

# Quick start user guide

**For new starters**

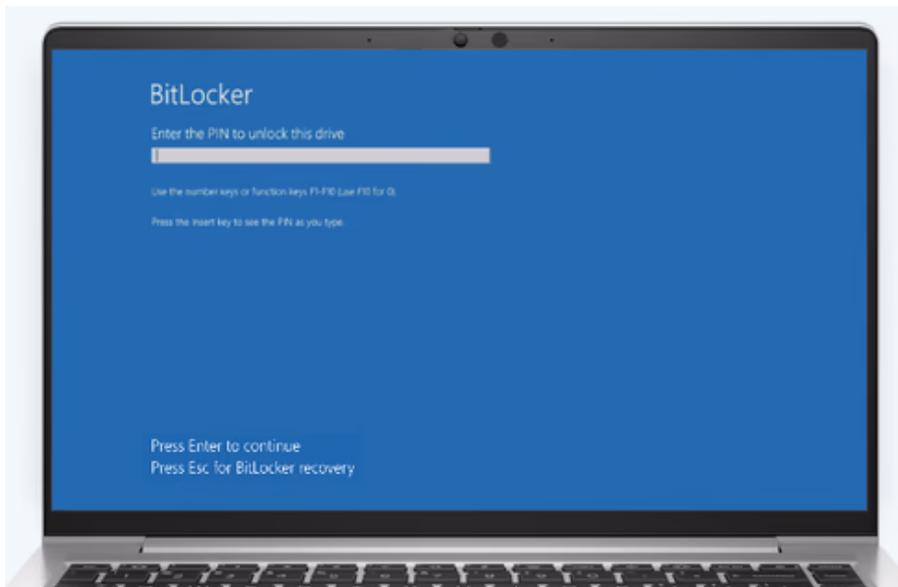
## Welcome to your new Windows 11 laptop

This quick-start guide is designed to help existing employees get set up with their replacement laptop quickly and smoothly. From power-on to OneDrive sync, you'll be ready to go in no time.

It assumes that you have not yet configured and activated Okta authentication.

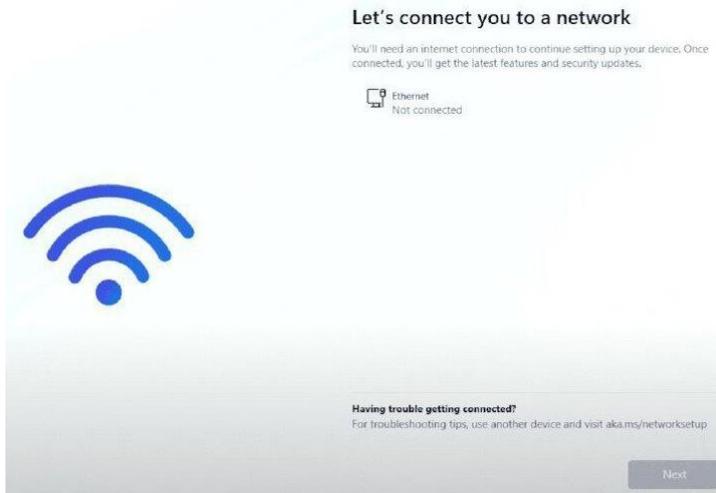
### Initial Setup - Powering up your laptop

- Connect the charger using the supplied power adapter.
- Locate and press the power button to turn on the laptop.
- Enter your **BitLocker PIN** and press '**Enter**'.
  - **Please note** - You may not be prompted for this when you turn on the laptop for the first time.

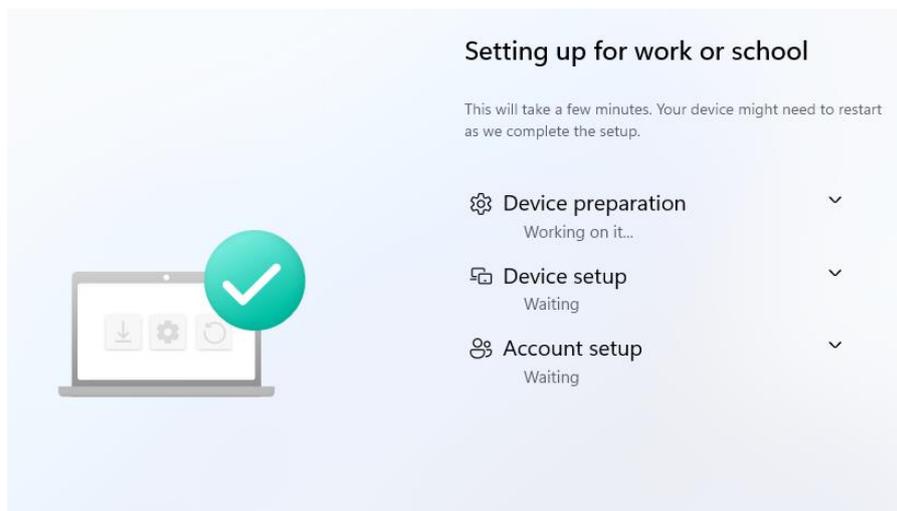


- Connect to a network (if prompted):
  - Select your preferred Wi-Fi or Network connection

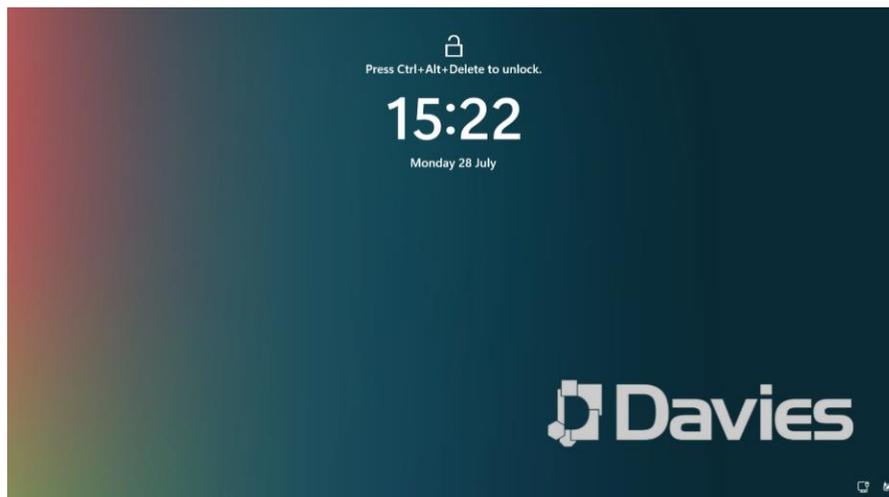
- Click **'Connect'**, enter your **network security key**, then click **'Next'**.



- Your laptop will complete setup
  - This can take **5-10 minutes**, but can sometimes take longer



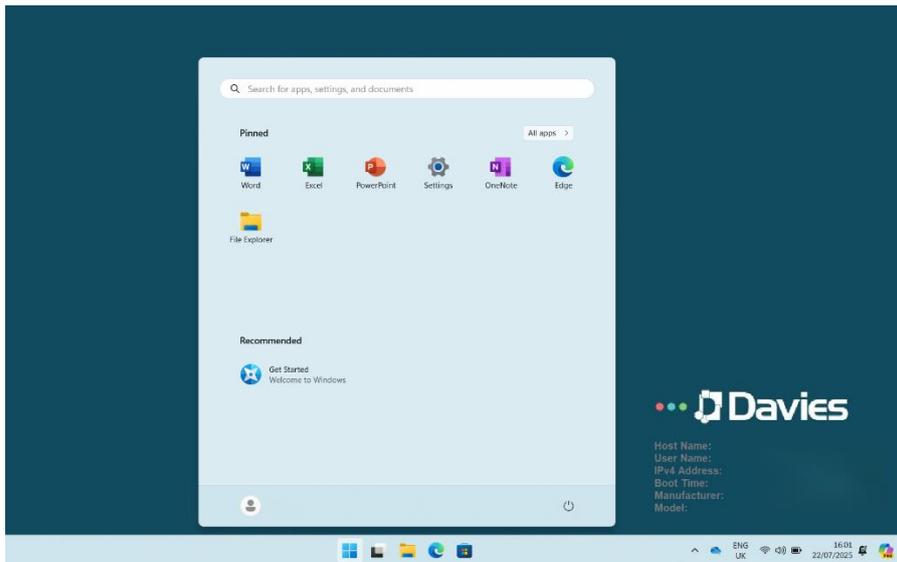
- Once setup is complete, you'll arrive at the **Windows Login** screen



- You're now ready to sign in.

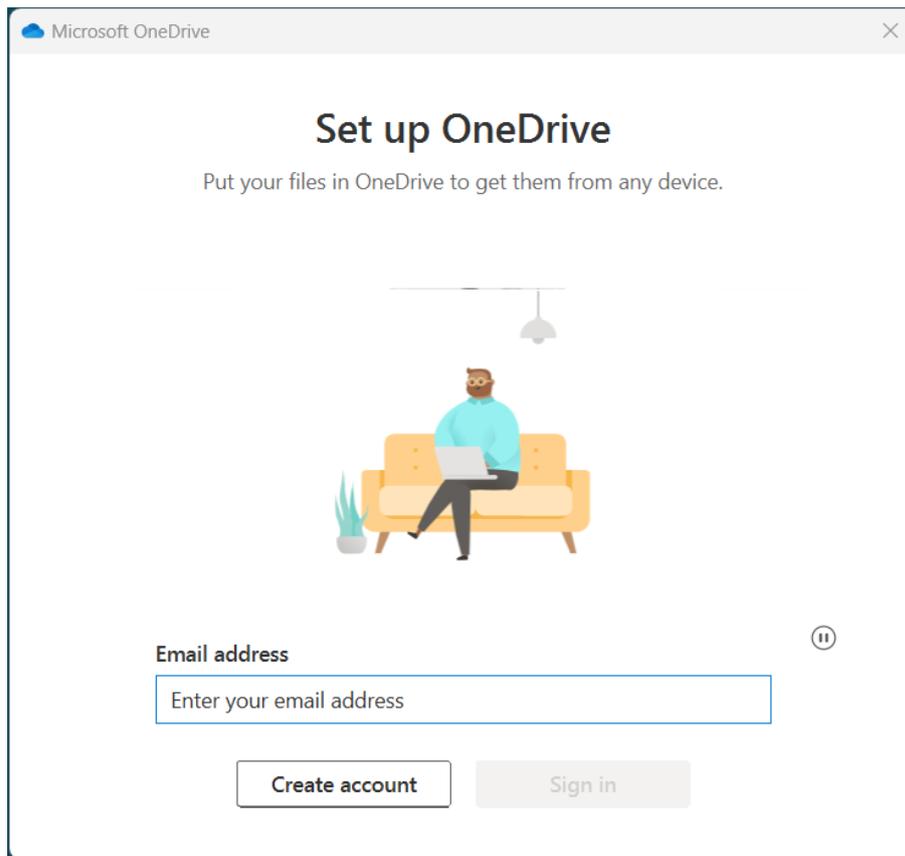
### Logging into your laptop

- Press '**Ctrl+Alt+Delete**' to unlock the screen.
- On the Important Notice screen, click '**OK**'.
- Enter your username and password, then press '**Enter**'.
  - This will have been provided by IT or your Line Manager.
  - As this is your first time logging in, you may be asked to change your password using the following requirements:
    - Minimum of 14 characters.
    - Must contain at least one upper-case letter.
    - Must contain at least one lower-case letter.
    - Must contain at least one symbol.
    - Must contain at least one number.
- Your new laptop will perform some final configuration steps.
- After a few minutes, you'll see the Davies desktop.



## Setting up OneDrive

- Click the **'OneDrive'** icon in the bottom right corner of the screen 
- Select **'Sign in'**.
- When prompted for email address, enter your username instead and include @davies-group.com. Click **'Sign in'**.
  - Typically - firstname.lastname@davies-group.com
  - For most users, your username and email address will be identical but, in some instances, colleagues are provided with an alternative email address e.g.
    - firstname.lastname@us.davies-group.com
    - firstinitial.lastname@davies-group.com
  - If unsure, check with your Line Manager.

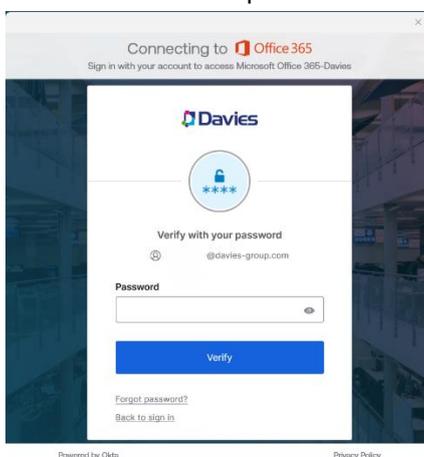


- If prompted, click **'Work or school'**

This email address is used for both OneDrive and OneDrive for Business. Which would you like to sign in to first?



- At the Okta password screen, enter your password and click **'Verify'**.



- Select your preferred multifactor authentication method:
  - **Okta Verify (Preferred)** - You'll need to download an app from your mobile phone's app store.
  - **SMS Authentication** - Provide a personal or work mobile number to receive a one-time passcode via text message.
  - **Voice Call Authentication** - Receive a voice call to a personal or work mobile phone number. This will speak the one-time passcode.



#### Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account



##### Okta Verify

Use a push notification sent to the mobile app.

Setup



##### SMS Authentication

Enter a single-use code sent to your mobile phone.

Setup

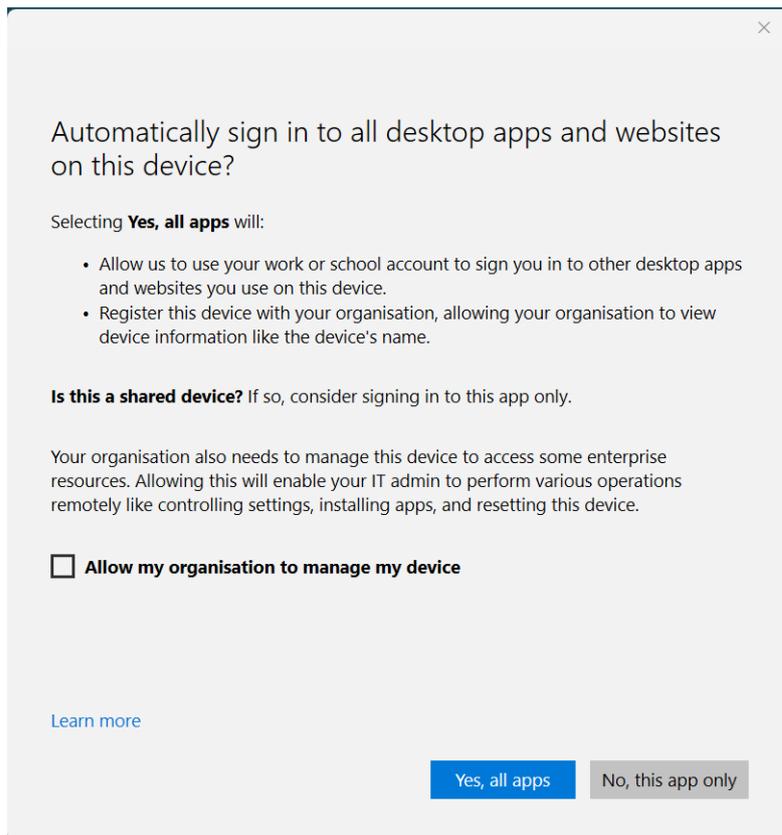


##### Voice Call Authentication

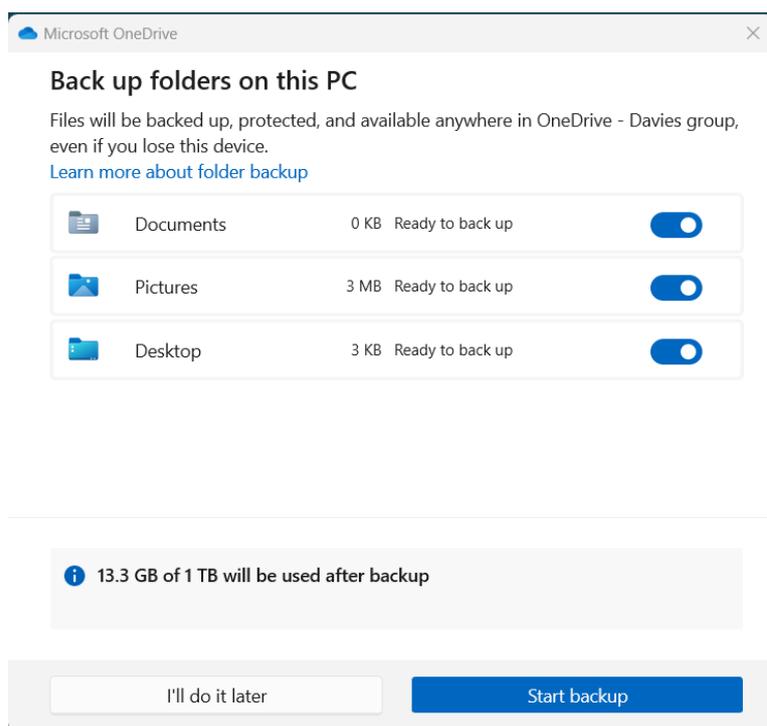
Use a phone to authenticate by following voice instructions.

Setup

- **Please note** - When the **'Device Management'** screen appears, make sure **'Allow my organisation to manage my device'** is not selected, then click **'OK'**.



- Click **'Yes, all apps'**
- On the **'You're all set!'** screen, click **'Done'**.
- Continue setting up OneDrive by clicking **'Next'**.
- On the **'Back up folders on this PC'** screen, make sure all options are selected, then click **'Start backup'**.

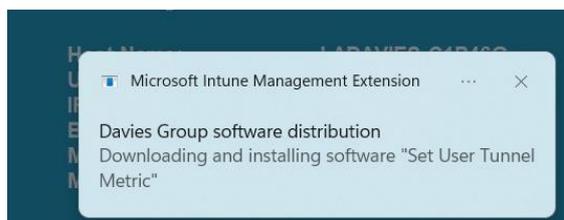


- On the **'Get to know your OneDrive'** screen, click **'Next'**.
- On the **'Share files and folders'** screen, click **'Next'**.
- On the **'All your files, ready and on-demand'** screen, click **'Next'**.
- On the **'Get the mobile app'** screen, click **'Later'**.
- On the **'Your OneDrive is ready for you'** screen, click **'Open my OneDrive folder'**.
- The **OneDrive folder** will open to show that it's ready to use

Great news – You're now ready to start using your new laptop.

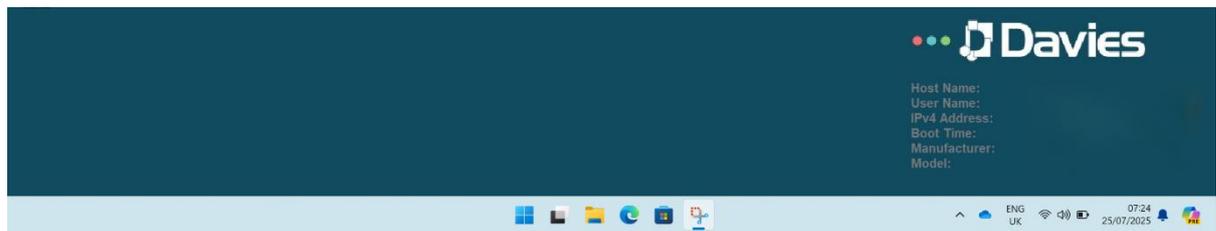
### Additional information

- Files from your previous device will automatically sync over time into the appropriate folders (e.g. Desktop, Documents, Pictures).
- Allow up to two hours for additional applications to install. You'll see pop-up notifications as progress is made.



- The **'Start Menu'** will shift from the centre to the left of the screen. This may happen instantly or after a reboot.

Before:



After:



- Multiple reboots may be required to complete installations and apply system updates