# High School Laptop First Time Setup Guide

This guide will walk you through the required steps to prepare your laptop for the start of school.

1. Power on your laptop. The power button is located on the top right corner of your laptop.


2. Don't try to sign in under LocalAdmin. Click "Other User" and sign in. Your username will be your last name followed by your first and middle initial. Example: John Grace Smith = SmithJG. The temporary password that you need to sign in will be posted in the room.
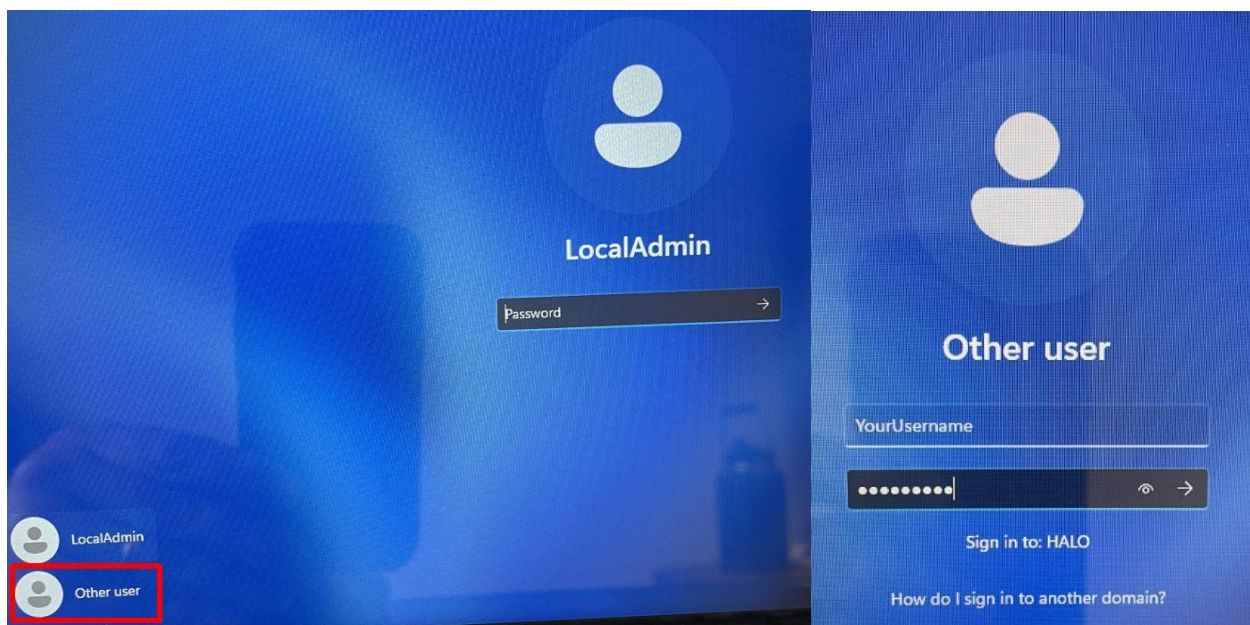

3. You will be prompted to choose a new password. Your new password must be 8 characters long and contain upper and lower case, and a number or symbol. Your password must not contain any part of your name. Enter your password and Select "OK" on the next screen to complete sign in.
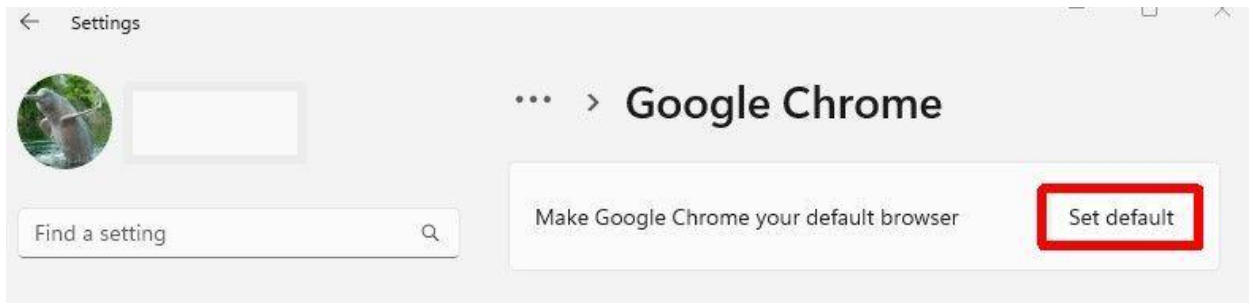
4. Type "Default" into the search bar in the bottom center of your screen. Then press enter or click "Default Apps" in the resulting window.
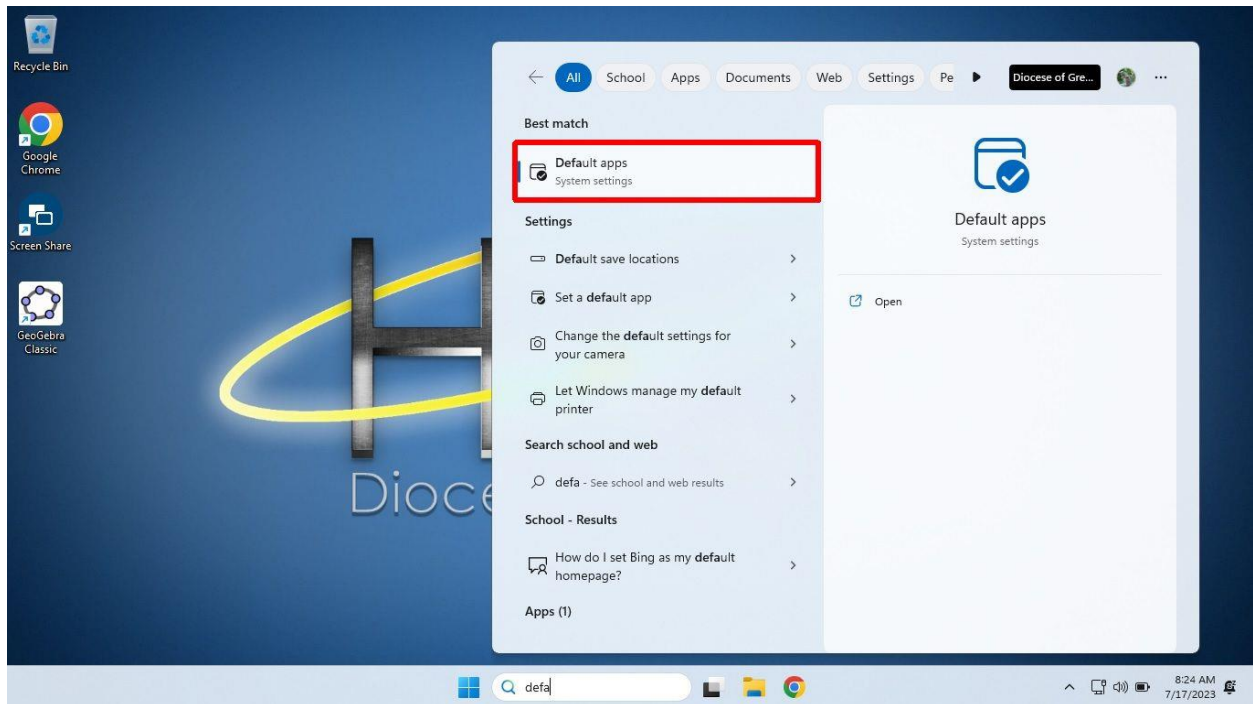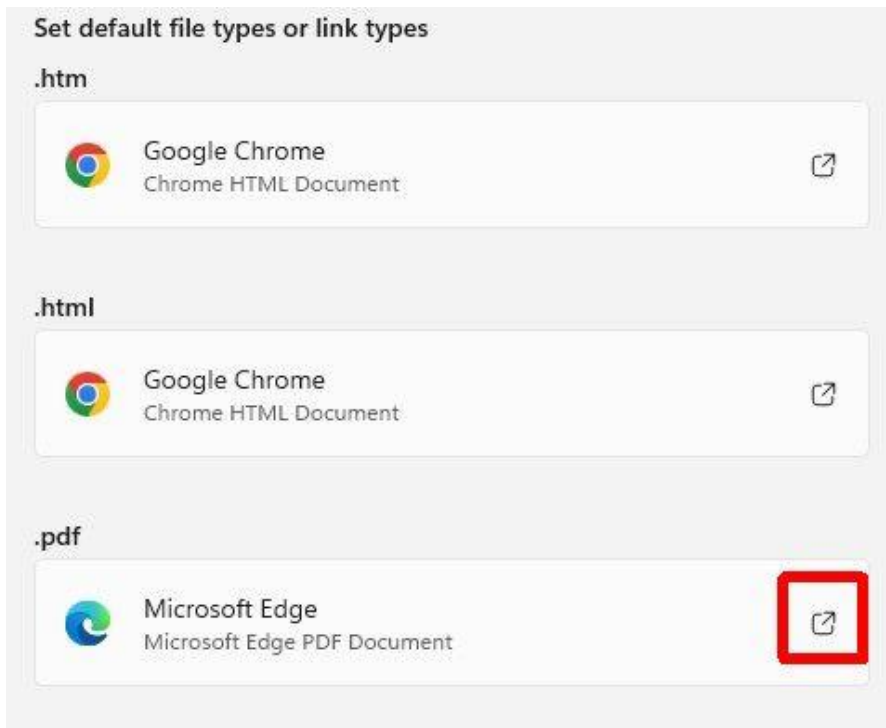

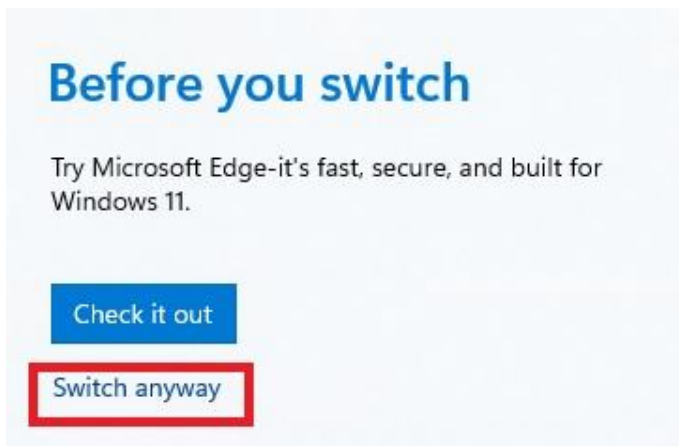5. Scroll down and click on "Google Chrome".
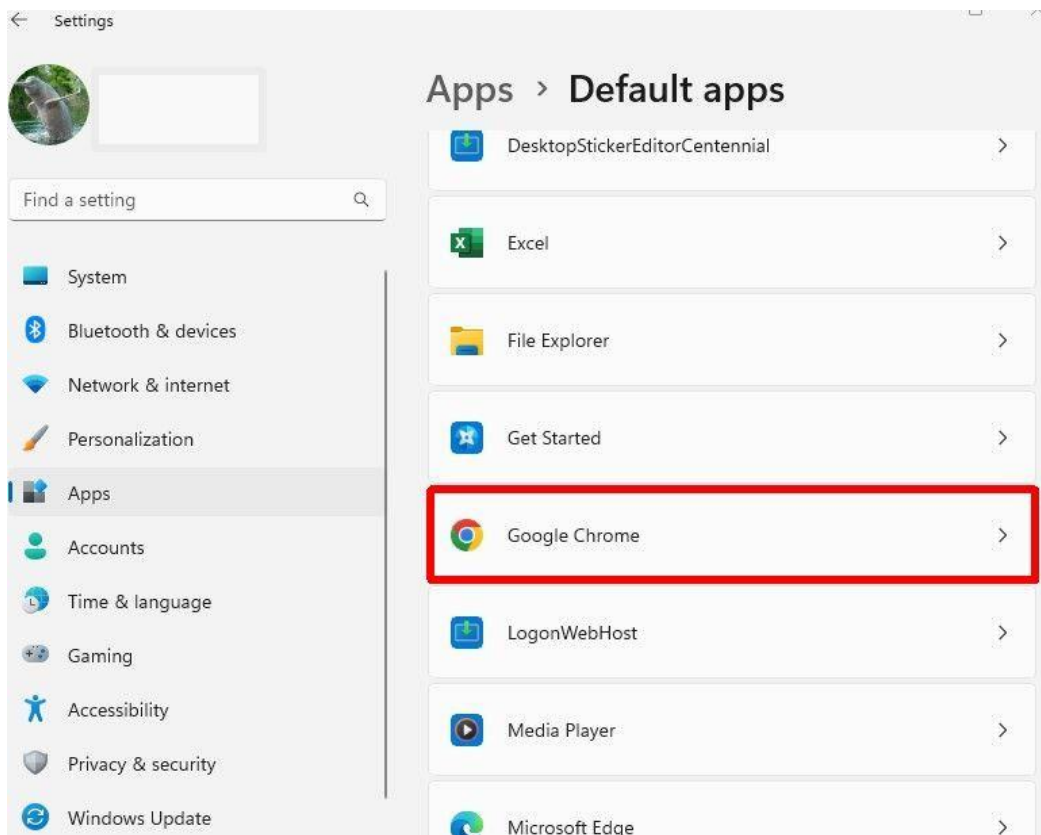
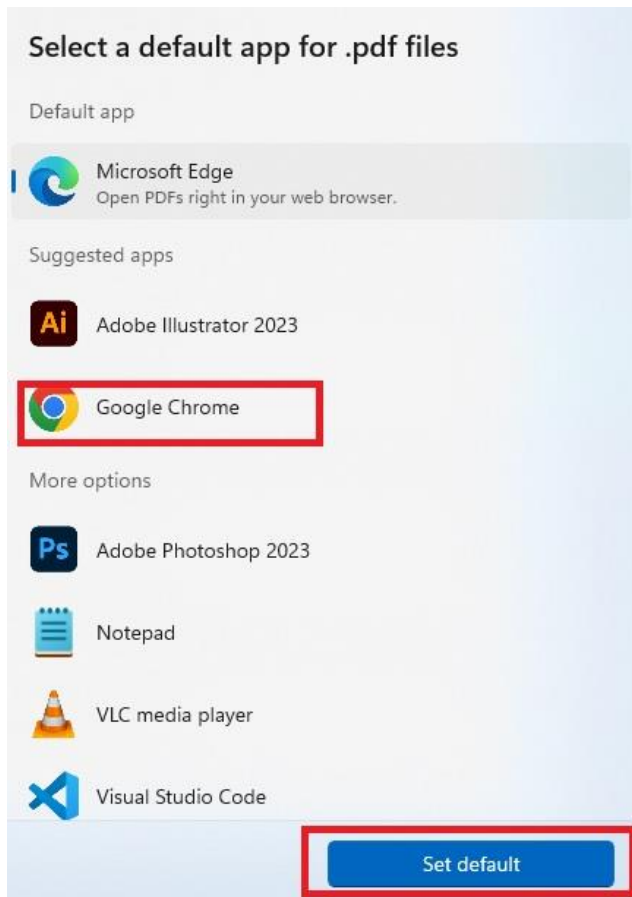6. Select "Set default" on the next screen.

7. Under Google Chrome, click the expand button next to .pdf where you see Microsoft Edge.
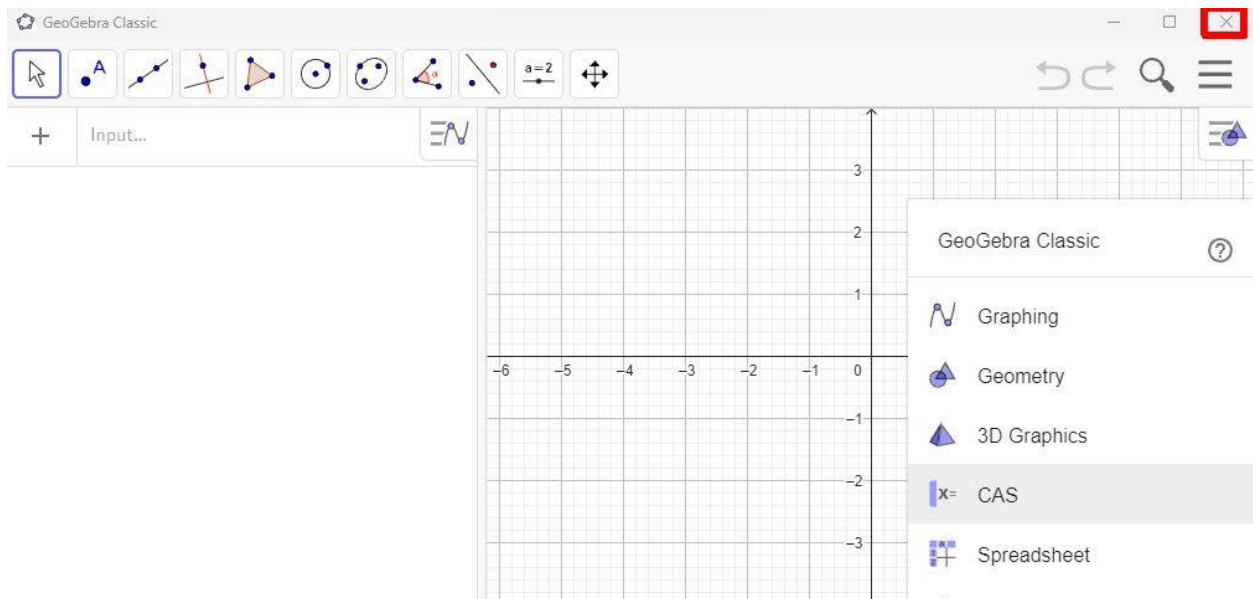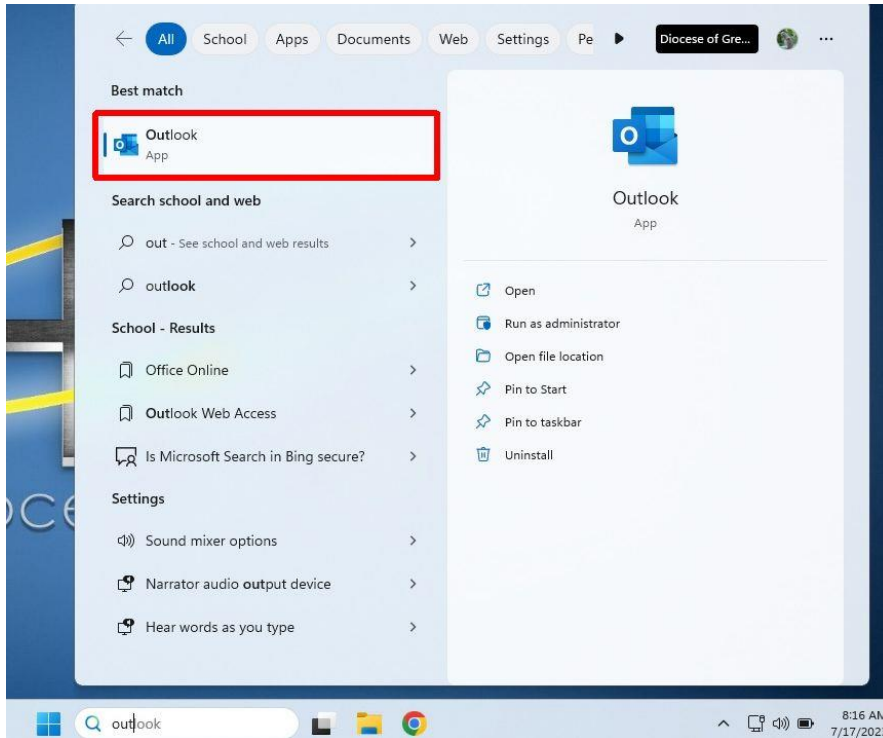

8. Select Switch anyway

9. Select "Google Chrome" and click "Set default".

10. At some point during first time setup a program called GeoGebra may open by itself. This is expected. Simply close the window if this happens to you.

11. Type "Outlook" into the search bar at the bottom center of your screen. Press enter or select "Open" on the menu to launch Microsoft Outlook.


12. Your student email address should already be listed. If not, type it in. Your student email address will be your username (Last name+first initial+middle initial)@gcchs.org or @geibelcatholic.org depending on your school. Example SmithJG@gcchs.org or SmithJG@geibelcatholic.org. Click "Connect" then uncheck the box for Outlook Mobile and select "Done".
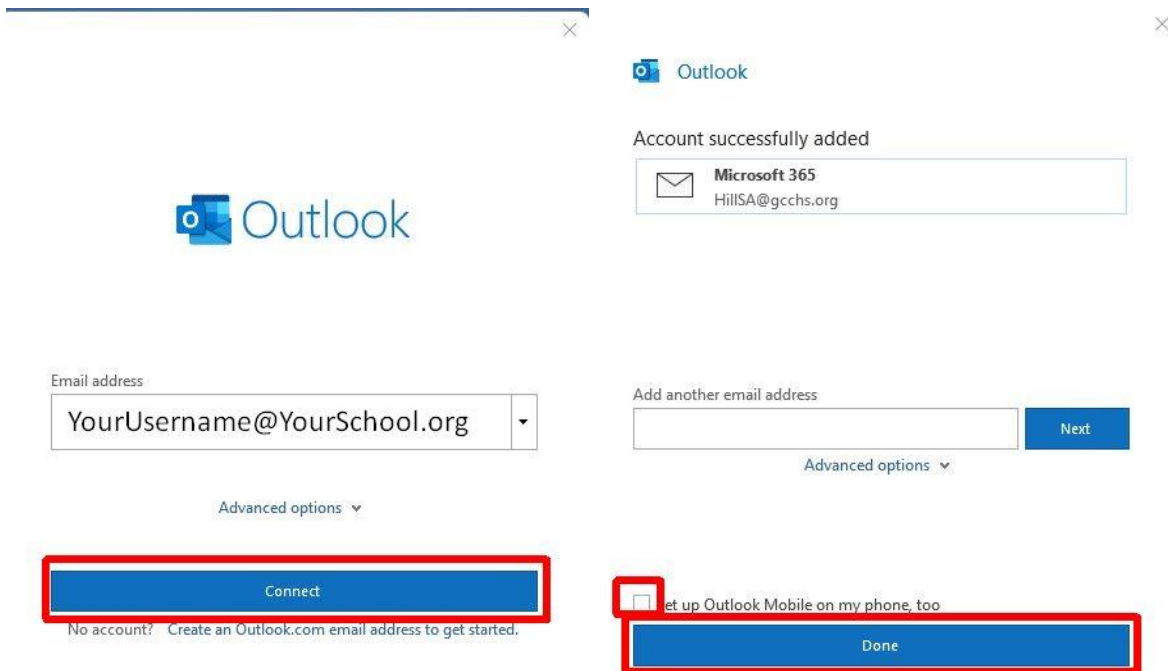
13. You will likely see these screens. Click "Accept" on the license agreement screen and "Got it" on the View pop up.
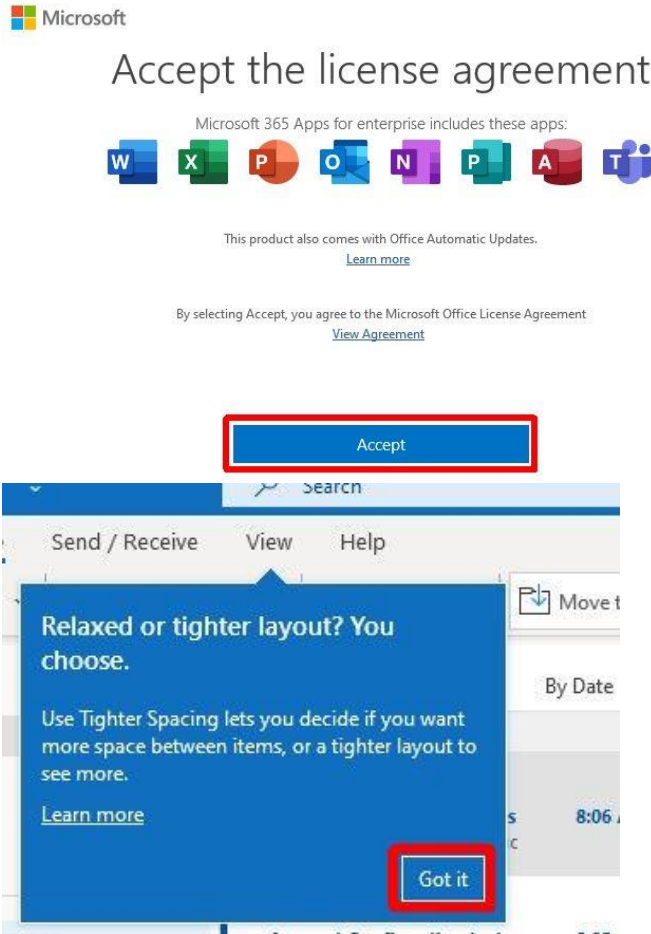
14. You should have an email from FinalForms called "Reset Password Instructions". Open it and click the link to change your password.
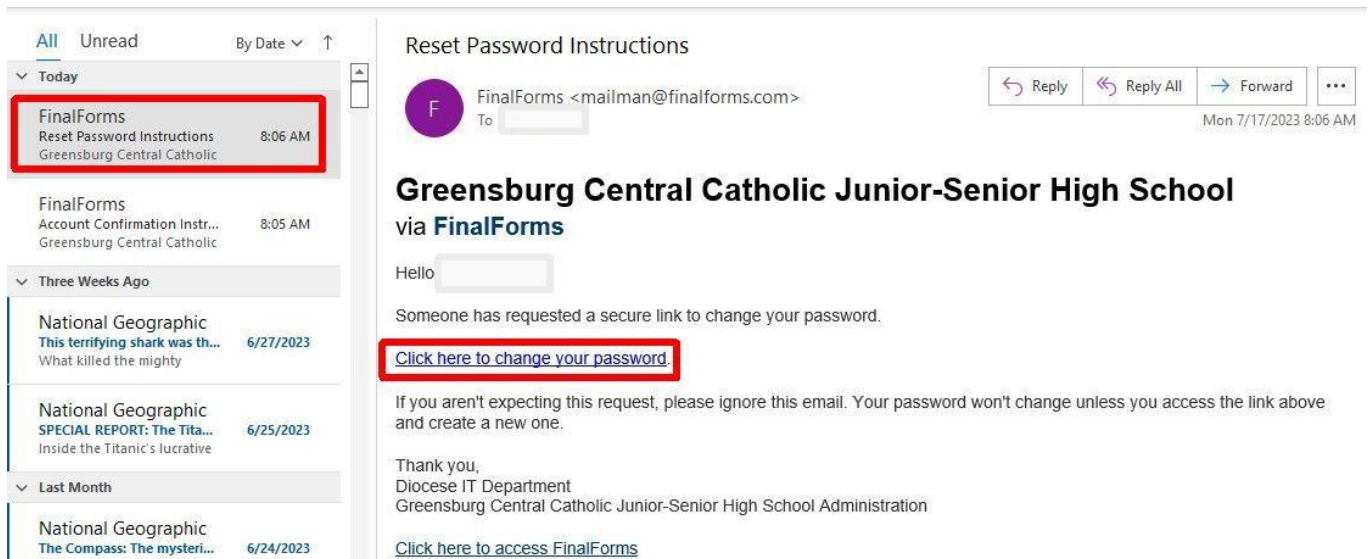
15. A new Chrome window will open and take you to the FinalForms website. Choose a password for FinalForms. You can make it the same as your computer's password if you wish. Click "Confirm Account" when you are finished.

16. You will likely get a chrome pop-up offering to save your password. Click "Never".

17. Click the "Acceptable Use Policy" under "Forms" on the left. Enter your name under "Student Signature" and click "Submit Form".
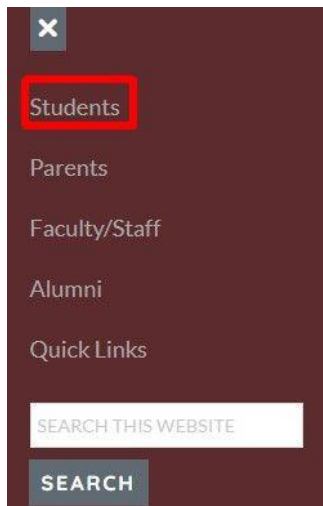
18. Now click "Log Out".

Navigate to your school's website by typing the address into the address bar in Chrome and hitting Enter. You will use either gcchs.org or geibelcatholic.org depending on your school.
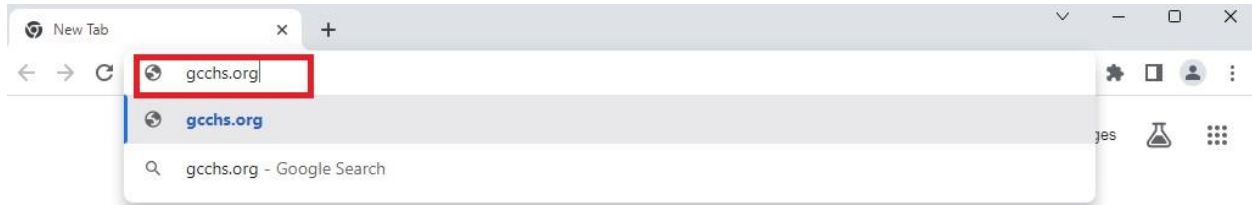
19. Select "myGCC" from the menu in the top right.

20. Now click Students

21. This page contains links to useful student resources that you will use throughout the year. Click on M365.

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22. Enter your student email address and click "Next". Your student email address will be your username (Last name+first initial+middle initial)@gcchs.org or @geibelcatholic.org depending on which school you attend. Example SmithJG@gcchs.org or SmithJG@geibelcatholic.org. Enter the password that you chose when you signed into the laptop and click "Sign in".

■■ Microsoft

Sign in

YourUsername@YourSchool.org

No account? Create one!

Can't access your account?

Back   **Next**

Diocese of Greensburg

← hillsa@gcchs.org

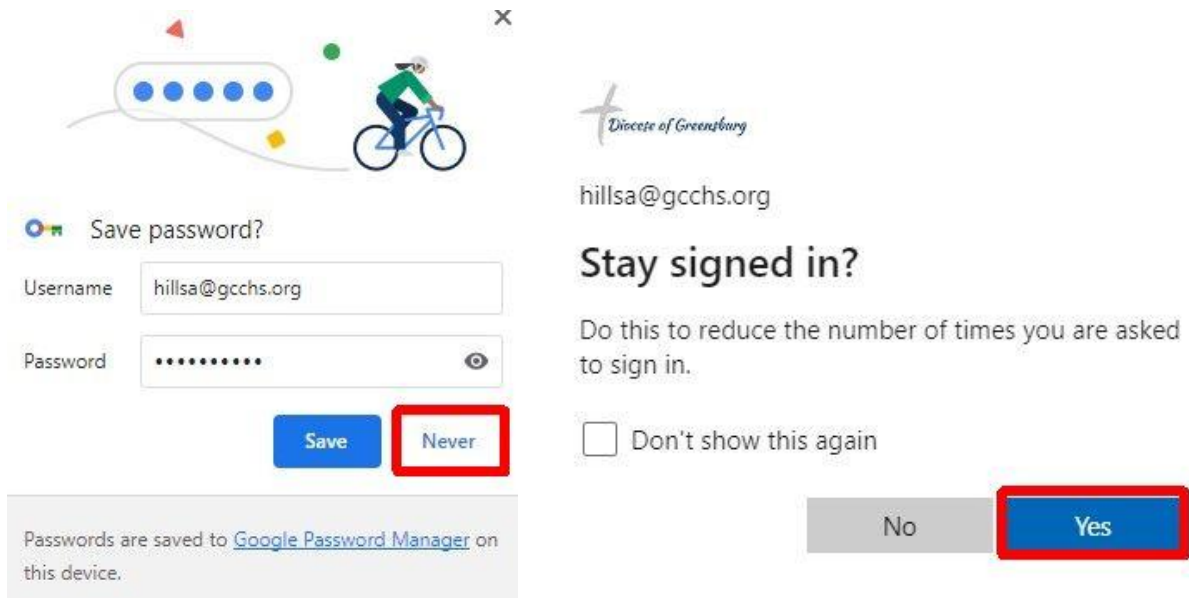# Enter password

Password

Forgot my password

Sign in

23. Select "Never" for the pop-up in the top right and "Yes" for the pop up in the center of your screen.

24. You are now signed into Office365. This site offers access to web based versions of most Office apps as well as access to your email and cloud based personal file storage. Use the icon at the top left (looks like a 3x3 grid) to view the complete set of apps available to you.
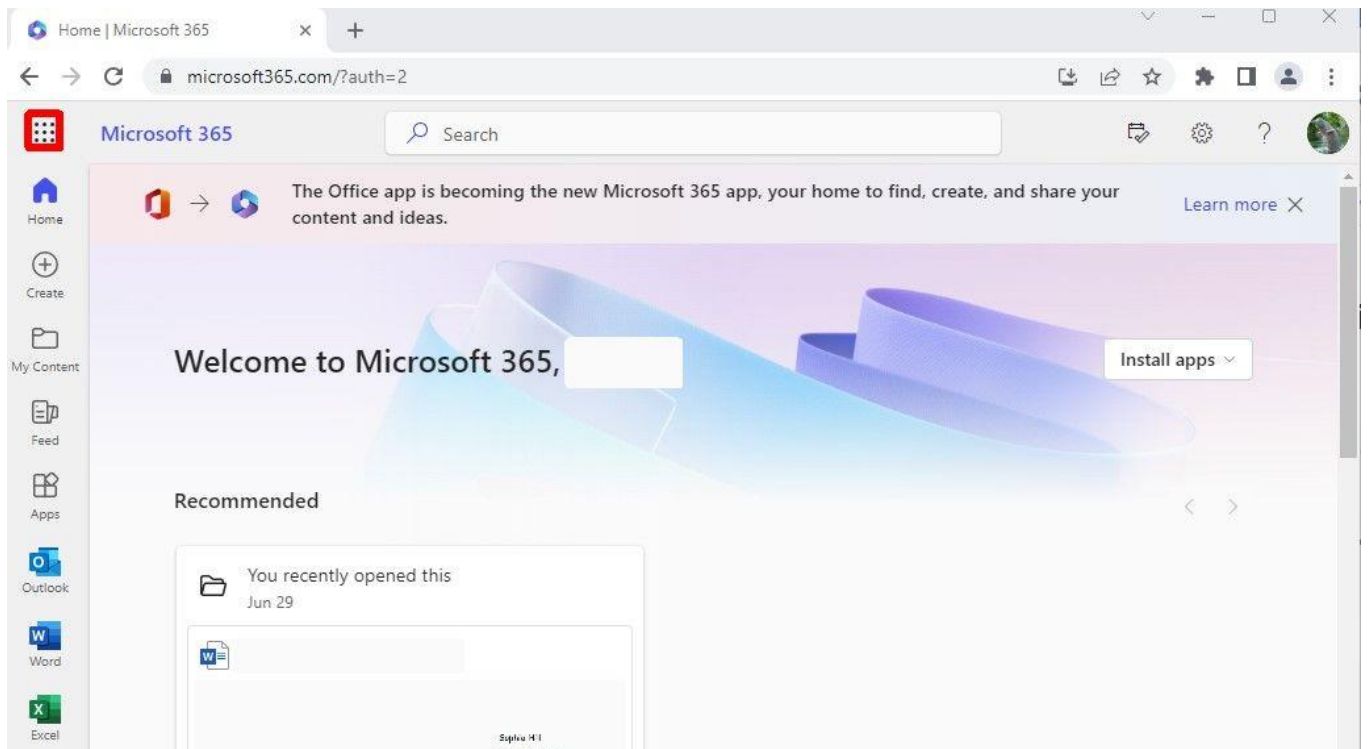
25. Click the System Tray arrow (looks like a downward pointed arrow) in the bottom right of your screen and then click the OneDrive icon
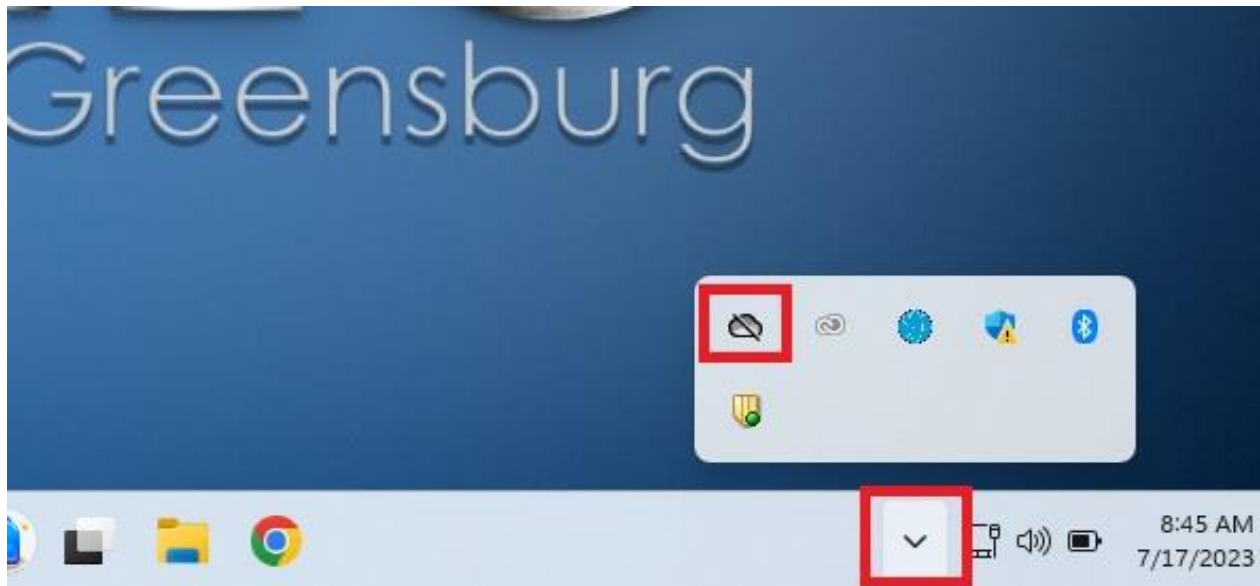
26. Select "Sign in". Enter your student email address and click "Sign in". Your student email will be your username (last name, first initial, middle initial) @gcchs.org or @geibelcatholic.org depending on your school.
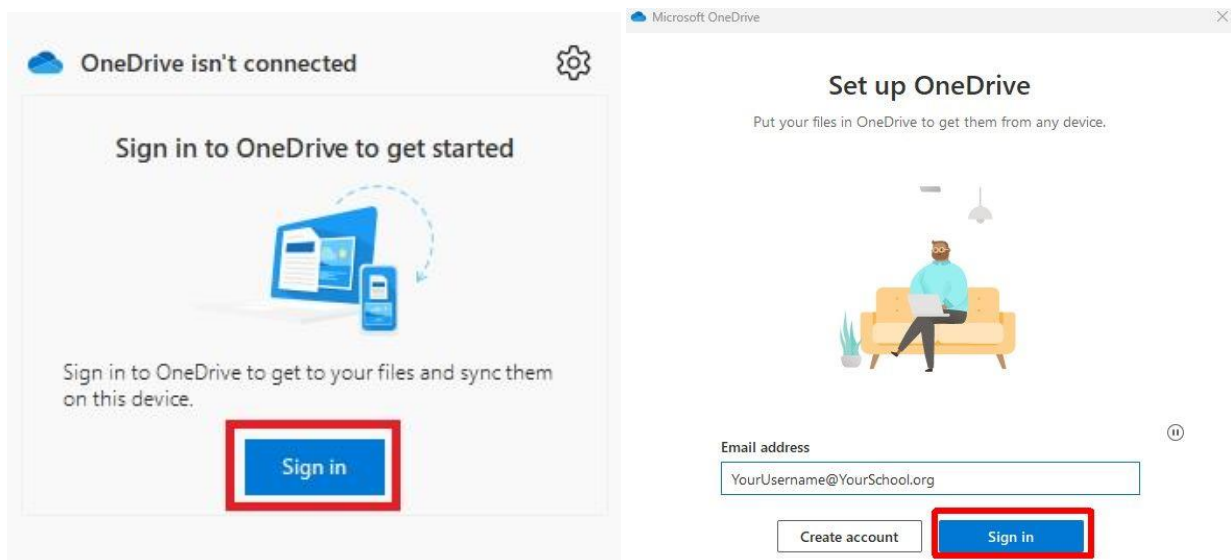
27. You will see a series of screens with information about OneDrive. Click "Next" on all of them.

28. Select "Later" on the Get the mobile app screen. Then click "Open my OneDrive folder" on the last screen.

29. Your files will now be backed up to your OneDrive account (cloud storage). If you are transferring from another diocesan school, all of the files from your previous enrollment will still be there. You may now close out of all open windows.
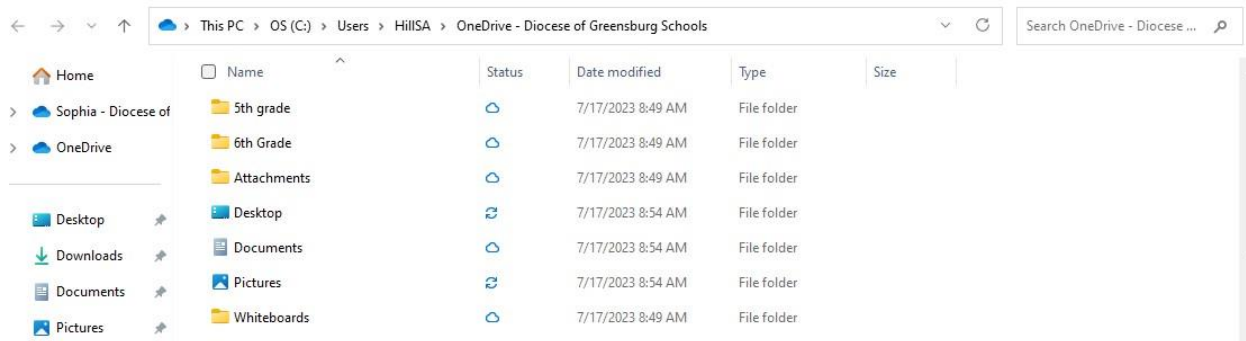
Note:

Your Office365 licensing allows you to access mobile app versions of most Microsoft Office apps including Outlook, OneDrive, and many more. Just go to the app store on your phone and search for the app you want, install it, and sign in with your school email and password.
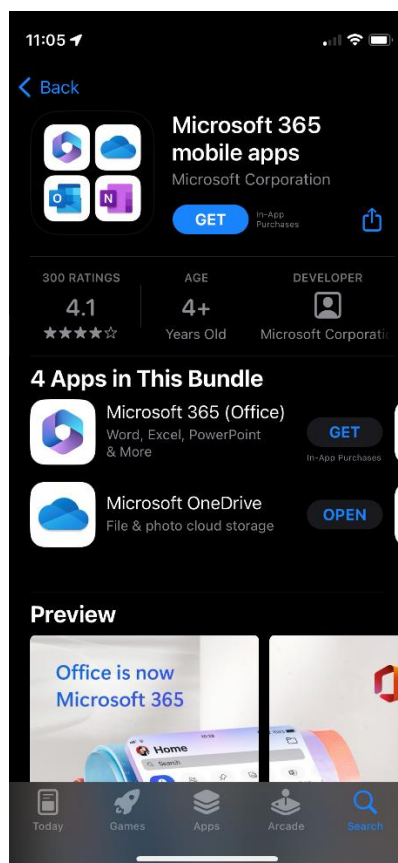
This concludes the first-time setup of your student laptop!