

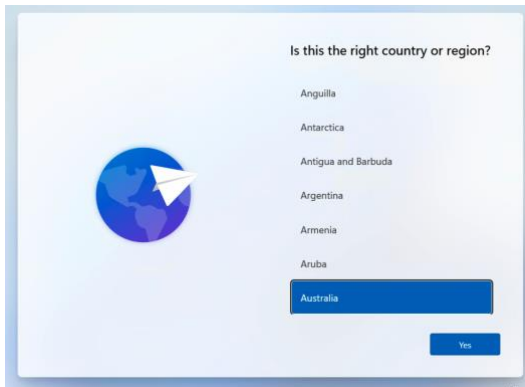
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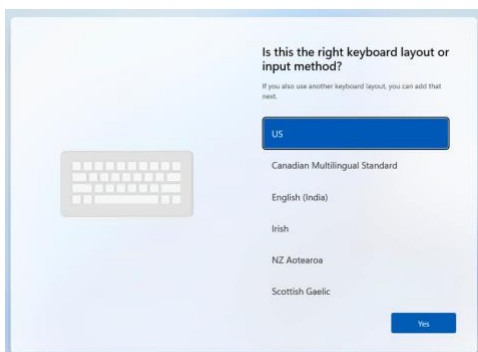
Out of Box Experience (OOBE) for New Laptop

Following are the step-by-step instruction on how to create a local account on a new student laptop during out of the box experience (OOBE).

Once you open the new laptop you will be presented with below screen after it boots into windows. Please Select Australia as shown in the screen below.



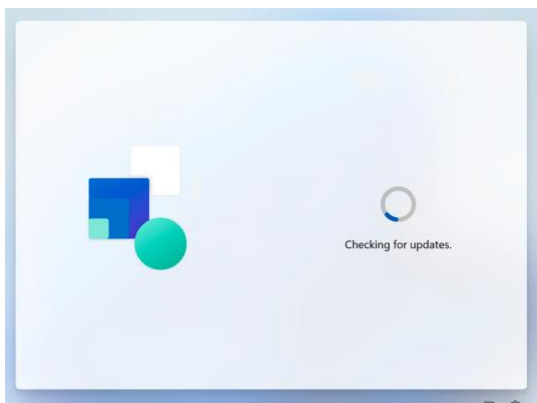
Select US and click yes on next screen.



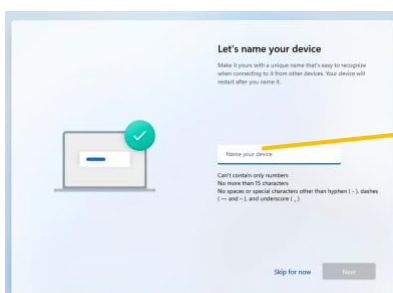
Hit Skip



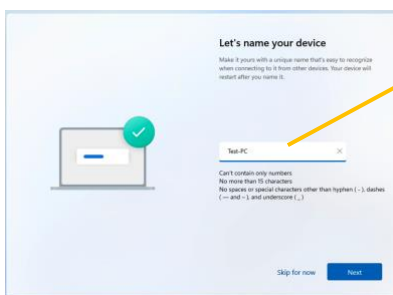
It may check for windows update, please do not turn off laptop during this process.



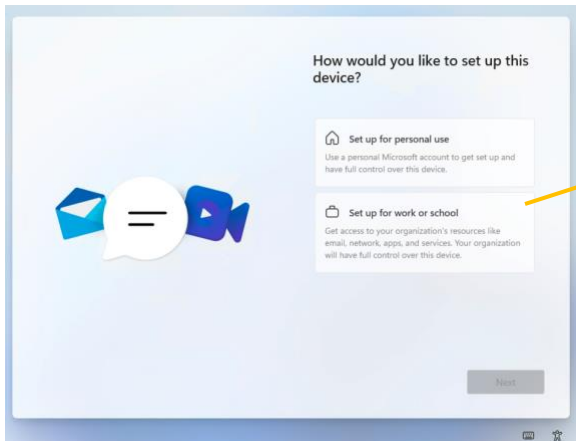
You maybe prompted to name your device. Please enter a laptop Name of your choice and click next.



Please enter a laptop name of your choice, without any spaces as shown below.

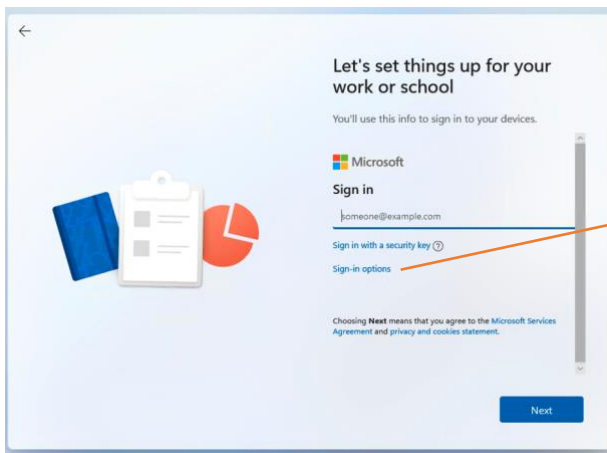


It may restart your laptop after this process. On the next screen please select **Set Up for work or school**.

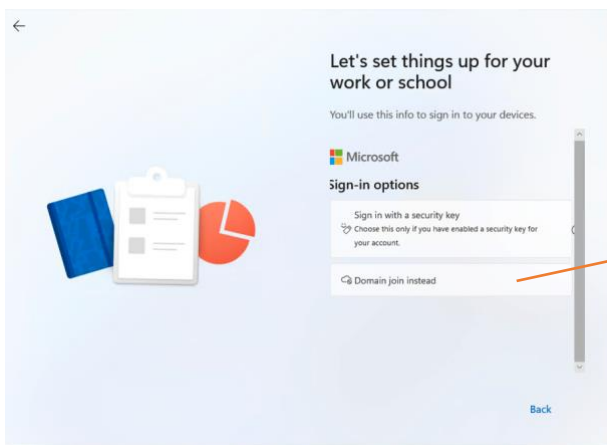


Please select.
Set up for work or school

On the next screen please select sign-in option and domain joined as shown below



Please select **sign-in options**



Please select.
Domain Join instead.

On the next screen please enter your full name as username

Who's going to use this device?
You'll use this name to sign in to your device.

Enter your name
Name

Even better, use an online account

Next

Please enter your full name as username.

Who's going to use this device?
You'll use this name to sign in to your device.

Enter your name
John Smith

Even better, use an online account

Next

Please enter secure password for your laptop. This would be the password you will enter to get into your laptop.

←

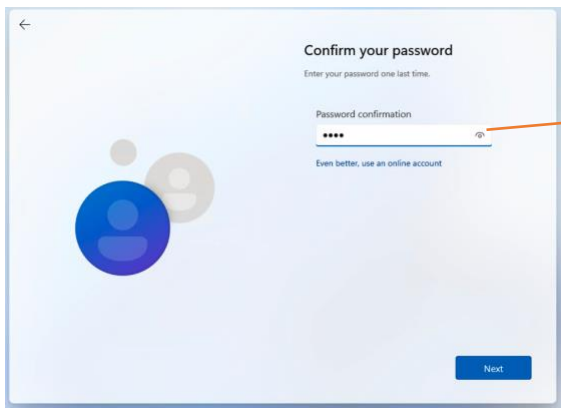
Create a super memorable password
Make sure to pick something you'll absolutely remember.

Enter a password
password

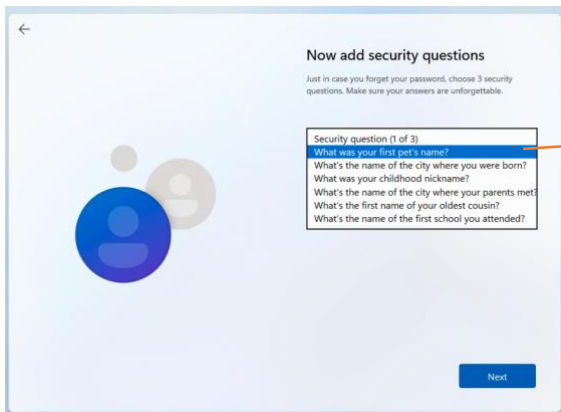
Even better, use an online account

Next

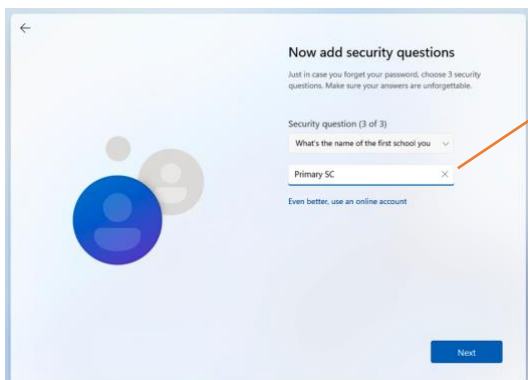
Please enter secure password of your choice.



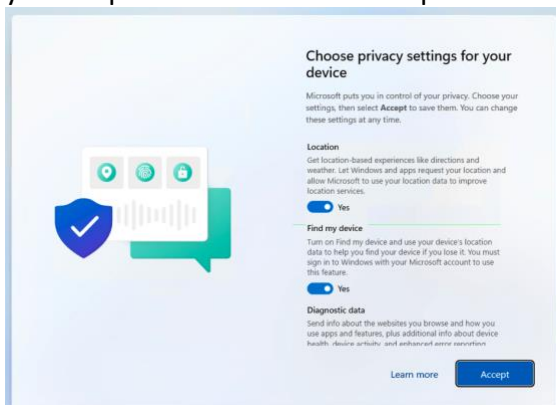
Please enter the same password to confirm.



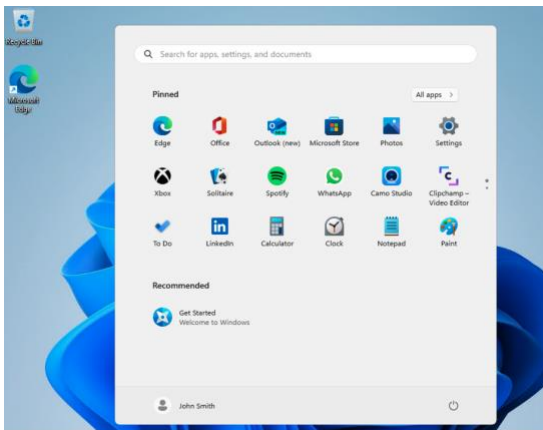
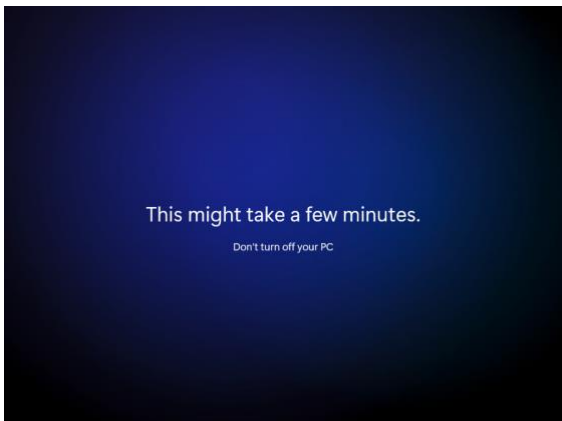
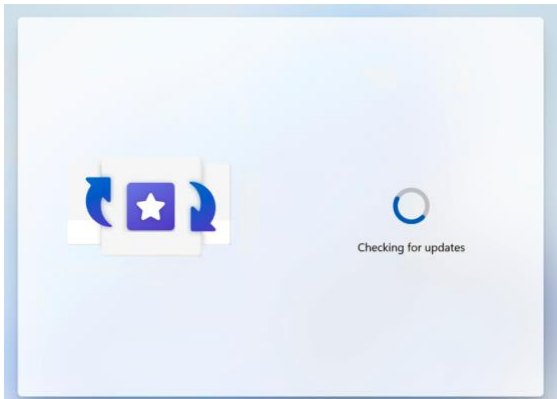
Please choose any three security questions to answer. This is to self-reset your forgotten laptop password.



On the next screen please amend security setting by clicking on the toggle buttons as per your requirement and click accept.



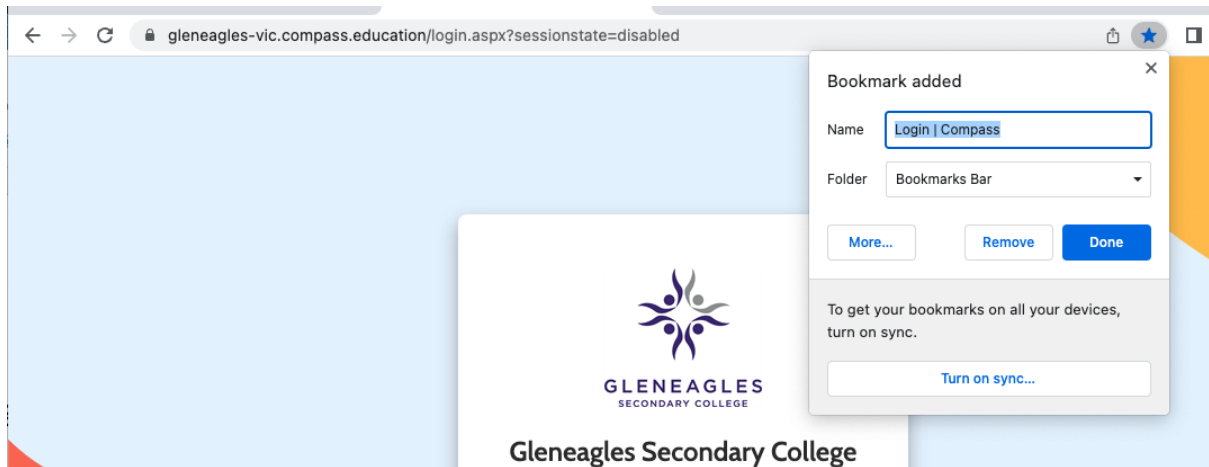
Windows may do update check again and it will log you into your newly created user profile as shown below.



If you have any queries on above process, please email Gleneagles IT on helpdesk@gleneagles.vic.edu.au.

Gleneagles Compass Portal

<https://gleneagles-vic.compass.education>. Please head to this website and bookmark this page for future visits.



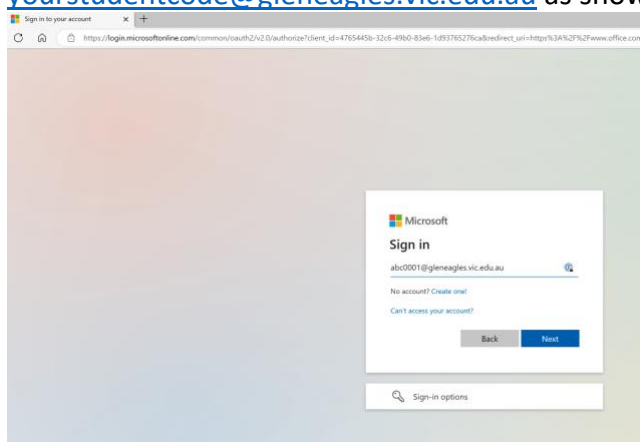
Microsoft office 365

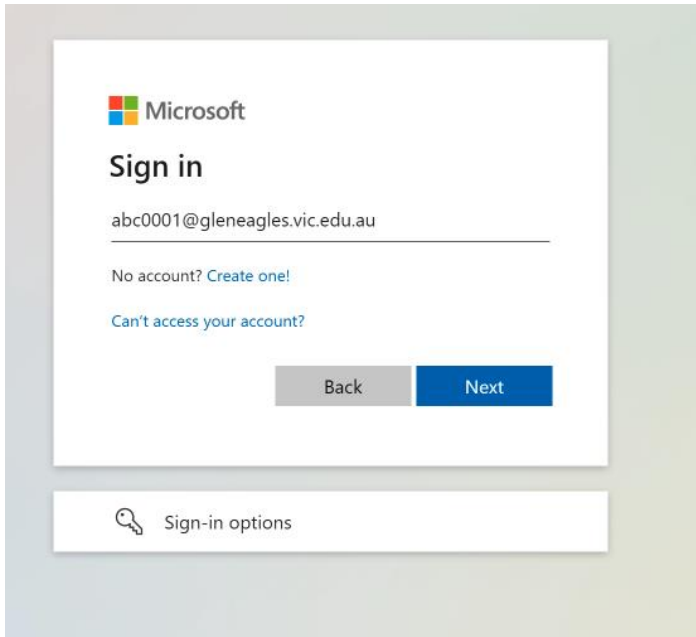
If you have a new windows laptop, office 365 may come preinstalled. Simply sign in with your Gleneagles school email to activate it.

Please follow below steps to install full Office 365 applications on your BYOD laptop.

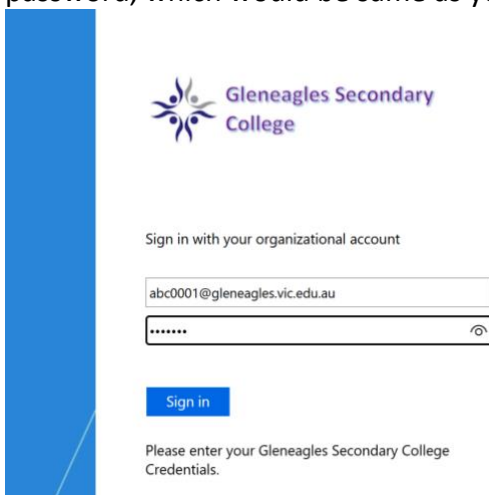
Please visit following website <https://portal.office.com>

When prompted please enter your Gleneagles email address which would be in the form yourstudentcode@gleneagles.vic.edu.au as shown below.

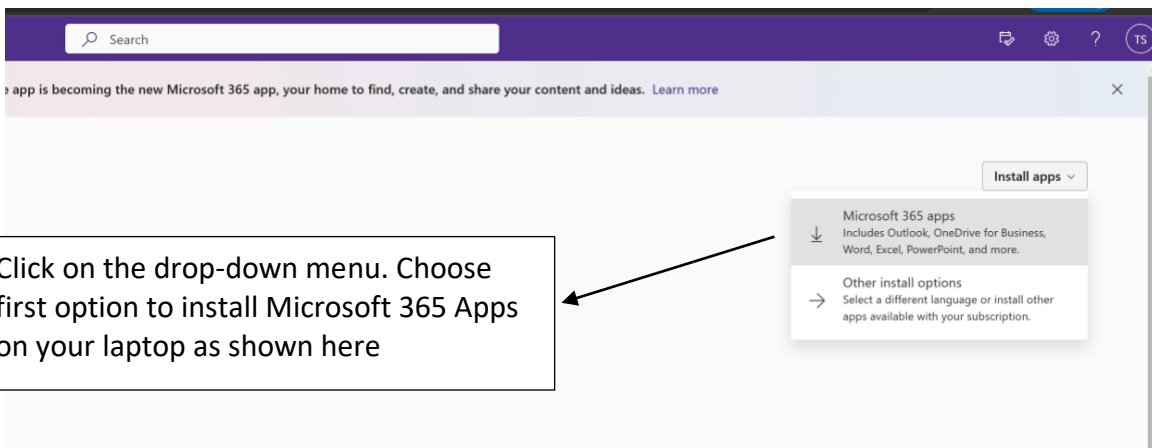




You may see below screen, please re-enter your Gleneagles email and your Gleneagles password, which would be same as your Gleneagles compass portal password.

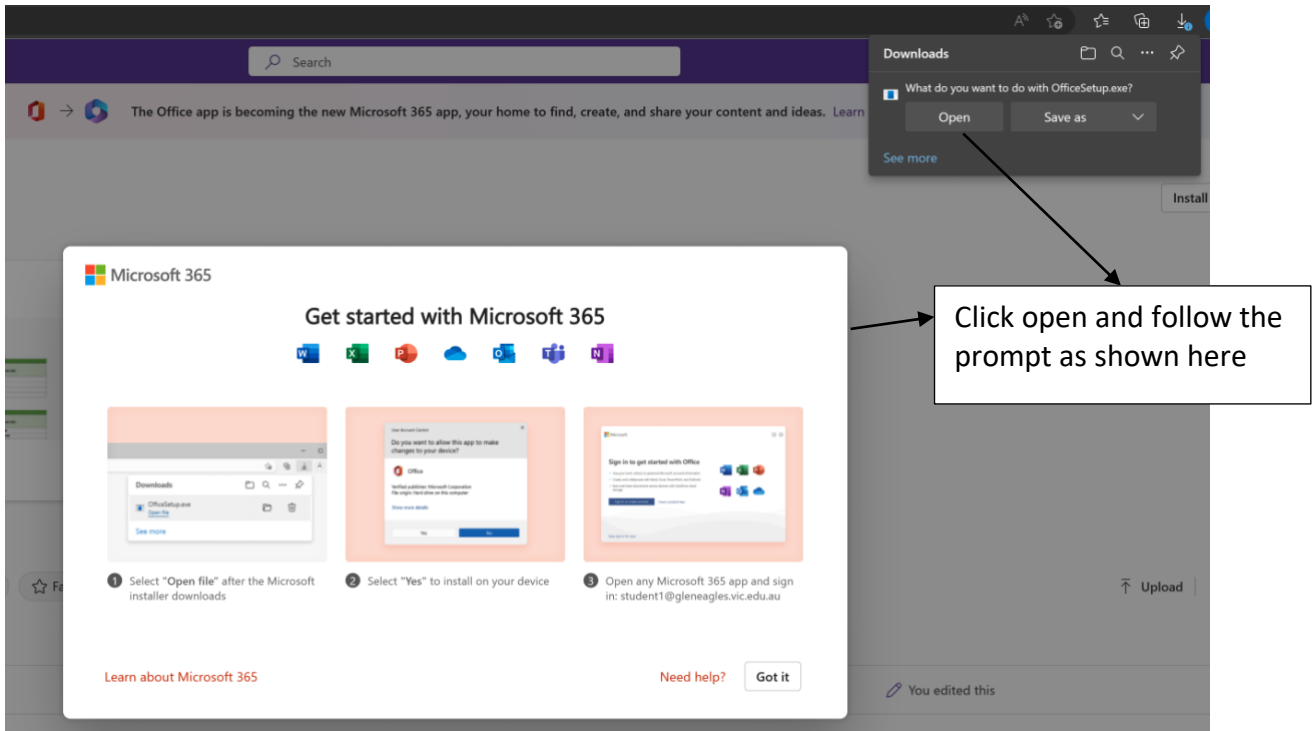


On your next screen please click on **Install apps** icon as shown below

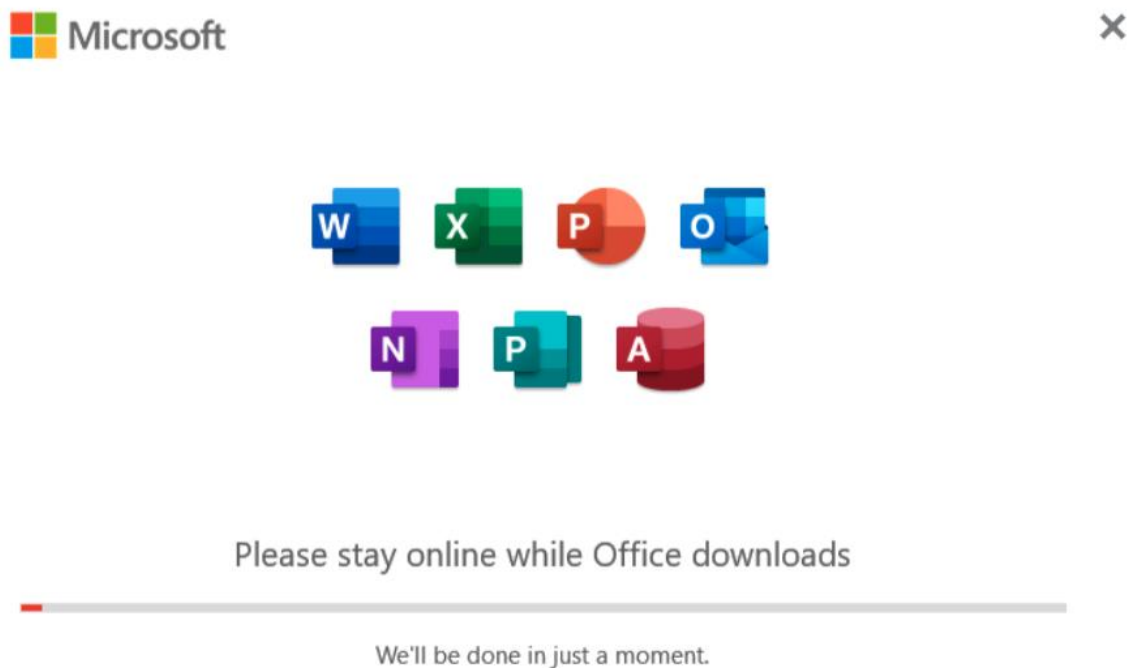


Click on the drop-down menu. Choose first option to install Microsoft 365 Apps on your laptop as shown here

On the screen below click open to execute office setup file as shown below



You will need to stay connected to the internet for the installation to complete.



Once the installation is finished, please open one of the applications from Microsoft Office 365 suit such as Word.

When prompted please sign in.



Sign in to set up Office



Use your regular email address



Get free cloud storage



Use your account to install Office on other devices

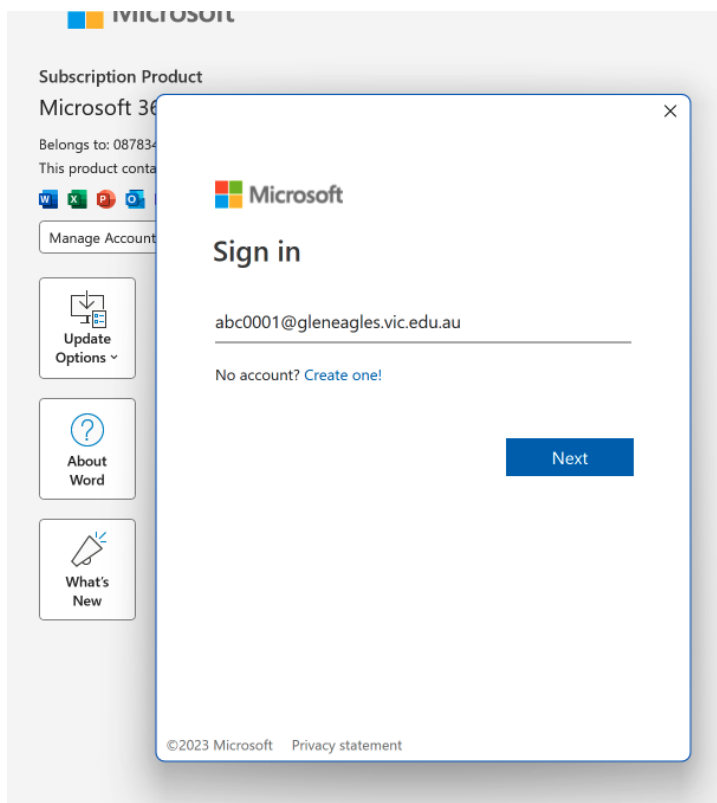
Sign in with your work, school, or personal Microsoft account

Sign in

Create account

[I have a product key](#)
[What is a Microsoft account?](#)

Enter your Gleneagles student email address same as used above to activate your Microsoft office 365 suite on your laptop.



This completes the process of installing Microsoft Office 365 application suit on your BYOD laptop.

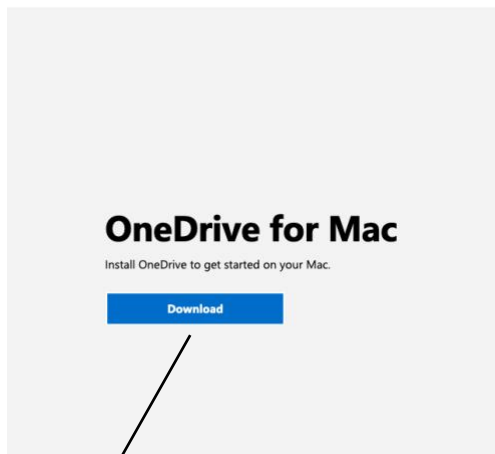
If you have any issues or need more information, please email Gleneagles IT on helpdesk@gleneagles.vic.edu.au.

Microsoft OneDrive

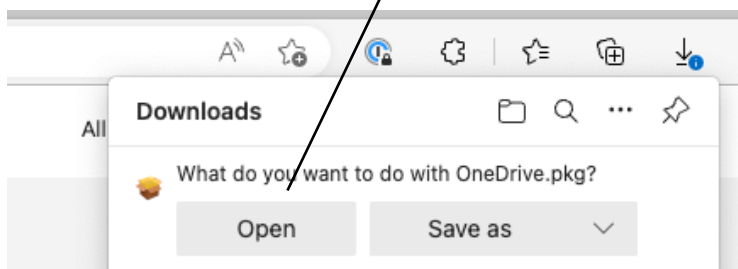
OneDrive comes preinstalled on all windows devices. Simply sign in with your school email to start syncing Desktops, Documents, and Picture folder with your Gleneagles OneDrive. Your school email is in form <your student code> @gleneagles.vic.edu.au

OneDrive Install instructions for MAC

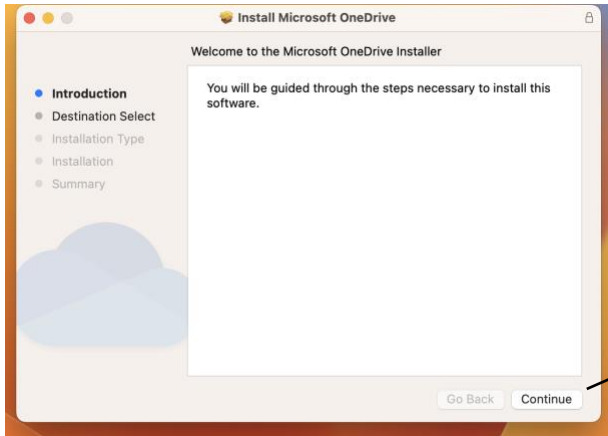
Head to following website and download OneDrive for Mac
<https://www.microsoft.com/en-au/microsoft-365/onedrive/download>



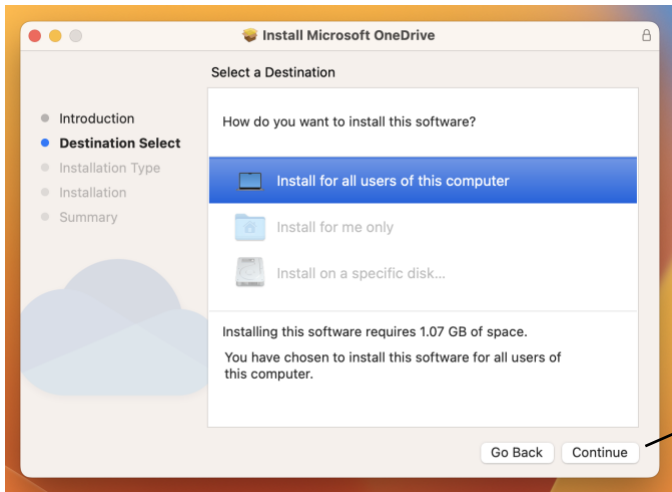
Click on download and click **open** to install OneDrive.pkg application on your MacOS.



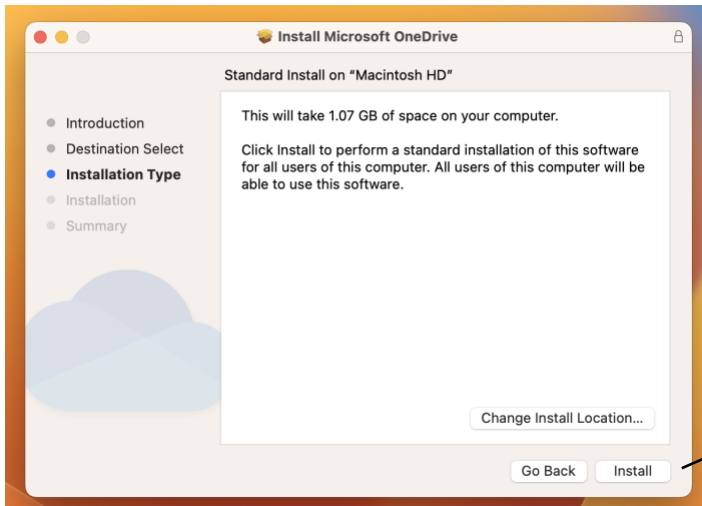
Click Continue on next screen



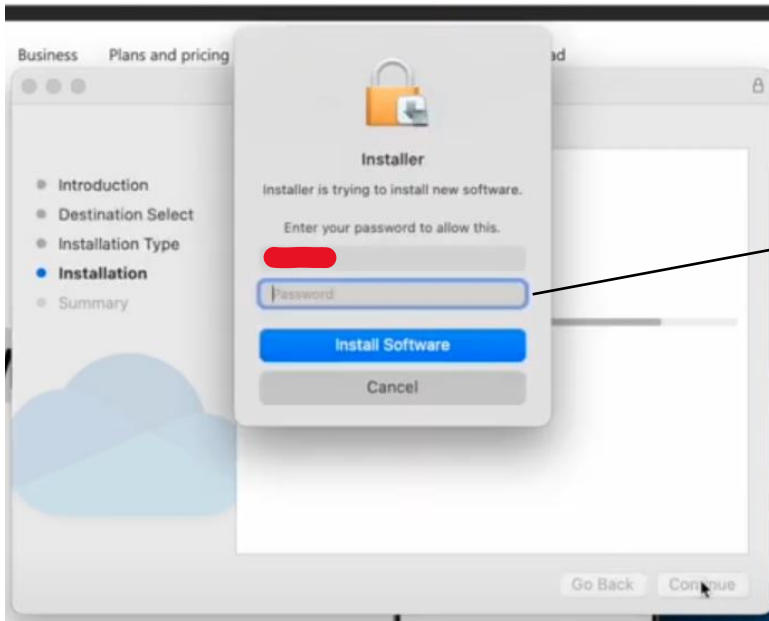
Click continue



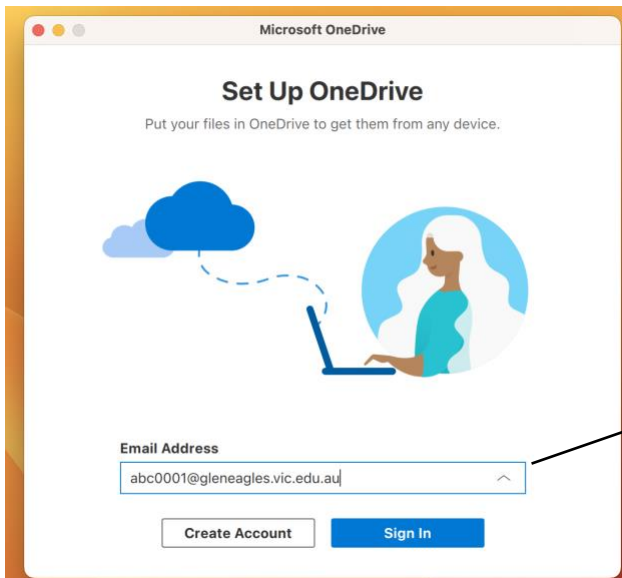
Click continue



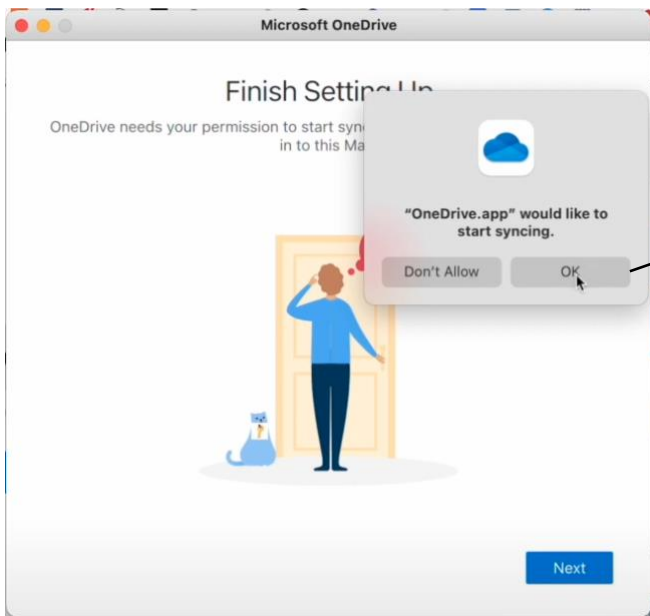
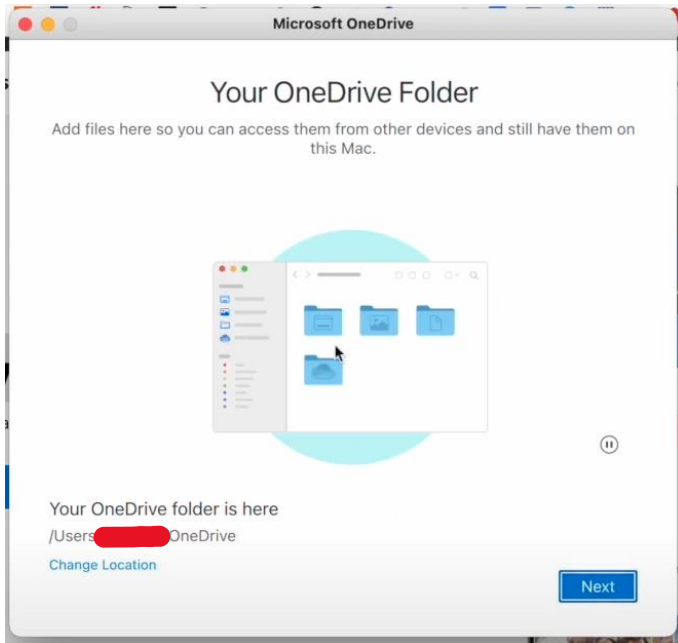
Click install



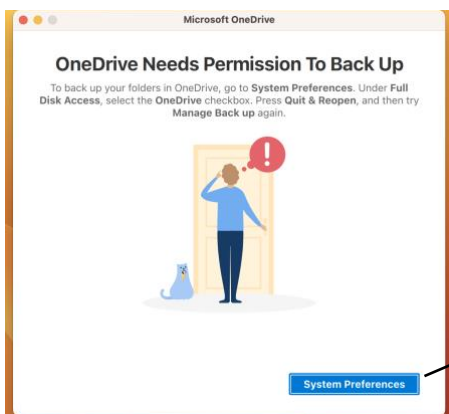
When prompted please enter your MacBook Password.



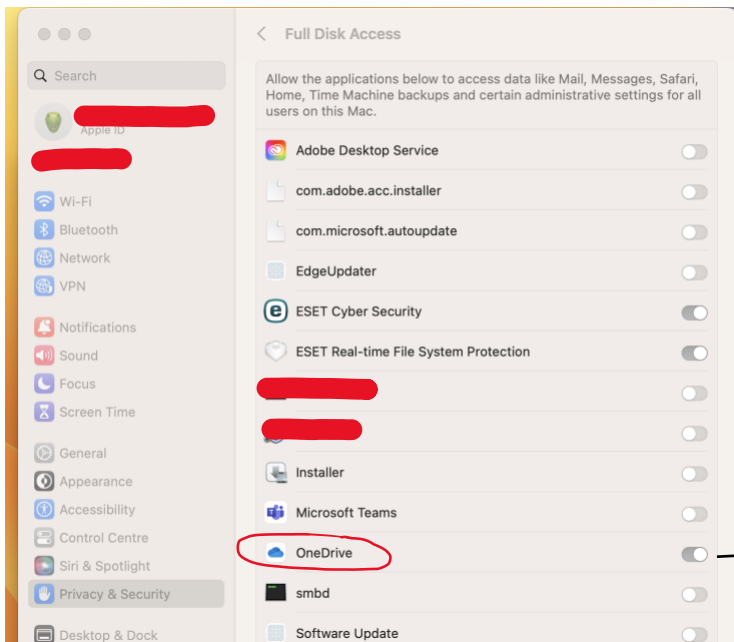
Please enter your Gleneagles email address in the form <your student code> @gleneagles.vic.edu.au as shown here.



Click Ok to start enable to application to start Syncing and launch at login.



If you see this screen please click on System preferences to provide One Drive application Full disk access as shown in next window dialog.

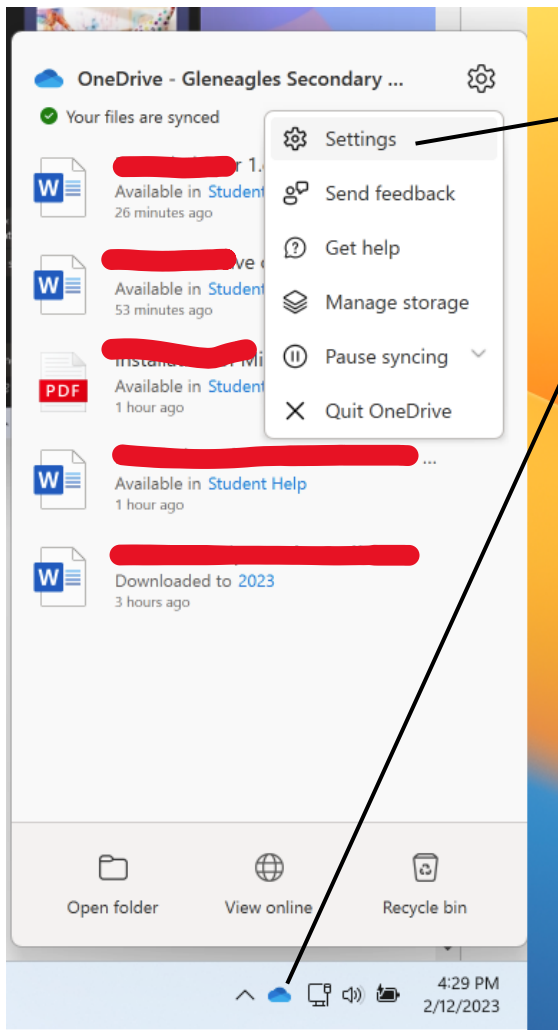


Slide this box to provide access to full disk to this MacOS and sync files with OneDrive.

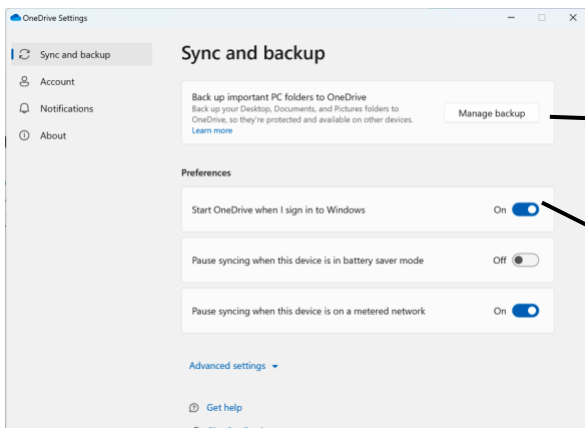
This completes the installation of OneDrive Client on your MacOS if any issues please email us on helpdesk@gleneagles.vic.edu.au.

OneDrive Configuration for Windows.

After you login to OneDrive with your Gleneagles emails make sure that it is configured properly.

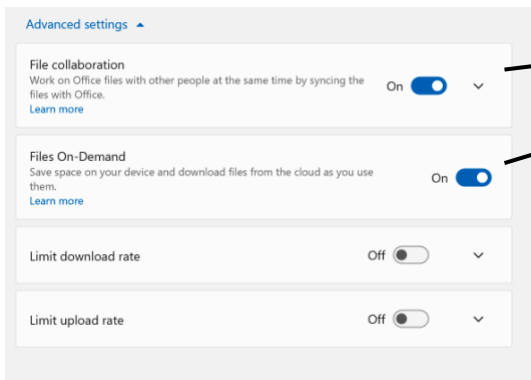
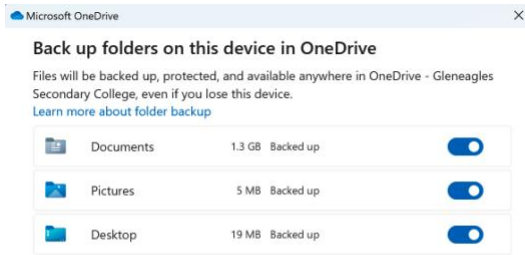


Go to OneDrive icon on system tray and Click settings



Click on Manage Backup to confirm that it is syncing Desktop, Document and Picture Folders with OneDrive as shown in the next screen.

Make sure that OneDrive starts after the sign in.



Make sure that both this setting is toggled on for saving space on your laptop and collaboration.

Install Microsoft Team for Mac

Please go to following link to download and install Microsoft Teams for Mac/windows

[Teams Download](#)

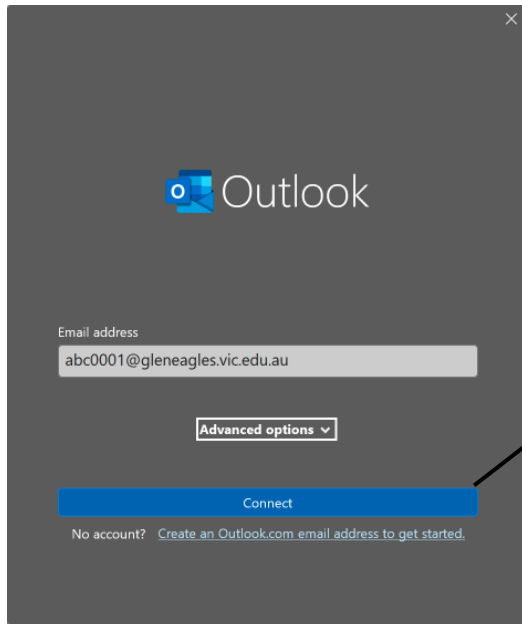


Please sign in with your Gleneagles email to access your Gleneagles team.

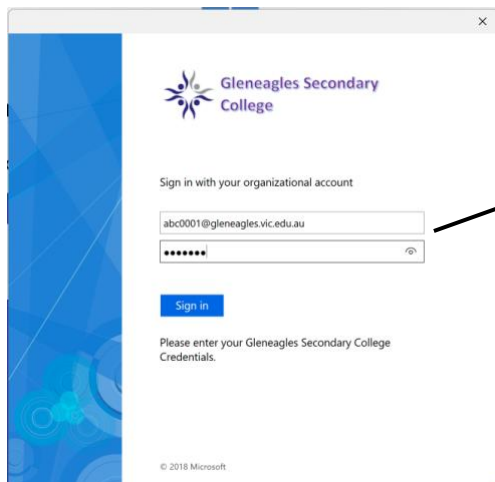
Microsoft Outlook Configuration

Gleneagles email on windows Outlook.

Please open Outlook and enter your Gleneagles email in the form < your student id>@gleneagles.vic.edu.au as shown below

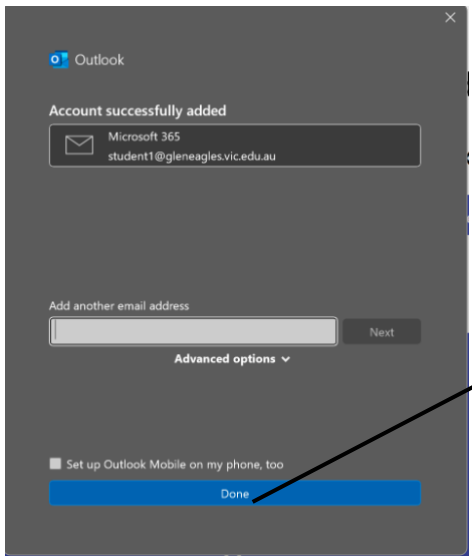
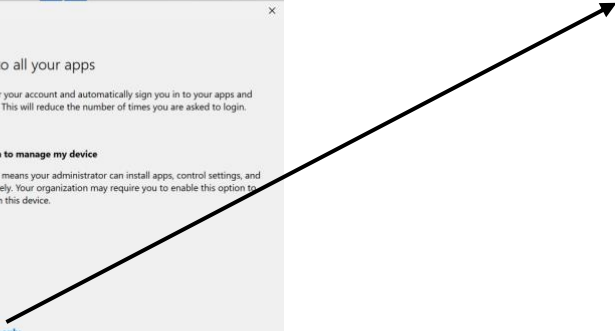
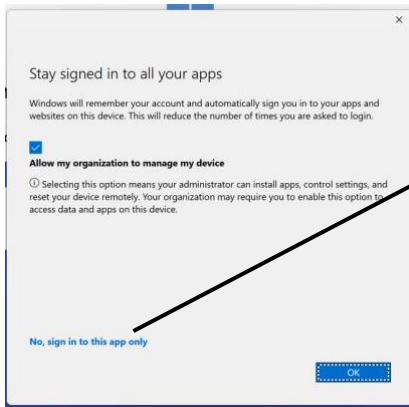


Click Connect

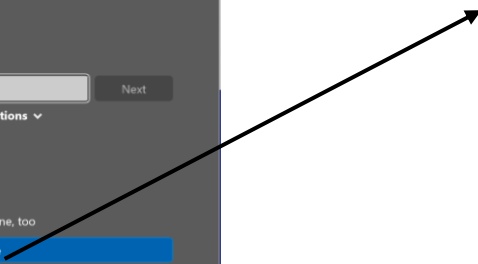


Please enter your Gleneagles email address and password click sign in

Please click no, sign into this app only

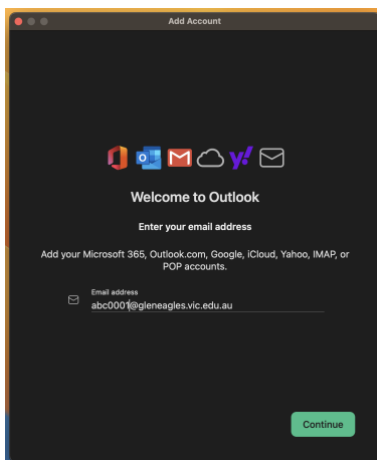


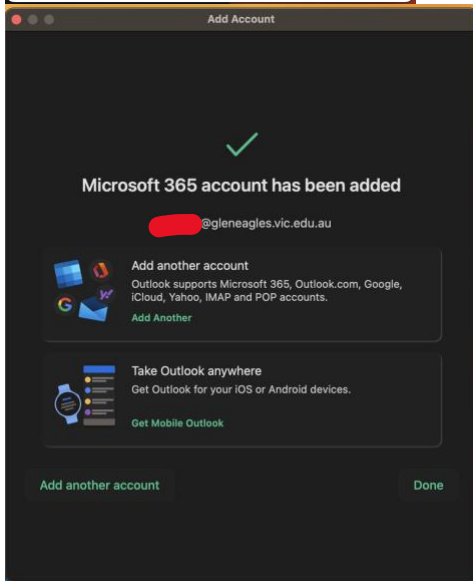
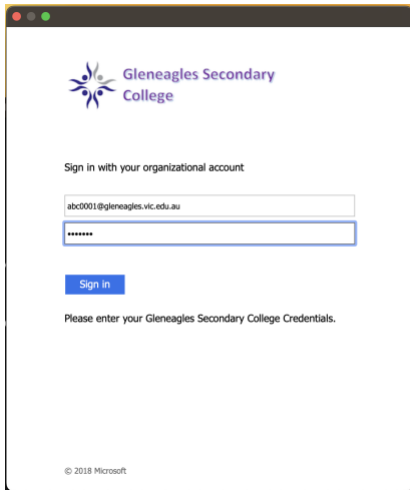
Click Done



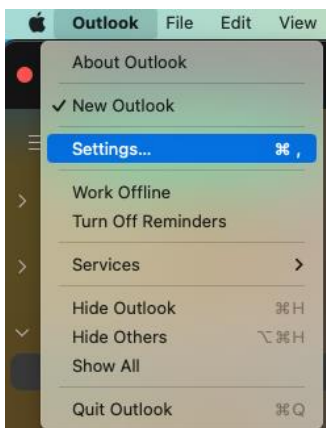
Gleneagles Email on Mac Outlook

Please open outlook and enter your Gleneagles email (your student is @gleneagles.vic.edu.au) as shown below

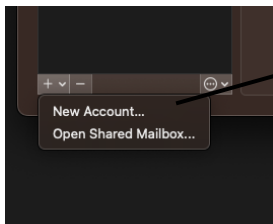
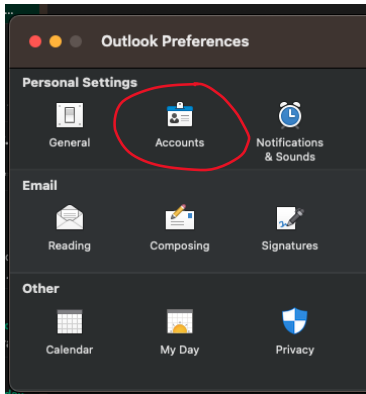




If your Mac Outlook is already configured with another email address. Please go to Outlook Settings as shown below to add your Gleneagles email.



On next screen go to accounts



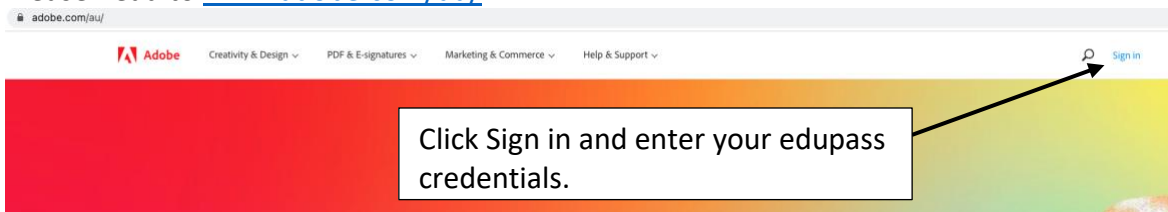
On the next screen click on drop down menu and select New Account and follow the above process of adding Gleneagles email to outlook.

Adobe Creative Cloud Suite Installation

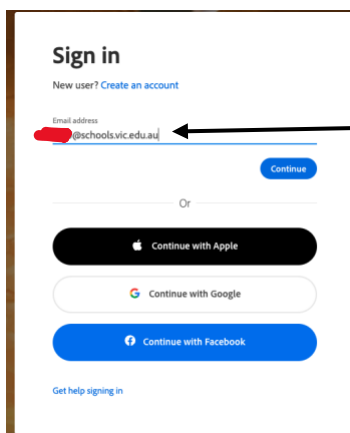
All students will receive their edupass credentials, they are emailed during start of the year to their Gleneagles email.

If you have not received it, please contact Gleneagles IT at helpdesk@gleneagles.vic.edu.au

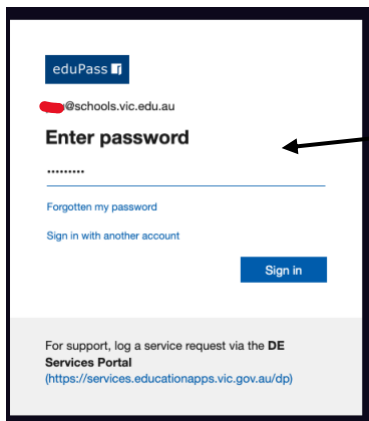
Please head to www.adobe.com/au/



Click Sign in and enter your edupass credentials.

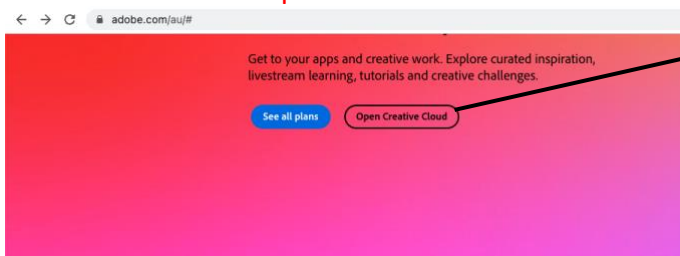


Enter your @schools.vic.edu.au credentials as shown here



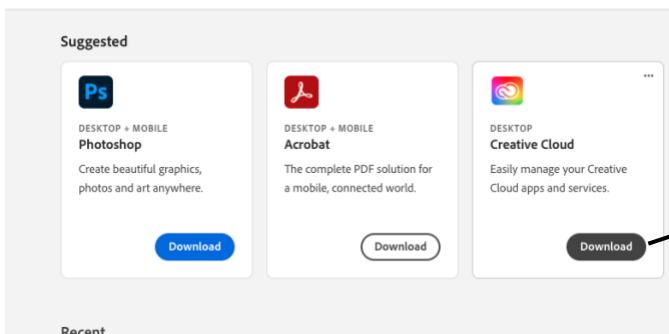
Enter the edupass password

On the next screen **Open Creative Cloud**



Click here

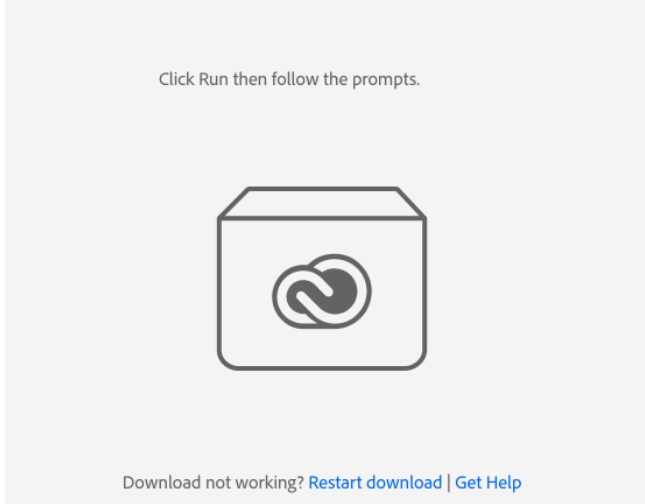
On the next screen download Creative Cloud application

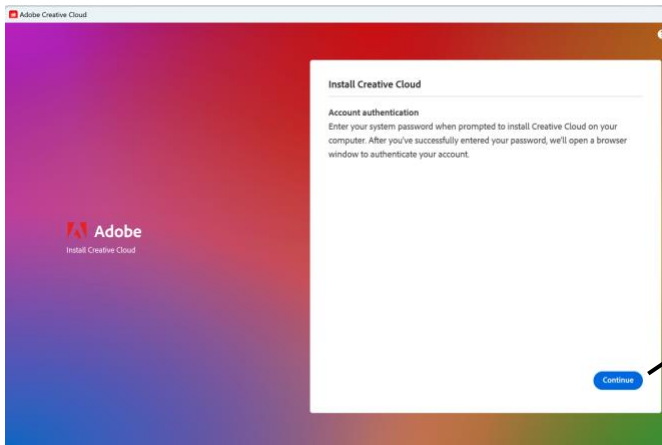


Click here to download

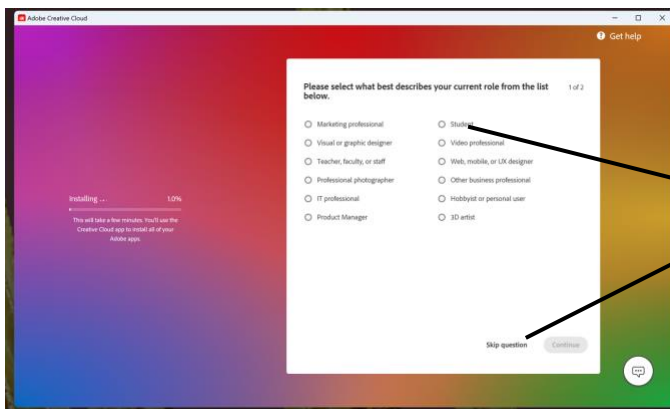
You will see below screen

Follow the instructions below to install Creative Cloud.

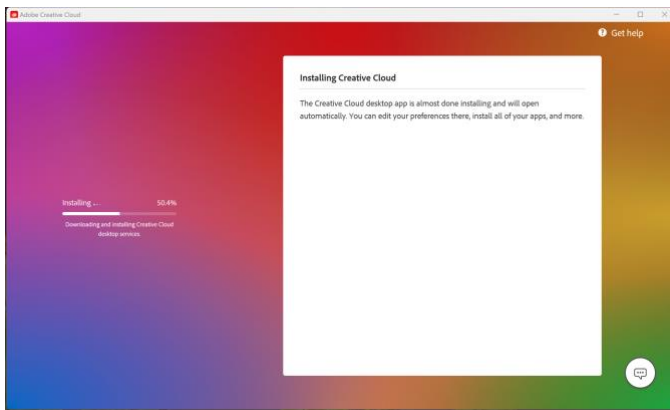




Click Continue



Click Skip question or choose student



Once Adobe Creative cloud is installed, use it to install required Adobe Applications by clicking on install as shown below.

APPS

All apps

Updates

CREATE NOW

Adobe Express

CATEGORIES

Photo

Graphic design

Video

Illustration

UI and UX

3D and AR

Acrobat and PDF

Beta apps

RESOURCE LINKS

Stock

Manage fonts

Tutorials

All apps

Desktop Mobile Web

Installed

Photoshop Up to date

Acrobat Up to date

Camera Raw Up to date

Available in your plan

Illustrator
Create stunning illustrations and graphics
Install

Click here to install illustrator on your PC or Mac.

InDesign
Design and publish elegant layouts
Install

Lightroom
The cloud-based photo service
Install

Premiere Pro
Edit and craft polished films and video
Install