



Guidance on Start-up of your new HP Prop Book Device

1. It is recommended that you write your name on your device somewhere so that it can be easily identified if ever brought into school.
2. Power on the device on the left-hand side. You will see HP appear on the screen, then wait.
3. When you logon to the device for the first time with your account you **must** be **connected to the Internet via Wifi as the logon has to be verified via the Microsoft Office 365 cloud**.
4. To connect to Wifi click on the globe icon  on the bottom right hand side of the display which will bring up a list of the available WiFi networks, select your home Wifi making sure that **"Connect Automatically"** is ticked and then click on the "Connect" button. Enter the credentials for your home Wifi i.e. the username and password and then click on OK.
5. Once you have connected to Wifi on the bottom right of the display click on **"Other user"** and enter your **school email address** and your **school password**. You must enter your full email address including the @longdean.herts.sch.uk otherwise the logon will not work.
6. After you have entered your logon credentials upon the first logon the device will go through a short set-up phase which will take about a minute or so after which the desktop will appear. Please wait a couple of minutes until the Teams app shows, after that the device is completely ready for use, you can close Teams and use your device as desired.
7. For subsequent logons you will be able to just enter your school password and you will even be able to logon to your device without being connected to Wifi however (and obviously) if you are not connected to Wifi then you will not be able to connect to any resources on the Internet. **Please note: If you change your password at school then the next time you logon to your device at home you must be connected to the Internet so that this change can be validated.**
8. If you are logged on to your device and need to connect to your home Wifi you can also do the following: go to the Windows Start icon (bottom left hand corner) , go to the Settings icon , then select Network & Internet . Then go to 'Show available networks'. You should be able to see your home WIFI listed here and you will need to input the home WIFI password.
9. If you have a home printer, you can also set this up from 'Settings' by clicking on 'Devices', 'Printers and Scanners', then 'Add a printer or scanner'.
10. **Please also note, it is recommended that you save all work to Microsoft One Drive** . **This will enable you to access your work on any school or home computer.**