

# Device Set Up



- 1) Log in to your laptop
  - use this year's new username and password

- 2) Check your school email through Outlook



- Click on the Outlook logo on your desktop
- Log on to your account
  - Username = d11 email (first.lastname@d11.org)
  - Password = network password
- Check your email



- 3) Open up Chrome and log in to Google
  - Username = d11 email (first.lastname@d11.org)
  - Password = network password



- 4) Open up Schoology in Chrome

- Go to **d11.schoology.com**
- Log on to your account
  - Username = d11 email (first.lastname@d11.org)
  - Password = network password
- Make Schoology one of your "favorites" by clicking the star in the upper right corner of screen



- 5) Open up Office.com on Chrome

- log in to Office
  - Username = d11 email (first.lastname@d11.org)
  - Password = network password
- Make Office a "favorite" by clicking on the yellow star
- Go to OneDrive
  - Click on "Sync"
  - Click on "Open Microsoft"
  - You might have to log in again
  - Click yes/agree until it is set up (it takes you to your OneDrive folder when you finish process)

*If time, try out your touch screen, try out tablet mode, ask any questions, etc.*