


LAPTOP SETUP INSTRUCTIONS



Your computer has been installed with Windows 10. What follows are instructions on setting up, logging in, and getting familiar with your computer.

Setting up your laptop

1. Get started

1. When you open and switch on the laptop, you **may** hear a loud voice message from Cortana (the Microsoft digital assistant).
 - Select the sound icon  at the bottom right of the screen, mute the message and continue with the steps below.
2. You will see the message **Just a moment, configuring the hardware.**
3. The following message will appear: **Let's start with the region. Is this right?**
 - Select **South Africa**, then click **Yes**.
4. The following message will appear: **Is this the right keyboard layout?**
 - Select **US**, then click **Yes**.
5. The following message **may** appear: **Want to add a second keyboard layout?**
 - Click **Skip**.
6. The following message will appear: **Let's connect you to a network**
 - Select **I don't have internet**.
7. The following message will appear: **There's more to discover when you connect to the internet.**
 - Select **Continue with limited setup**.

2. Create a user account for your computer

In the account section, you will set up your computer user account and password. Note: these are not the same as your UCT network access details, and allow you access to your computer *only*.

1. The following message will appear: **Who's going to use this PC?**
 - Type in your preferred name to create your account, then click **Next**.
2. The following message will appear: **Create a super memorable password.**
 - Create a password then click **Next**.
3. The following message will appear: **Confirm your password.**
 - Re-enter your password then click **Next**.
4. Setup your security questions. You can choose from the list of available questions and type in an answer for each one.

3. Set up services

In this section, you can customise your privacy and other settings.

1. The following message **may** appear: **Do more across devices with activity history** (Activity history helps keep track of the things you do on your device, such as the apps and services you use, the files you open, and the websites you browse).
 - If you wish to enable Activity History, click **Yes**; otherwise click **No**. (You can always turn this feature on later if you wish to do so).
2. The following message will appear: **Choose privacy settings for your device.**
 - Customise the privacy settings on your device, then click **Accept**. If you are unsure which settings you need, accept the default settings.
3. Your account and personalised settings will be set up on the machine. This may take some time.

4. Connect to a WiFi network

You will need to connect to a WiFi network in order to access the internet on your laptop. This will either be a home network or you will need to set up your cellphone as a mobile hotspot, which will use your phone's data to create a WiFi connection for your laptop.

Setting up your phone as a mobile hotspot

You will only need to do this if you do **not** have a home or public network point to connect to.

1. Please consult the following article on activating your cellphone as a mobile hotspot - scan the QR code to the right or type this address into your browser <http://ow.ly/Kf9Y50z9HNu>
2. Once your phone is set up, it will provide you with a password which you will use to log in to the mobile hotspot.





Connecting to the WiFi

1. On the login screen, select the WiFi network icon in the bottom-right corner.
2. When the list of wireless connections appears, select the name of your mobile hotspot or WiFi network and click **Connect**.
3. When prompted, log on by entering the network password.
4. Check the box marked **Connect automatically**.
5. Once you are successfully authenticated, your status will change to **Connected**.



5. Download software and set up your laptop

1. Open **Microsoft Edge** by clicking **Start**  and then the **Microsoft Edge**  icon.
2. Visit www.icts.uct.ac.za/new-computer-setup to find out more about setting up your laptop – including downloading and installing the software you may need.

6. Get support

Hardware queries (faulty computer):

- Visit http://www.icts.uct.ac.za/doa_laptop_returns if your laptop is not working when you receive it.
- Follow the instructions in the article and email uctlaptop@studentedge.co.za with the required information.

NOTE: in case of hardware failures, please keep the original box and packaging as well as the delivery slip.

All other queries:

- Email: icts-frontoffice@uct.ac.za
- Phone: +27 (0)21 650 3032

Troubleshooting

The following networking icons can help you troubleshoot:



Wireless networks have been detected and are available



Wireless or LAN available and connected



Problem connecting to the wireless or LAN



Not connected or no networks available

7. Read UCT's Student Orientation Guide

Please visit <https://vula.uct.ac.za/start/> to find out all you need to know about learning online with UCT.