing
- Email.

After completing the following steps you will be able to connect to the Abbotsleigh network (when on campus) as well as install school provided software. Please choose your device type (Apple Mac / Windows PC) below and follow the instructions provided.

Please select a device below to get started:

I have an Apple Mac

I have a Windows PC

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

Abbotsleigh BYOD Portal

https://byod.abbotsleigh.nsw.edu.au/#

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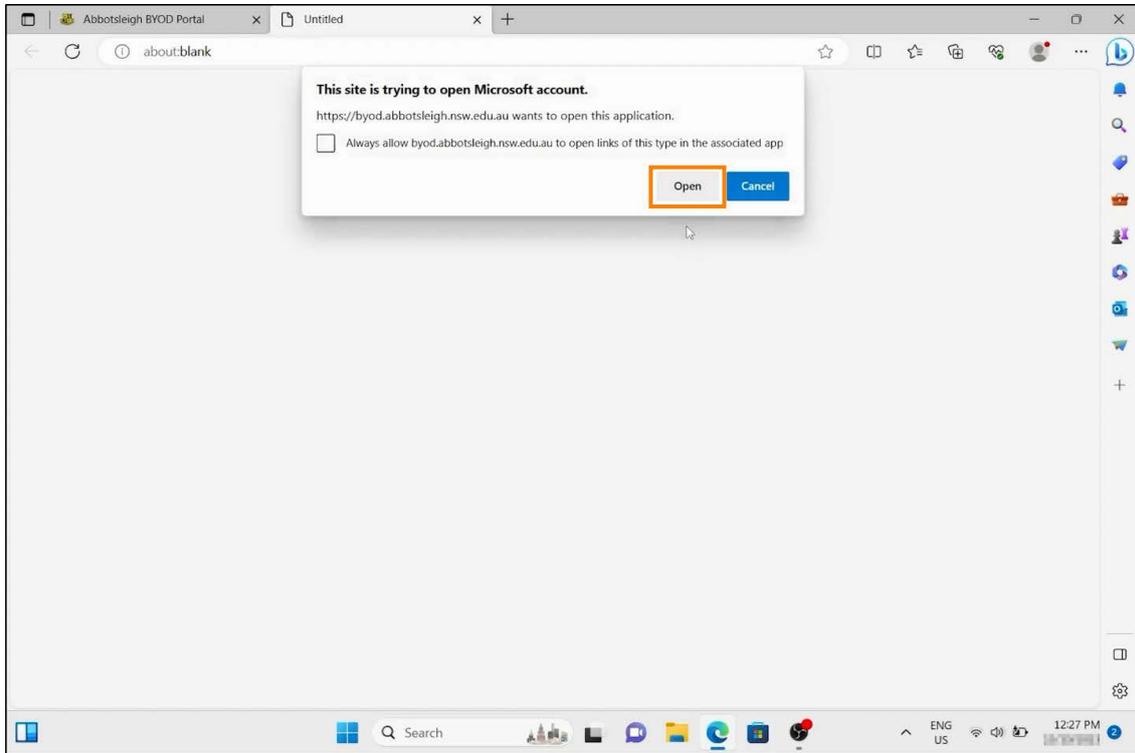
Windows PC Pick another device

To start the onboarding process **click here** for your Windows PC.

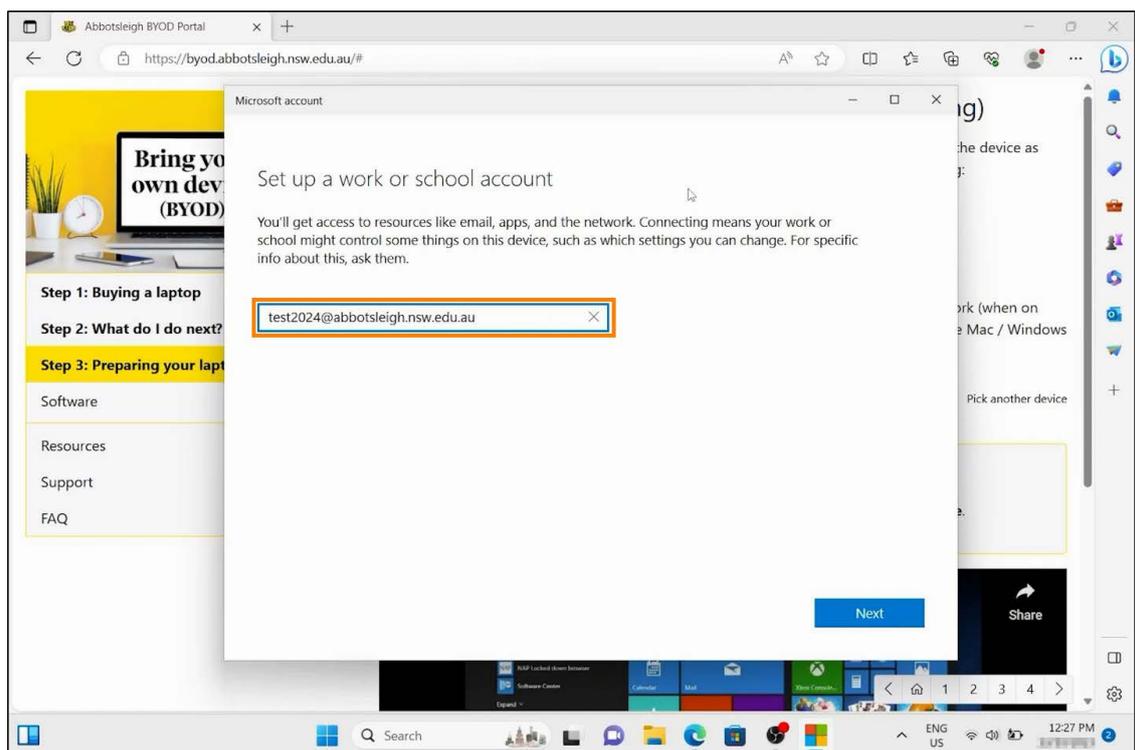
To view printable instructions for onboarding your Windows PC, **click here**.

On-boarding your Microsoft laptop

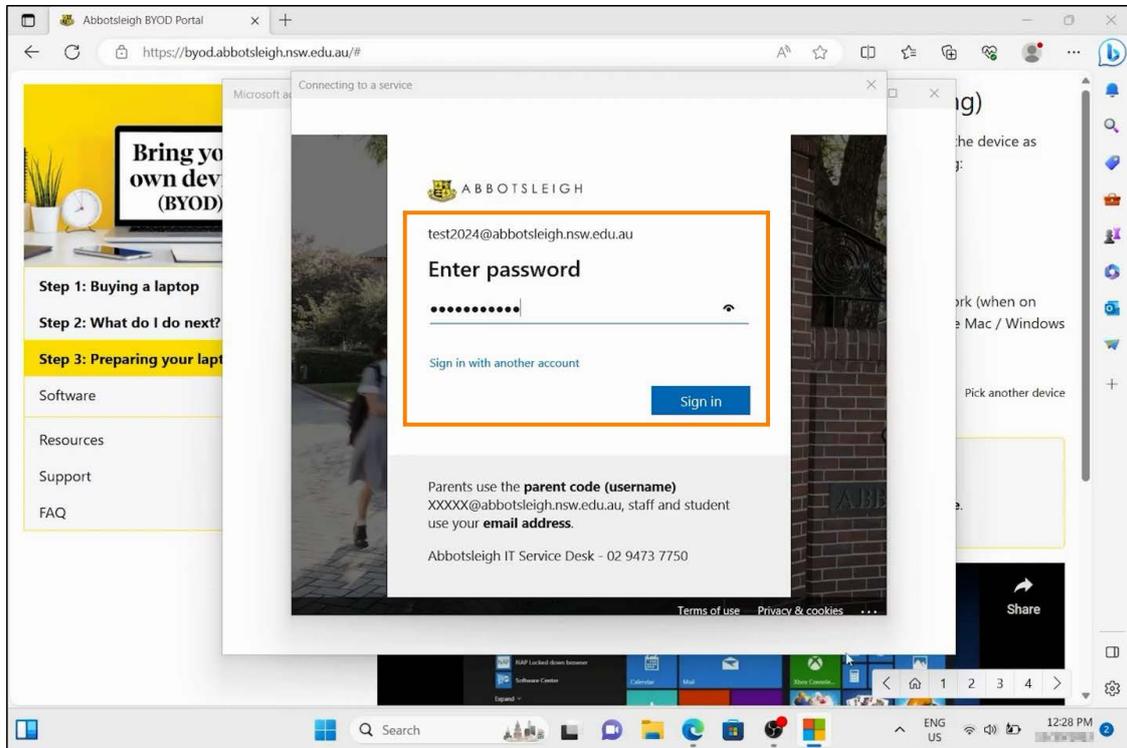
## Step 5 A pop-up window will appear. Click “Open”



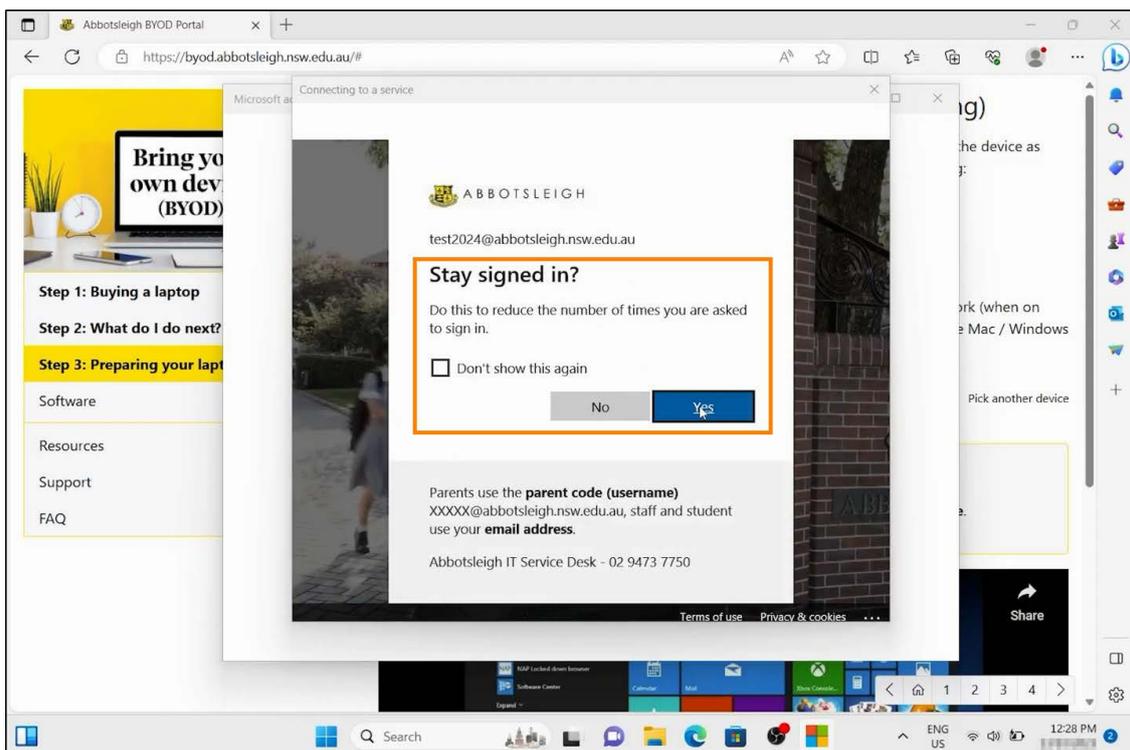
## Step 6 Enter your **Abbotsleigh email address**, then click next.



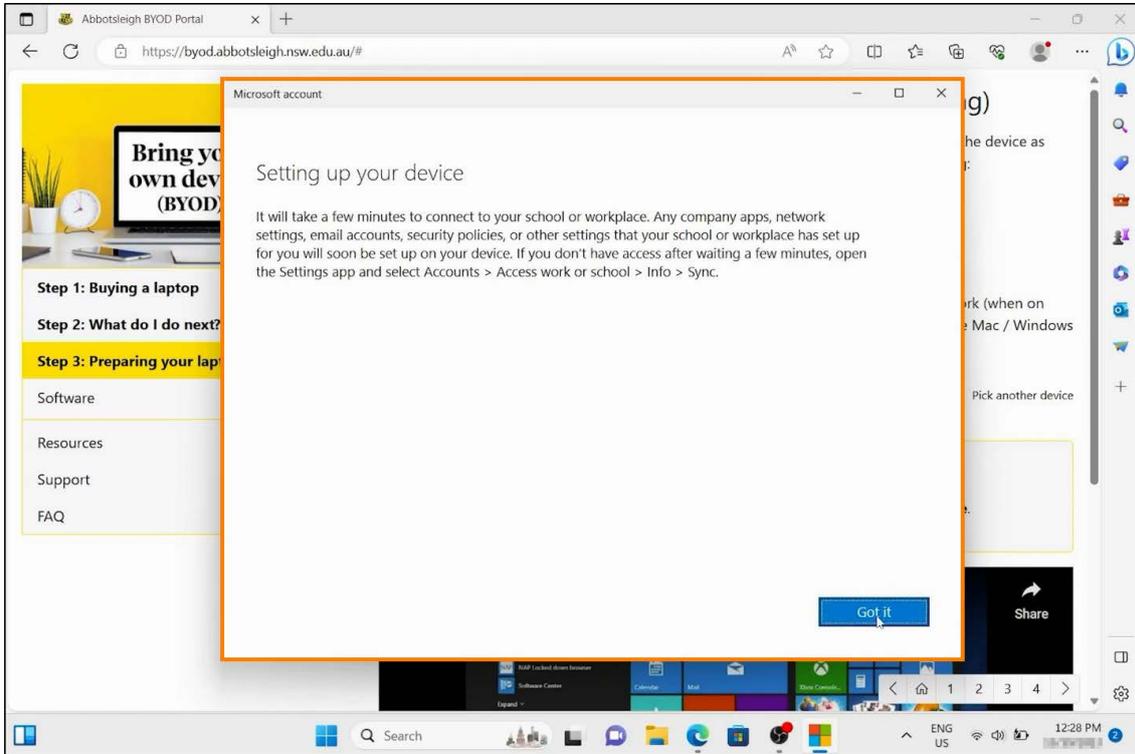
## Step 7 Sign in with your Abbotsleigh account when prompted.



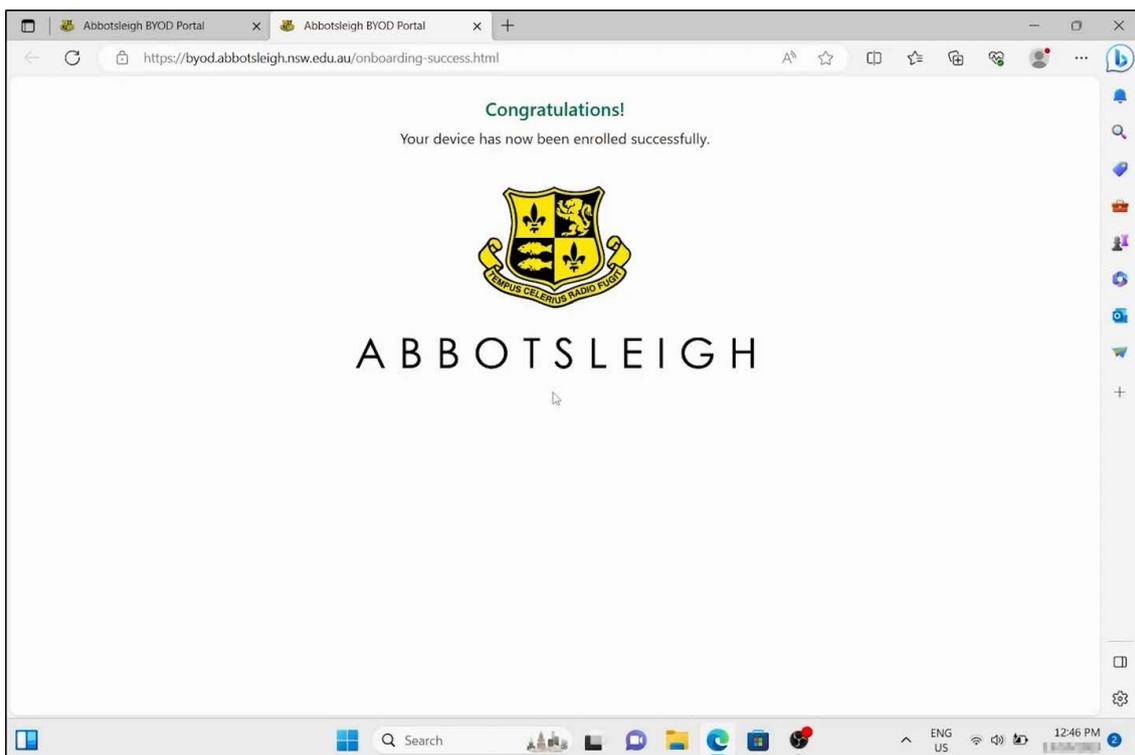
## Step 8 Click "Yes" if asked to stay signed in.



**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.

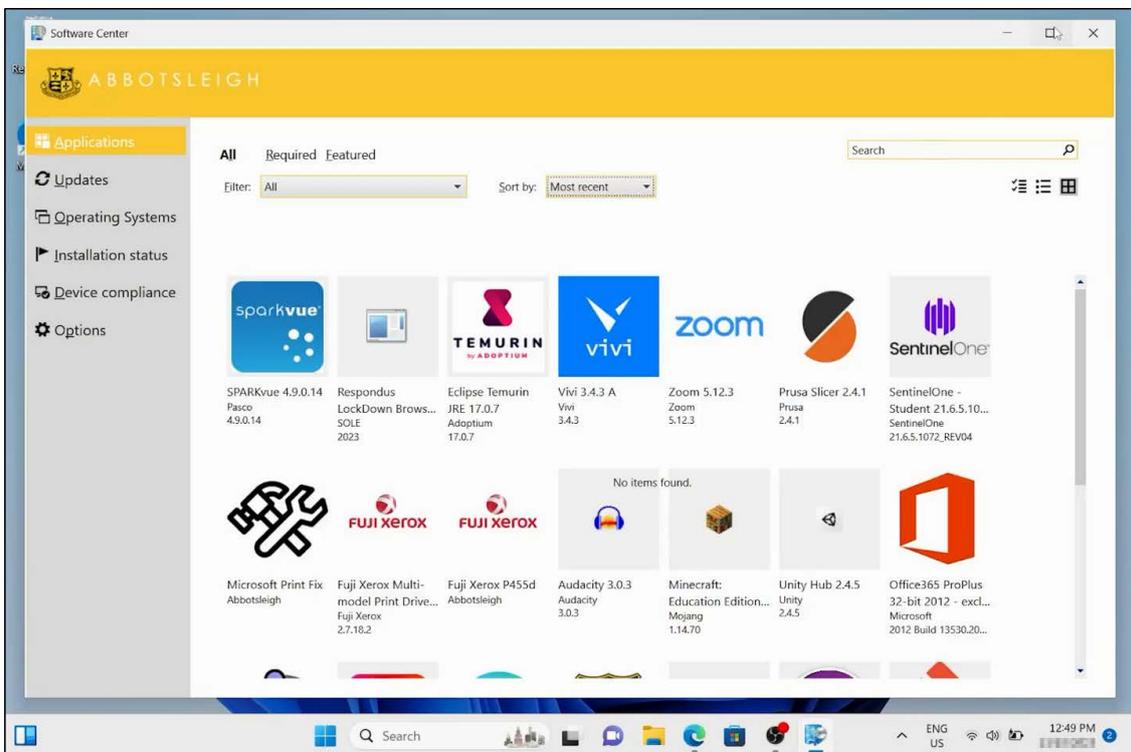
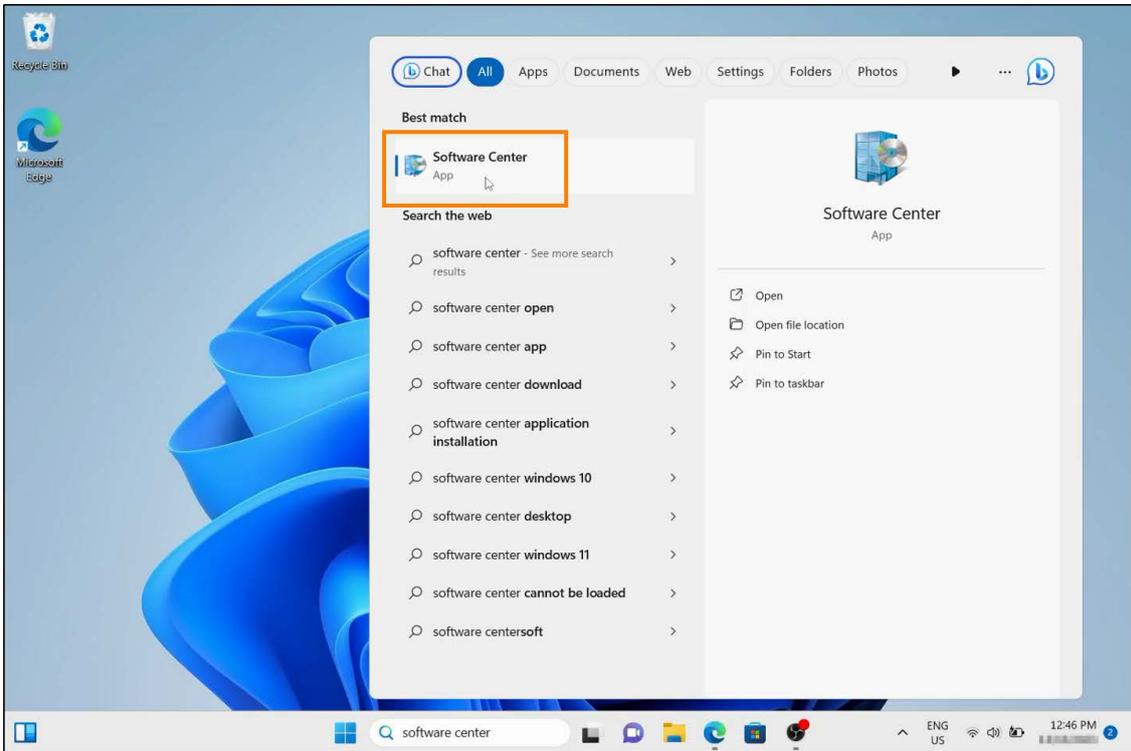


**Step 10** Congratulations - The laptop onboarding is complete.



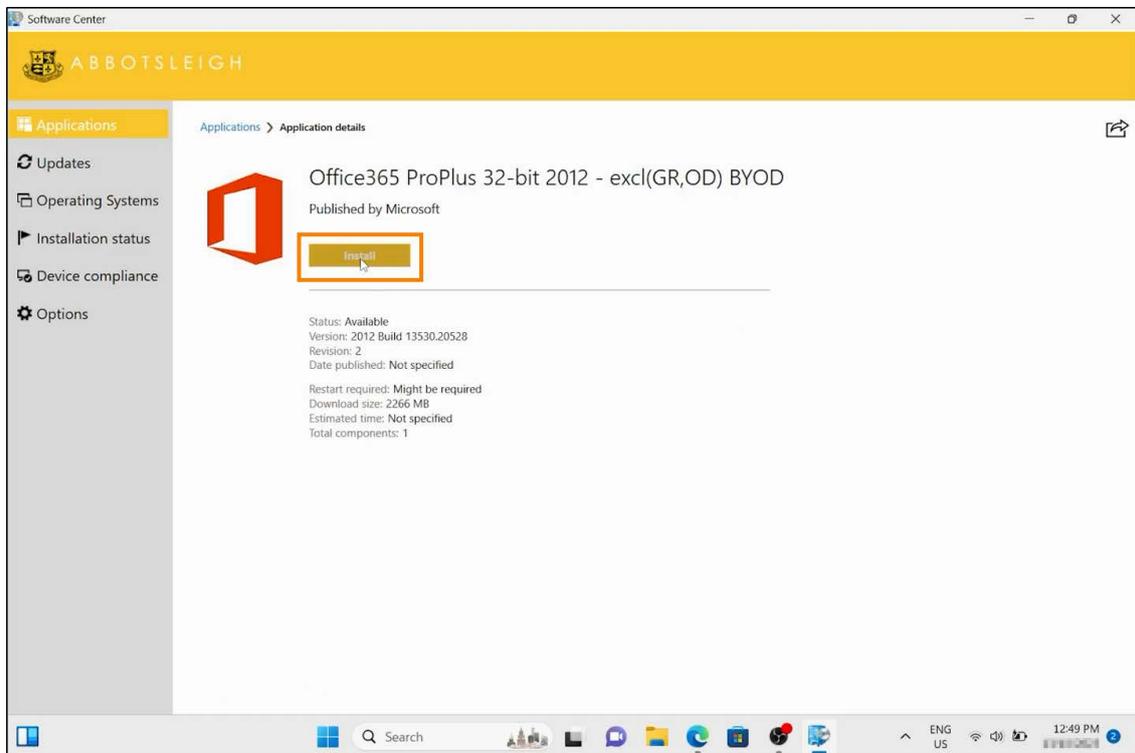
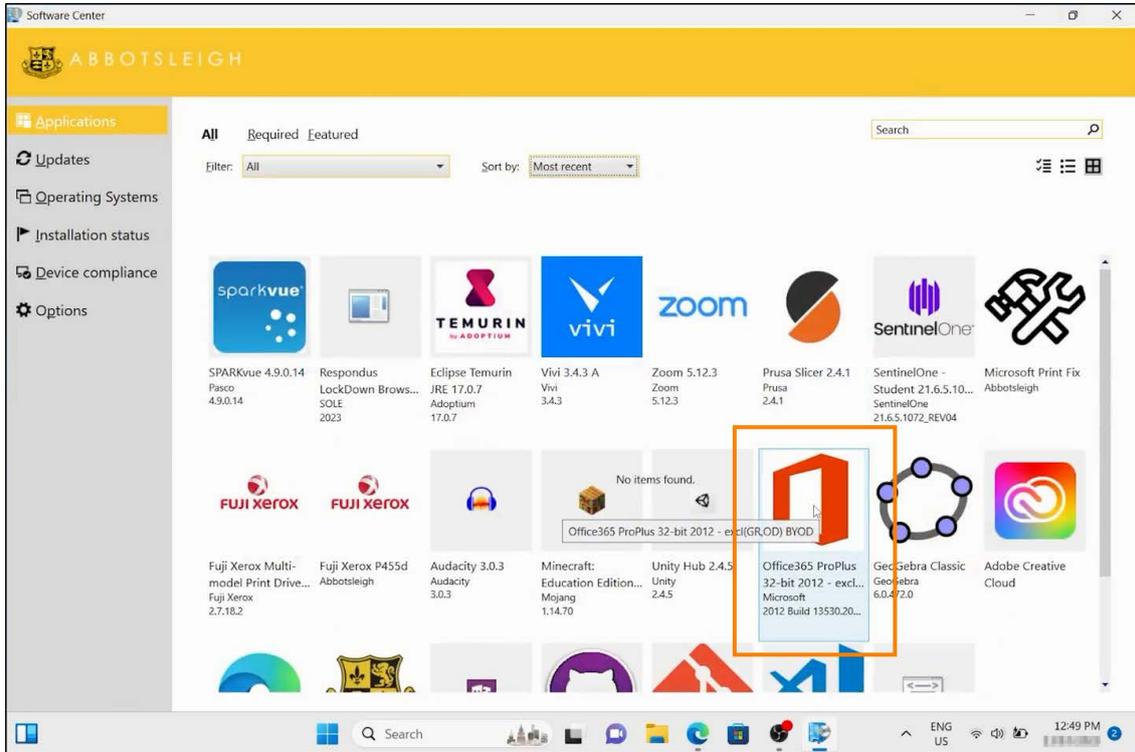
# Downloading Essential Software

**Step 1** Open the "Software Center" application.



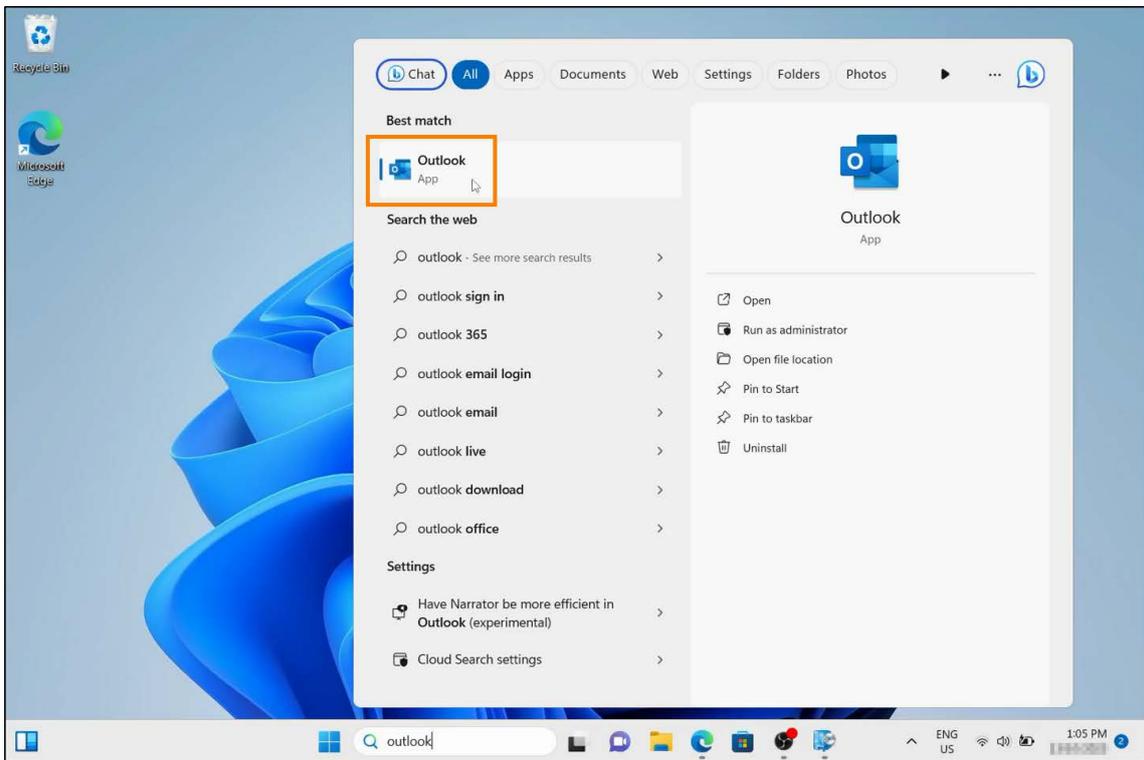
**Synchronisation of all applications can take up to 30 minutes**

## Step 2 Install Microsoft Office365

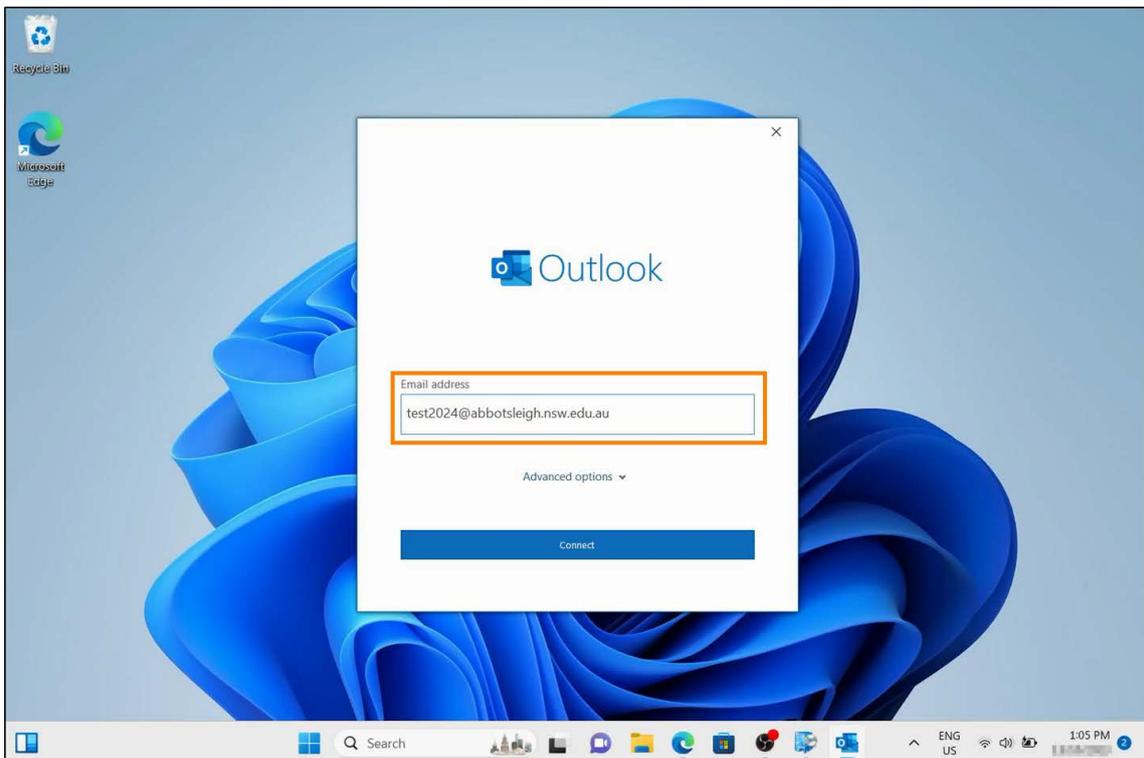


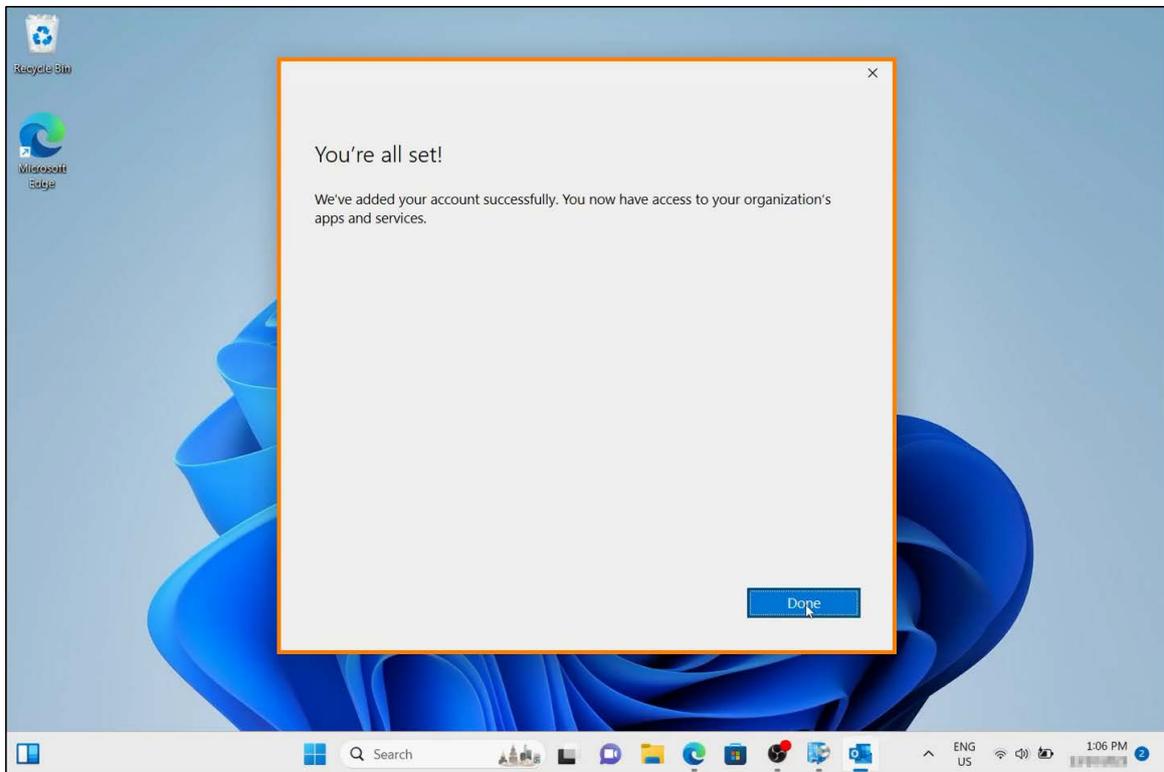
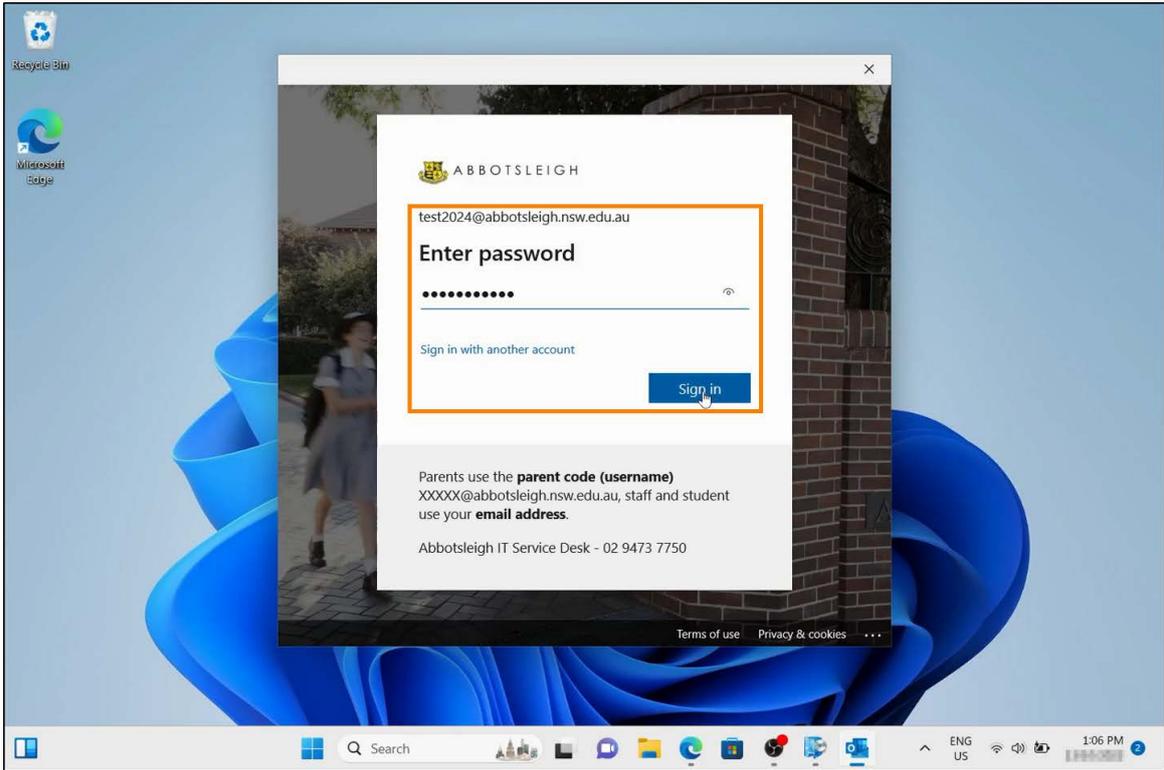
# Part 2: Microsoft 365 Suite Activation

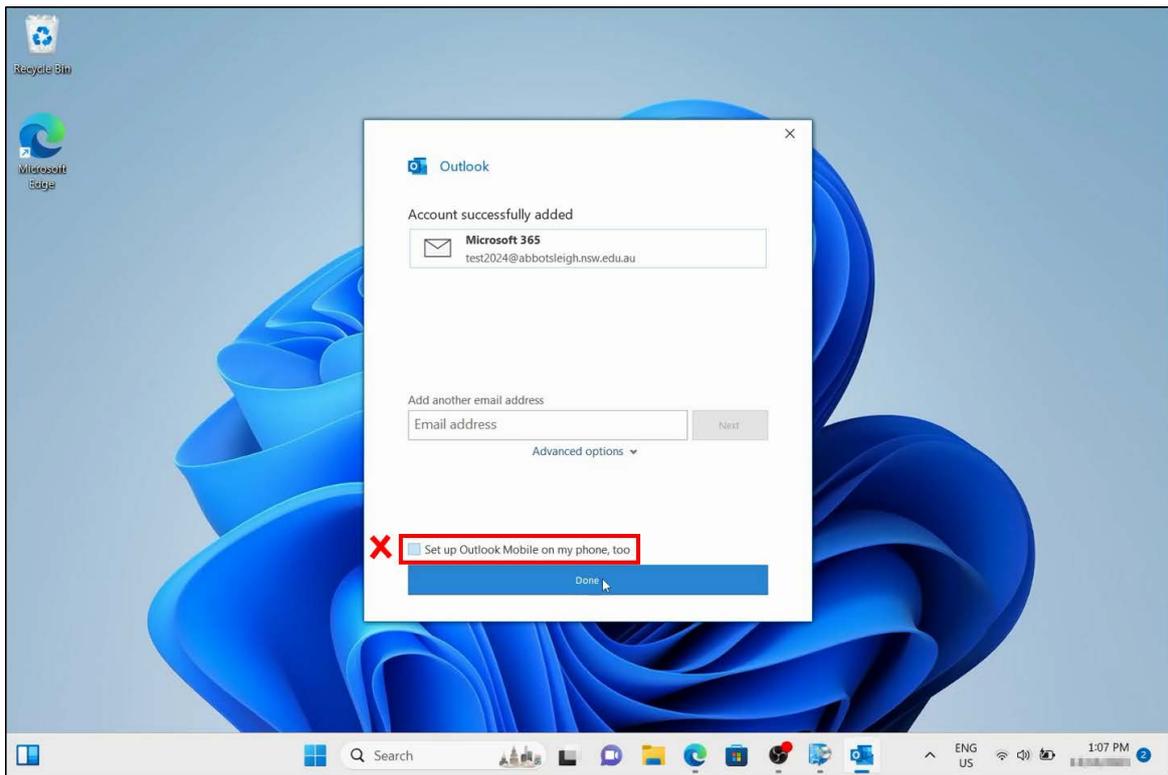
## Step 1 Open Outlook



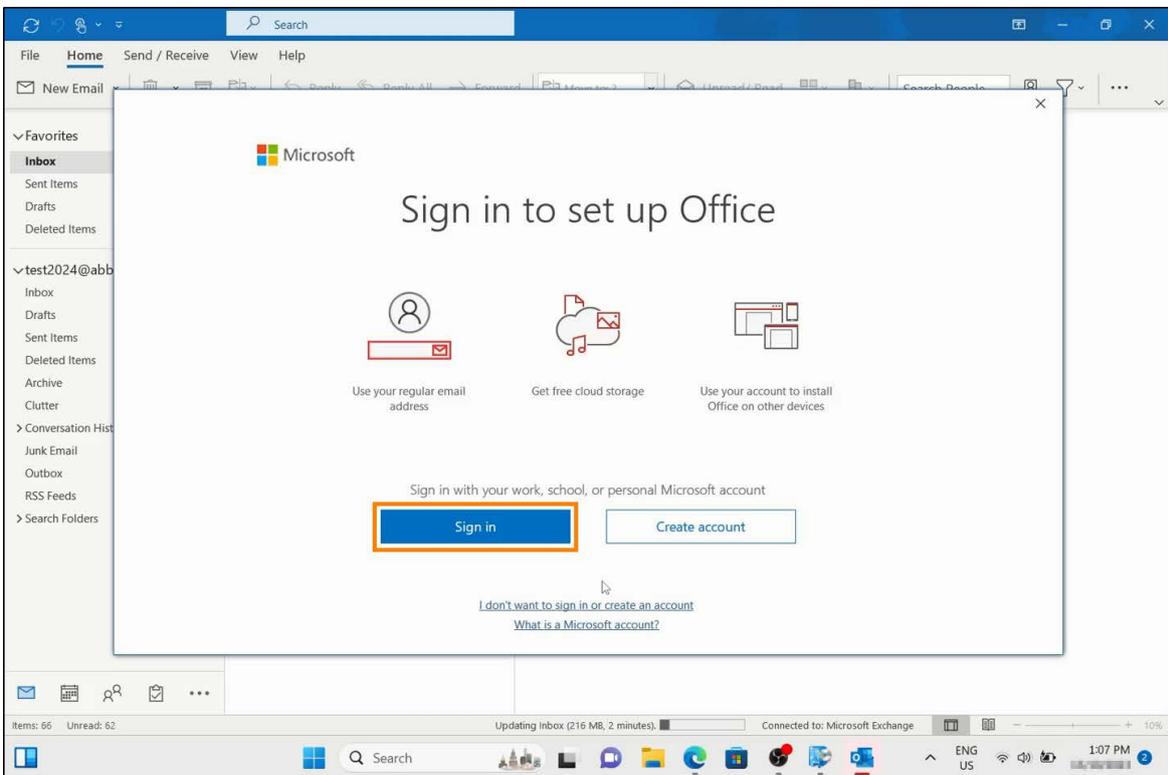
## Step 2 Sign in with your Abbotsleigh account

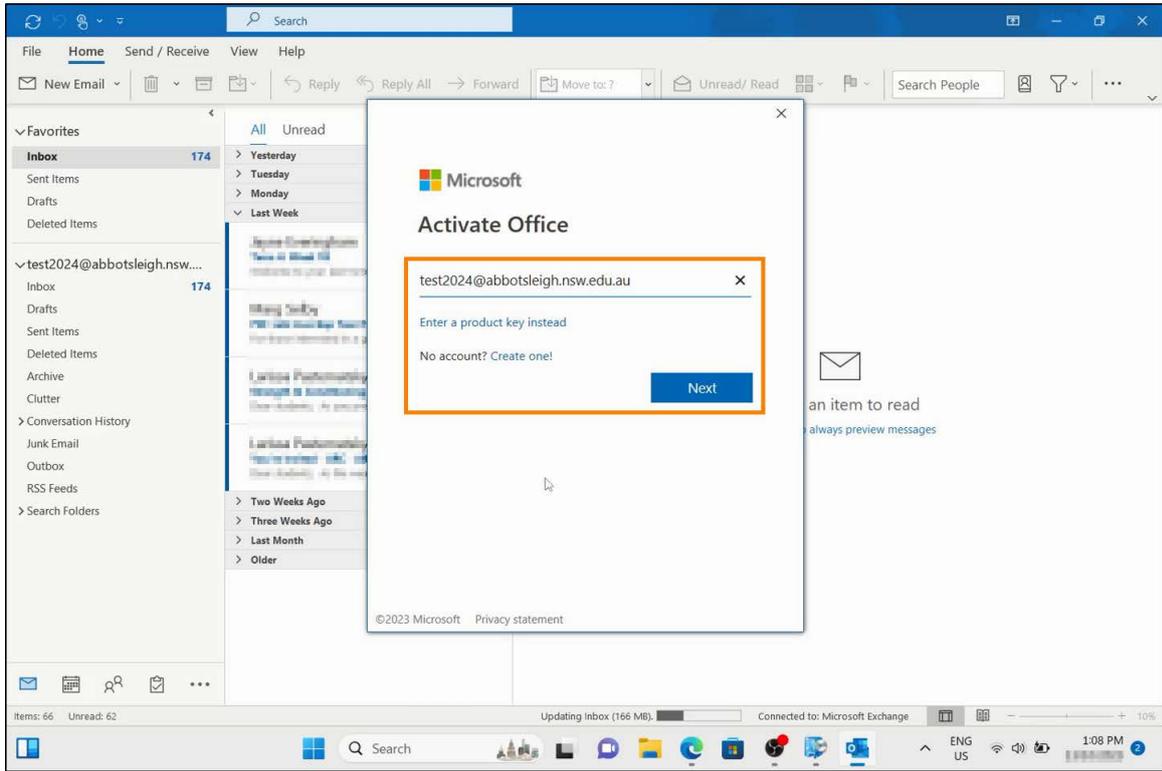






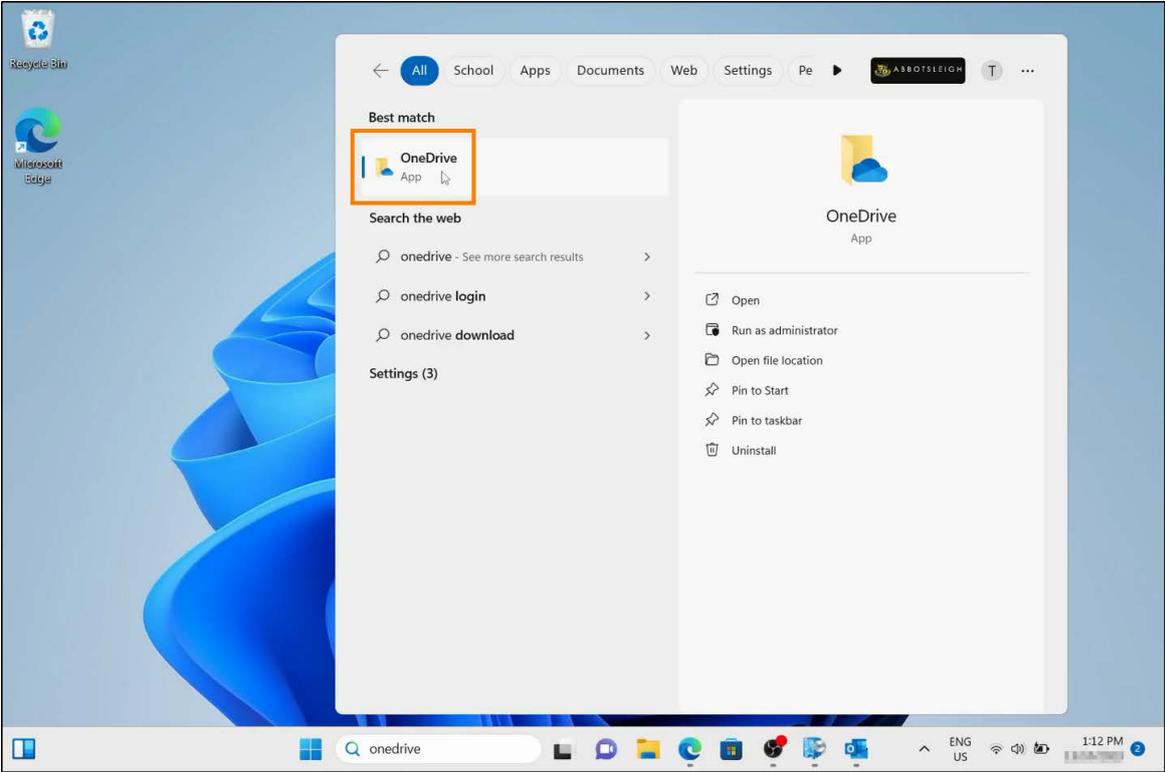
**Step 3** Once Outlook opens, sign in with your Abbotsleigh account.



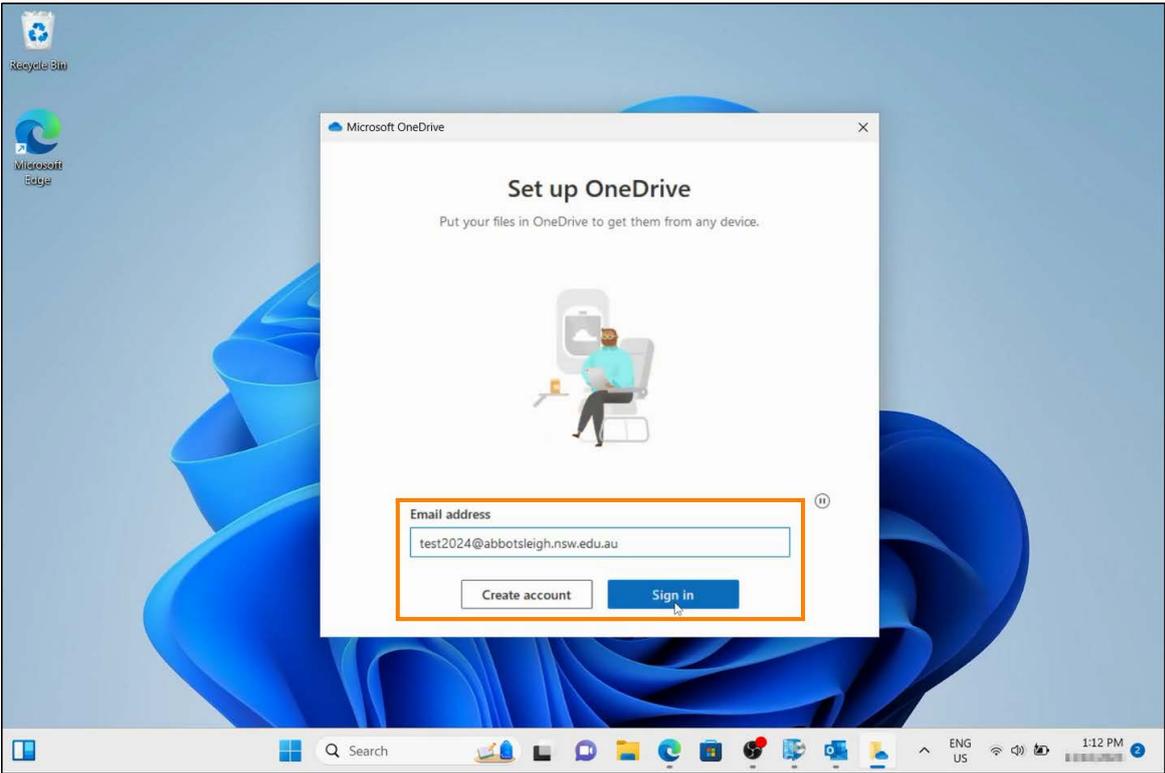


# Setting up One Drive

## Step 1 Open OneDrive

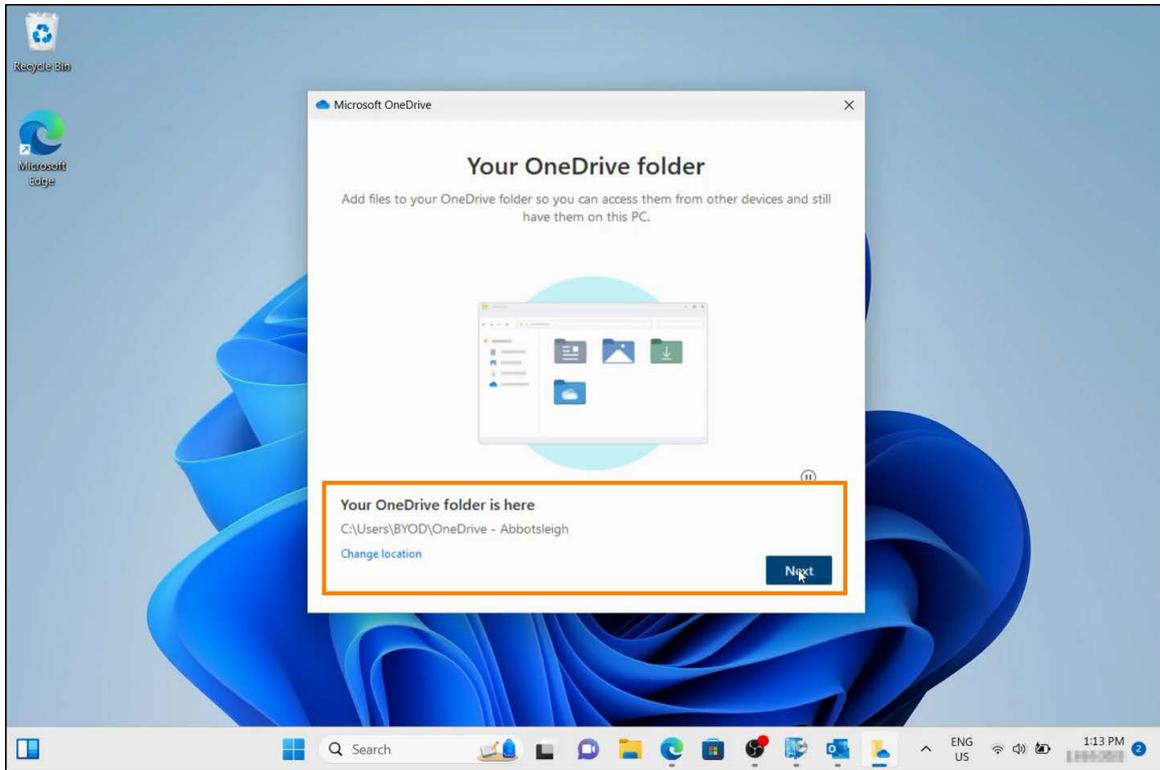


## Step 2 Sign in with your Abbotsleigh account.

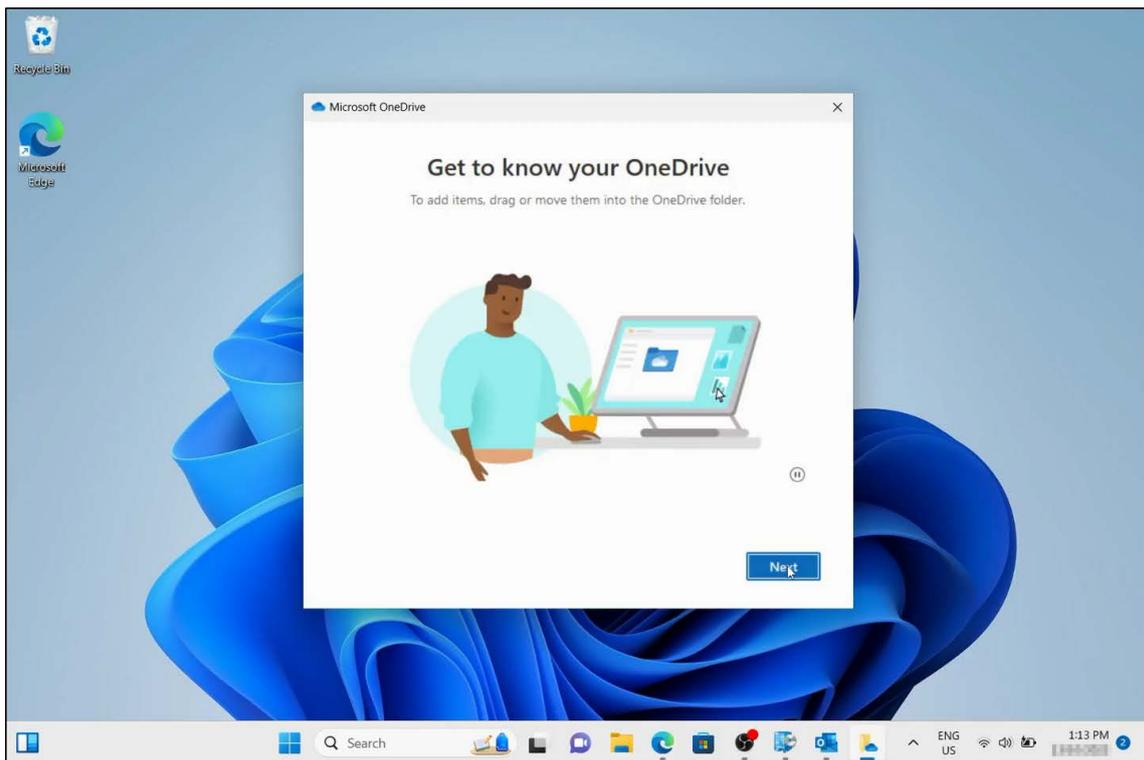


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## Step 3 Follow the prompts, clicking "Next".

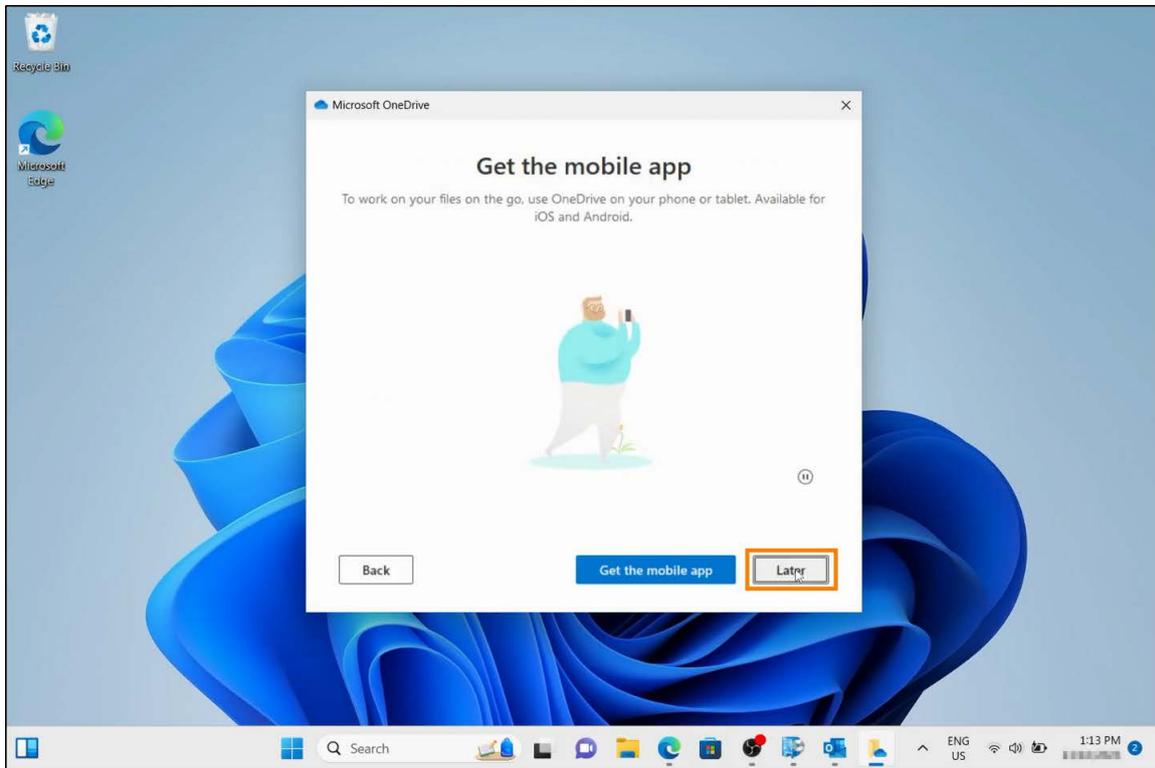


## Step 4 Information on OneDrive will appear. Click Next.

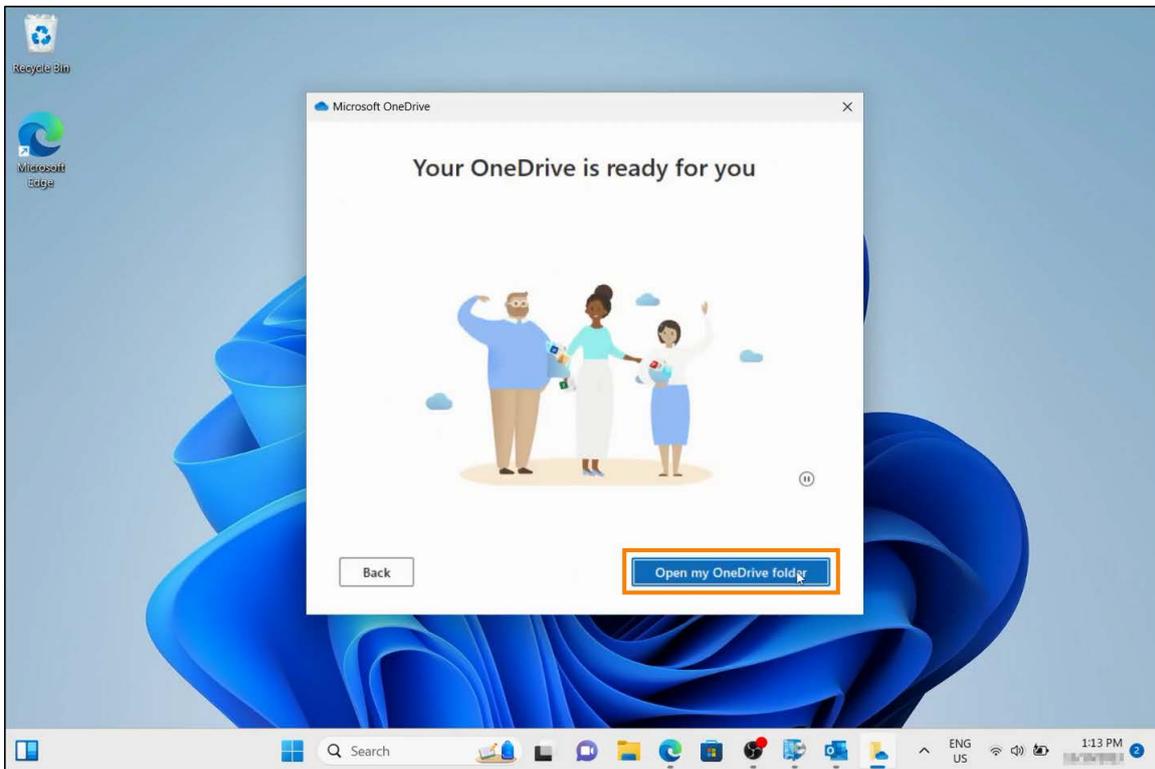


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## Step 5 Skip OneDrive mobile app setup for now.



## 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](mailto:onlinesupport@abbotsleigh.nsw.edu.au)