



ABBOTSLEIGH

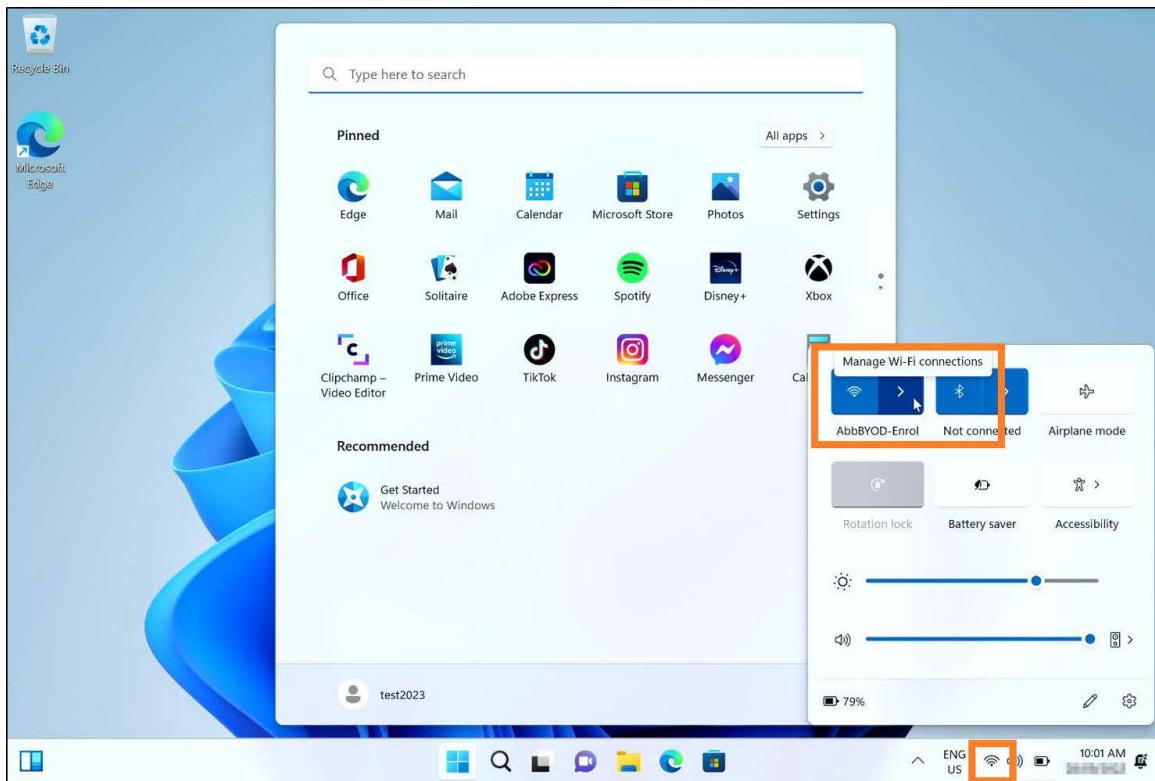
How to set up your Windows laptop ready for school

Please follow the enclosed
steps carefully.

Part 1: Laptop Onboarding & Software Installation

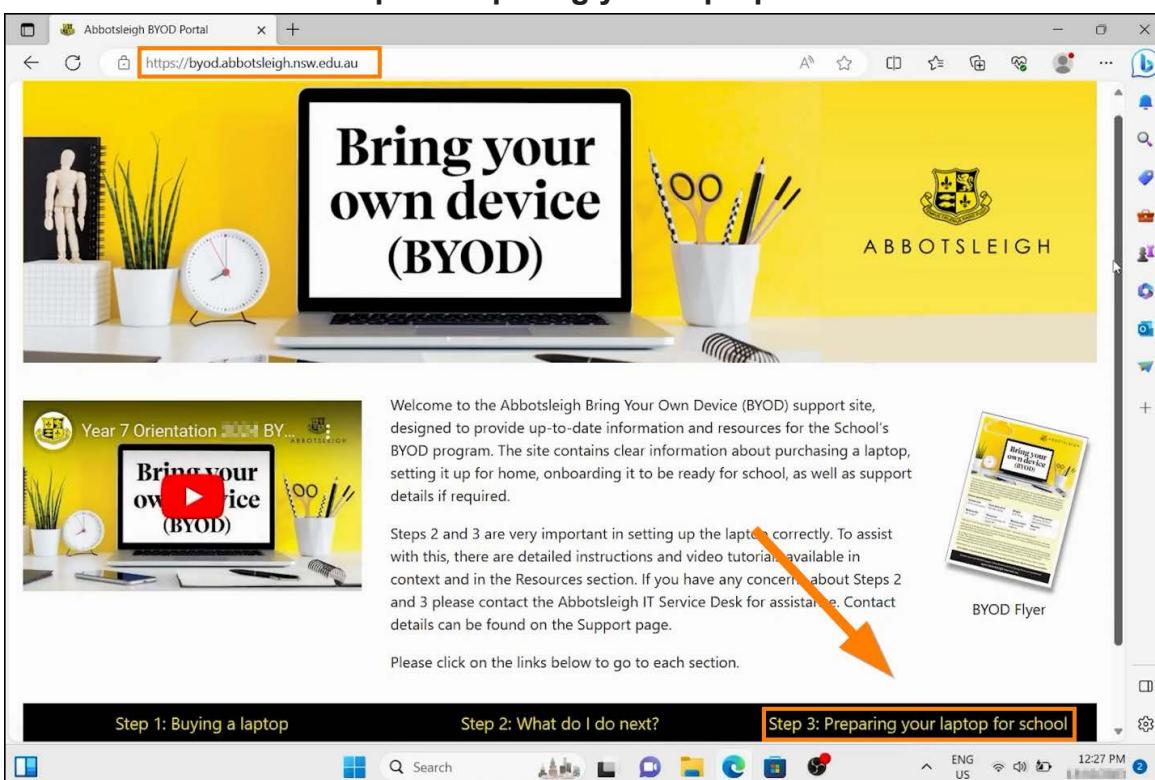
Step 1

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.

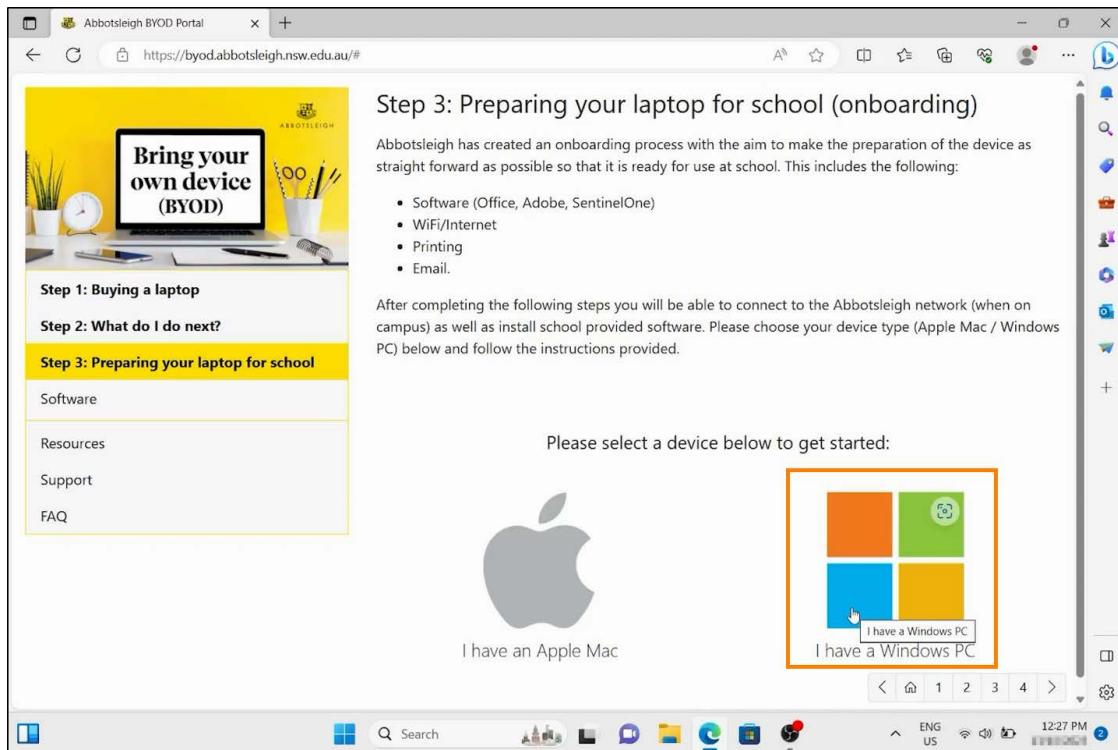


Step 2

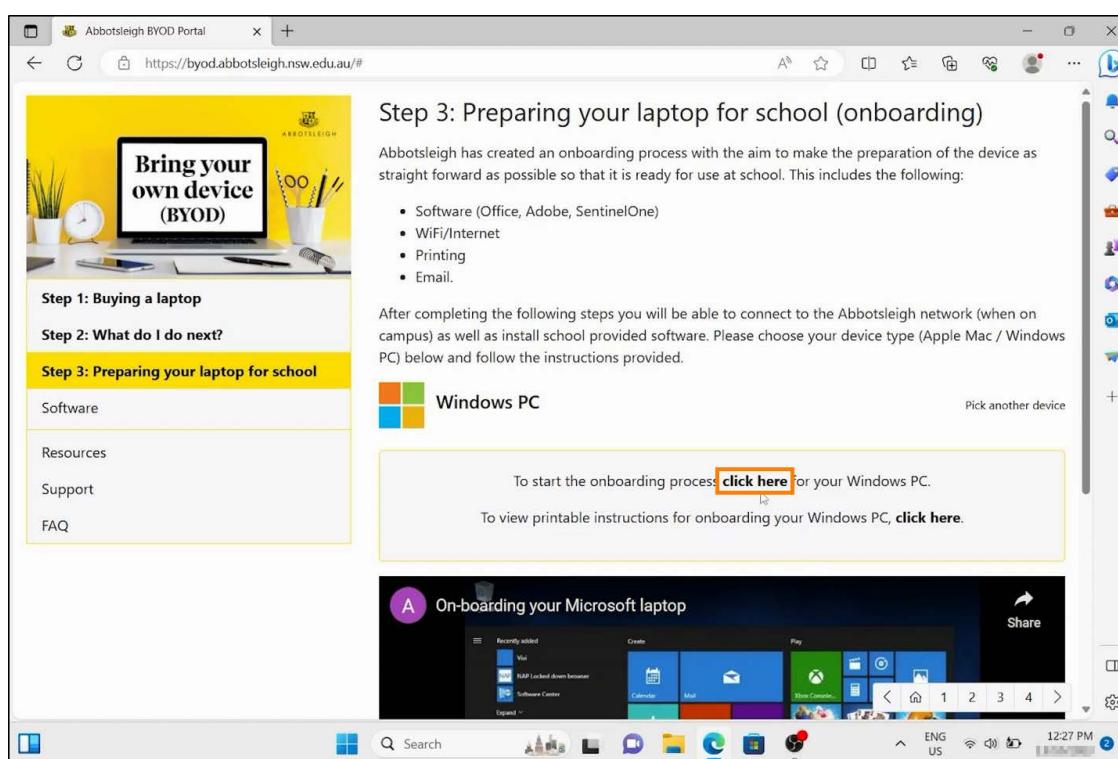
Go to the Abbotsleigh onboarding site: <https://byod.abbotsleigh.nsw.edu.au> and click “Step 3: Preparing your laptop for school”



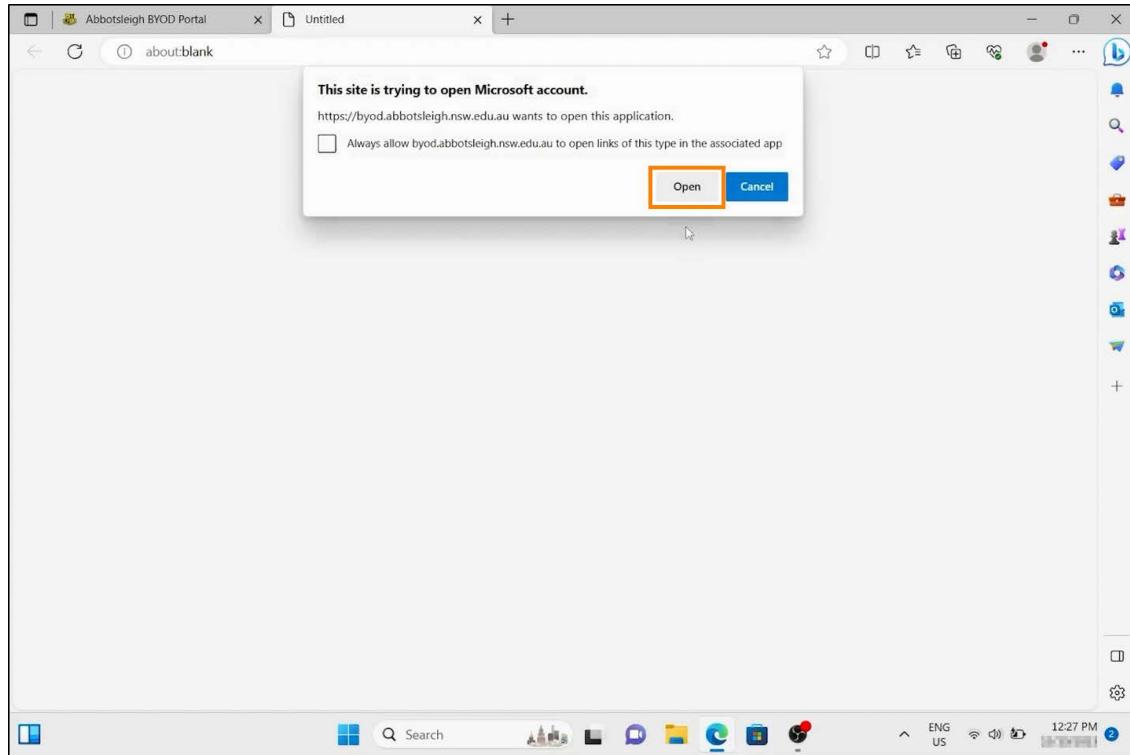
Step 3 Click "I have a Windows PC"



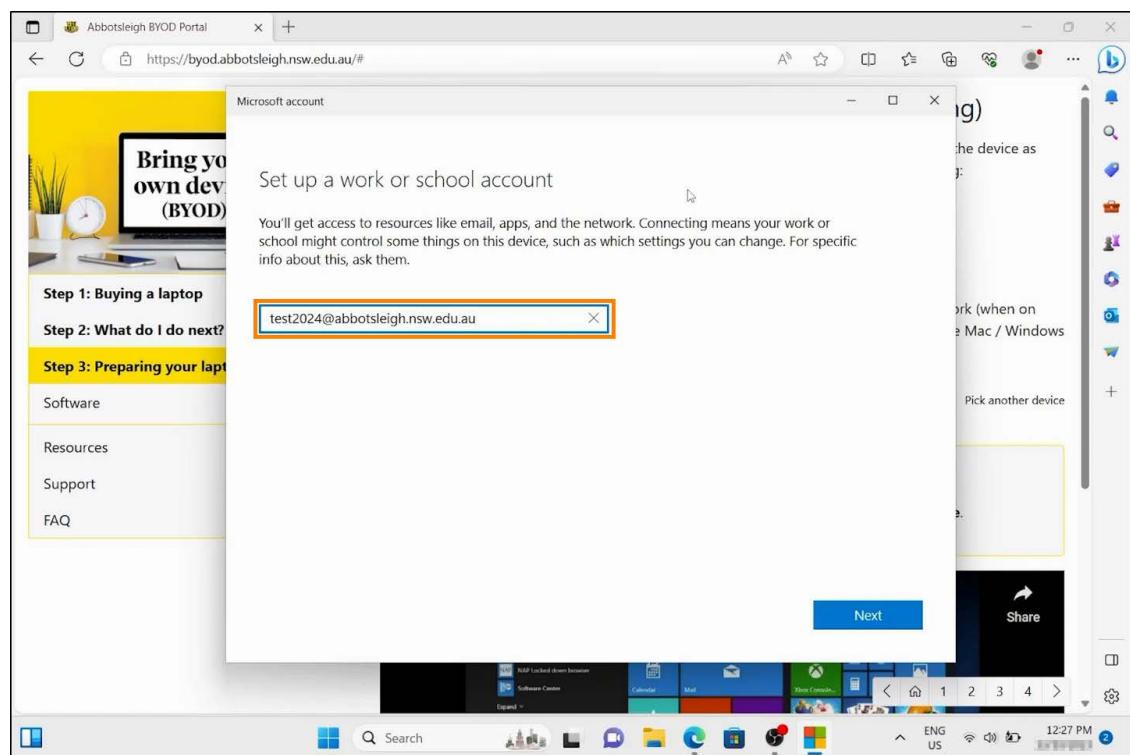
Step 4 Navigate to the "click here" hyperlink highlighted in the orange box below.



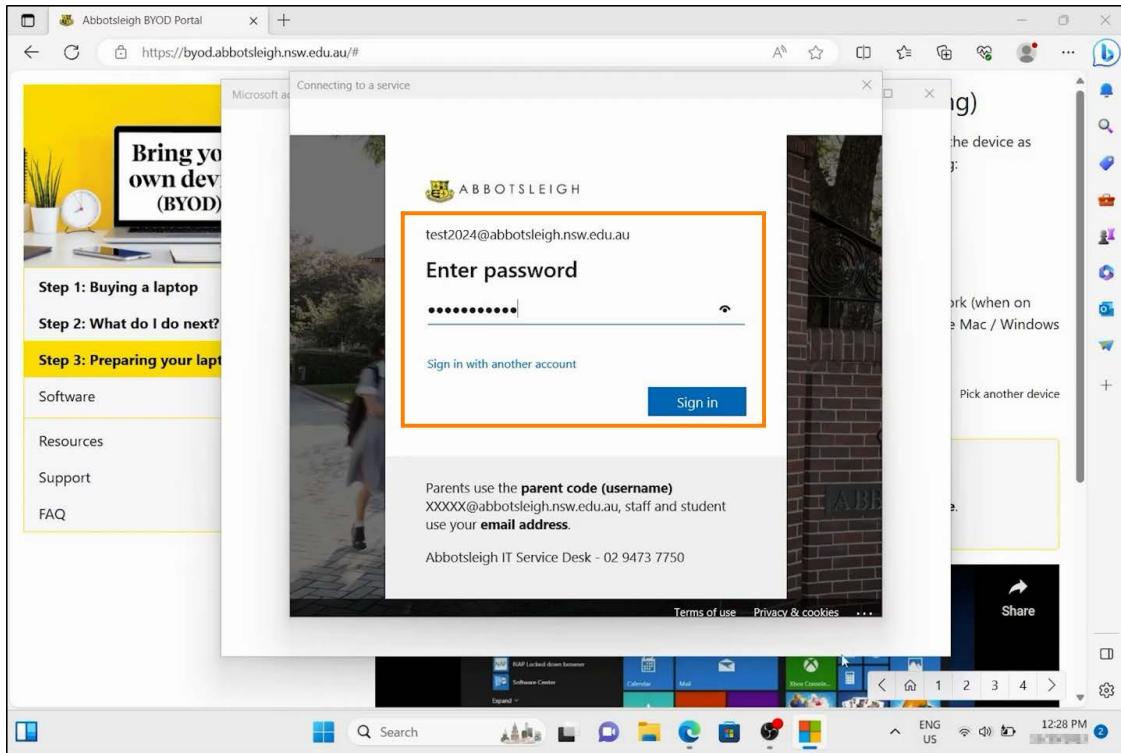
Step 5 A pop-up window will appear. Click “Open”



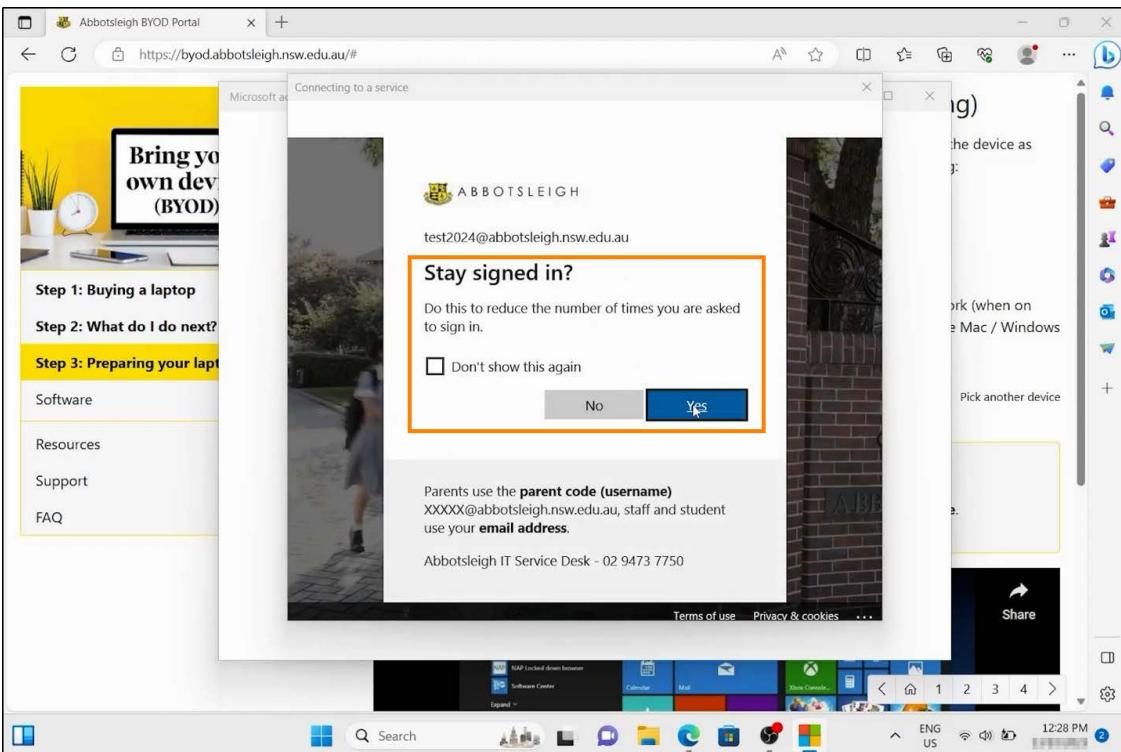
Step 6 Enter your Abbotsleigh email address, then click next.



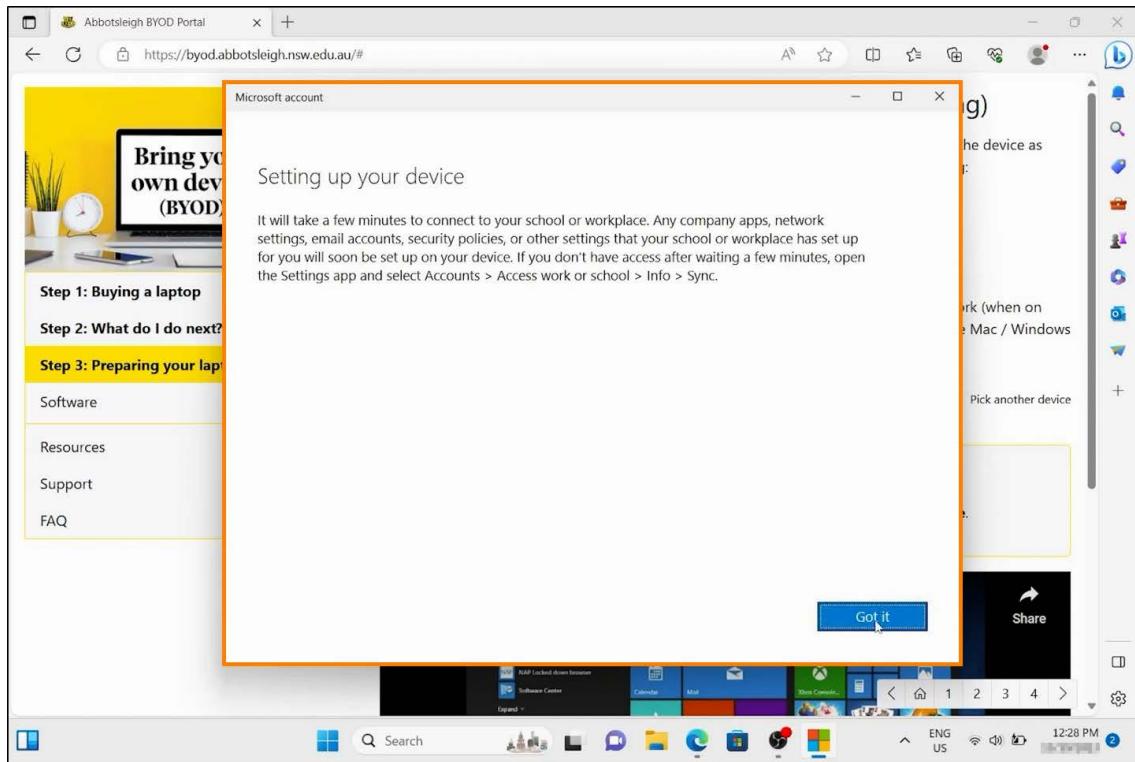
Step 7 Sign in with your Abbotsleigh account when prompted.



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

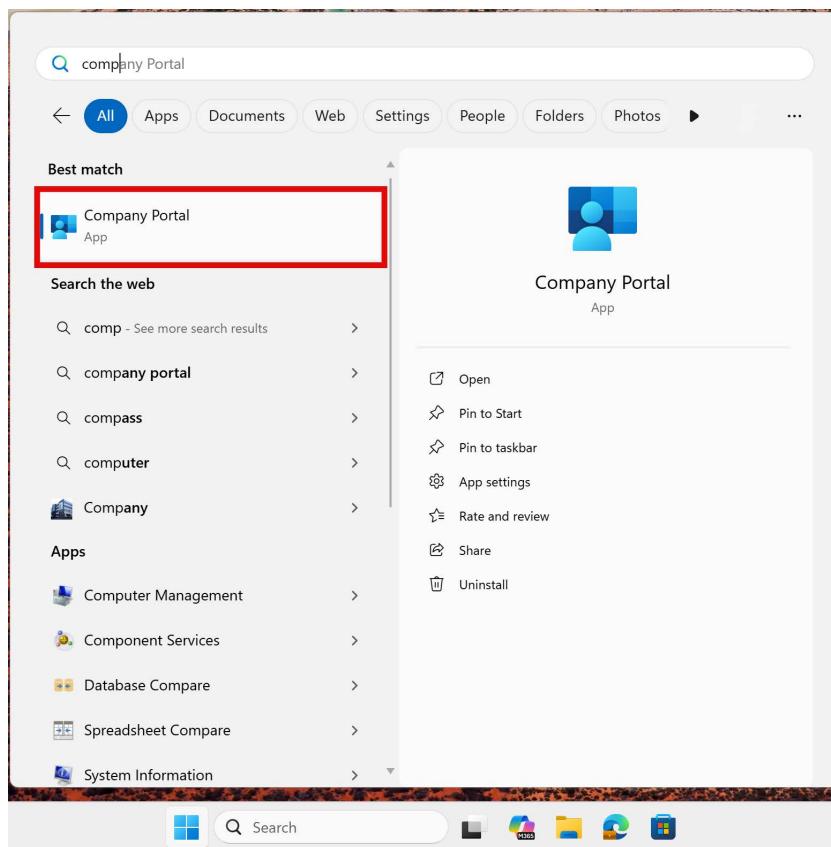


Step 9 Click "Got it" - The onboarding process will run in the background and can take up to 30 minutes to complete.

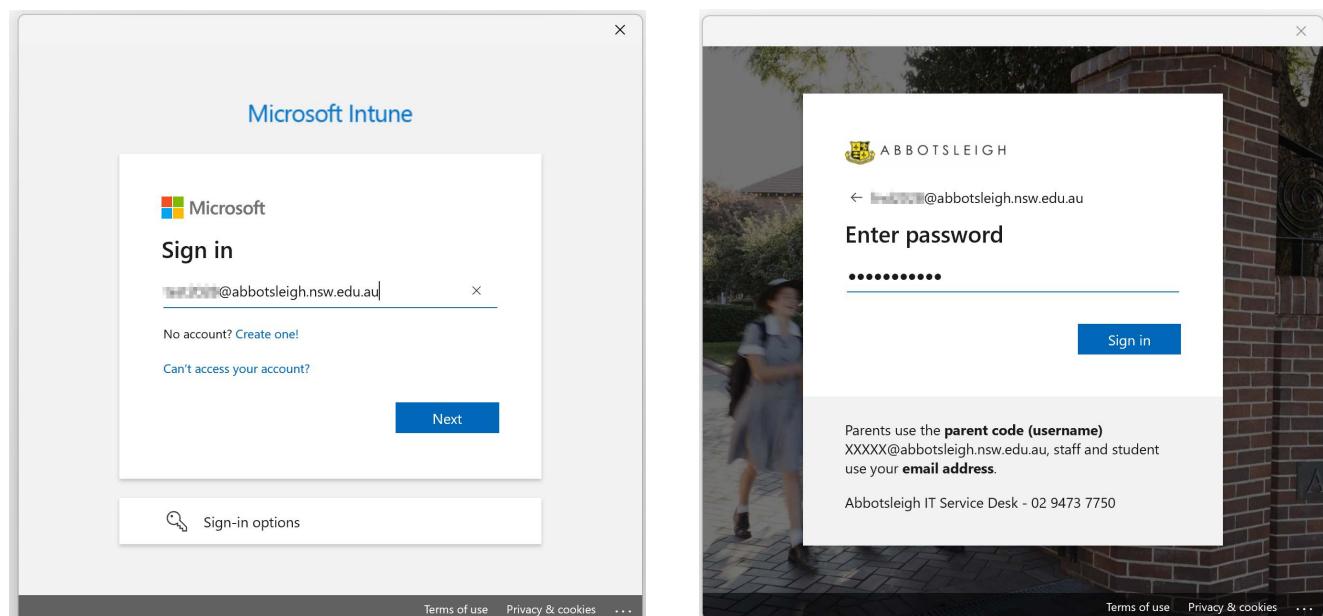


Downloading Essential Software

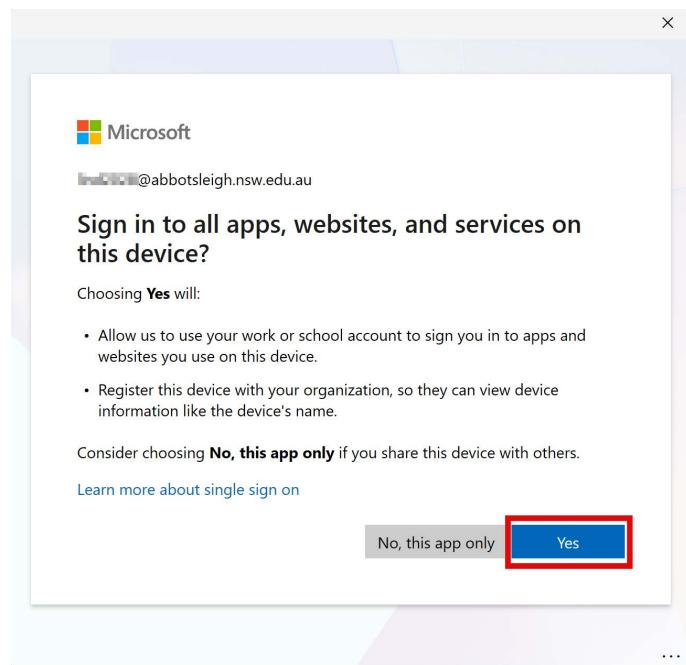
Step 1 Open the "Company Portal" application.



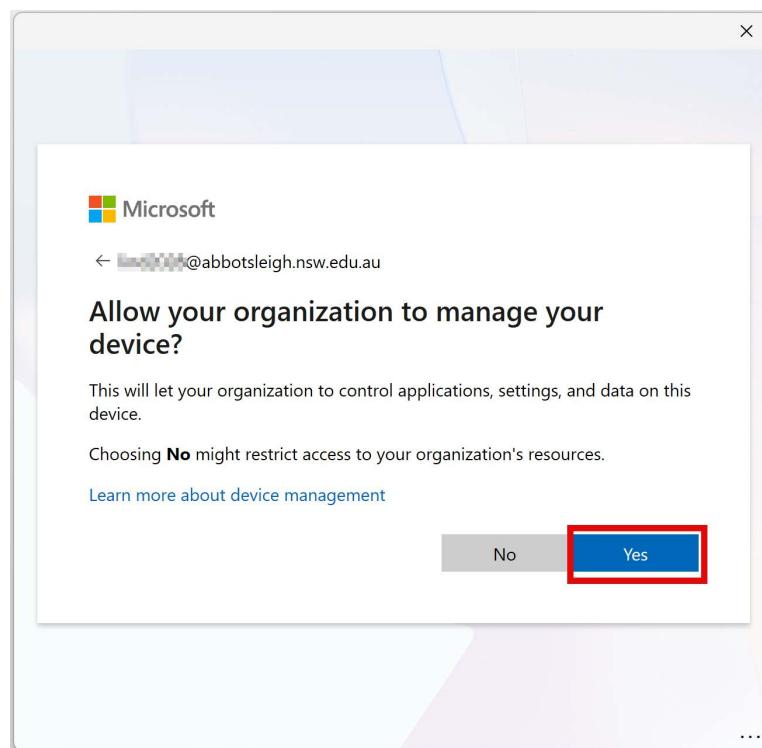
Step 2 Sign in using your Abbotsleigh account and password



Step 3 Select **Yes** to sign into all apps.

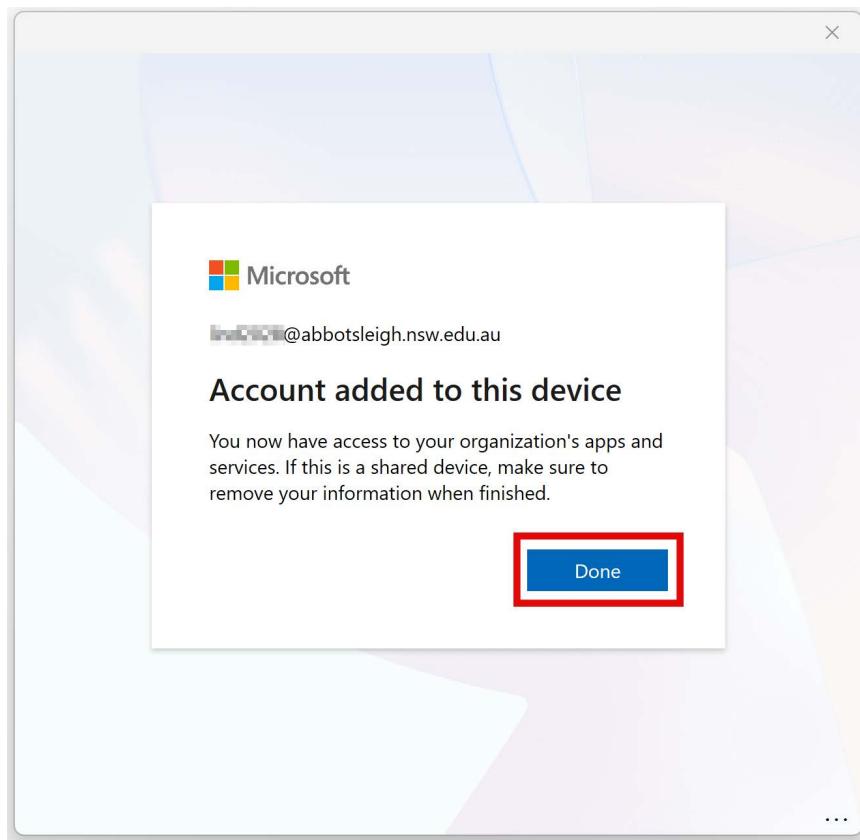


Step 4 Select Yes to allow Abbotsleigh to manage your device. This is required.



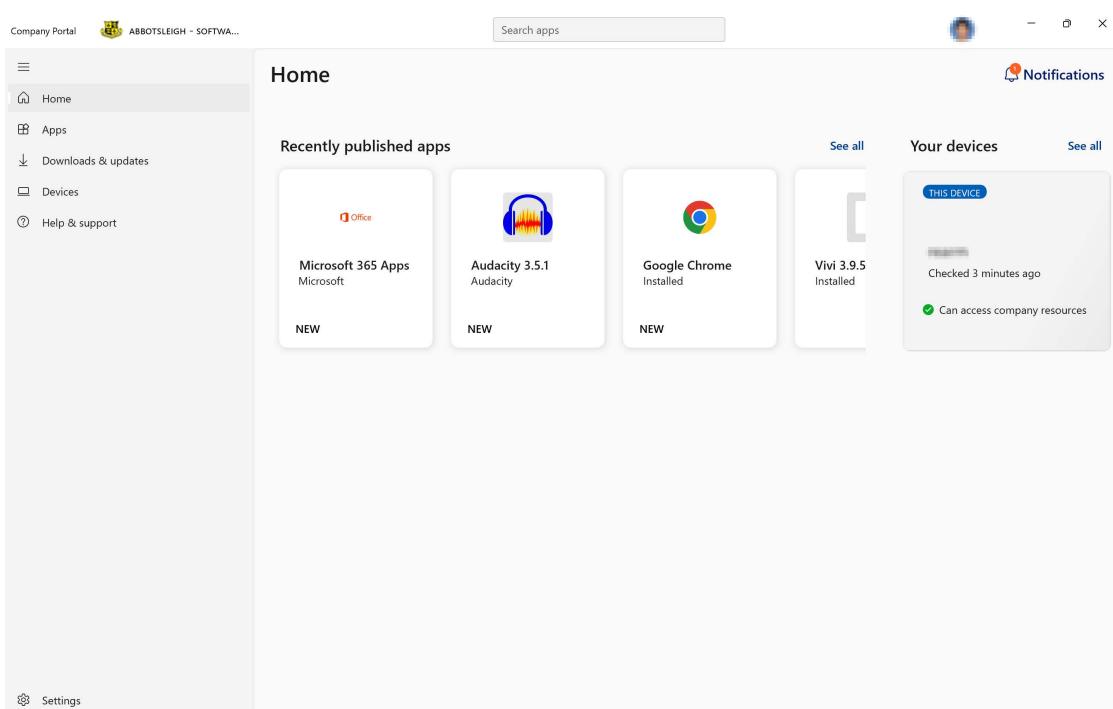
Step 5

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



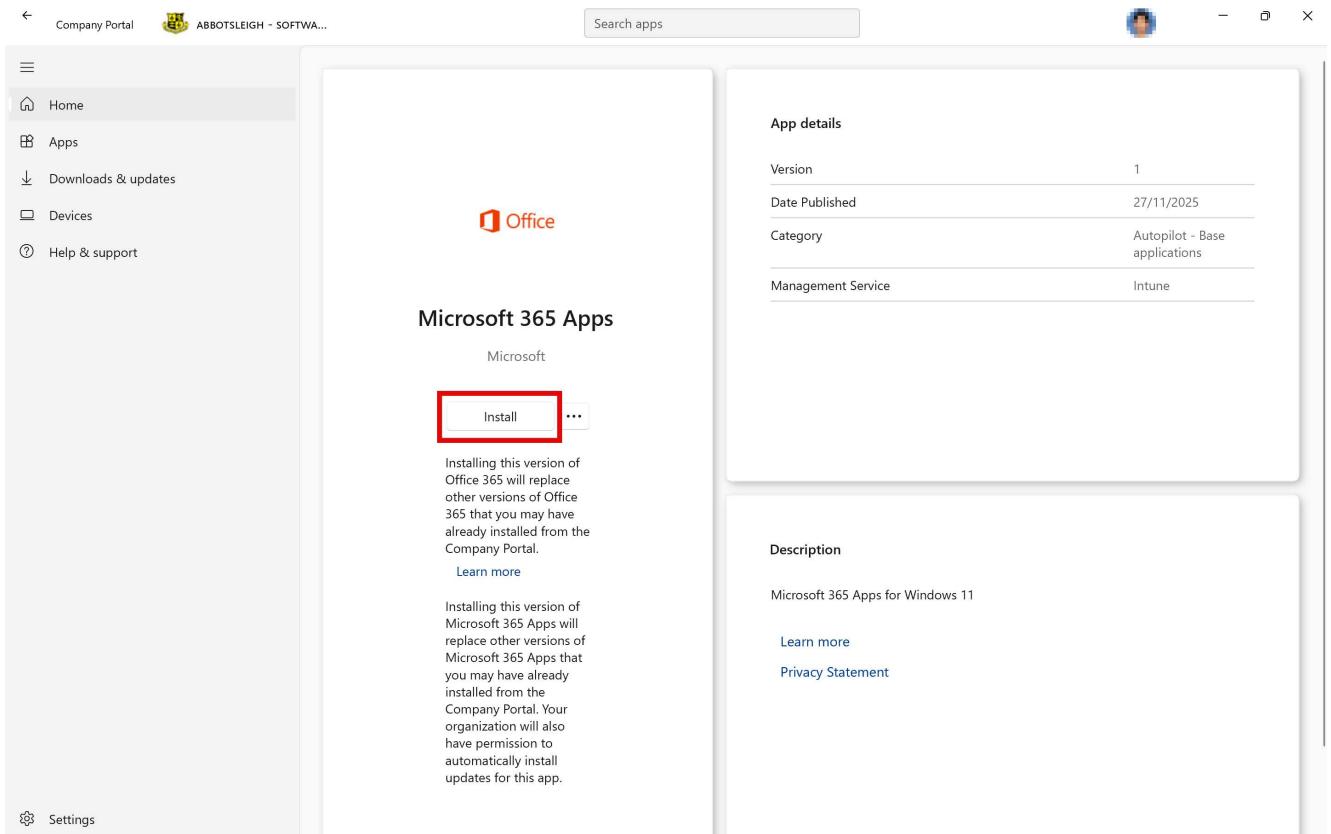
Step 6

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



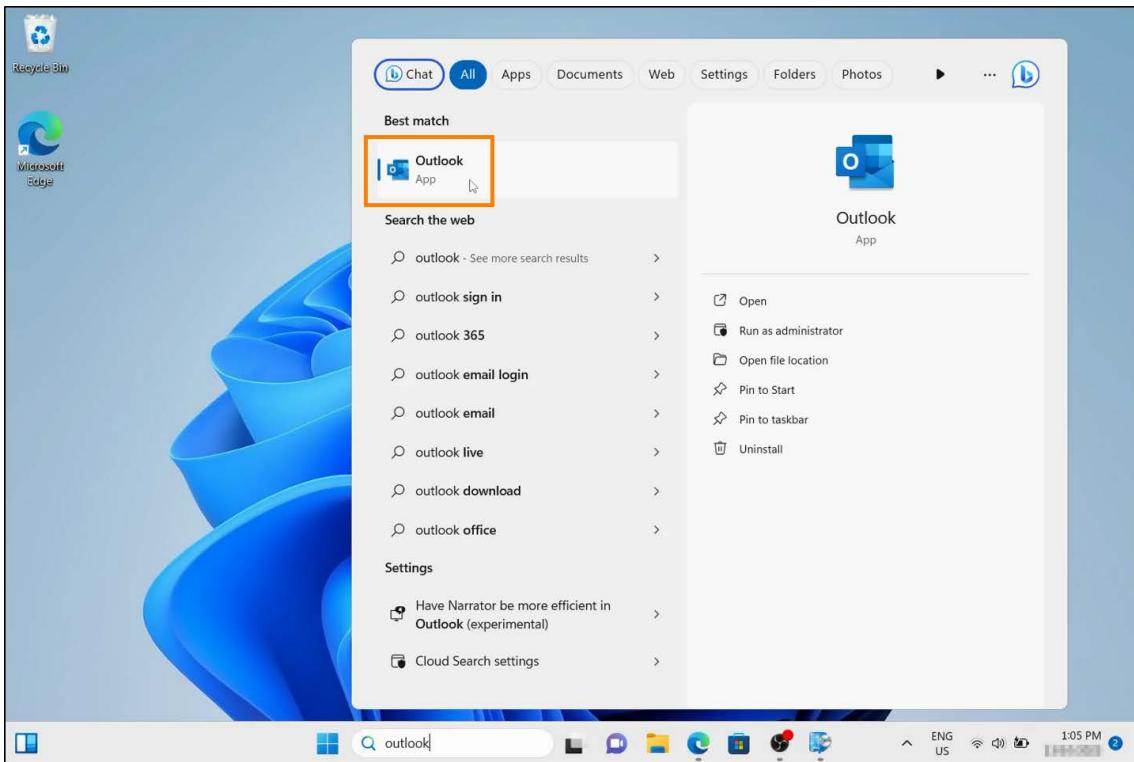
The screenshot shows the Microsoft 365 Apps page within a company portal. The left sidebar includes links for Home, Apps, Downloads & updates, Devices, and Help & support. The main content area displays the Microsoft 365 Apps logo and a large 'Install' button, which is highlighted with a red box. Below the button, a note states: 'Installing this version of Office 365 will replace other versions of Office 365 that you may have already installed from the Company Portal.' A 'Learn more' link is provided. To the right, the 'App details' section shows the following information:

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

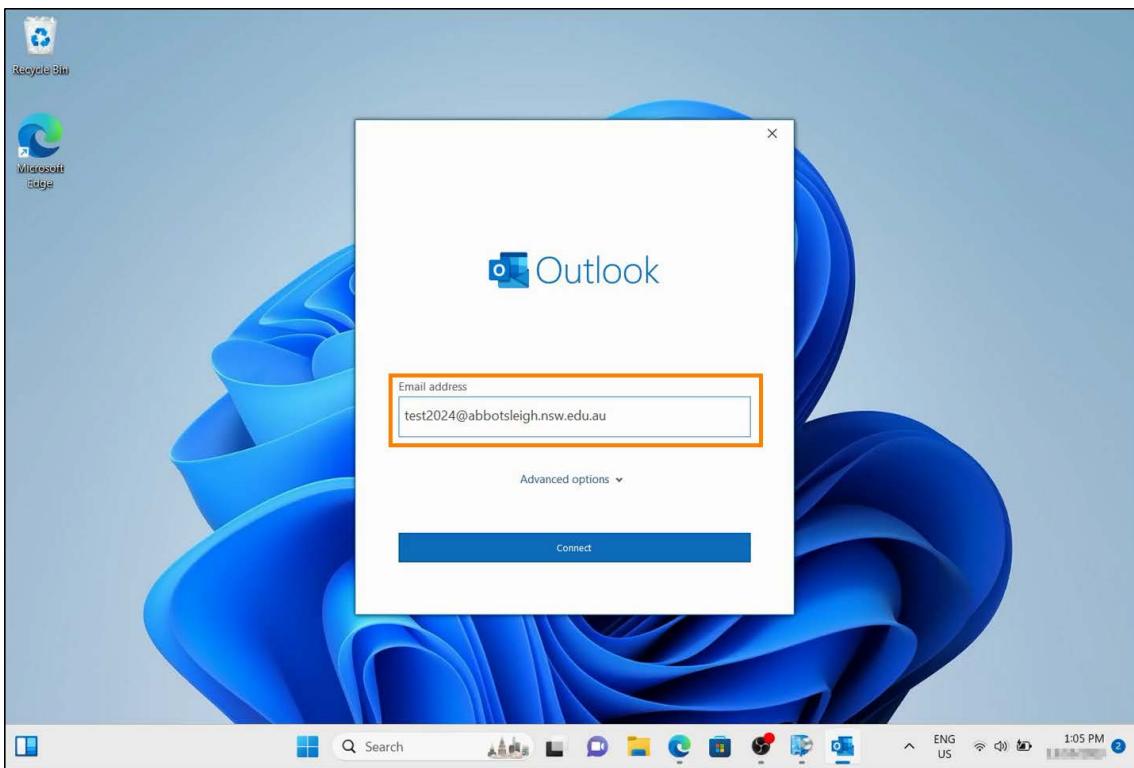
Below the app details, the 'Description' section states: 'Microsoft 365 Apps for Windows 11' and includes 'Learn more' and 'Privacy Statement' links.

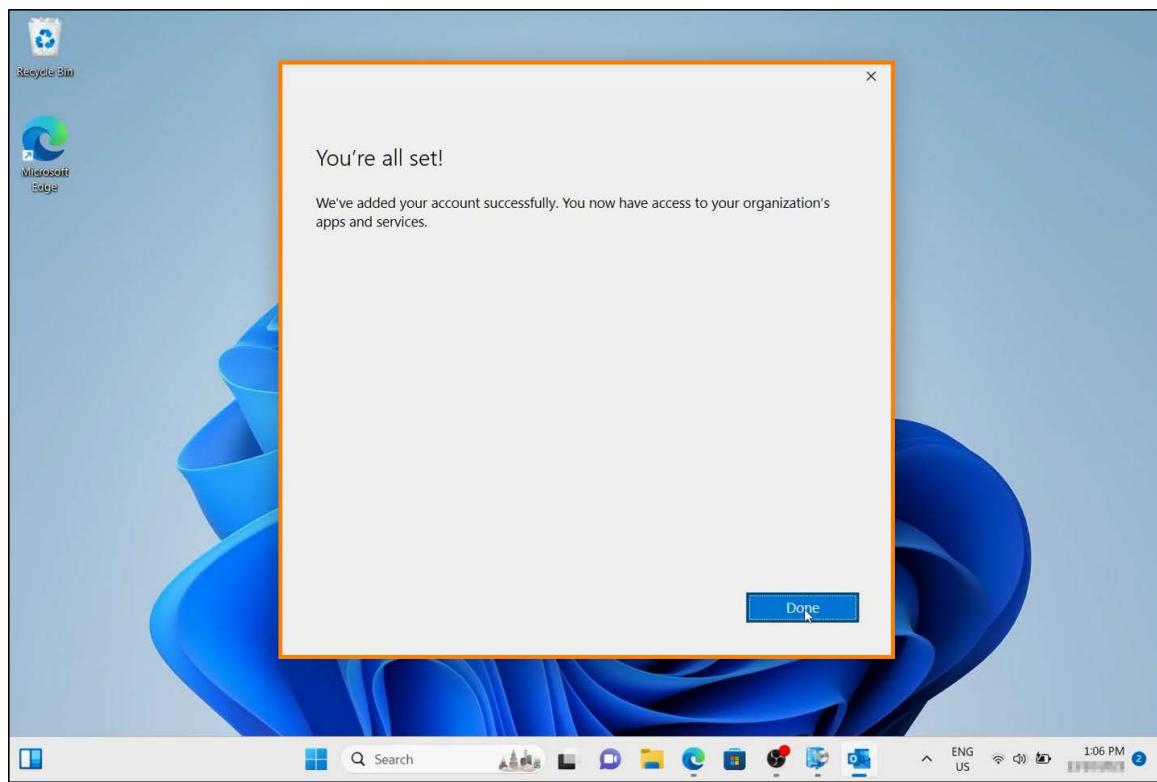
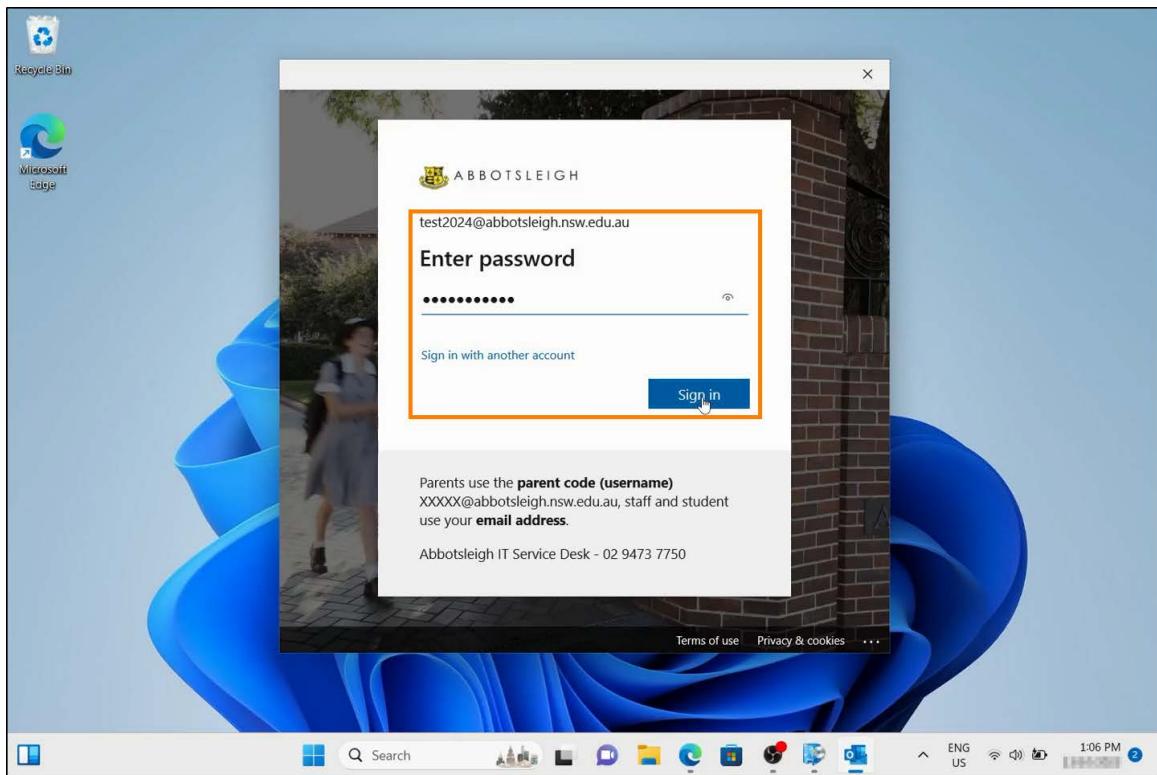
Part 2: Microsoft 365 Suite Activation

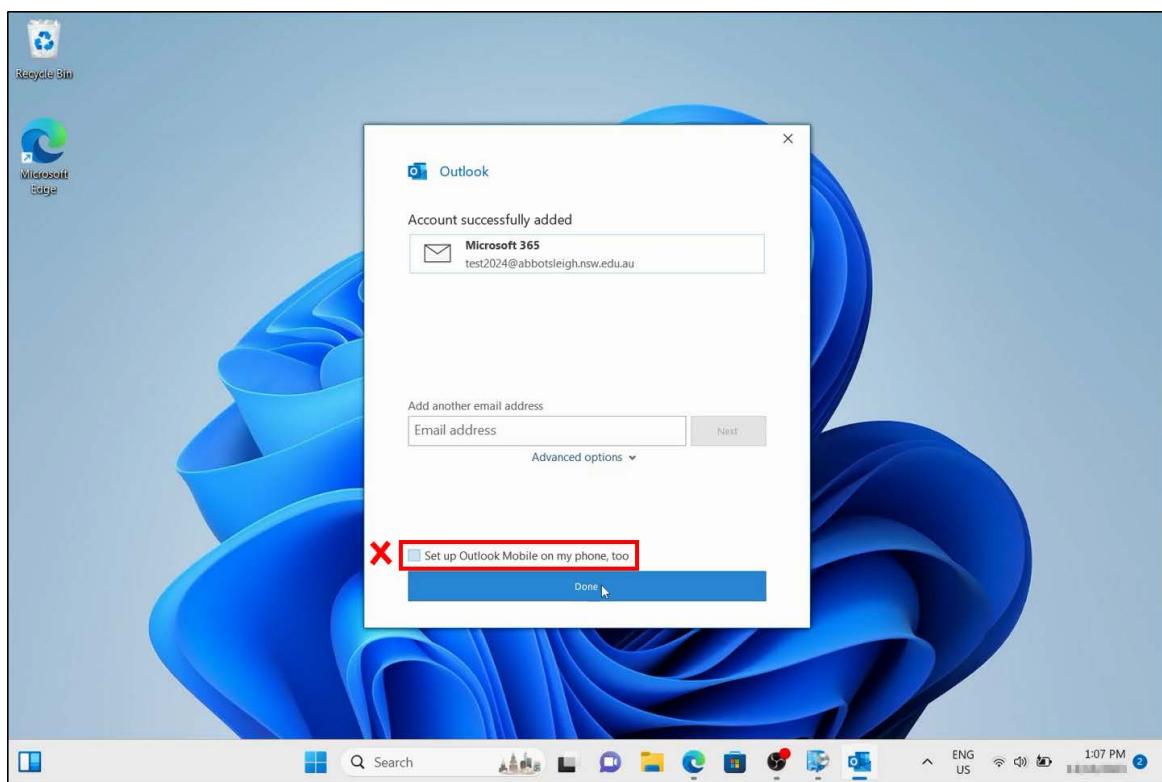
Step 1 Open Outlook



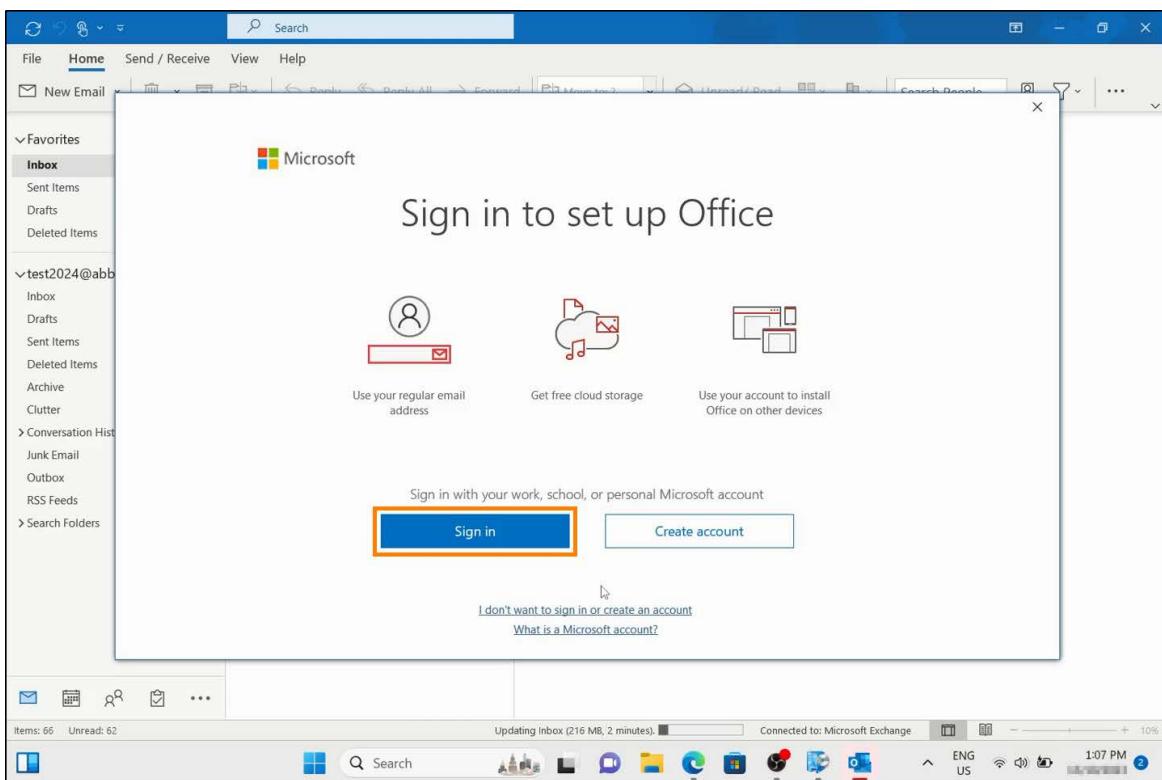
Step 2 Sign in with your Abbotsleigh account

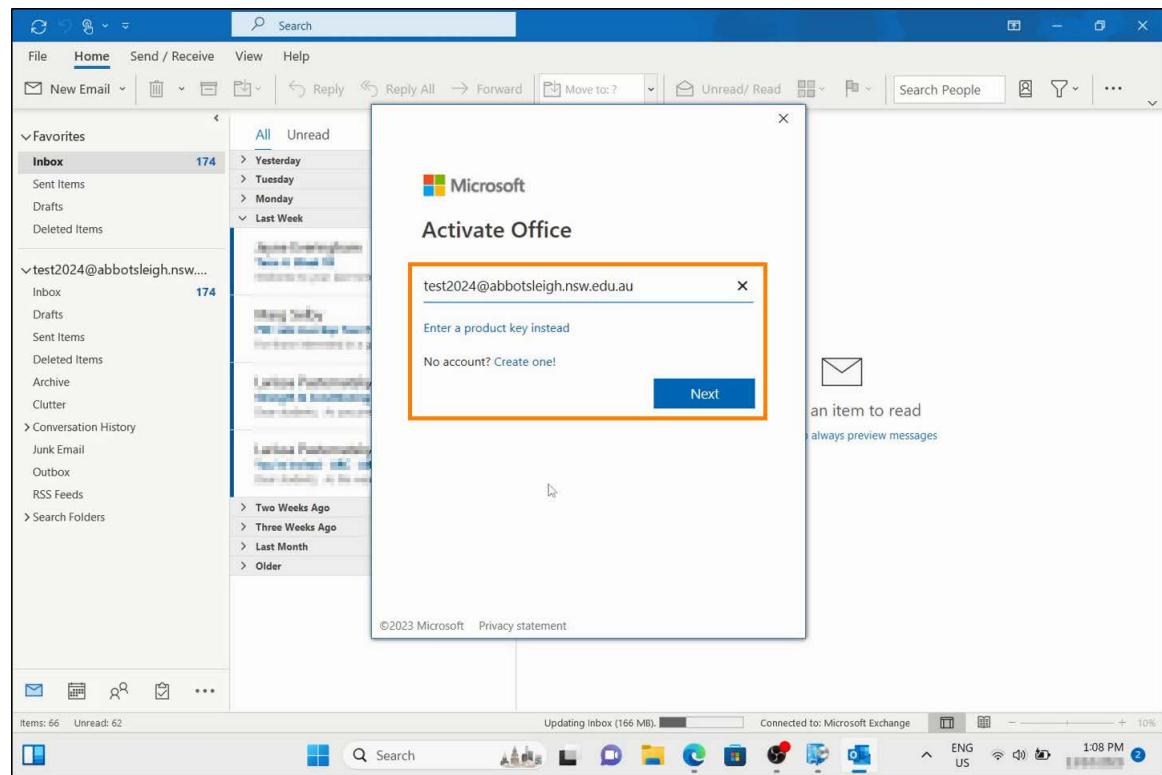






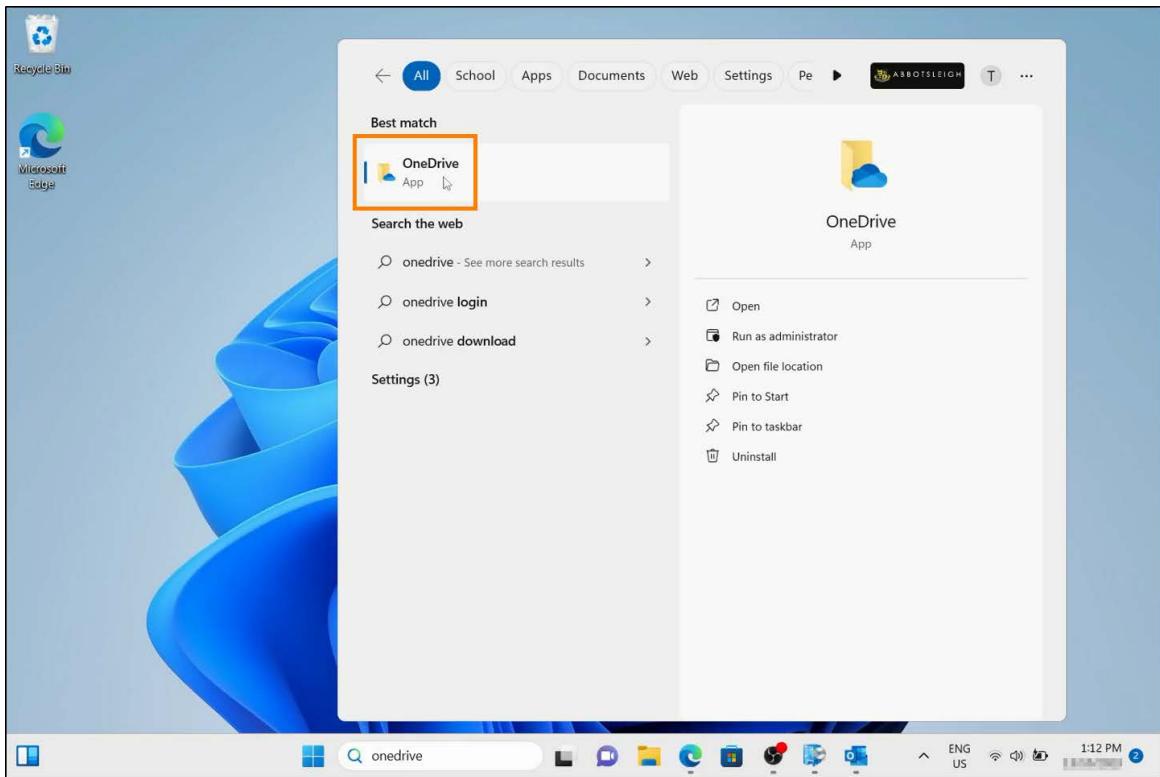
Step 3 Once Outlook opens, sign in with your Abbotsleigh account.



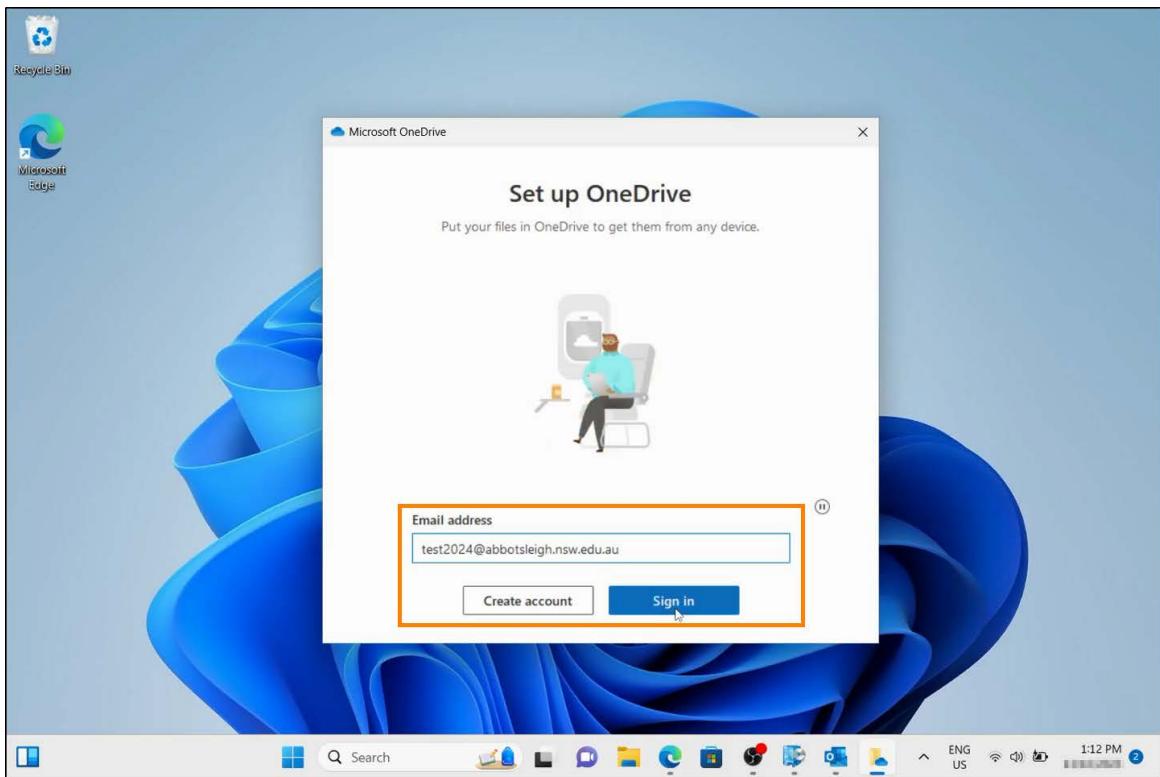


Setting up One Drive

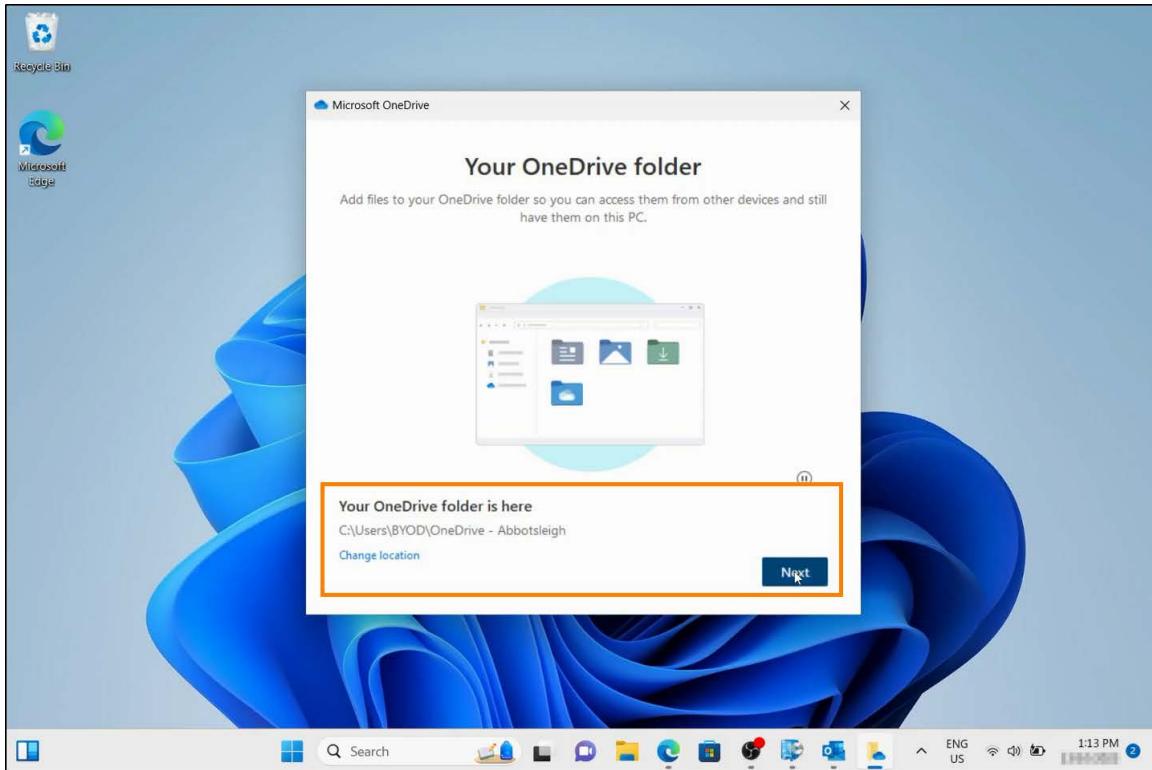
Step 1 Open OneDrive



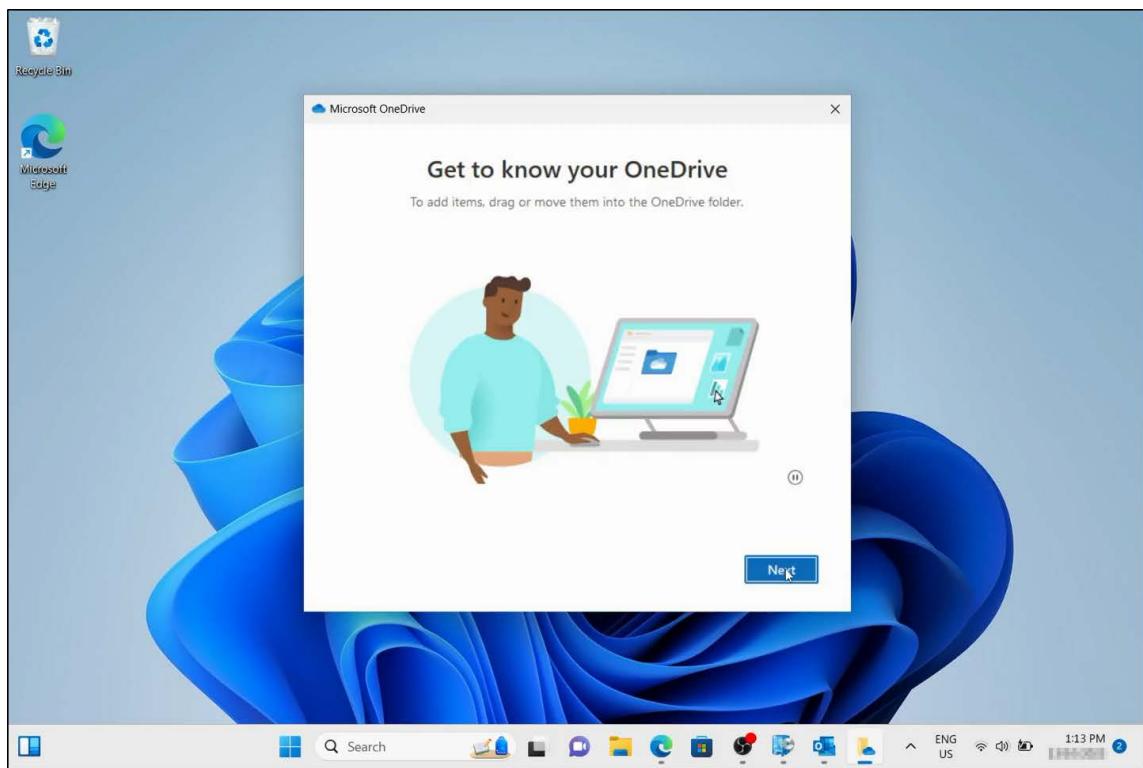
Step 2 Sign in with your Abbotsleigh account.



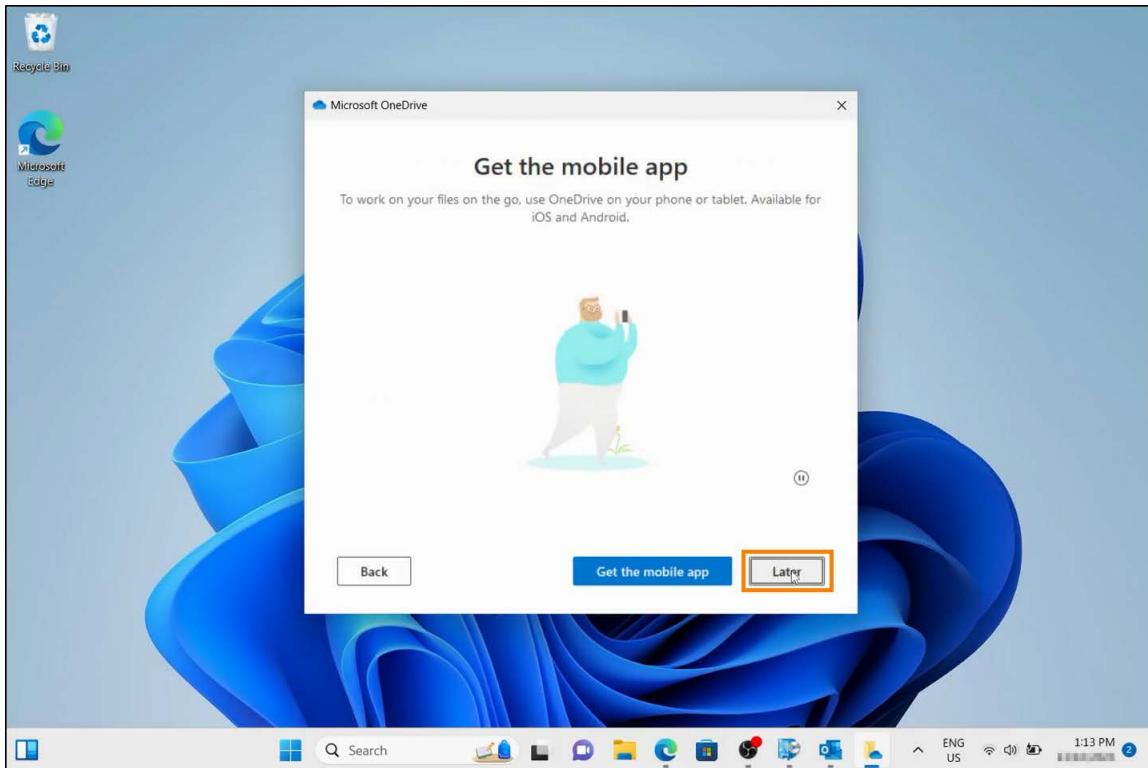
Step 3 Follow the prompts, clicking "Next".



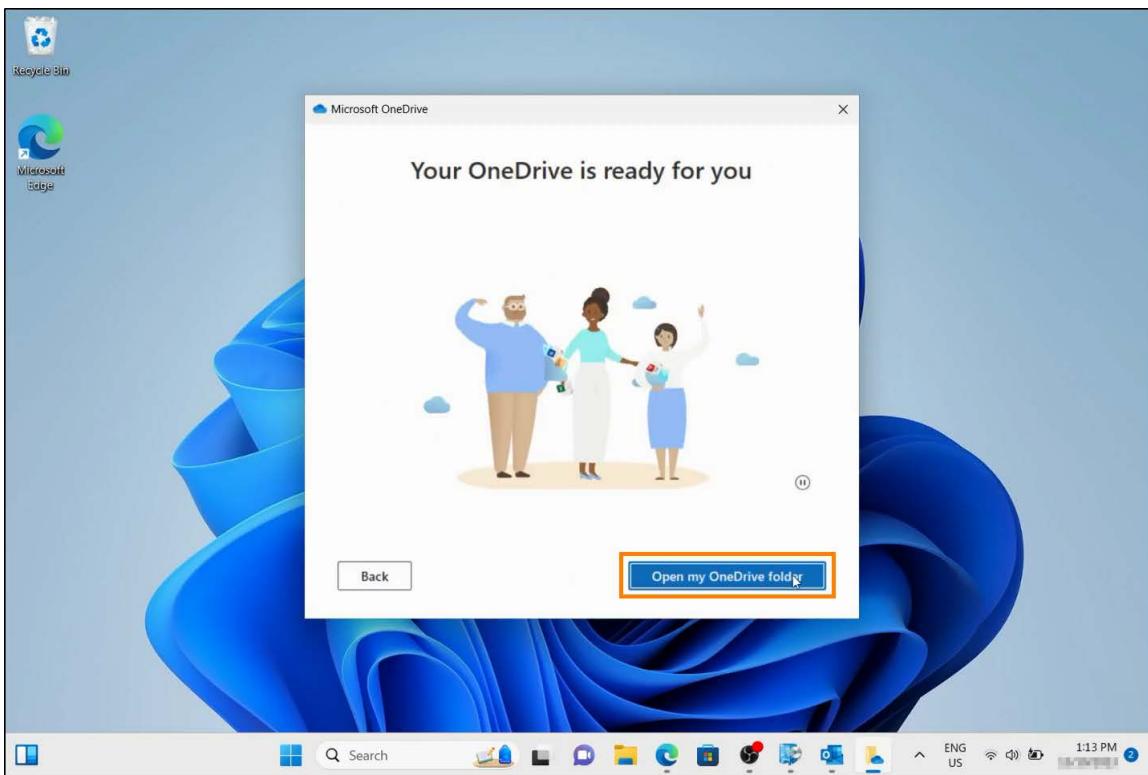
Step 4 Information on OneDrive will appear. Click Next.



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