Windows laptop: Setting up

Making your computer safe and ready to use.

The setting up process lets you get your computer ready for everyday use. It allows you to choose some important options, connect to the internet, and set up an account so you can sign into your computer securely.

What you will need

Before you begin the course, your computer must have the latest edition of Windows, which is Windows 10. For more information about Windows 10, refer to the *Windows laptop: Security and privacy* guide. You should have the name and password of your home Wi-Fi to hand and, if you're using a mouse, make sure that it's properly connected.
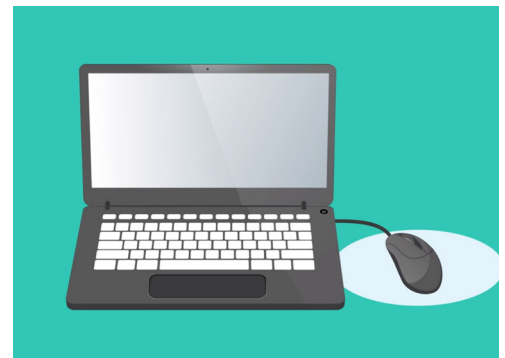
To complete setting up, you'll also need your mobile phone number, or the mobile number of a family member or friend.

First steps

Usually, a Windows computer starts with the **Sign-in** screen. But after resetting, and when a computer is brand new, there are some questions you need to answer first. The process, which is called **Windows 10 Setup**, will guide you through these.

If your computer is already showing a **Sign-in** screen and it's for your account, then Windows 10 is already set up on your computer and you can go onto the next course.

Even if your computer is already set up, it's worth following along with this guide to see the process, in case you ever need to reset, or get a new computer.

The setup process gets your computer ready for everyday use, and lets you create an account for signing into your computer securely

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Language and Cortana

If you see a list of languages, you can choose the one your computer will use for the setting up instructions.

Scroll through the list until you see **English (United Kingdom)** and click it to select it. This makes sure your computer spells things the Australian way. Then click **Yes**.

If your computer doesn't show the language list, don't worry. You can change the language later. Instead, it will go straight to the next step: introducing **Cortana**.

Cortana will explain that she's the Windows 10 voice and search assistant, and after a moment the screen will change to check your region.

You can turn off Cortana's voice by clicking the small **microphone icon** in the bottom left of the screen, so she doesn't read out all the instructions to follow.
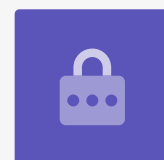
This is the icon for Cortana, the Windows voice and search assistant

Region and Keyboard Layout

Next, your computer will ask **Let's start with region, is this correct?**

Scroll up the list to find **Australia**, and click on it once to highlight it. Then click **Yes** to continue.

It's safe to tell your computer that you live in Australia. This doesn't give out your home address, and makes sure you get all the right updates and information for Australia.

Now it's time to choose your keyboard layout. In Australia, we use the **United States International** layout. Select this from the list by clicking on it, and then click **Yes**.
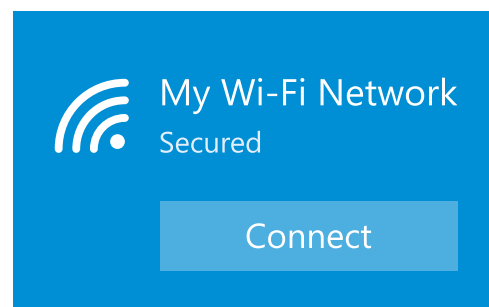
If your computer asks if you'd like to add a second keyboard layout, just click **Skip**.

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Connecting to the internet

Windows 10 Setup will now ask to connect to the internet.
Make sure you have your home Wi-Fi name and password nearby.

1. A list of nearby Wi-Fi networks will appear. Your home Wi-Fi is usually at the top, but if it isn't, look through the list to find it.

2. Click on the name of your home Wi-Fi network to highlight it, and then click on **Connect**. A box will appear asking for the **password**.

3. Be careful to enter the password exactly, matching all capital letters and symbols.

4. Click **Next** to connect. If it doesn't work, you may have entered the password incorrectly. Don't worry, you can have as many tries as you like! Click your home Wi-Fi network name again, and have another go.

5. Your computer will connect to your home Wi-Fi, and is ready to continue when you see the words **Connected, secured** under your home Wi-Fi name.

When you're ready, click **Next** to continue.

My Wi-Fi Network
Secured

Connect

When you find the name of your home Wi-Fi network, click on Connect then enter your password

The Windows 10 License Agreement

The next screen will show a very detailed license agreement for using Windows 10. There's a lot of information here, so you can take your time reading through the terms. When you're ready to keep going, click **Accept** to continue.

Making a new Microsoft Account

Each time you use your computer, you'll need to sign in. This keeps you safe and stops unauthorised people from accessing your files and information.

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To sign in, you first need to create an account. You can do this with a mobile phone number or an email address you already have, but for this guide, we'll create a new Microsoft Account with a free **outlook.com** email address.

1. Click on **Get a new email address**.

2. Your computer will ask you to choose a username. This doesn't have to be your real name, it can be whatever you want, but it shouldn't include spaces. When you've typed it into the box, click **Next**.

3. If your username is already taken by someone else, your computer will ask you to choose something different. Type a new username in the box, and click **Next** again.

4. Don't use the same password as any other email or account. This makes it harder for other people to guess your password and get access to your information.

Sign in with Microsoft

Creating a Microsoft Account allows you to sign in securely to your computer with a free outlook.com email address

It's usually safe to use Cortana, because your voice will be encrypted first so nobody else can understand it.

5. Enter a strong password and click **Next**. Remember to keep a record of your new username and password in a safe, secure place.

Adding information to your Microsoft Account

To help keep your account secure and your computer safe, you can add some information about yourself. This is OK to do and ensures only you can use your Microsoft Account.

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1. First, confirm your country as Australia, and select your date of birth. It's a bit tricky: you need to click each date box, find the right day and month from the list, and then click the **tick** in the bottom left of the list.

2. If you don't click the tick to set your date of birth, you won't be able to continue. When you're ready, click **Next**.

3. **Windows 10 Setup** will ask you for a phone number. This is so your computer can send you a text message with a **security code** if it ever needs to. If you don't have a mobile phone, you can use the number of a friend or family member, as long as you can get access to their phone if you need it.

4. **Click** on the text box and type in the mobile phone number. When you're ready to move on, click **Next**.
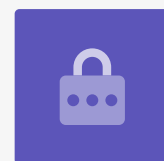
Enter your country and birthday

Country

Australia ▼

Your Microsoft Account requires some personal information, such as the country you live in and your date of birth

Setting up a PIN for your Microsoft Account

If your computer has a webcam, **Windows 10 Setup** will tell you how you can use your face to sign in, instead of your password. Click **Skip** to set this up later.
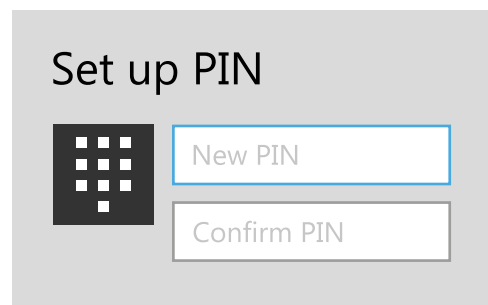
Using a PIN adds extra security, so choose a six-digit number that's easy for you to remember but hard for others to guess.

You'll then need to create a PIN to make signing in faster and more secure.

Click on **Create PIN** to start.

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1. Choose a new six-digit PIN, but make sure not to use your date of birth, a family member's date of birth, numbers that are in order, or repeated digits.

2. Type your new PIN into the first box, then press **Enter**.

3. Now you need to confirm the PIN, by typing it again in the second box, to make sure you know it!

4. If your computer thinks your PIN is too easy to guess, it will ask you to choose something different.

5. When you've entered and confirmed your new PIN, click **OK**.

Set up PIN

New PIN

Confirm PIN

Type your PIN in the first box, then confirm your PIN by typing it in the second box

Skipping extra features for now

Windows 10 has lots of features and loves to tell you all about them! But they are optional and can be set up later. For now, you can just skip the next few screens. As the screens come up one after the other, click:

1. **No**.
2. **Do it later**.
3. **Only save files to this PC**.
4. **Decline**.

Choosing privacy settings

The next screen offers options for privacy settings. There are quite a few, so for now, you can click on the **switch** next to each option to turn it off.

This makes your computer as safe and secure as possible. When you've switched them all off, click **Accept**.

Final steps

Setting up Windows 10 on your computer is almost at an end! Cortana will appear one more time to explain that your computer is finalising your set up.

Your computer will then restart and show various screens. When you finally see the **Edge** web browser, and some tips for getting started, set up is complete!