Getting Started with a Windows Laptop

For Parents and Students

This document provides guidance on how to get started with your Windows laptop for the first time.

How to Charge Your Laptop

Insert the charger into the matching charger port on the left side of the laptop. Plug the other end of the charger into a standard outlet. Depending on the model you will see the battery icon next to the power button lit or you will see a light next to the charge port. usually found on the bottom (system tray), shows how much battery power is left.

Turning on Your Laptop

Depending on the model, you may find the power button in different areas on the computer. The power button might be under the laptop's lid; you must open the laptop to find and press the power button, turning the laptop on. Laptops may also have the power button along the right side of the laptop.

Connecting to the Internet

To begin using your laptop, you will first need to connect to a wireless network. A typical wireless network will require two pieces of information in order to connect. Make sure you have both of the following pieces of information to get started.
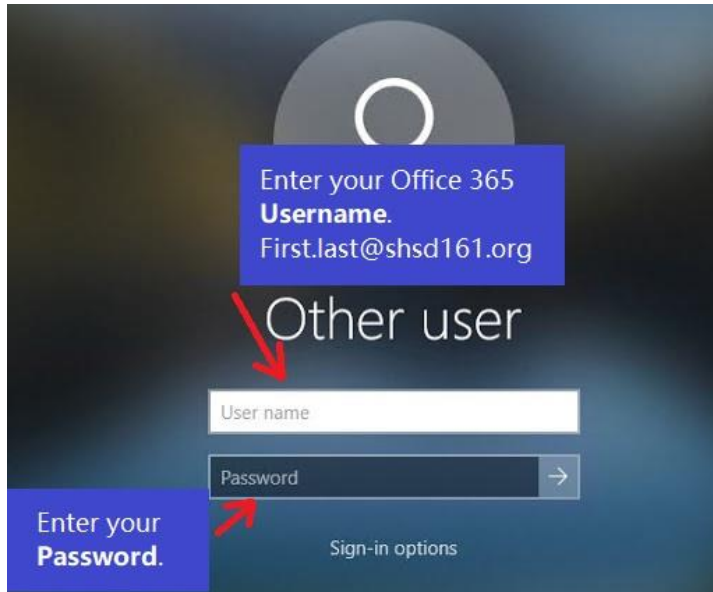
1. Network SSID (i.e., network name)
2. Network password

Some internet providers label the network SSID (i.e., network name) and password on the bottom or side of the wireless router. If you are unsure of your network name or password, please contact your internet service provider (ISP) for assistance. If you don't have an Internet Service Provider (ISP), you will need to choose one. Here is a helpful resource for you.

1. Select the Network icon ⊕ from the notification area (usually the bottom right of your screen).
2. In the list of networks, choose the network that you want to connect to.
3. Select Connect.
4. Type the security key (often called the password). Once you are connected the icon will look like this… ⧠

Sign into your Windows laptop

When you turn on the computer if you do not see your name on the screen in the bottom left click **Other user** so your screen can look like the picture below. If you do see your name on the screen skip to number 2.

1. After you turn on your Windows laptop, you will see the login screen. Enter your **Office 365 Username**.

2. Enter your **Office 365 Password**.

3. Press the Enter key on your keyboard or the click arrow to log in.

• If the student is still unable to log in, their parent should email Tech Support. (Hours: 7:30 am - 4:30 pm on school days).

Navigating your Windows Desktop

A. Start Menu

Click on the Windows icon (i.e., Start menu) to display the menu where you can access files, folders, apps and more.

B. Power Options

In the Start menu, click on the knob icon to turn on, off or restart the device.

C. Search

In the Start menu, click the magnifying glass icon to search and type in keywords to find folders, files and even use it to search the internet.

D. Find Files

In the Start menu, click on the folder icon to quickly access your saved files.

E. Account Icon

In the Start menu, click the Account icon to Change Account Settings, Lock or Sign Out of your laptop.

F. Get on the internet

On the desktop or in the Start menu, click the Google Chrome or Microsoft Edge icon in the Start menu to open the Chrome browser and access the internet.