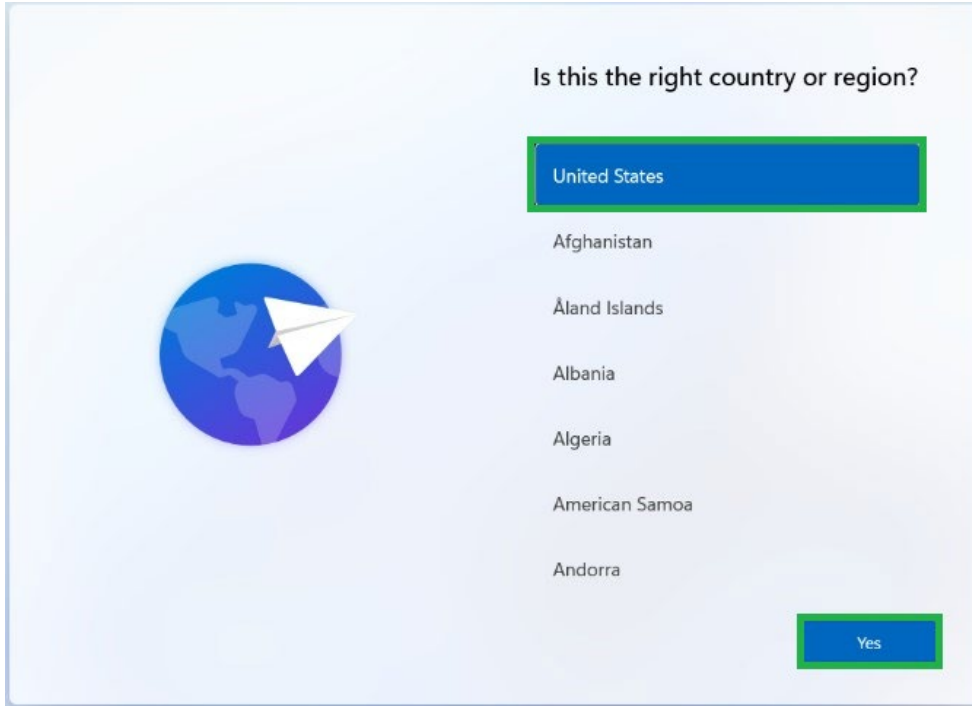
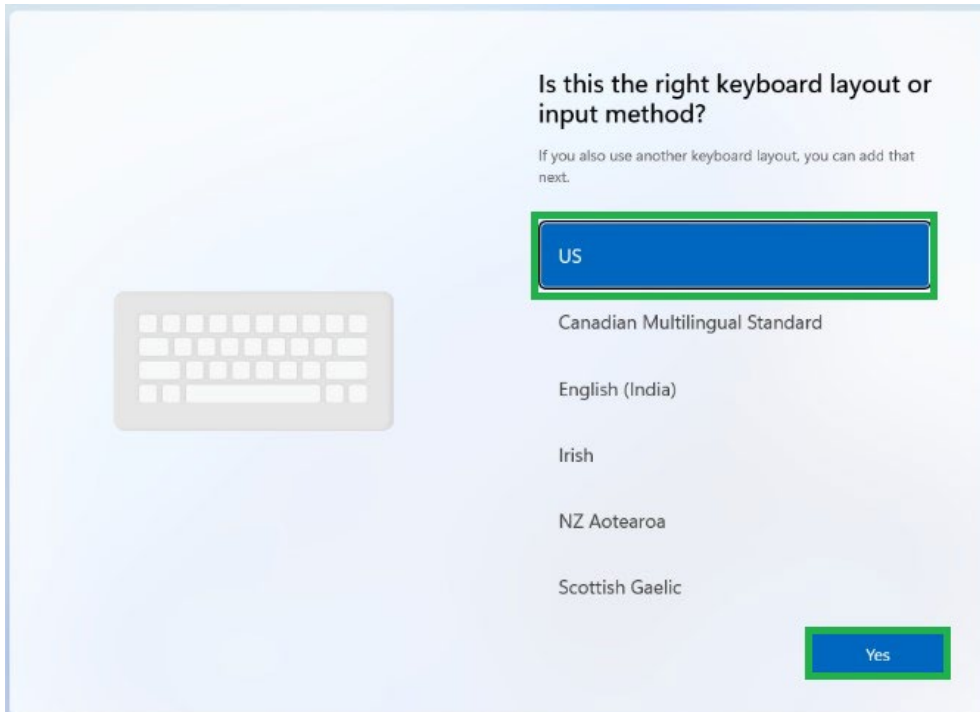


**Brookdale Community College Semester Loan Laptops: GUIDED NEW USERS SETUP**

1. Select Country or Region as **United States**, then press **Yes**.



2. Select keyboard layout or input method as **US** then press **Yes**.



3. Want to add a second keyboard layout? Select **Skip**

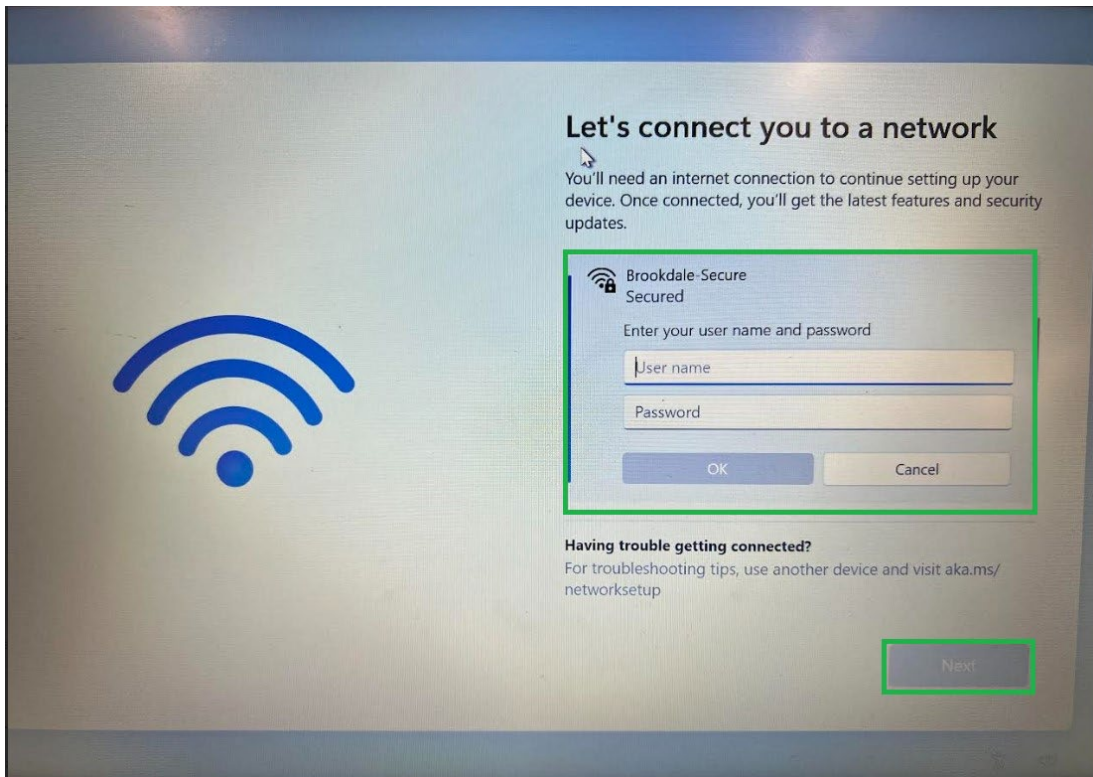
Skip

4. Let's connect you to a network:

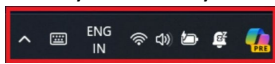
a. If you are on Campus, you can select the **Brookdale-Secure** Network:

i. Login with your **Brookdale Community College Email** and your **Brookdale Community College Password** then press **OK**.

ii. After you are logged on to the Brookdale-Secure network, select **Next**.

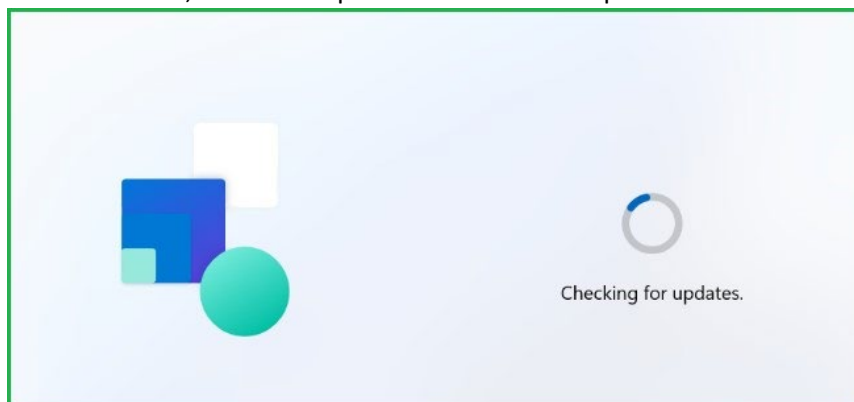


b. Once you are at your home network, select the **WIFI icon** in the **bottom right system tray**

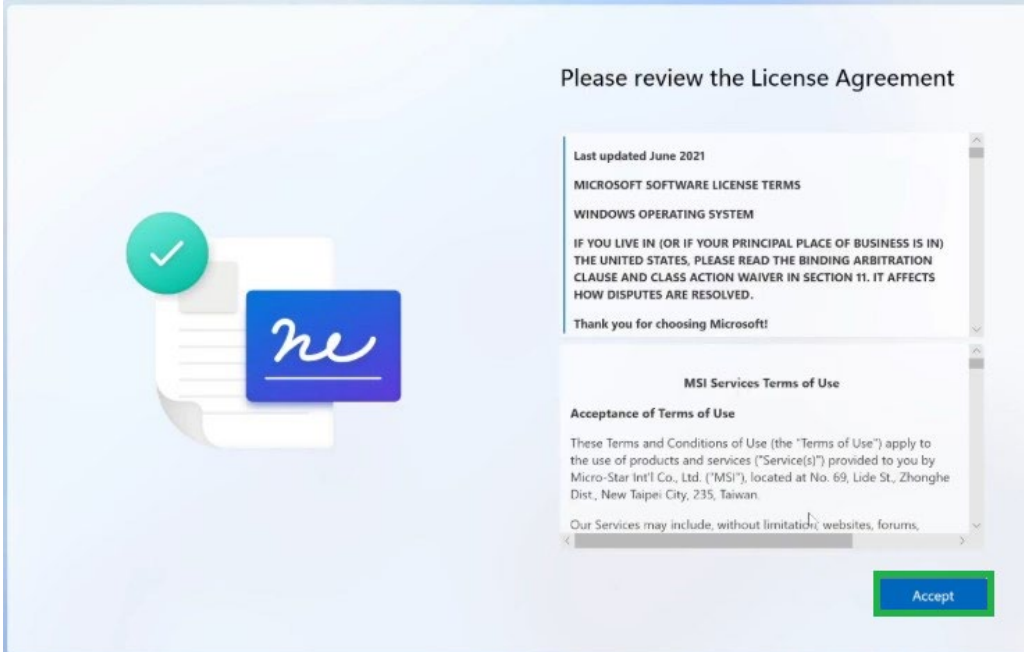


, logon with your local/home network credentials.

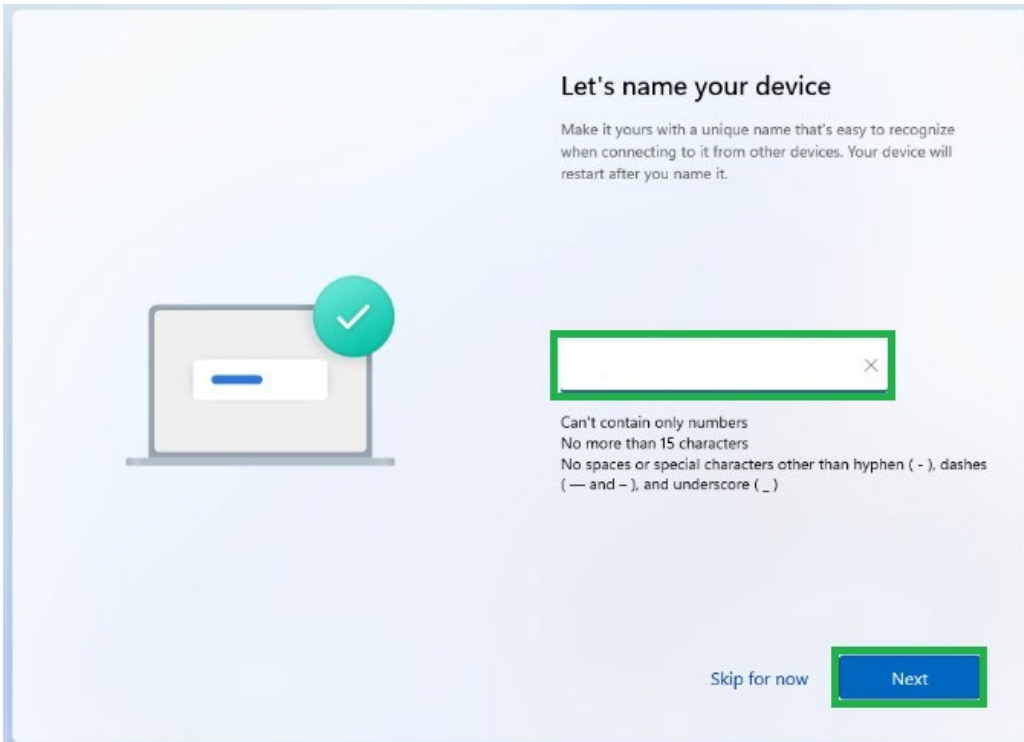
5. Once you are on a network, Windows Updates will check for updates. **Please allow that to finish.**



6. Please review the license agreement and press **Accept**.



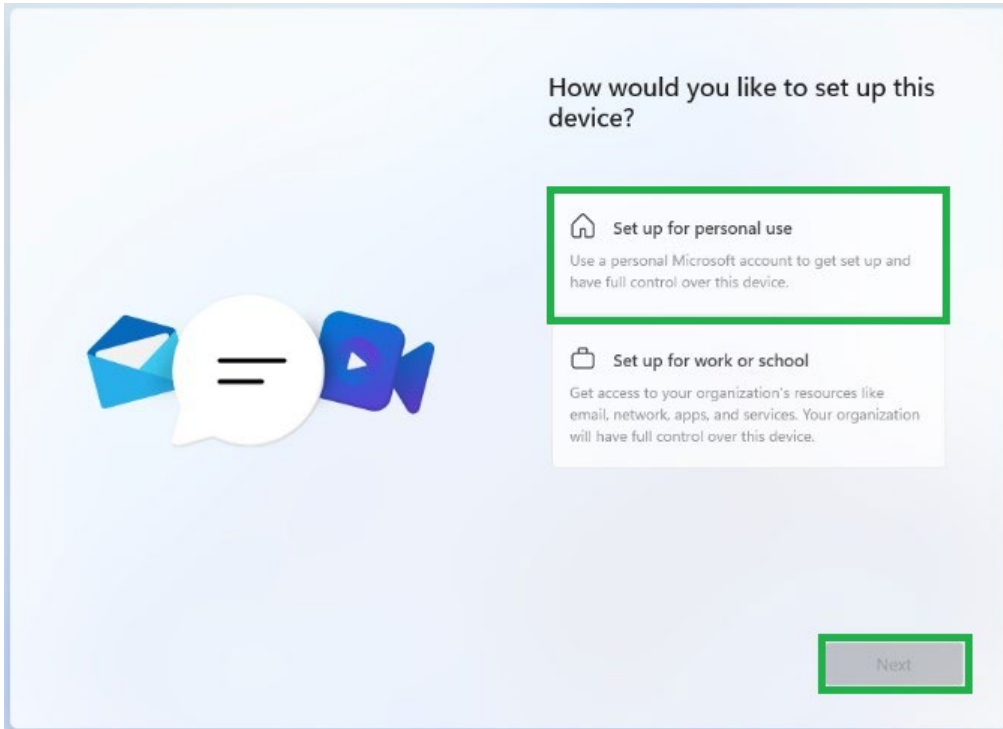
7. Let's name your device: Give your device a name and press **Next**.



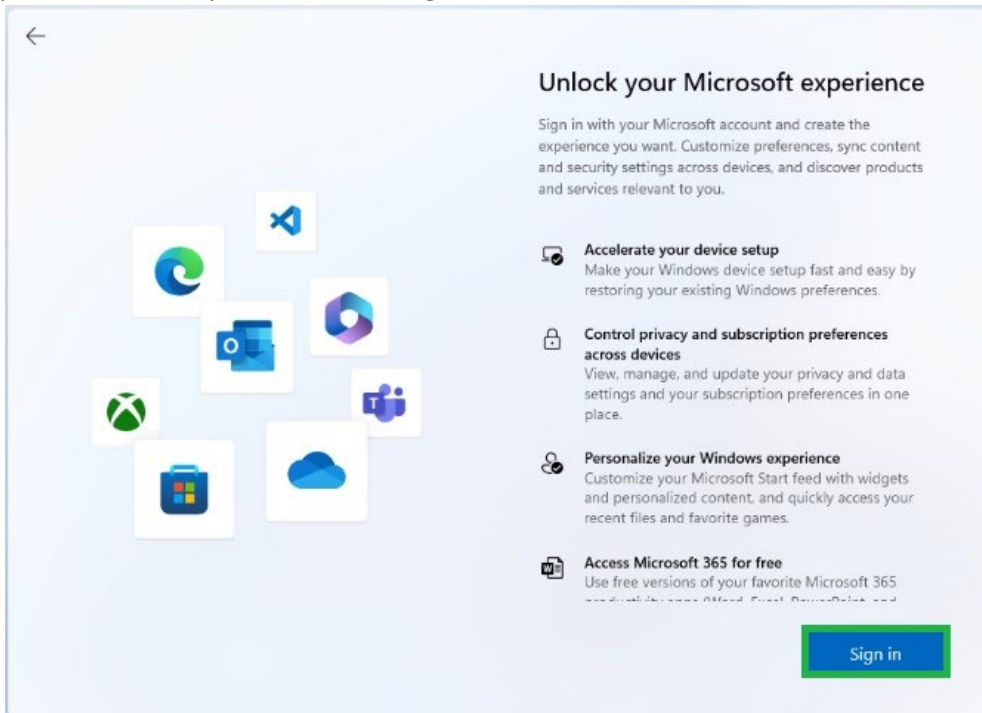
8. How would you like to setup this device?

a. Choose **Set up for personal use**, then select **Next**.

Next

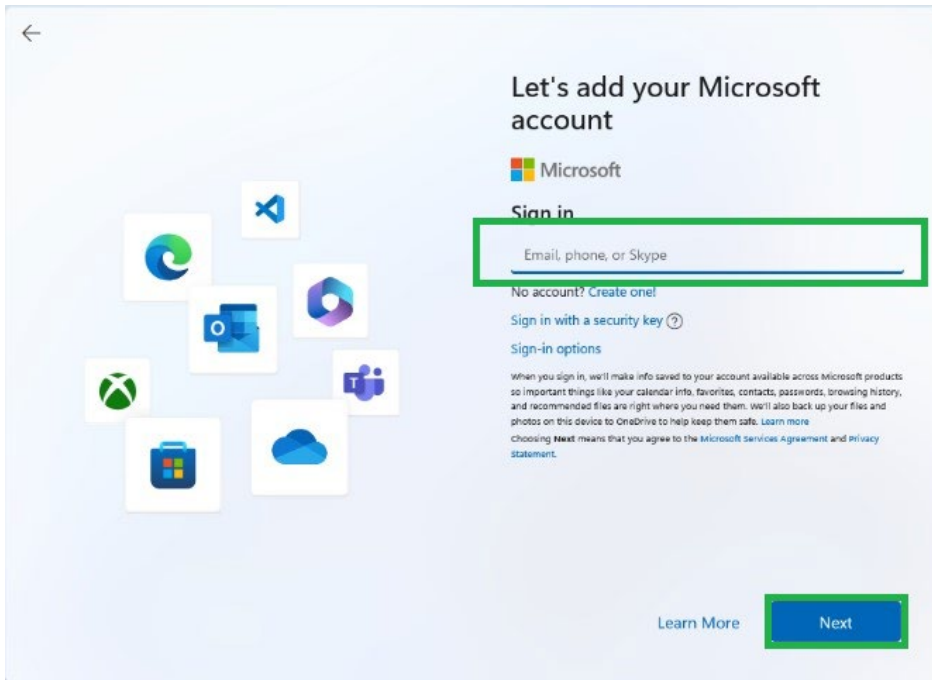


9. Unlock your Microsoft experience, select **Sign In**.



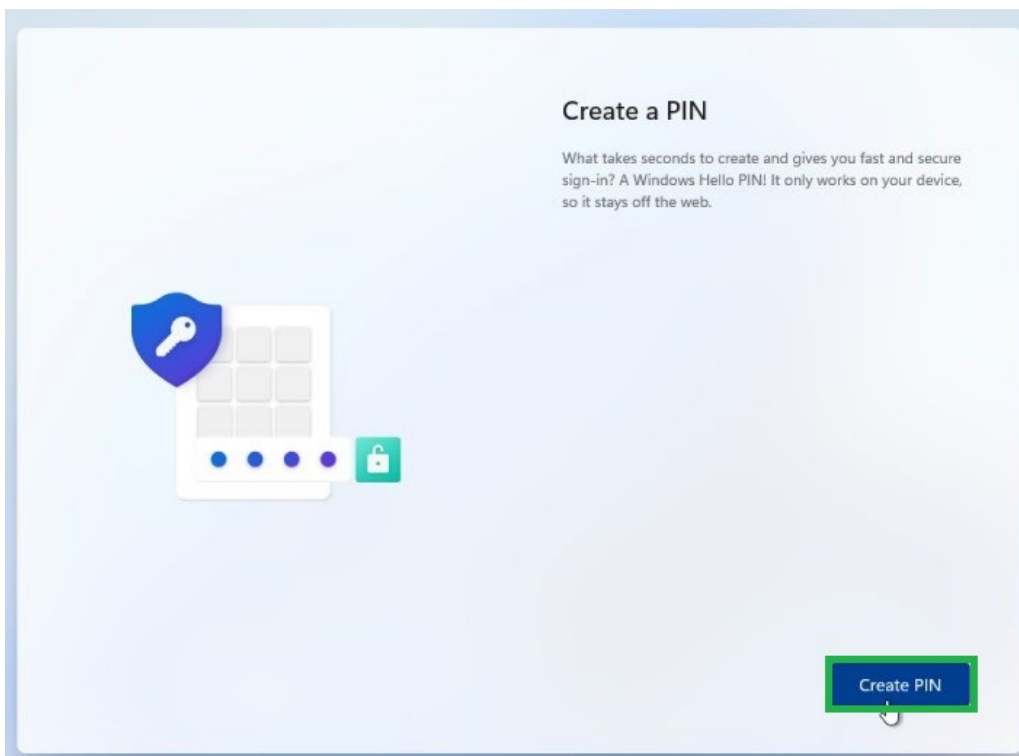
10. Let's add your Microsoft Account, **Sign In** [Sign in](#)

a. Enter your Microsoft account email and password and sign in.

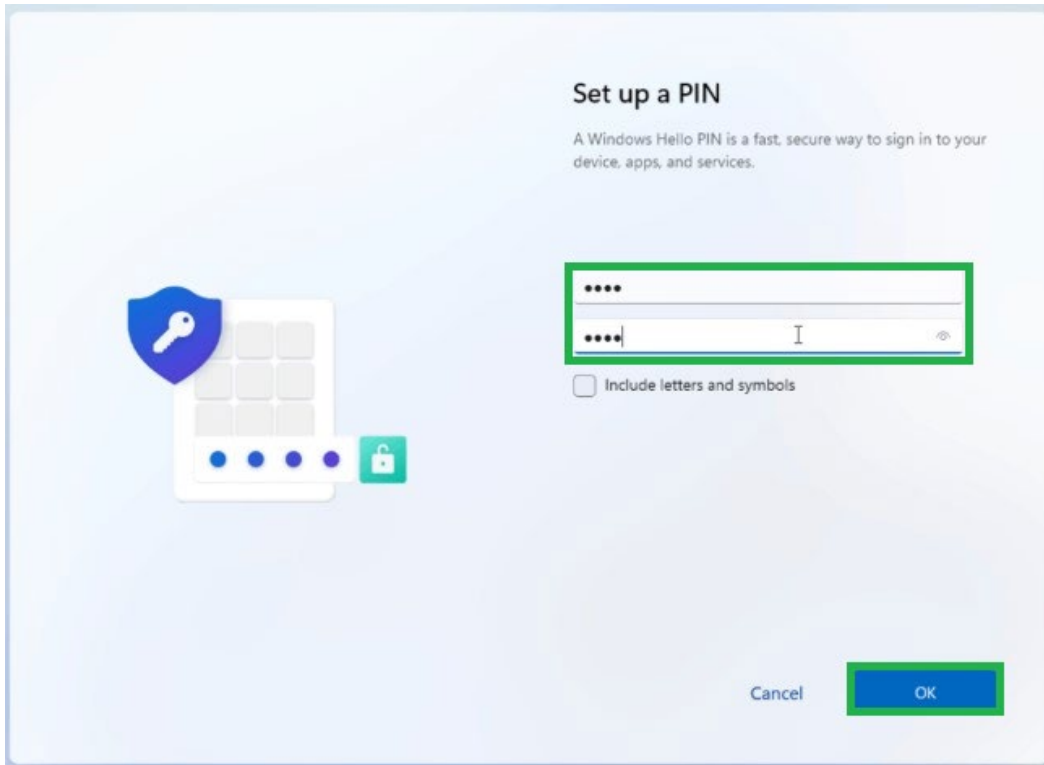


- b. \*\* If you do not have a Microsoft Account, click **Create One** below the sign in field!
- i. Enter your email address and click **Next**.
  - ii. Create a password then select **Next**.
  - iii. Add your First and Last name and select **Next**.
  - iv. Add your birthdate, then **verify the code that was sent to your email** and click **Next**.

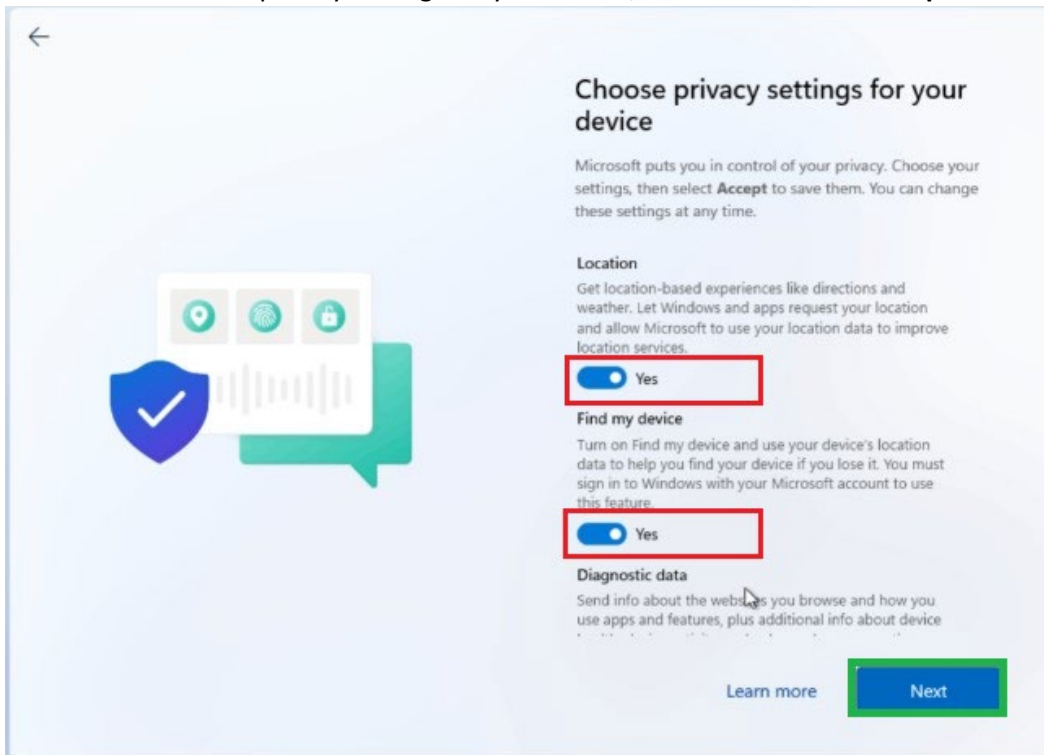
11. Select **Create PIN**.



- a. Create and verify a complex pin. If you want to include letters and special characters, check the box and then press **OK**.



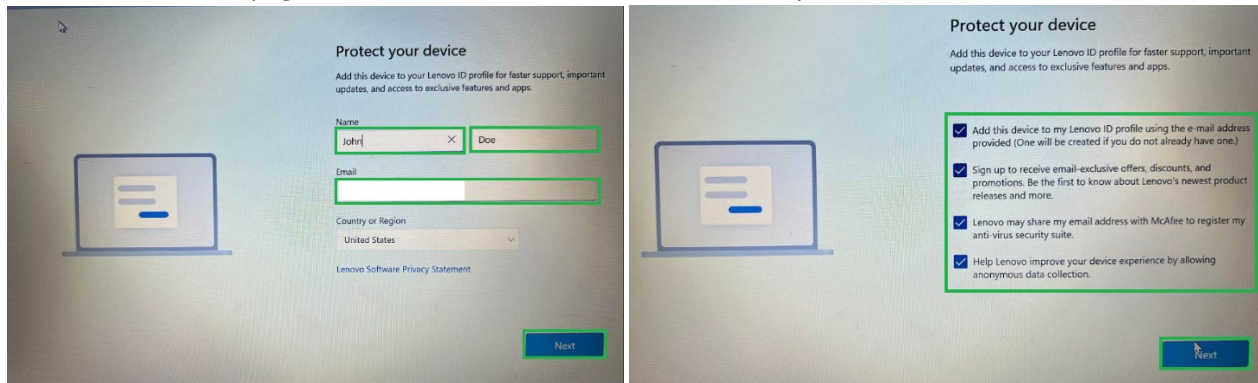
12. Uncheck all areas for Choose privacy settings for your device, and select **Next** or **Accept**.



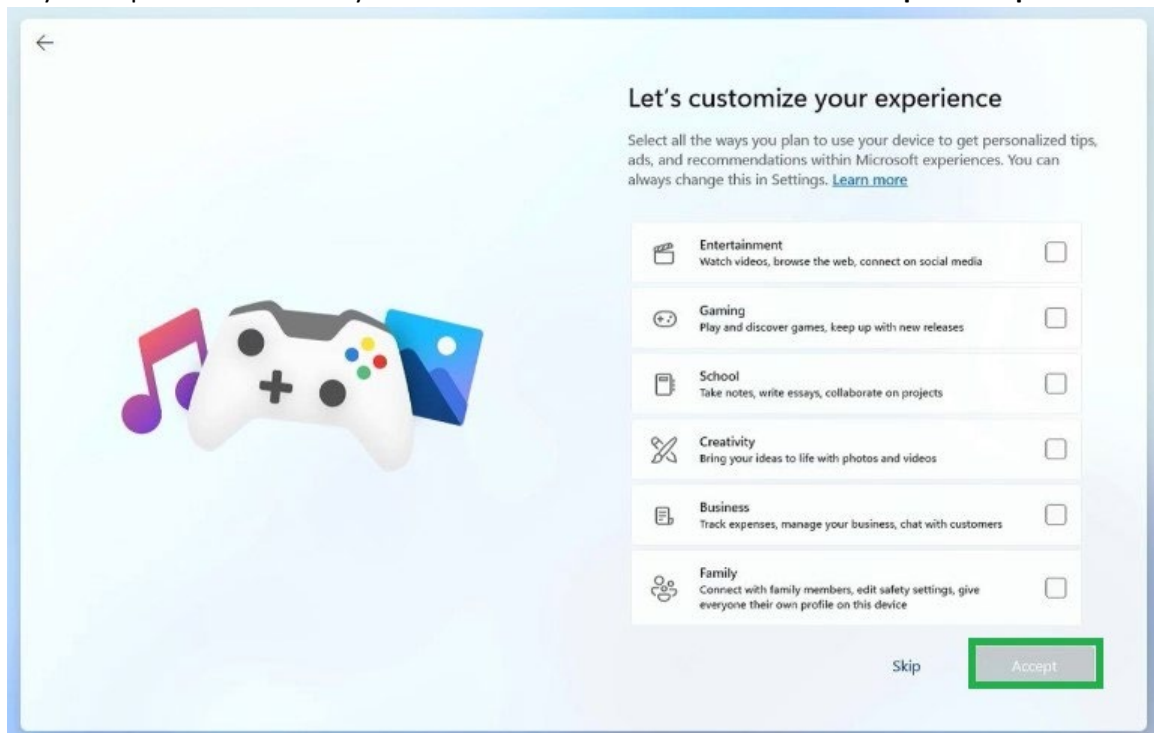


13. Protect your device, verify the information in the fields is correct and select, **Next**.

a. On the next page, check all the relevant boxes for Protect your device, select **Next**.



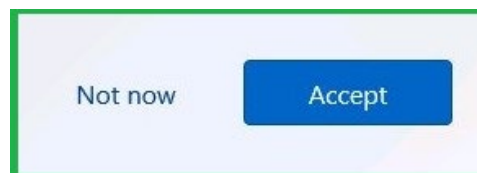
14. Customize your experience: check any and all relevant boxes for YOU and select **Skip** or **Accept**.



15. Always have access to your recent browsing data, select **Not Now** or **Accept**.

### Always have access to your recent browsing data

When you browse the web using Microsoft Edge, we'll bring your browsing data such as favorites, browsing history, cookies, and more into Microsoft Edge from your other browser. You'll also find other features that help you save time, money, and battery while you browse. You can change your settings anytime in Microsoft Edge Settings.



16. Did you know you can use Microsoft 365 (formerly Office 365) for free? Select **Next**

- a. You can sign in with your Brookdale Community College credentials here, or do it later when system is up-to-date and logged in.
  - i. You can [Click Here](#) to login into to M365 **OR** click on the M365 Copilot app in the start menu.

17. This may take a few minutes! **Please allow the system to finish the setup. Do not turn off the device!**