



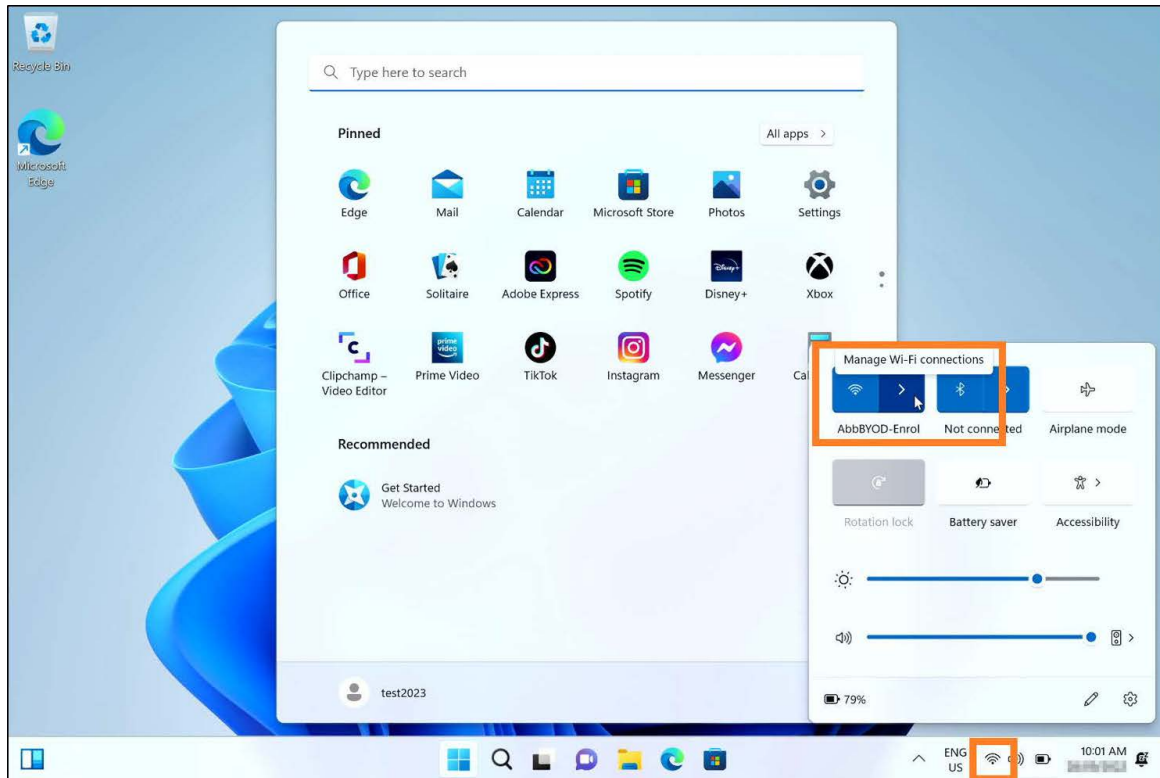
ABBOTSLEIGH

How to set up your Windows laptop ready for school

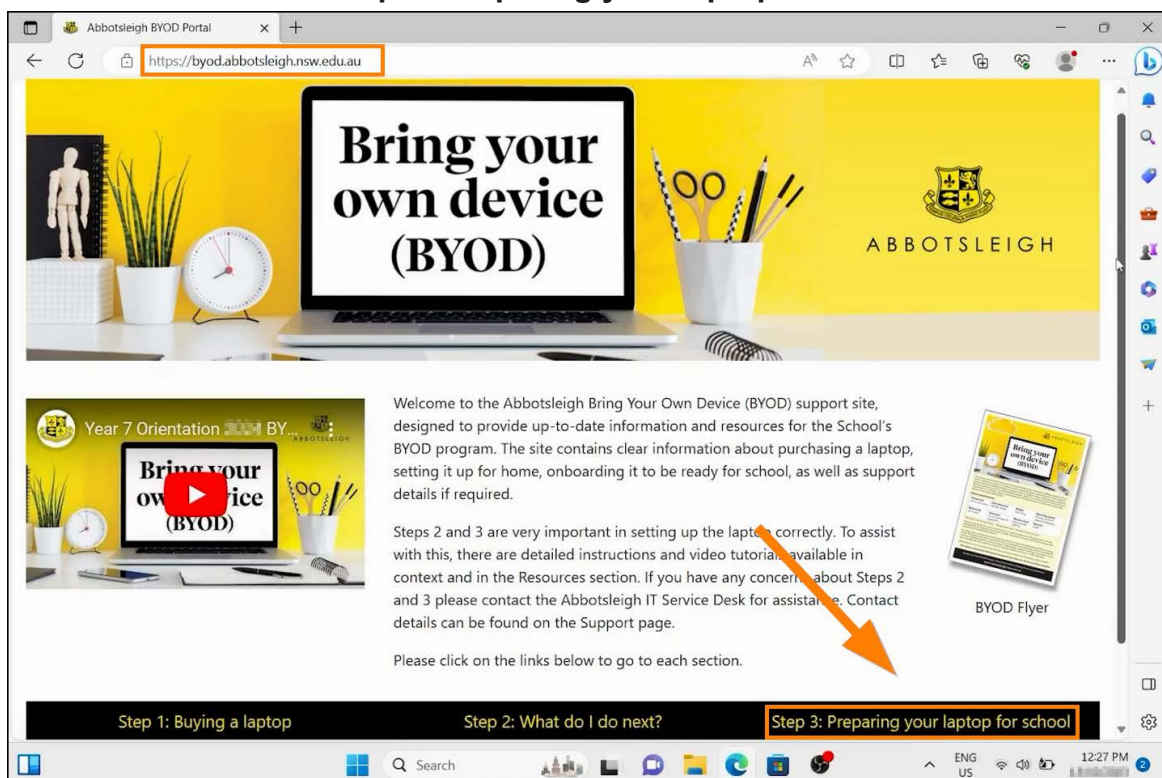
Please follow the enclosed
steps carefully.

Part 1: Laptop Onboarding & Software Installation

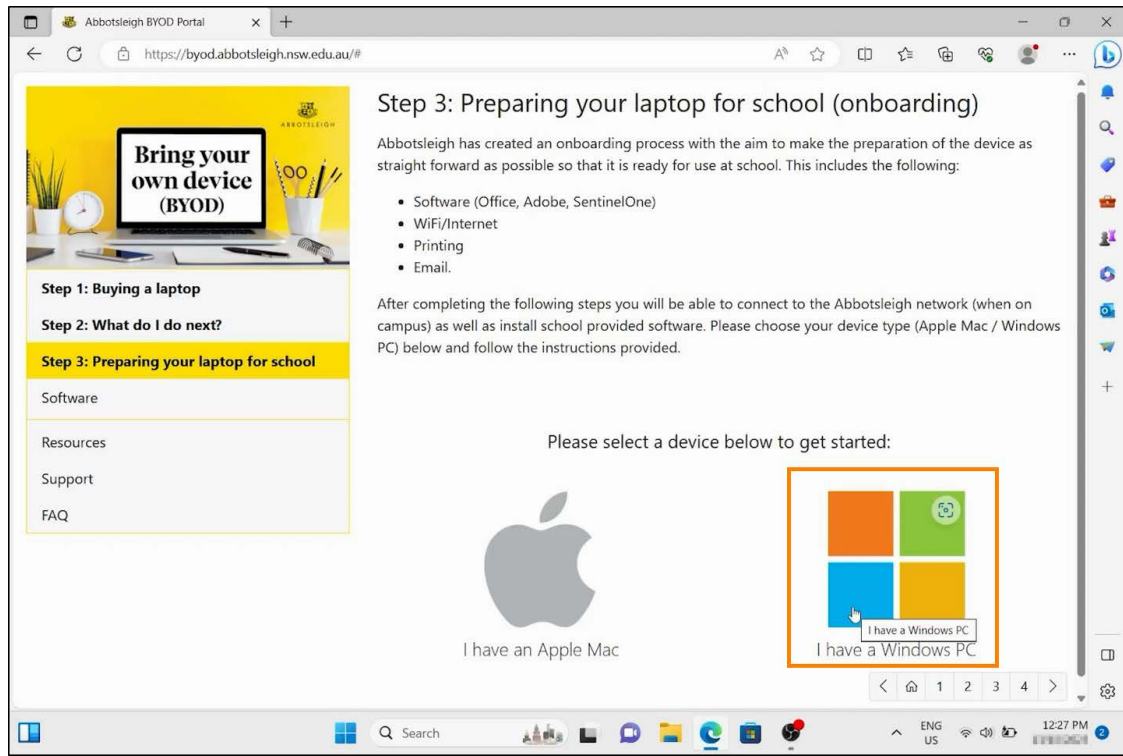
Step 1 An internet connection is required to complete this process. If not connected to Wi-Fi, go to your Wi-Fi settings at the bottom of your screen and connect to your home wireless network.



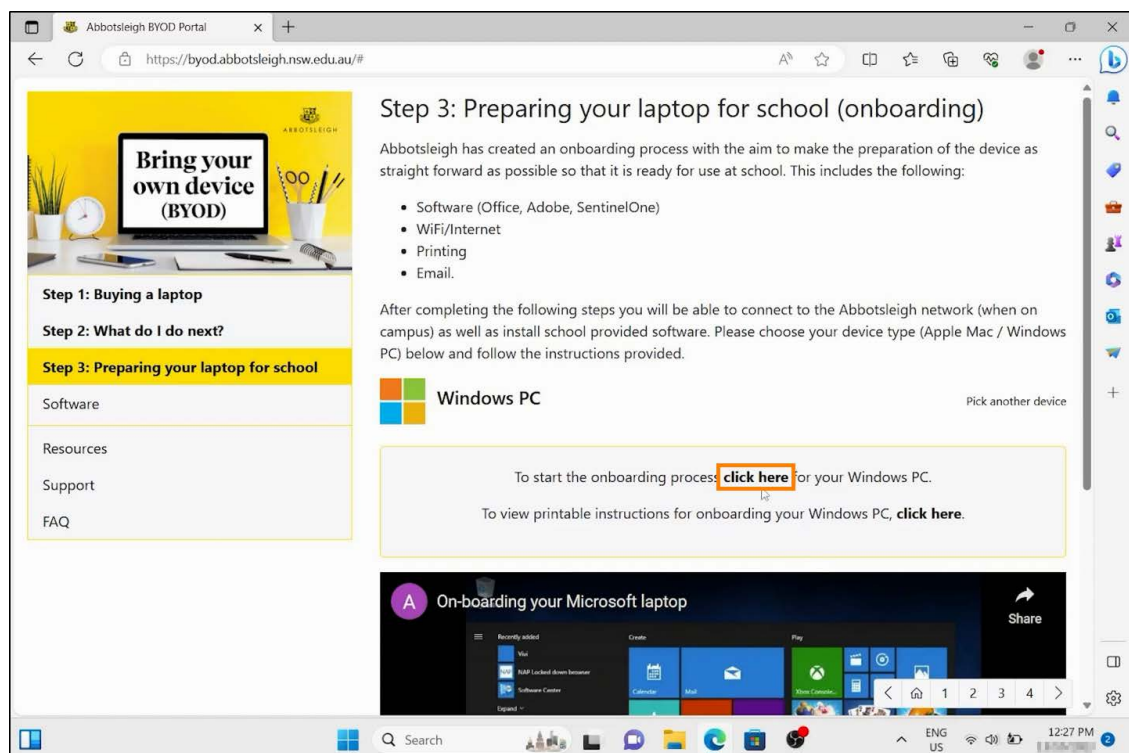
Step 2 Go to the Abbotsleigh onboarding site: <https://byod.abbotsleigh.nsw.edu.au> and click **“Step 3: Preparing your laptop for school”**



Step 3 Click "I have a Windows PC"

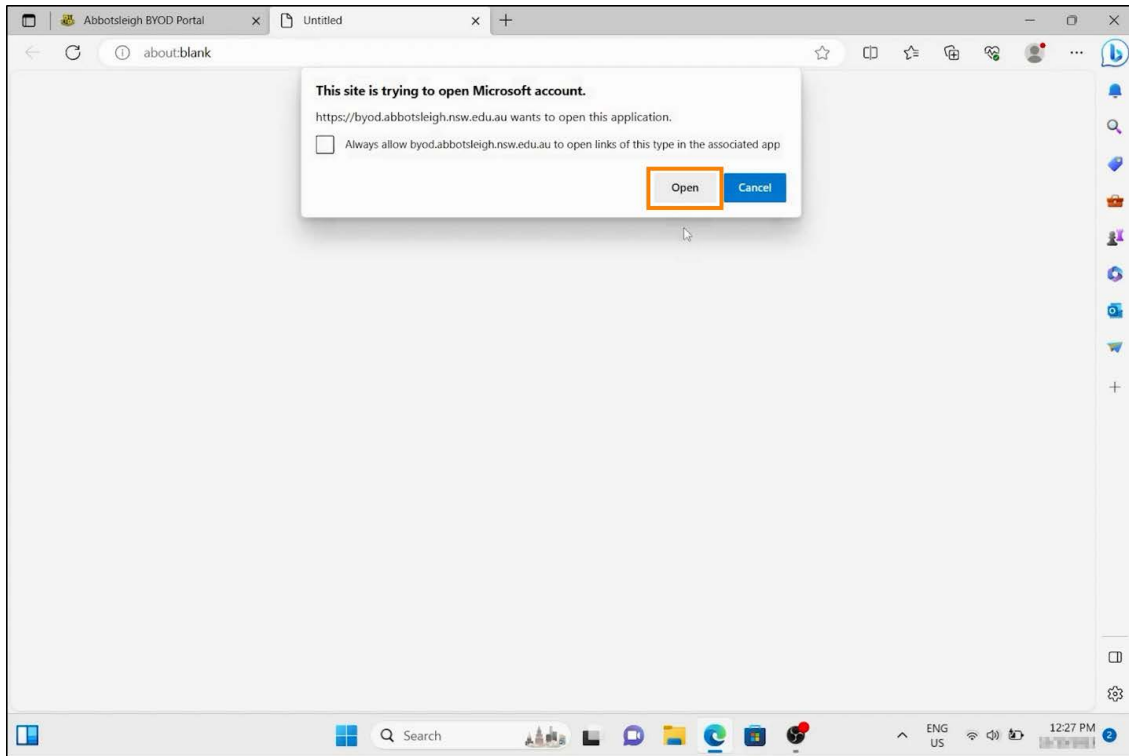


Step 4 Navigate to the "click here" hyperlink highlighted in the orange box below.



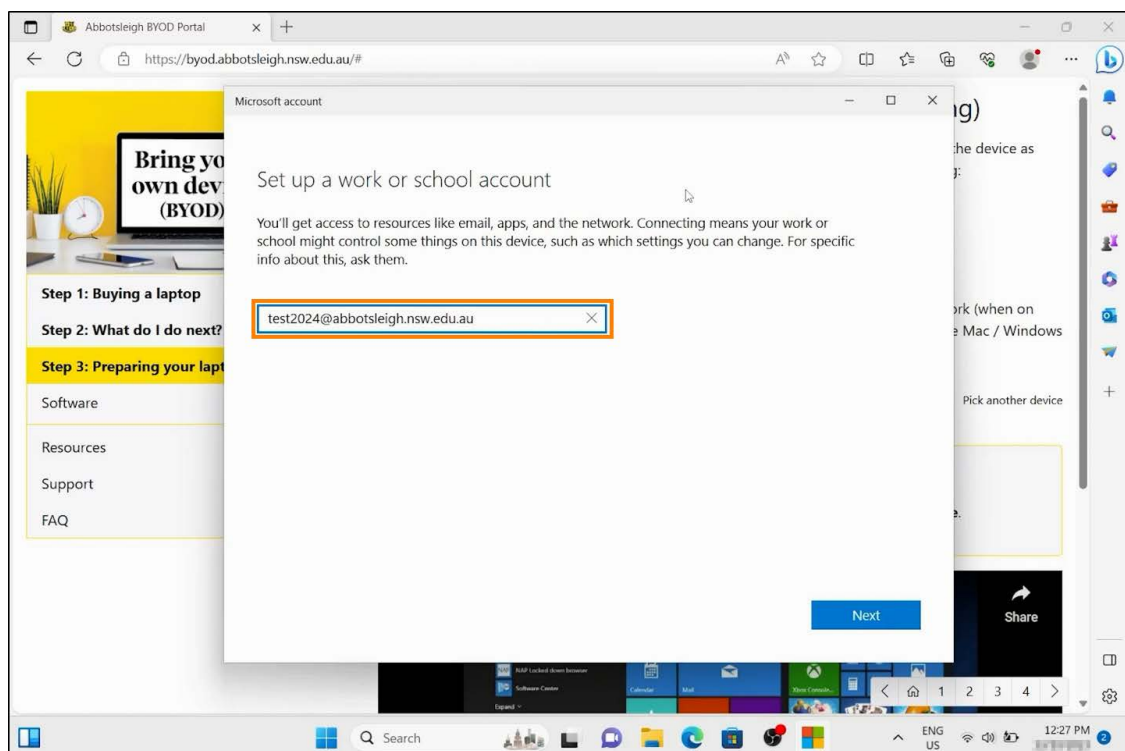
Step 5

A pop-up window will appear. Click **“Open”**

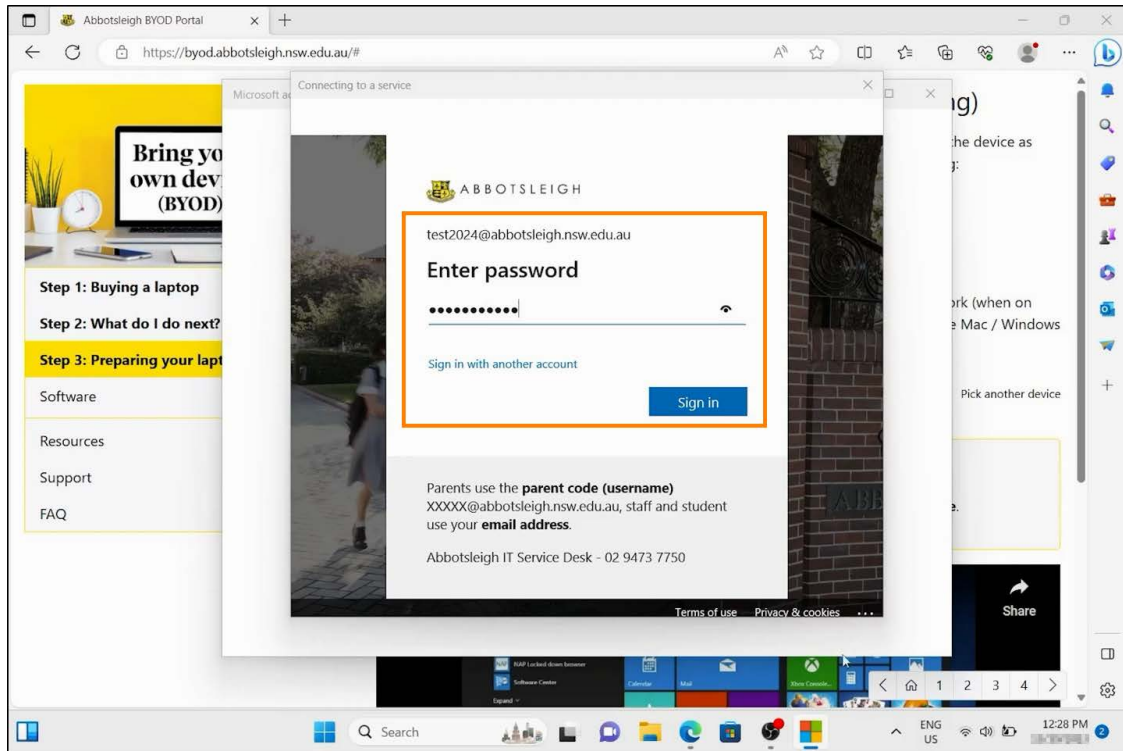


Step 6

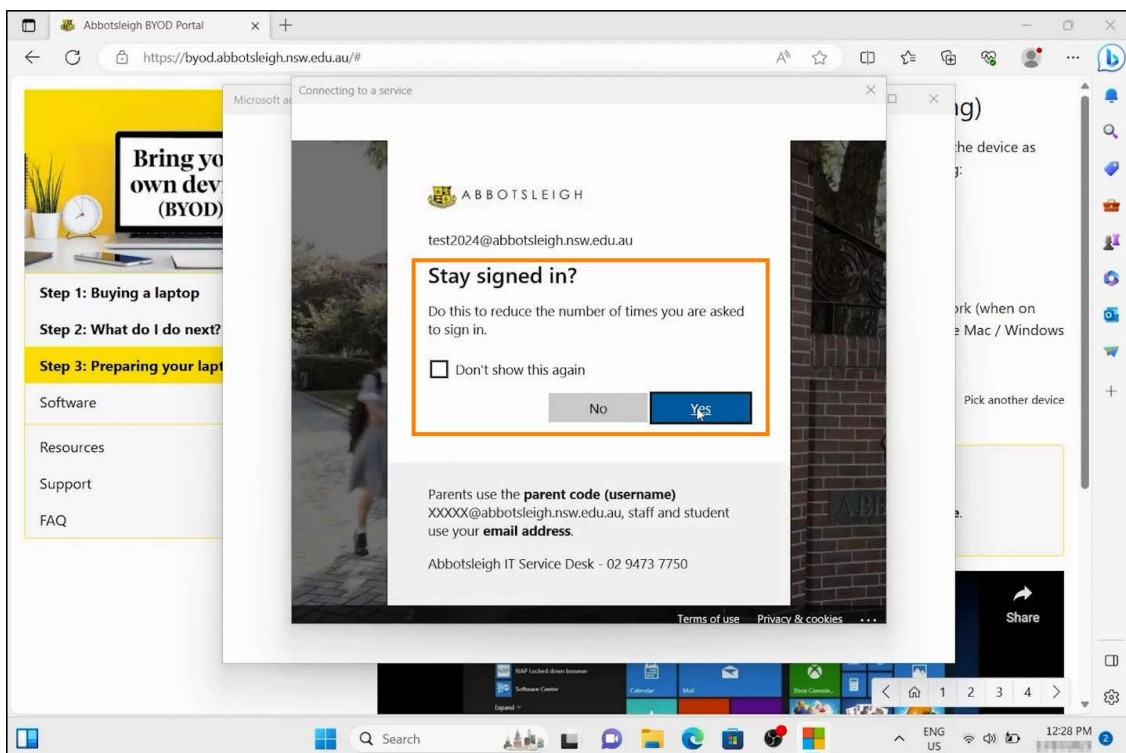
Enter your **Abbotsleigh email address**, then click next.



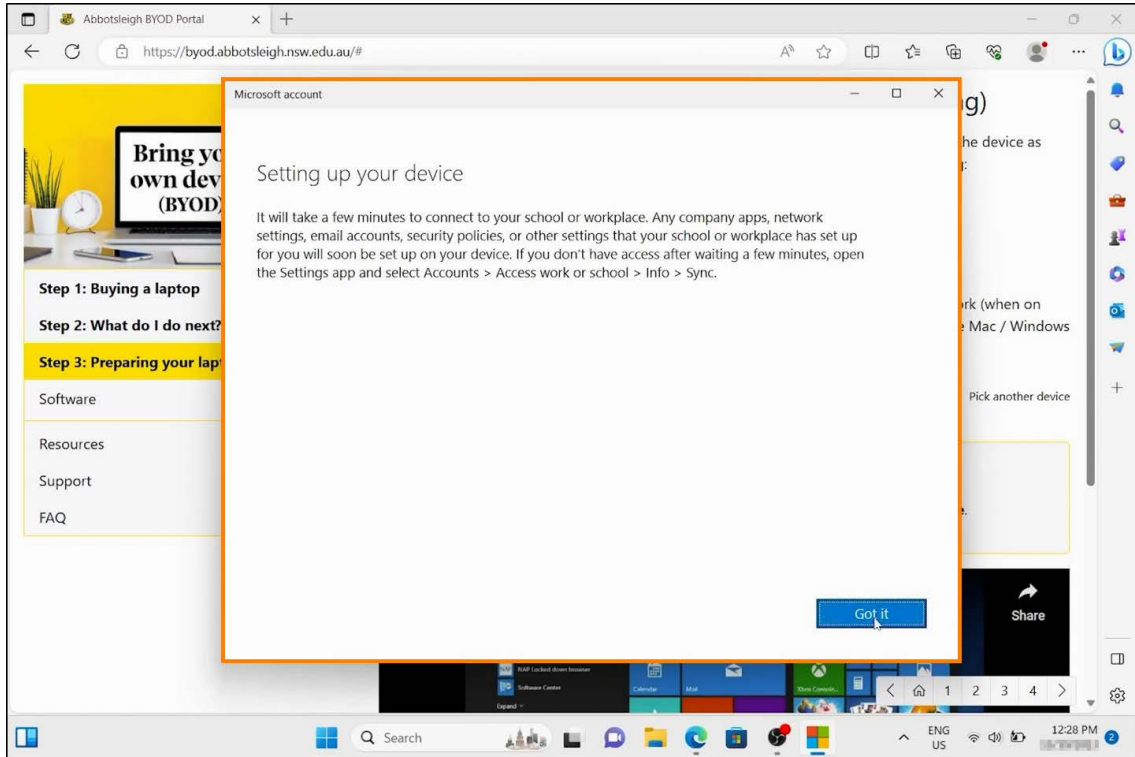
Step 7 Sign in with your Abbotsleigh account when prompted.



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

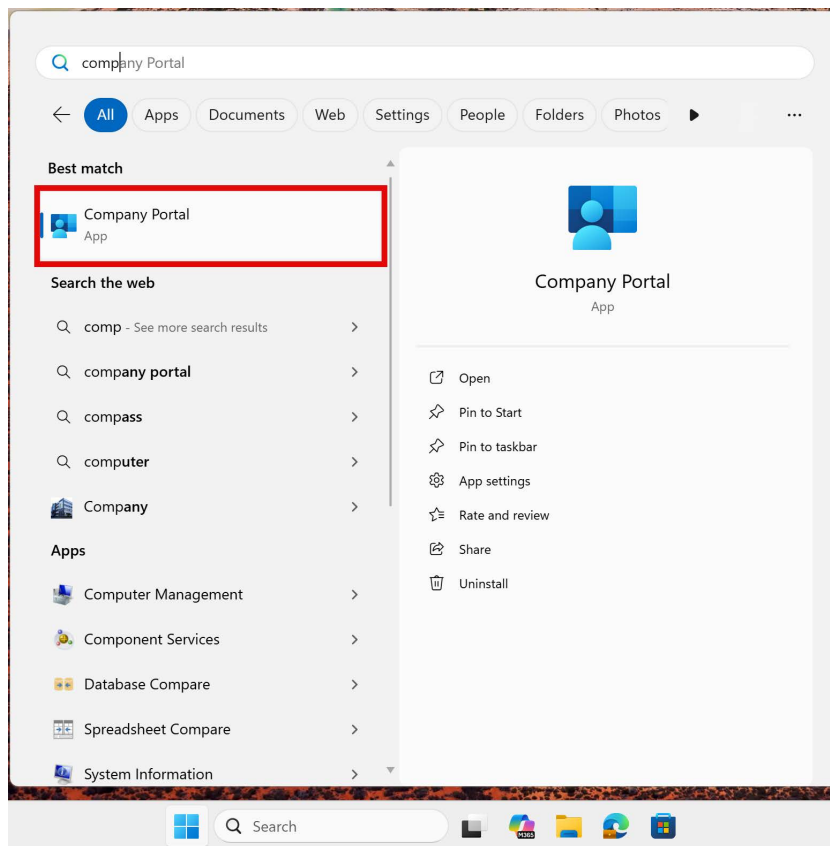


Step 9 Click "Got it" - The onboarding process will run in the background and can take up to 30 minutes to complete.

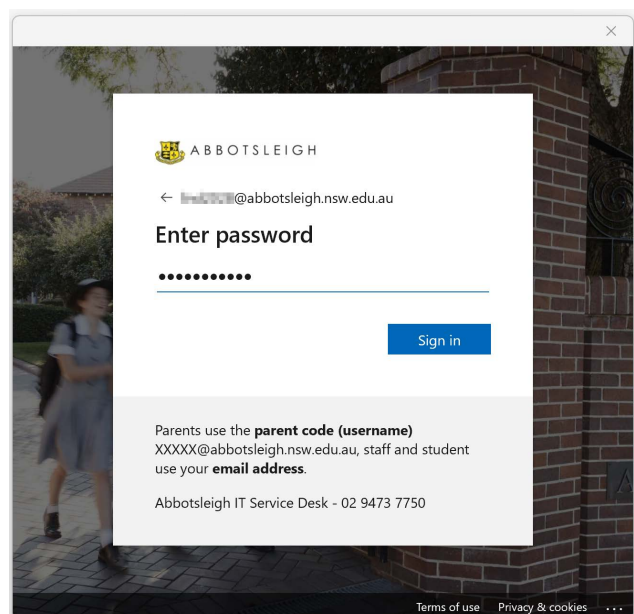
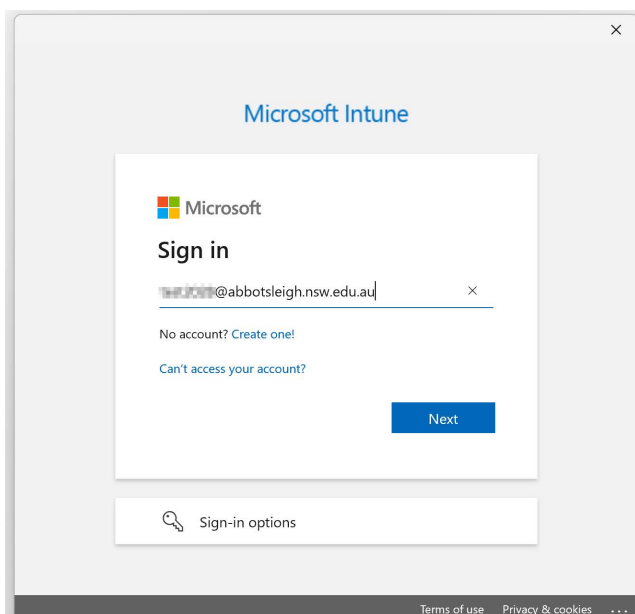


Downloading Essential Software

Step 1 Open the "Company Portal" application.

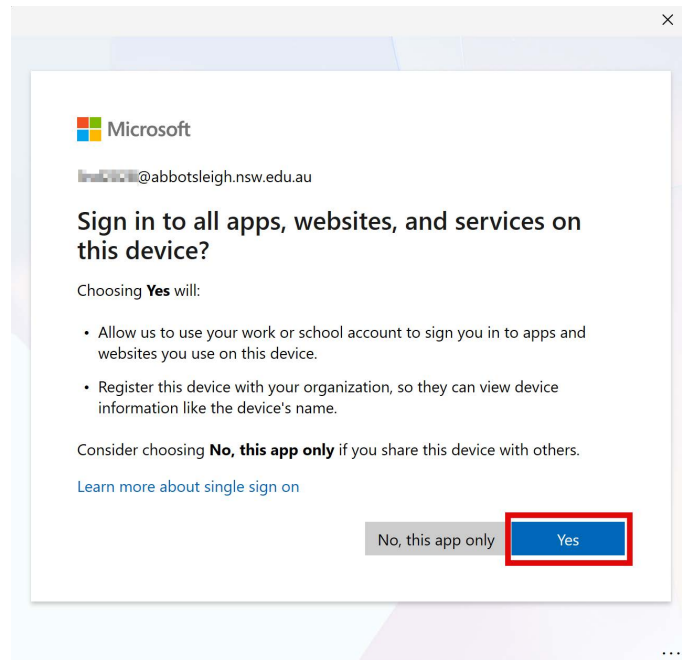


Step 2 Sign in using your Abbotsleigh account and password



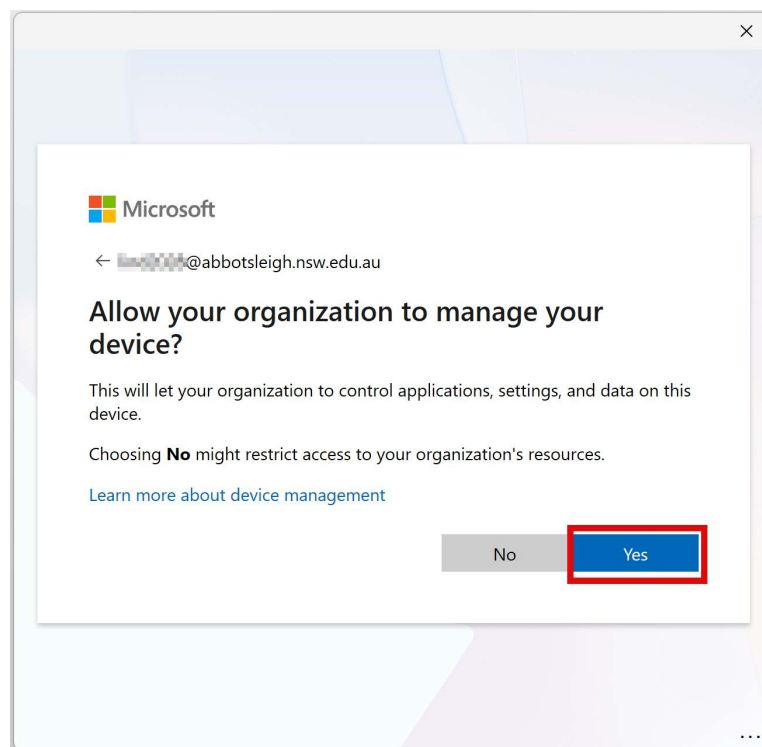
Step 3

Select **Yes** to sign into all apps.

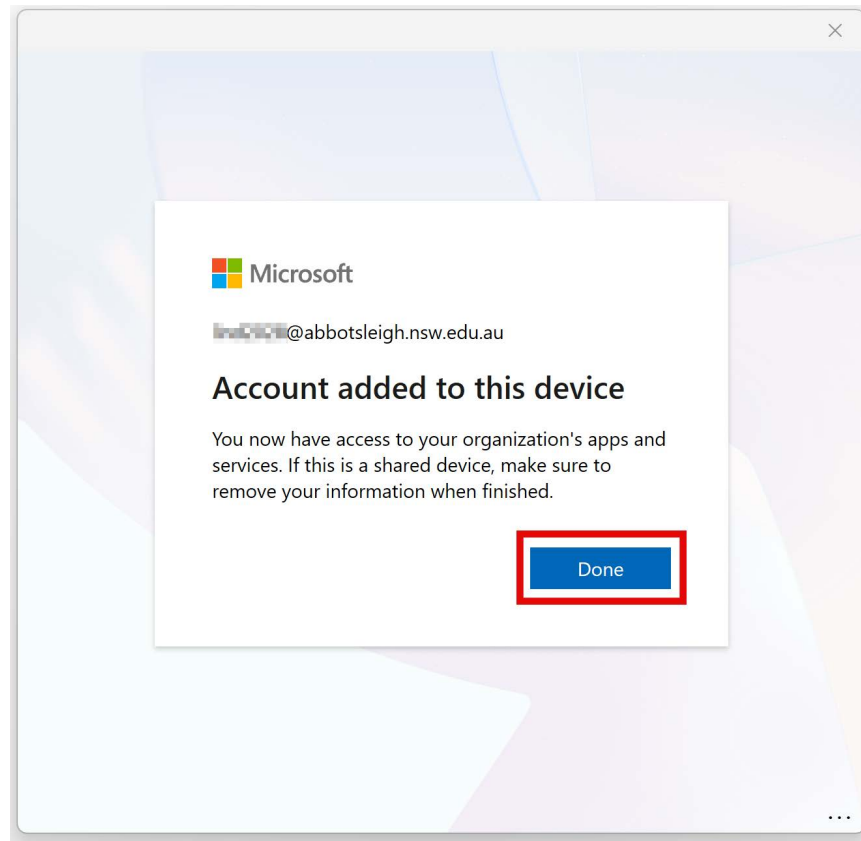


Step 4

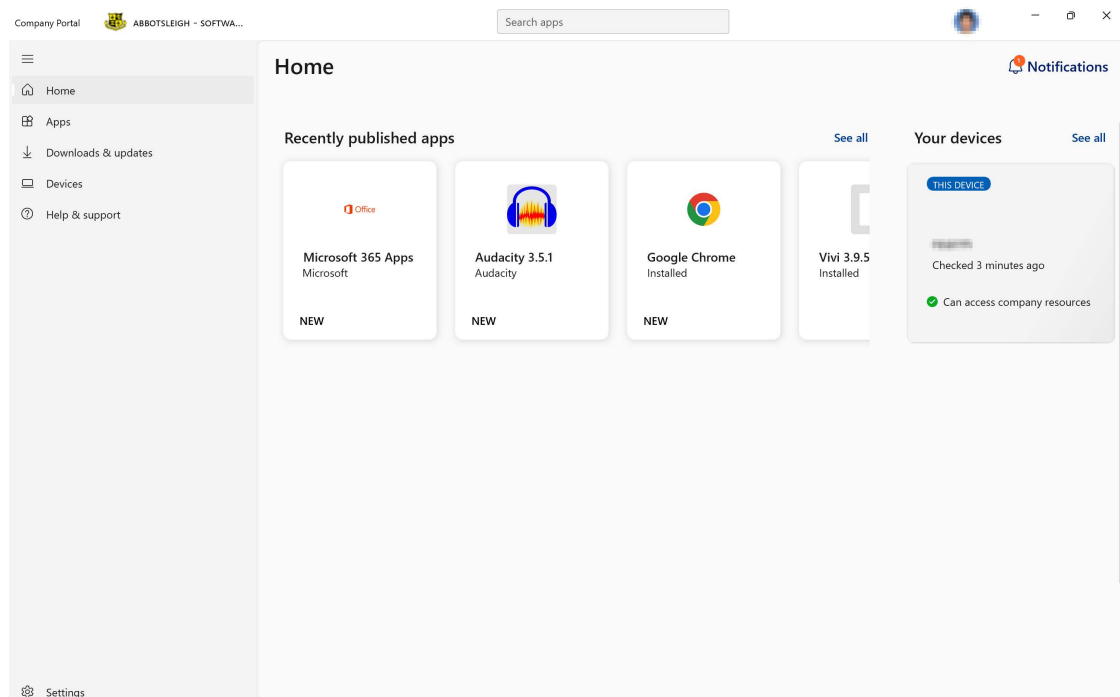
Select Yes to allow Abbotsleigh to manage your device. This is required.



Step 5 Once the laptop is managed a success message will appear. Click Done to continue to Company Portal



Step 6 The Company Portal home page is where you can find software available for install. Click on Microsoft 365 Apps



Step 7

Click on Install. Once the installation has completed successfully move on to Part 2 on the next page

The screenshot shows the Microsoft 365 Apps installation page in the Company Portal. The page is titled "Microsoft 365 Apps" and features the Office logo. A red box highlights the "Install" button. Below the button, there is a warning message: "Installing this version of Office 365 will replace other versions of Office 365 that you may have already installed from the Company Portal." and a link to "Learn more". Another message states: "Installing this version of Microsoft 365 Apps will replace other versions of Microsoft 365 Apps that you may have already installed from the Company Portal. Your organization will also have permission to automatically install updates for this app." The right sidebar contains "App details" and "Description" sections.

Company Portal ABBOTSLEIGH - SOFTWA... Search apps

Home Apps Downloads & updates Devices Help & support Settings

Office

Microsoft 365 Apps

Microsoft

Install ...

Installing this version of Office 365 will replace other versions of Office 365 that you may have already installed from the Company Portal.
[Learn more](#)

Installing this version of Microsoft 365 Apps will replace other versions of Microsoft 365 Apps that you may have already installed from the Company Portal. Your organization will also have permission to automatically install updates for this app.

App details

Version	1
Date Published	27/11/2025
Category	Autopilot - Base applications
Management Service	Intune

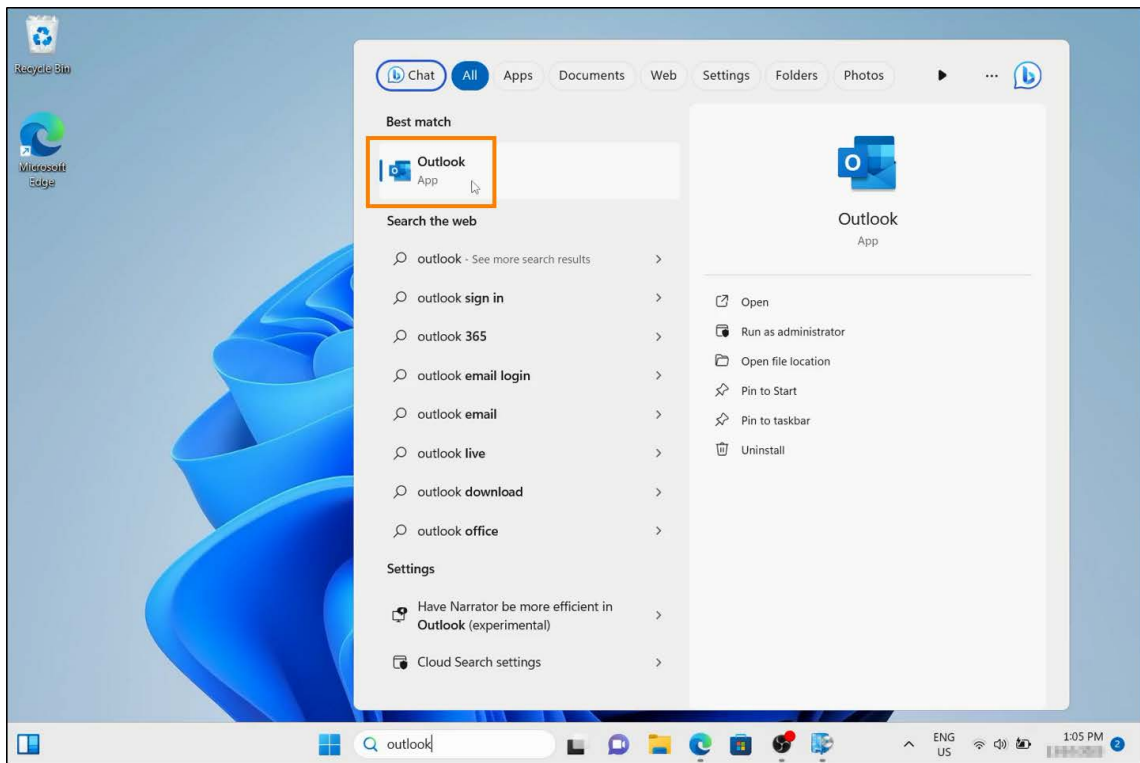
Description

Microsoft 365 Apps for Windows 11

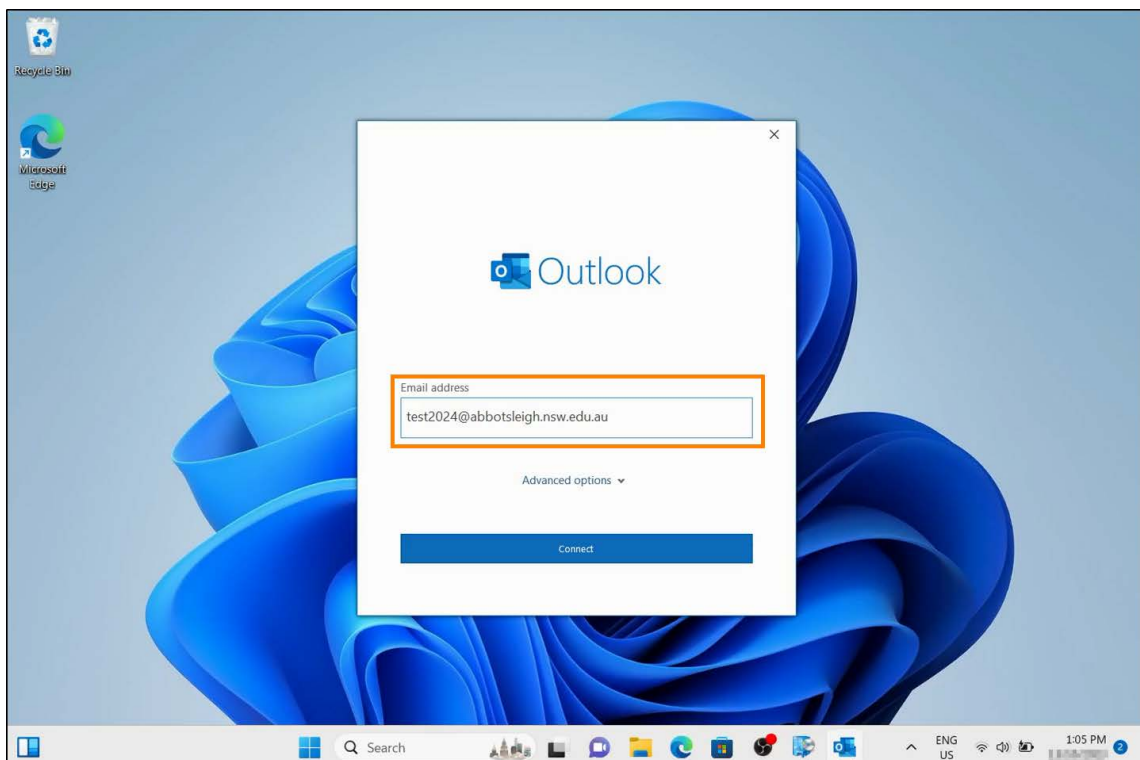
[Learn more](#)
[Privacy Statement](#)

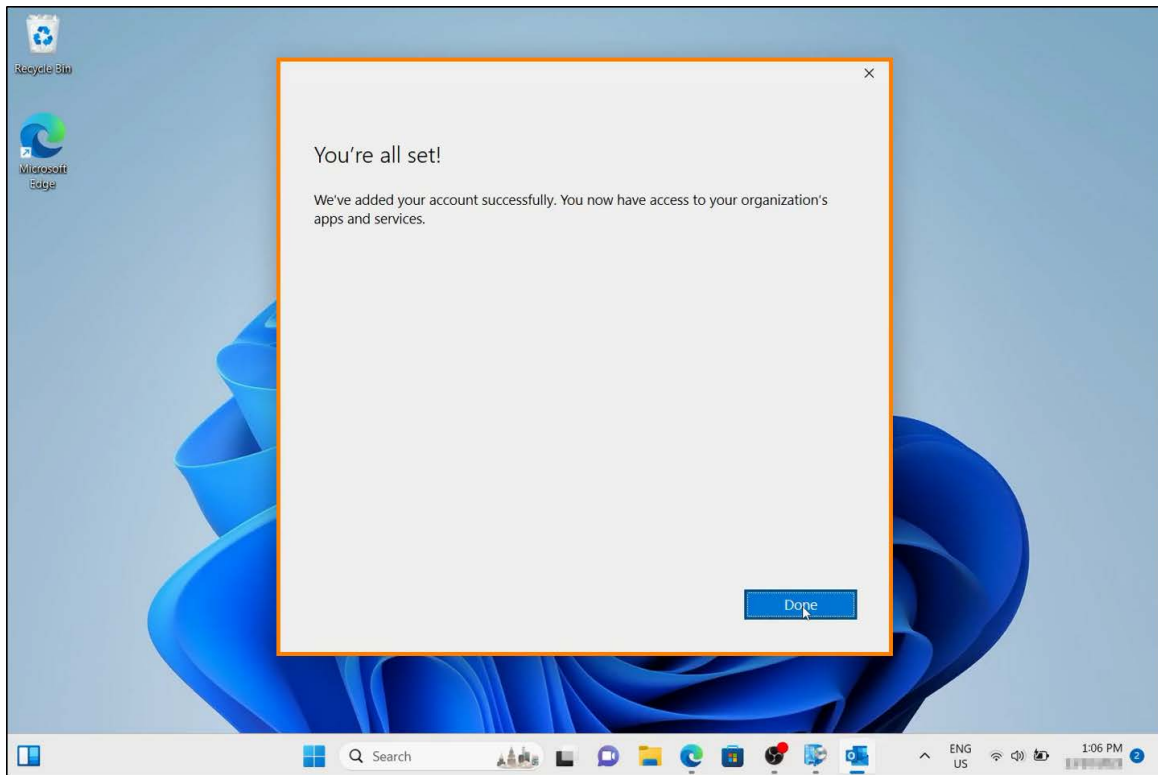
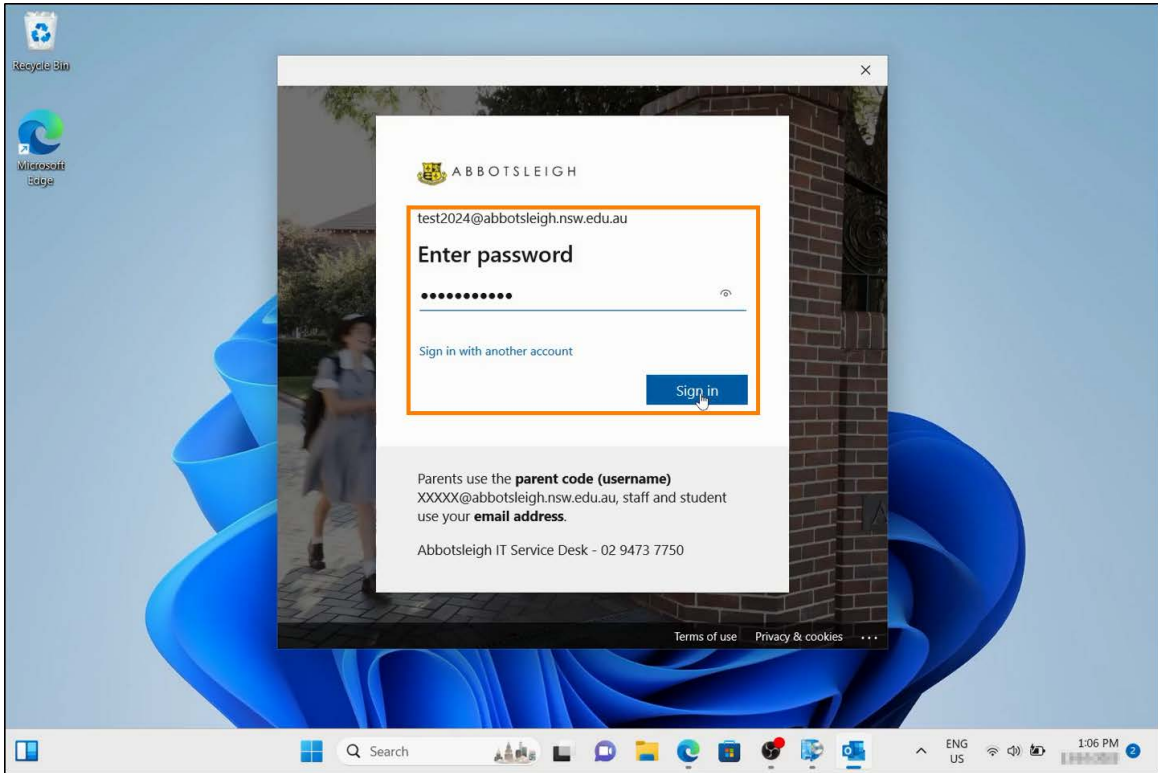
Part 2: Microsoft 365 Suite Activation

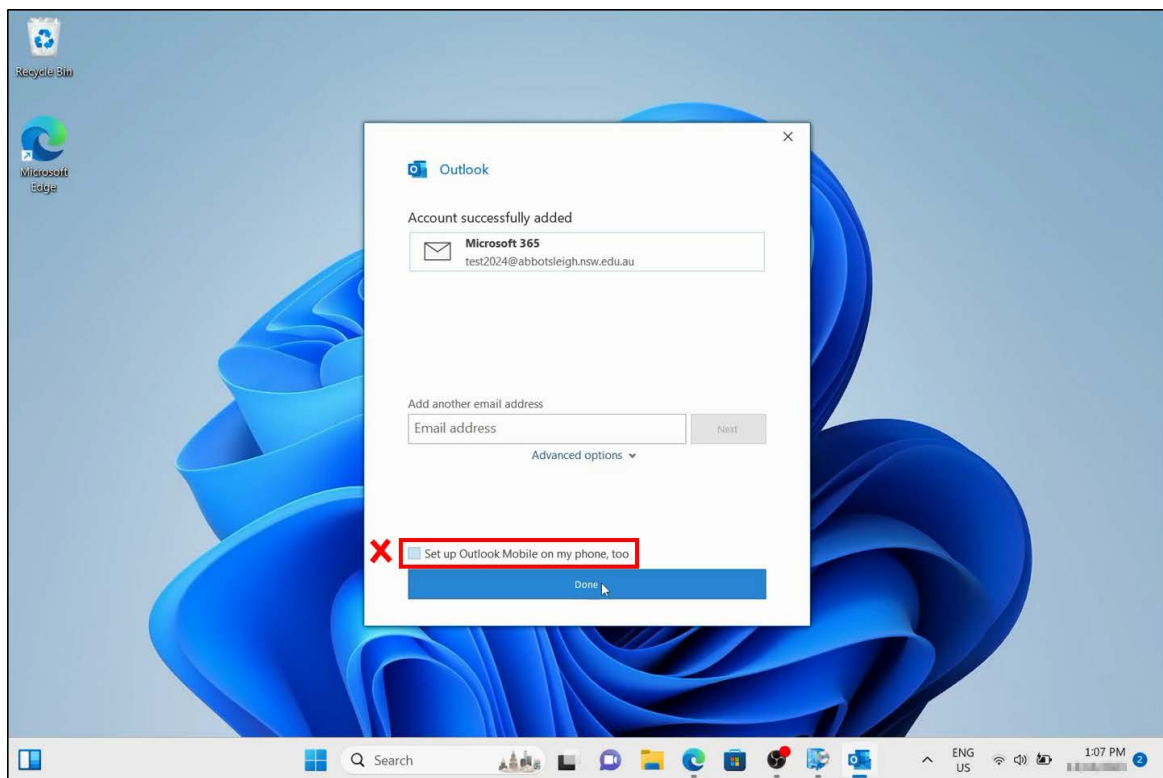
Step 1 Open Outlook



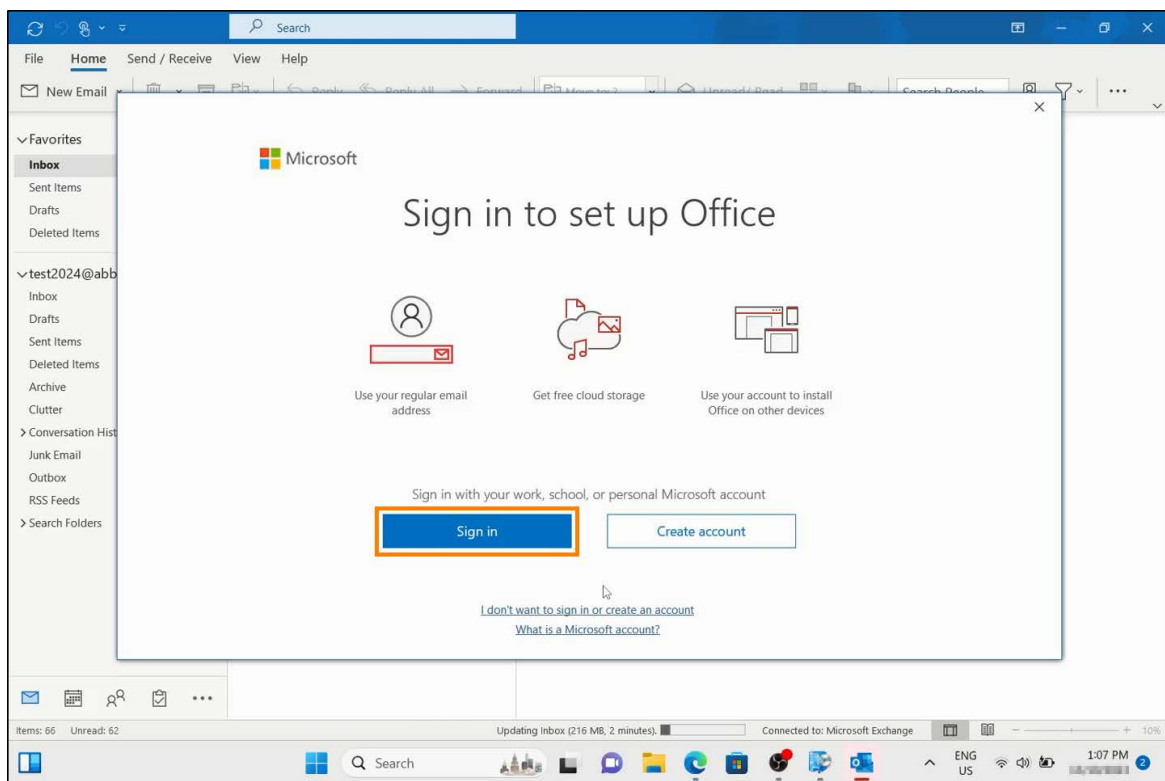
Step 2 Sign in with your Abbotsleigh account

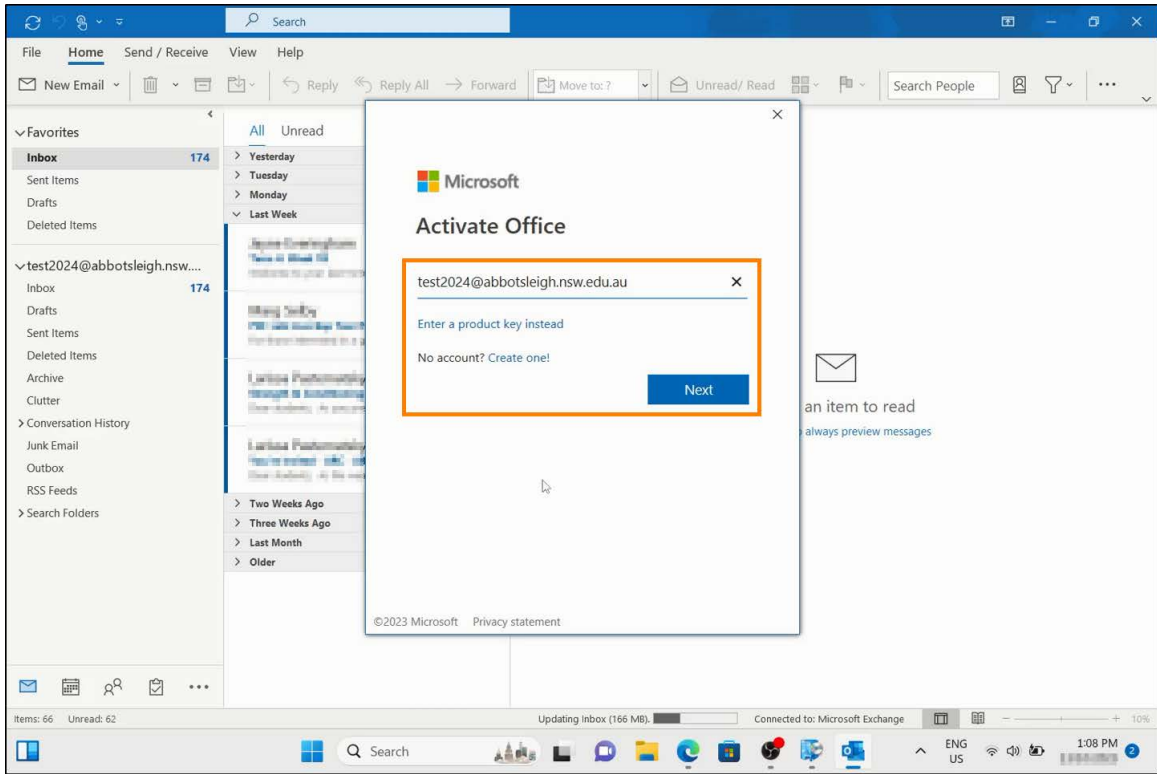






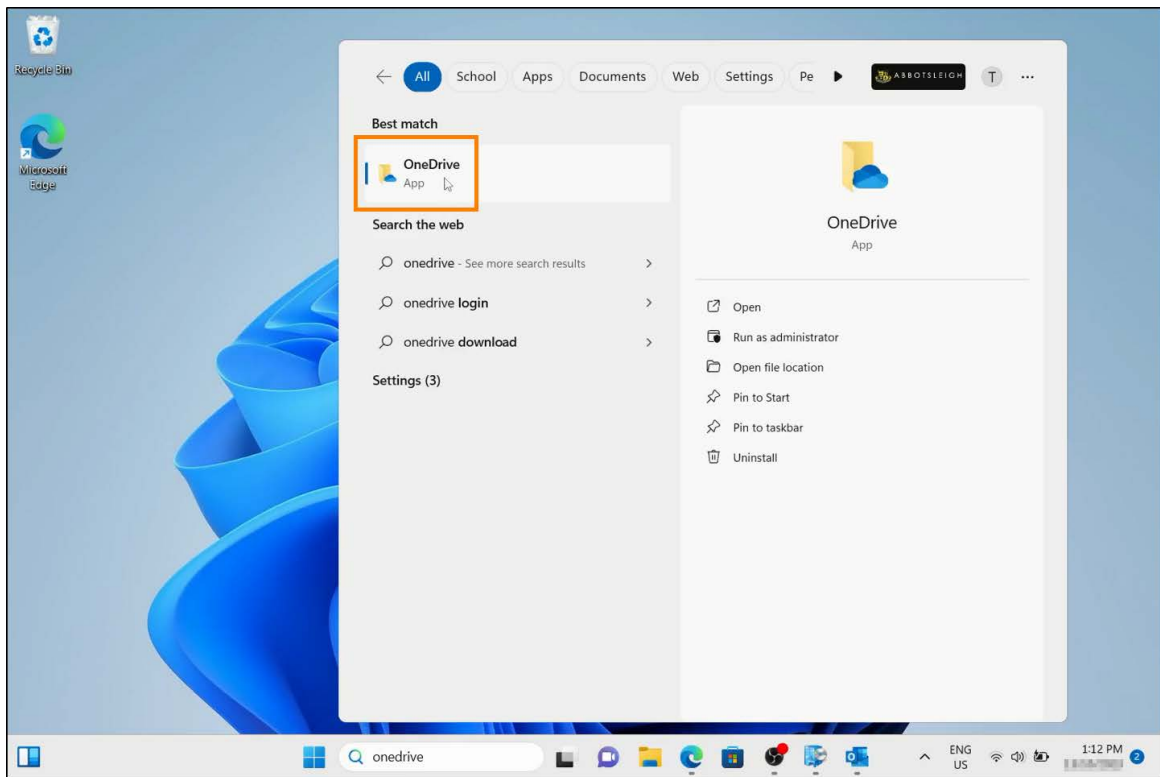
Step 3 Once Outlook opens, sign in with your Abbotsleigh account.



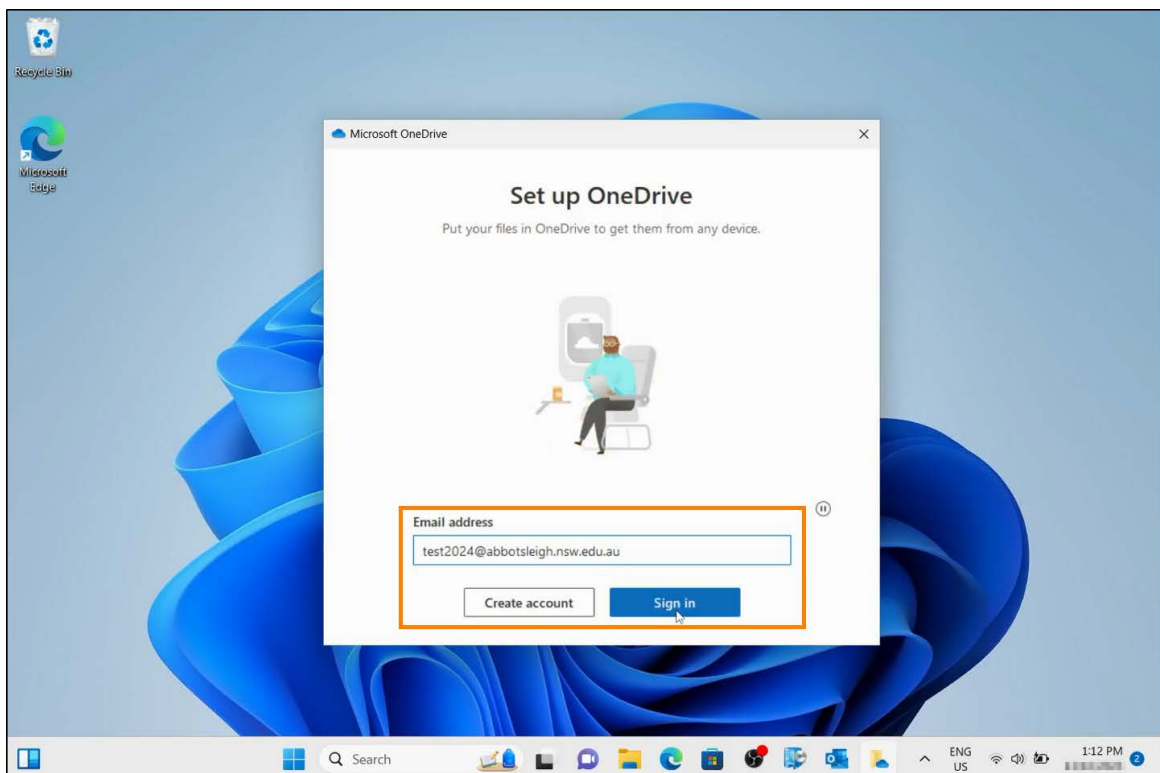


Setting up One Drive

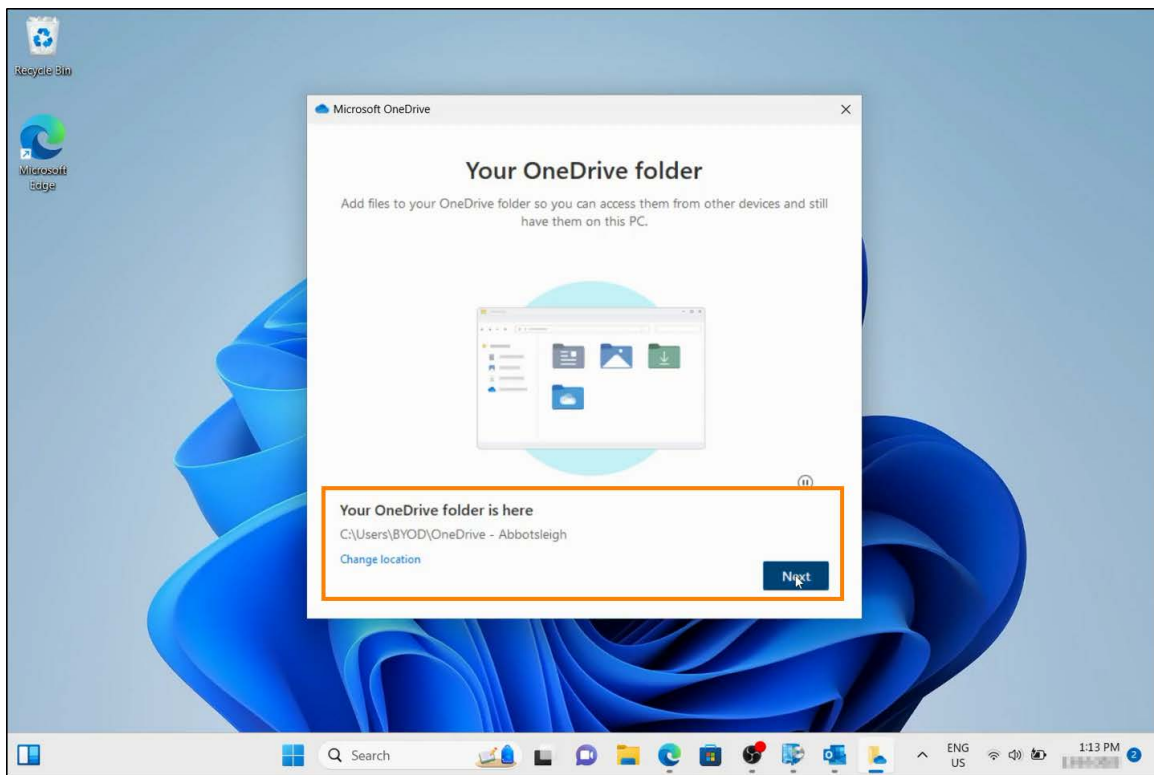
Step 1 Open OneDrive



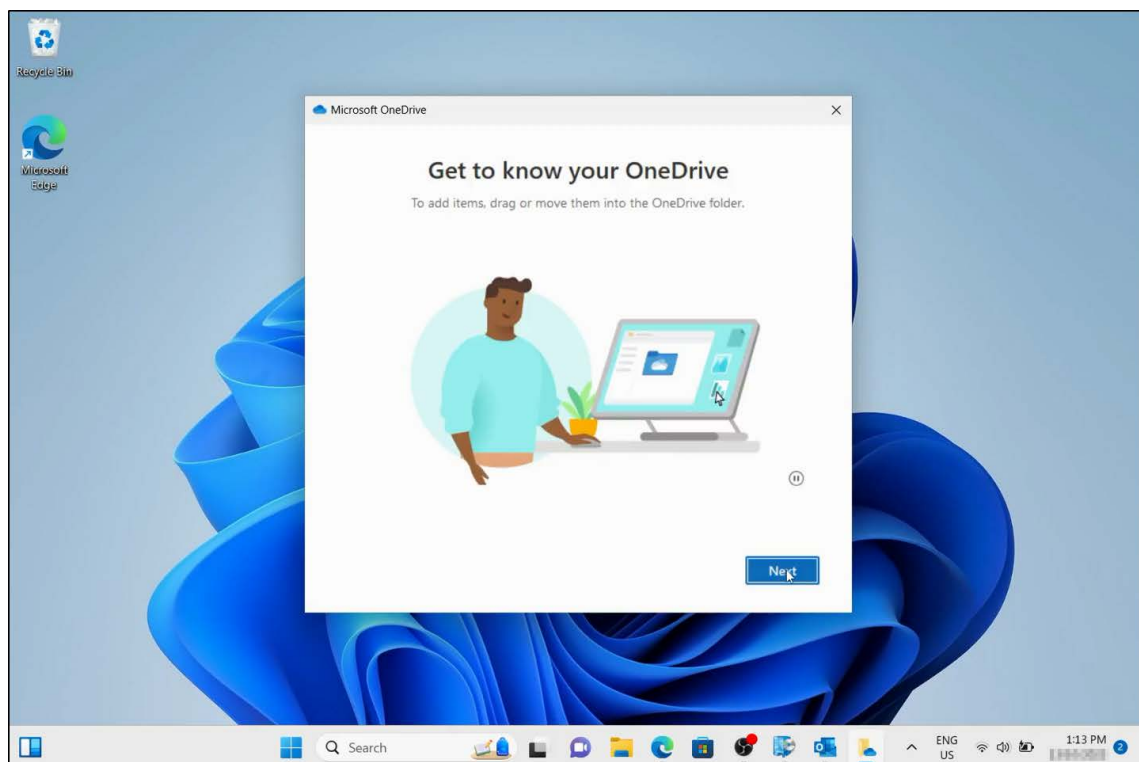
Step 2 Sign in with your Abbotsleigh account.



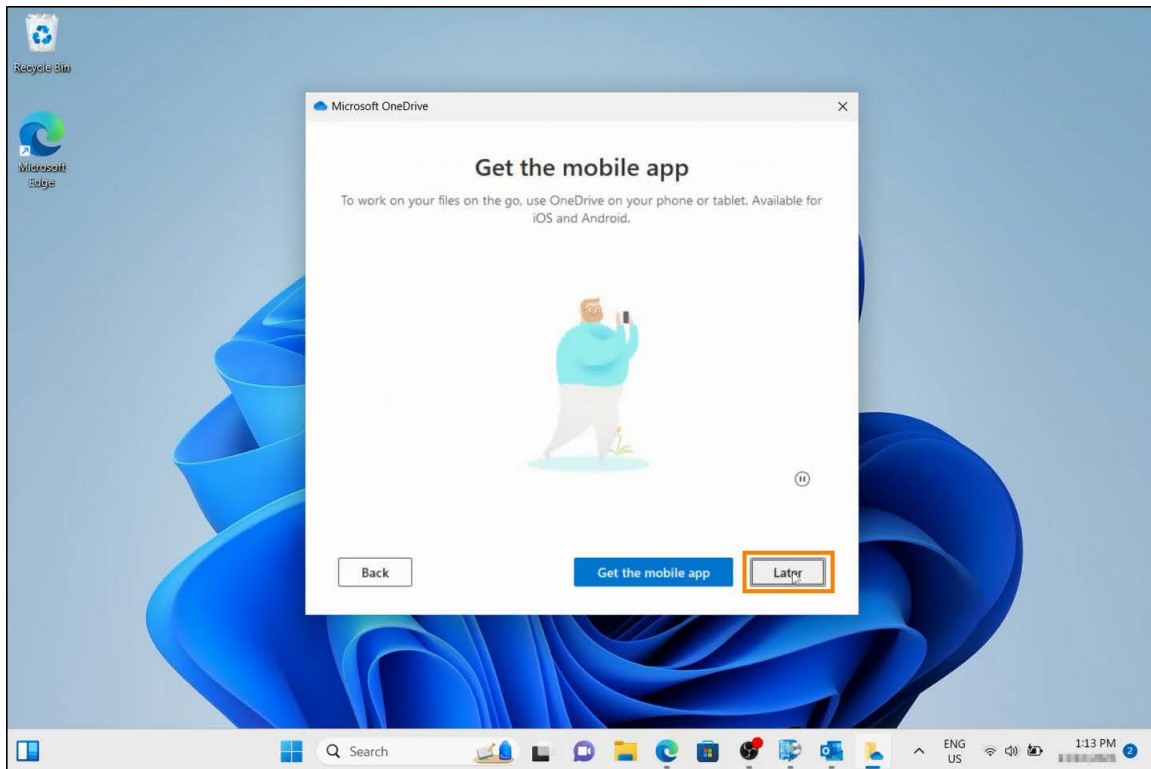
Step 3 Follow the prompts, clicking "Next".



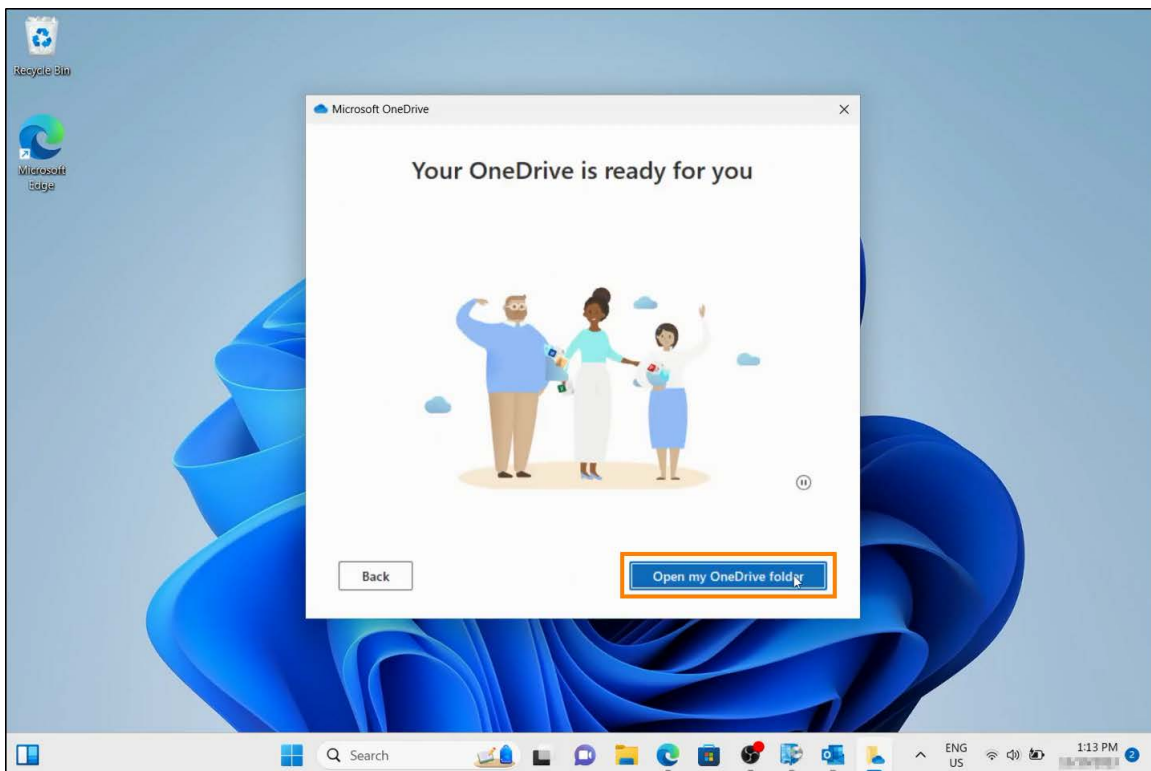
Step 4 Information on OneDrive will appear. Click Next.



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