STEP 1 - INSTALLING WINDOWS 10

1. Generally, the first question you will be asked is the ‘Let’s get Connected’ Page.

![Let’s get connected page]

2. Select your WIFI from the list and Connect

3. Once connected to your WIFI the next page will be the Get Going Fast page, which allows you to customise your settings or use the express settings (default settings). We encourage you to use the Express Settings.
4. Your computer may restart at this point.
5. The next page will ask you to Create an Account for this PC

(we have specified how to answer these questions below)
6. Fill in the following fields
   > **Who's going to use this PC** – Type in the parent account name (i.e. Your name) NOT the students details. This is the devices administrator account NOT the account the students will use.
   > **Make it secure** – create your own personal password that you will remember. Do not give this to your child.
   > **Password Hint** – enter a hint for the password in case it is forgotten

7. Press Next

8. The computer will go through a few automatic pages that will say Setting up your Apps etc. at the bottom of the screen. This usually takes up to 5 minutes depending on the speed of your computer. You do not have to do anything while the computer goes through this process.
9. Once finished your computer will have Windows 10 installed and will look similar to this:

**STEP 2 – SIGN IN WITH YOUR MICROSOFT ACCOUNT**

1. Tap/click the windows Logo down the bottom left hand of the screen
2. Tap/Click on Settings
3. Tap/Click on Accounts

4. Click on Sign in with a Microsoft Account Instead

5. If you already have a Microsoft Account sign In (and go to step 8)

6. If you do not have a Microsoft Account Click on the Create One link.
7. Follow the screen prompts to set your Microsoft account up.

8. Once you have signed in a prompt will appear that says Sign in to this device using your Microsoft Account. You will be asked to enter an ‘Old Password’. This is the password you created when Installing Windows Step 6 (please see page 1)
10. You will be asked to set up a PIN or you can skip. This is a personal choice but please keep this private. Students should not know what this is.

11. You will need to verify your identity on this PC. Click on Verify.
How would you like to get this code? Select Email Address

To verify that this is your email address, enter it below and click NEXT to receive your code. Enter your email address in this box.

12. Click Next
13. Enter the code you received via email

14. Enter the code that you received in your email account.

15. Click Next.
**STEP 3- TURN WIFI OFF**

1. To turn the WIFI off down the bottom right of the desktop you will see a square speech bubble

![Image showing a square speech bubble on a computer desktop]

2. Click on the square speech bubble, and tap on your WIFI so it is greyed out.

3. **STEP 3 – CREATE A CHILD ACCOUNT**

   1. Tap/ click the windows Logo down the bottom left hand of the screen

   ![Image showing the Windows Logo on a computer]

   2. Tap/Click on Settings

   ![Image showing the Settings option on a computer]

   2. Tap/Click on Settings
3. Tap/Click on Accounts

4. Click on Family & Other Users

5. Click on Add someone else to this PC

6. Fill in the questions – use the guide below:
Create an account for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

Who’s going to use this PC?

User name

Make it secure.

Enter password
Re-enter password
Password hint

➢➢ **Who’s going to use this PC?**  Use the students EQ username here i.e. awaug24
➢➢ **Make it secure**  – Make a password that the student will remember along with a hint that hints to the password in case they forget what their password is.

7. Click Next.
8. You should now be able to see the student account in the list under other users.

**STEP 5- TURN WIFI ON**

1. To turn the WIFI off down the bottom right of the desktop you will see a square speech bubble

2. Click on the square speech bubble, and tap on your WIFI so it is highlighted.
STEP 6- SIGN OUT OF THE PARENT ACCOUNT

1. Press the windows button down the bottom left

2. Click on the account name (up the top of the menu) and select sign out.

STEP 7- SIGN IN AS STUDENT ACCOUNT

1. Press the space bar so you can see the login screen.
2. Select Student Account in the bottom left

3. Enter the Student Password

4. You will now be taken to the windows home screen
**STEP 8- INSTALL FIREFOX**

1. Click on the Search the Web and Windows in the bottom left
2. Type in [www.mozilla.com](http://www.mozilla.com) and hit Enter. The below page will load.

![Firefox Free Download](image1)

3. Click on FREE DOWNLOAD

4. When the download has finished a pop up box will appear at the bottom of the screen

![Firefox Download Box](image2)
5. Click on Run

6. Enter Parent Password to continue the installation

7. Click on YES

8. Click on Install
Firefox will now download and install.

9. In the import settings and data box, click on Do not import anything
10. Click Next
11. Click on Use Firefox as my default browser

12. The choose the following APPS window will appear
13. Scroll down to web browser and tap on Microsoft Edge and choose Firefox.


Close all open windows and return to the windows desktop.

**STEP 8- CONFIGURE FIREFOX**

Open Firefox by using desktop shortcut
1. Click on the three lines at the top right.
2. Click on Options
3. Click on Advanced
4. Click on Network

5. Under network, click on settings
6. A connection settings window will appear, please select auto detect proxy settings

7. Click Ok. And close Firefox.
STEP 9- INSTALL MICROSOFT OFFICE – STUDENT EDITION (FREE)

Follow this link for instructions on how to install Office 365. How to access and install office for free.
STEP 10- INSTALL AIRPARROT V2

1. Click on the search web and windows
2. Type in http://www.airsquirrels.com/airparrot/download/ and press Enter
3. This page will appear:

   ![Airparrot Download Page]

4. Click on BUY $14.99 under the windows logo (the middle one!)
5. Change the QTY to 1 and Add to Cart

6. Click on Checkout
7. Follow the prompts (fill in your details and payment information)
8. Once details have been filled in click on place order
9. The notification will appear on the screen. Take not of the Code
10. Click on Download Airparrot. It will take you back to this page:
11. Click on the grey download under windows (in the middle!).
12. Select 64bit windows
13. Select save file
14. Once download is completed you will notice a blue arrow on the top right of firefox

15. Tap on the blue arrow
16. Tap on airparrot2
17. The airparrot installation screen will appear
18. Tick the I accept terms tick box
19. Click on install
20. Enter parent password when prompted.
21. This box will appear when the install has been successful
22. Close Firefox
23. Click on the AirParrot icon on the desktop

24. Click on I have a licence key
25. You may receive a windows firewall notification. If this does occur tick the box for private networks and allow access. Enter parent password when prompted.

26. Enter the licence key that you took note of earlier.

27. After you have entered your code click on Activate Air Parrot 2.

28. Click On OK.

**STEP 11- INSTALL SILVERLIGHT**

1. Click on the Search the Web and Windows in the bottom left
2. Type in [www.microsoft.com/silverlight](http://www.microsoft.com/silverlight) and hit Enter. The below page will load.

3. Click on Download Now
4. Click on save file
5. Click on the blue arrow up the top right of firefox

6. Tap on Silverlight
7. Enter parent password
8. Untick the two white tick boxes in the blue Silverlight window that appears

9. Click on Install Now
10. Click on Next

**STEP 12- INSTALL JAVA**

1. Click on the Search the Web and Windows in the bottom left
2. Type in [www.java.com](http://www.java.com) and hit Enter. The below page will load.
3. Click on Free Java Download
4. Click on Agree and start Free Download

5. Save File
6. Click on the blue arrow in the top right of Firefox
7. Tap on Java Setup
8. Enter parent password when prompted
10. Click on install.
11. Once the download is successful the following will appear:

![Java Setup - Complete]

You have successfully installed Java

You will be prompted when Java updates are available. Always install updates to get the latest performance and security improvements.

More about update settings

When you click close, your browser will be opened so you can verify that Java is working.

12. Click on close.
13. If prompted with internet explorer 11 at this point click on use recommended security.
14. Press ok
15. Close all windows.

**STEP 13- INSTALLING MICROSOFT APPS**

Follow the below instructions for app Microsoft store apps. Please refer to the required APP LIST for your year level.

1. Click on the Search the Web and Windows in the bottom left

![Search the Web and Windows](image)

2. Type store and hit Enter. The below page will load.

![Microsoft Store app page](image)
3. In the search bar in the top right, write in the APP name. For this example we are searching for book creator. Once you find the app, tap on it. It will open a description page like this:

![App Store screenshot]

4. Tap on free / purchase (if a paid app)
5. Click on Microsoft account

![Choose an account screenshot]
6. Enter the account that you set up at the start of the documentation (parents Microsoft email address and password)

6. Sign in

7. **On the following screen (the below image) DO NOT ENTER YOUR PASSWORD! CLICK ON SIGN IN TO JUST THIS APP INSTEAD.**
8. You will then see the app downloading

PLEASE FOLLOW THESE INSTRUCTIONS FOR ALL OF THE APPS ON YOUR APP LIST. PAID APPS WILL REQUIRE THAT YOU ENTER PAYMENT DETAILS.

If you require assistance please email tech@miltonss.eq.edu.au

Or phone the school on (07) 3514 6333