Congratulations school leaver! Please carefully complete the following steps to finish setting up your unlocked laptop.

**Windows 7 Ultimate Setup Wizard:**

1. The first screen you will begin from is the Set Up Windows screen. It will first ask you to ‘Type a computer name’. Enter a computer name and press ‘Next’.

2. You will then be asked to ‘Type your Windows product key’. You were given your Windows 7 Ultimate key on the eAcademy website as part of the ‘Transfer of Ownership Acknowledgement and Acceptance’ process. Enter your product key in the format indicated on the screen and press ‘Next’.

3. You may be prompted to connect to a wireless network. Select ‘Skip’ as you will do this later.

4. Windows 7 Ultimate will now finalize your settings, prepare your desktop and personalize your settings.

**Connecting to ‘nswdet’ Wireless Network in Your School:**

1. To connect to your school wireless network left mouse click the wireless network icon in the bottom right hand side of your screen, near the clock.

2. A list of wireless networks will appear. Select the ‘nswdet’ wireless network and click on ‘Connect’.

3. You will have a Windows Security prompt asking for a username and password. Enter your internet access username and password with @detnsw at the end of your username and click ‘OK’.

4. You will receive a Windows Security Alert saying ‘The connection attempt could not be completed’. Click the ‘Connect’ button to complete the connection to the wireless network.

5. Select the ‘Public’ network location.

**Microsoft Security Essentials:**

1. When your laptop starts for the first time it will ask you to setup your antivirus program ‘Microsoft Security Essentials’. Begin by pressing ‘Next’.
2. You must accept the ‘Microsoft Security Essentials Software License Terms’ by clicking the ‘I Accept’ button.

3. You may then choose to ‘Join the Customer Experience Improvement Program’ by selecting the option of your choice and clicking ‘Next’.

4. Microsoft Security Essentials will be configured. Select ‘Finish’ on the next screen to begin an update and your first virus scan.

**Region/Language/Date/Time Settings:**

1. You can change Region and time/date settings by clicking the **Windows Start Icon** in the bottom left hand side of your screen and selecting ‘Control Panel’.

2. In Control Panel select ‘Clock, Language, and Region’.

3. Click on ‘Date and Time’ then click ‘Change date and time’. Follow the on screen directions and set the time and date correctly. Once complete close the window.

4. Click on ‘Region and Language’.

5. Under ‘Format:’ use the drop down menu to select ‘English (Australia)’.

6. On the top tab ribbon of the current window select Location. On the Location tab change ‘Current location:’ to ‘Australia’.

**Setup Microsoft Office 2010:**

1. Click the **Windows Start Icon** in the bottom left hand side of your screen. Click ‘All Programs’ then click on the ‘Microsoft Office’ folder. Click ‘Microsoft Excel 2010’ to begin setting up Microsoft Office 2010.

2. Microsoft Excel 2010 will launch and ask you to enter your ‘Name’ and ‘Initials’. Enter your name and initials and click ‘OK’.

3. Microsoft Office 2010 will begin the setup process. You will then be asked to ‘Enter your Product Key’. You were given your Microsoft Office 2010 key on the eAcademy website as part of the ‘Transfer of Ownership Acknowledgement and Acceptance’ process. Enter your product key and click ‘Continue’.

4. Once complete your Microsoft Office 2010 install will be ready to use. Click ‘Close’ to finish.

**User Account/Password**

We recommend that all school leavers change their password immediately after completing this guide. You should then create your own personal User Account and use a different password to the Administrator account.