

# Setting Up Your UMA Laptop

## Before Getting Started

- Have your WiFi password handy to connect your new laptop to the internet.
- Be ready to devote about an hour and a half to the set-up process.

## **Unboxing Your Laptop**

- 1. Remove the laptop box from the outer box.
- 2. Remove the laptop from inner box. Do not throw this box away.
- 3. Remove all items from the box, including the power cord which will be in two pieces.
- 4. Inspect the laptop and power cord for damage.
  - If you notice any damage, please call 855-TECH-UMA

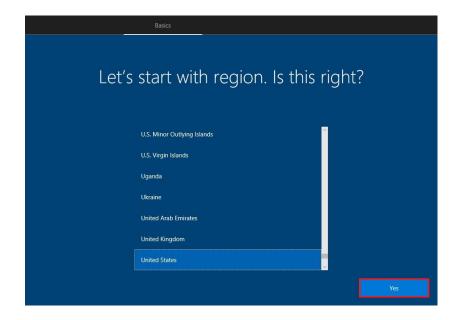
## Initial Laptop Set up

- 5. Plug one end of the power cord into the laptop and the other into power.
- 6. Press the power button to turn the laptop on.

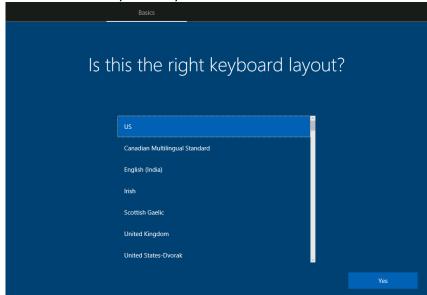
7. Wait until "Just a Moment" disappears and you hear/see "Hi."



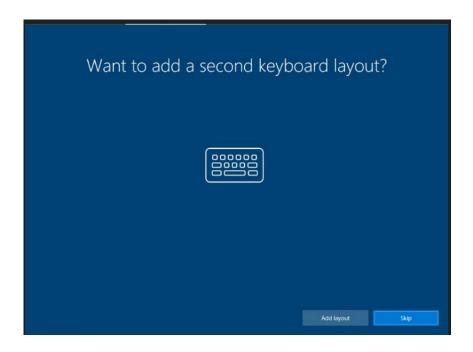
8. Select your region as "United States."



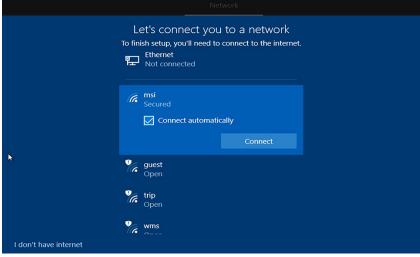
9. Select the keyboard layout of "US" and click "Yes."



10. "Skip" adding a second keyboard layout.



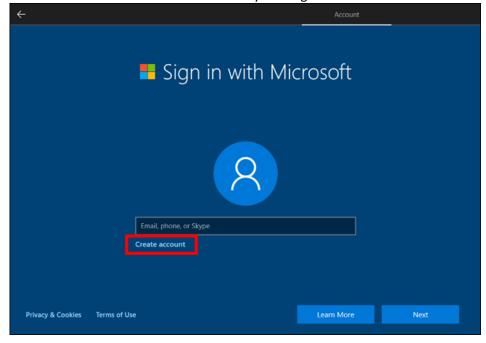
11. Select the name of the WiFi network you would like to connect to and enter the WiFi password.



- If you do not currently have WiFi access or do not know the WiFi password, you can select "Skip for now." Do not try to set up your laptop with internet on a mobile hotspot.
- 12. Read through and select "Accept" on the license agreement.

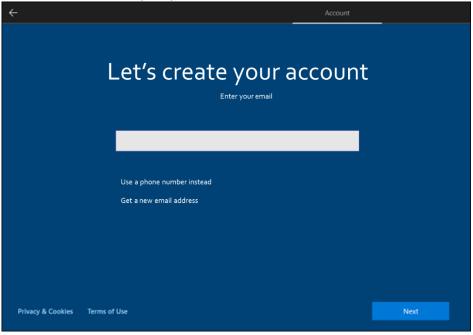


## 13. You should create a new account by clicking "Create account."

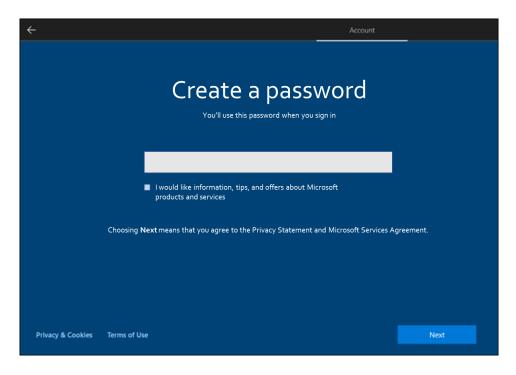


14. Enter your personal email address and click "Next."

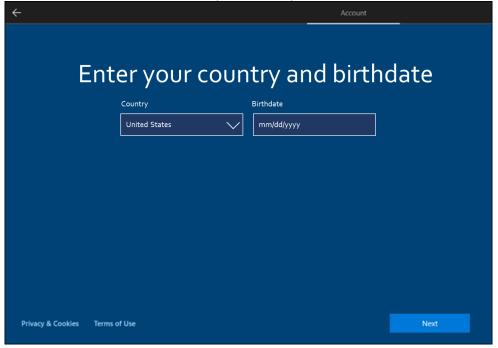
• Please use your personal email account. We do not recommend using your @ultimatemedical.edu account.

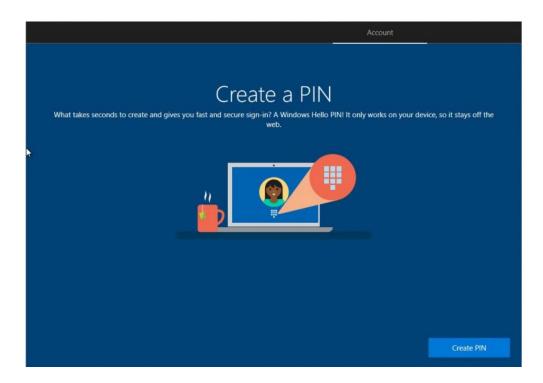


- 15. Choose a password and click "Next."
  - This password must have eight characters, two of which must be uppercase, lowercase, numbers, or symbols.

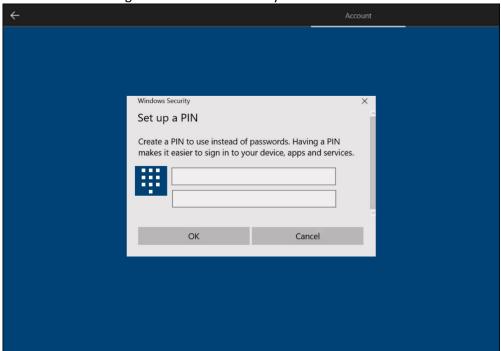


16. Select "United States", enter your birthday, and click "Next."

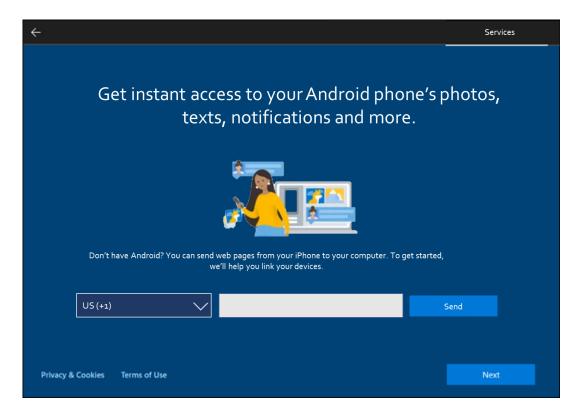




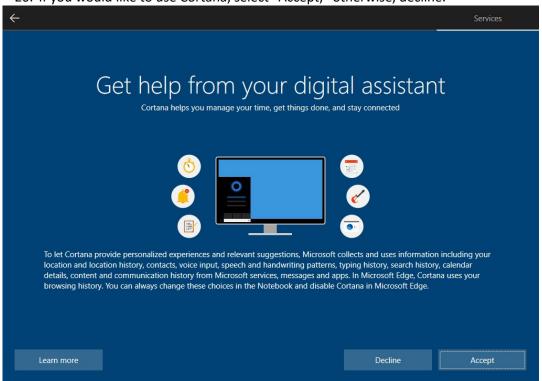
18. Enter a four-digit number combo to be your PIN and click "OK."



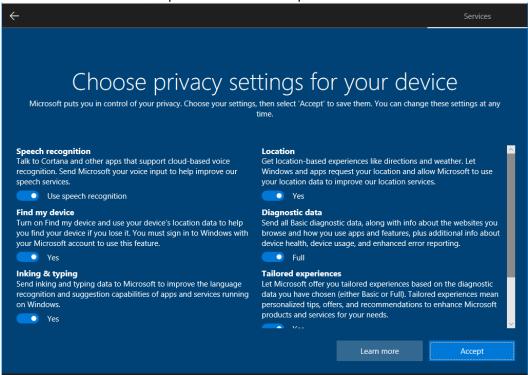
19. Click "Next." You don't need to enter your phone number on this page if you don't want to.



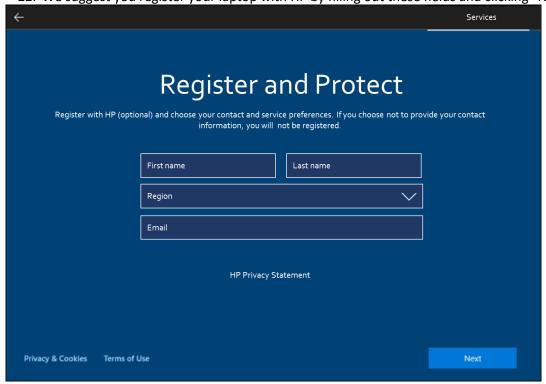
20. If you would like to use Cortana, select "Accept;" otherwise, decline.

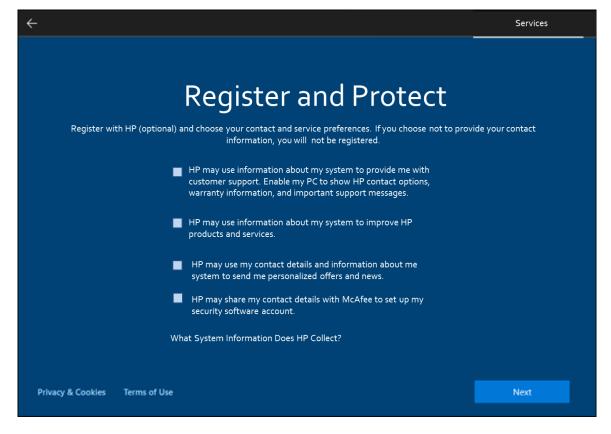


21. Review the selected options and click "Accept" to continue.



22. We suggest you register your laptop with HP by filling out these fields and clicking "Next."





24. You should see "Hi" and "We're getting everything ready for you." This might take a few moments. Do not turn off the laptop.

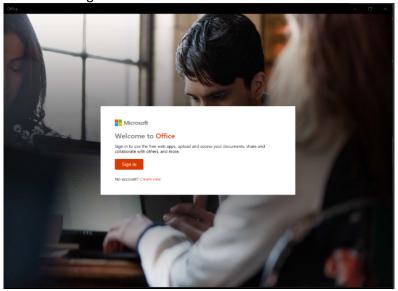


# Setting Up Your Desktop and Logging into Microsoft Office

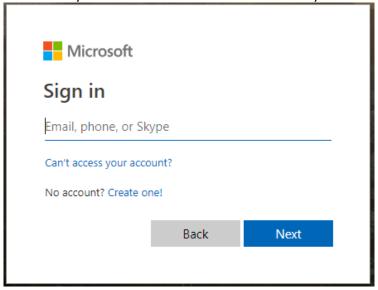
- 25. After the desktop appears, wait about five minutes for all programs to load.
- 26. Close the HP JumpStart Dropbox window.
- 27. Open the start menu and click "Office." This may take a moment.



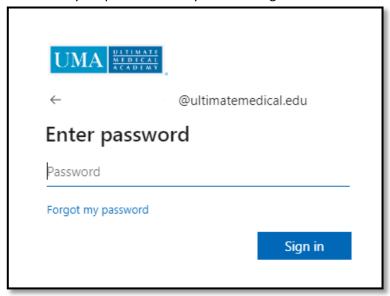
28. Click "Sign In."



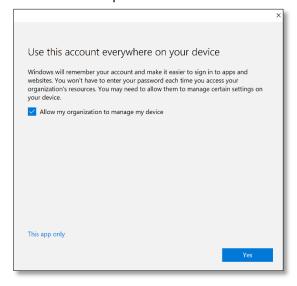
29. Enter your UMA email which is the username you use to log into the PumaDen.



30. Enter your password that you use to log into the PumaDen. Click "Sign In."



31. Leave the option checked and hit "Yes."



32. To set up OneDrive, enter your UMA email (the username you use to log into the PumaDen) on this screen and click "Sign In."



33. Click "Next."

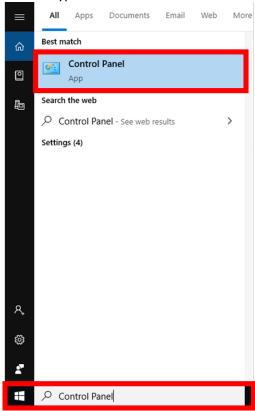


- 34. Click through the OneDrive tutorial then close the window.
- 35. You now have Office 365 activated and ready to use on your computer.

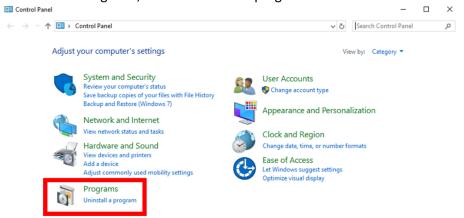
# Uninstalling McAfee Trial Version

The McAfee program is an unnecessary trial version of a paid virus protection software that will expire in 30 days. Your computer has Windows Defender which is not a trial and will protect your computer.

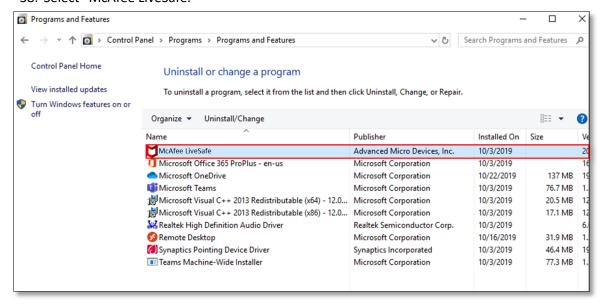
36. Type "Control Panel" into the search box on the taskbar in the bottom left then click on "Control Panel."



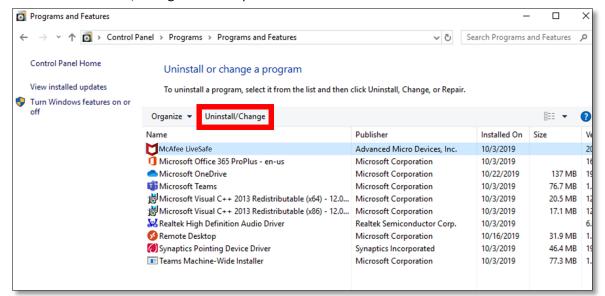
37. Under Programs, select "Uninstall a program."



#### 38. Select "McAfee LiveSafe."



## 39. Click "Uninstall/Change" at the top of the list.



#### 40. Click "Yes" to allow changes.



41. Check all boxes and click "Remove" or "Continue."



42. Click "Remove" or "Continue." It will take a few minutes to uninstall.



43. When finished, select "Restart Now." It will take a few minutes so do not turn off your computer.



44. After your computer restarts and from now on, you can log in with the PIN you set up.