

# Quick start user guide

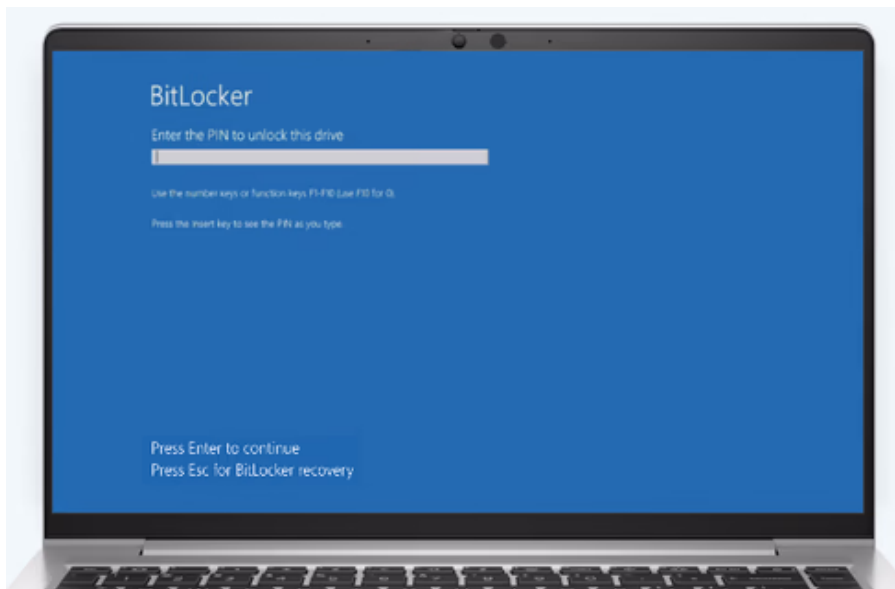
## For replacement laptop

## Welcome to your new Windows 11 laptop

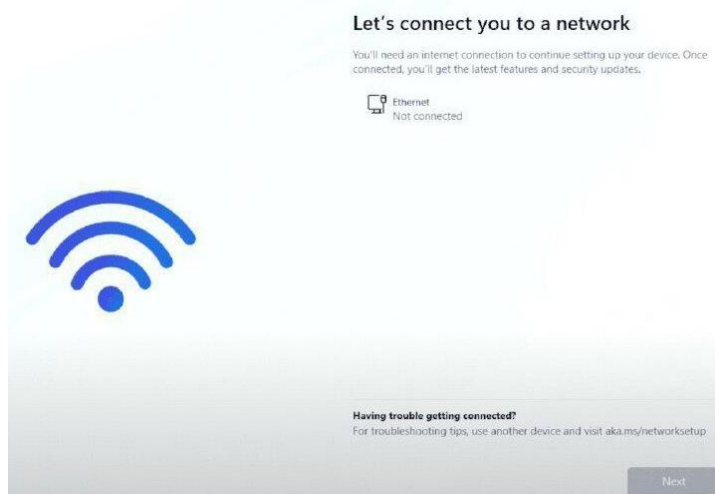
This quick-start guide is designed to help existing employees get set up with their replacement laptop quickly and smoothly. From power-on to OneDrive sync, you'll be ready to go in no time.

### Initial Setup - Powering up your laptop

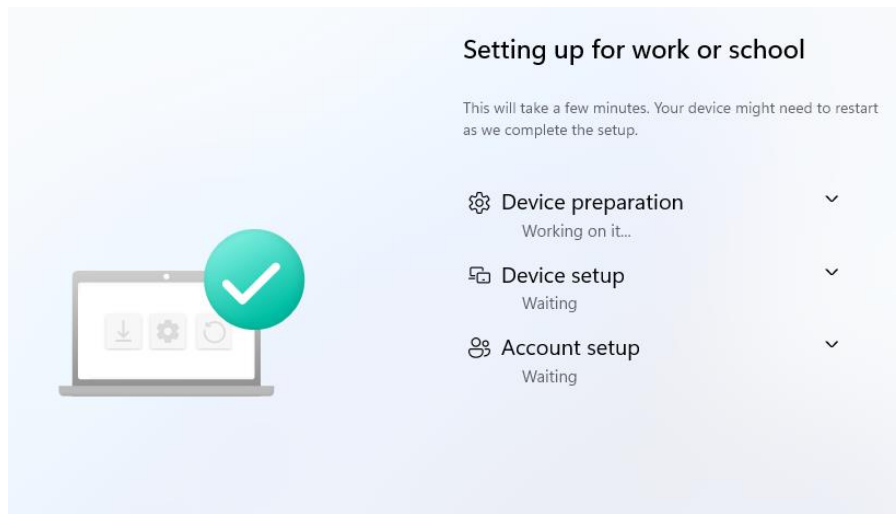
- Connect the charger using the supplied power adapter.
- Locate and press the power button to turn on the laptop.
- Enter your **BitLocker PIN** and press '**Enter**'.
  - **Please note** - You may not be prompted for this when you turn on the laptop for the first time.



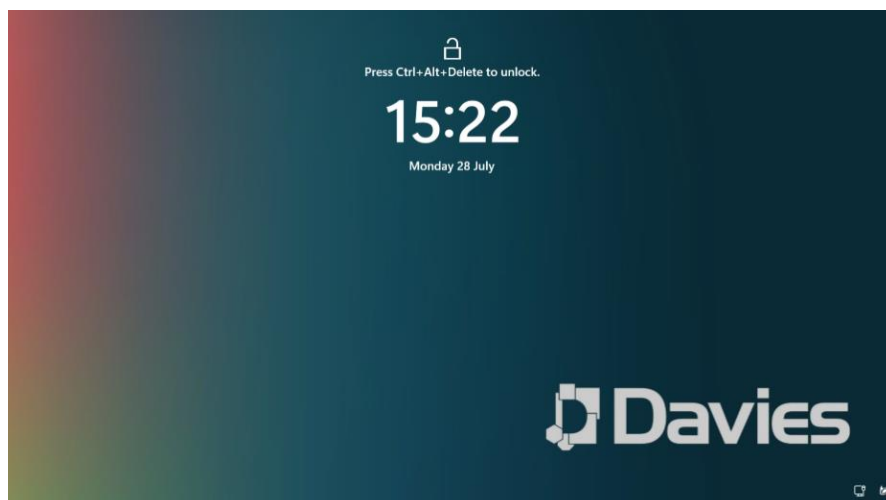
- Connect to a network (if prompted):
  - Select your preferred Wi-Fi or Network connection
- Click '**Connect**', enter your **network security key**, then click '**Next**'.



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



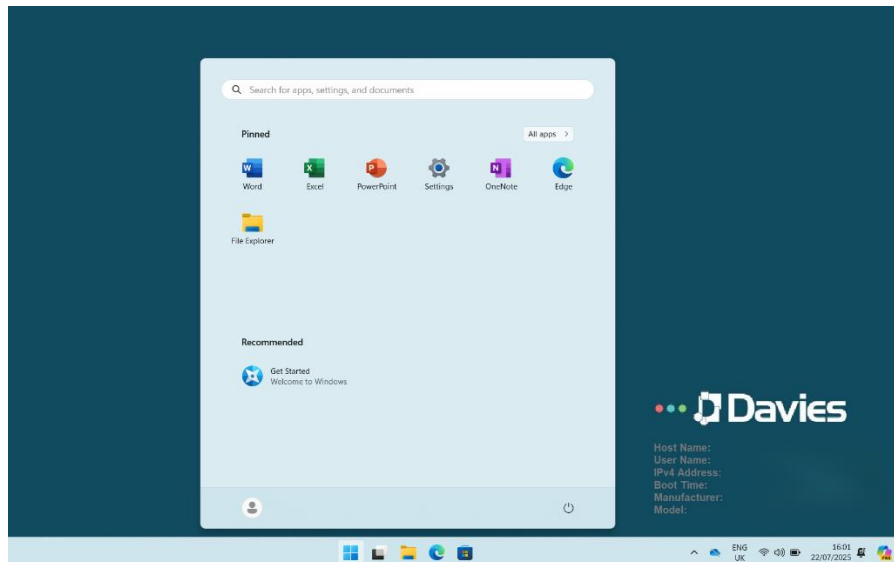
- Once setup is complete, you'll arrive at the **Windows Login** screen



- You're now ready to sign in.

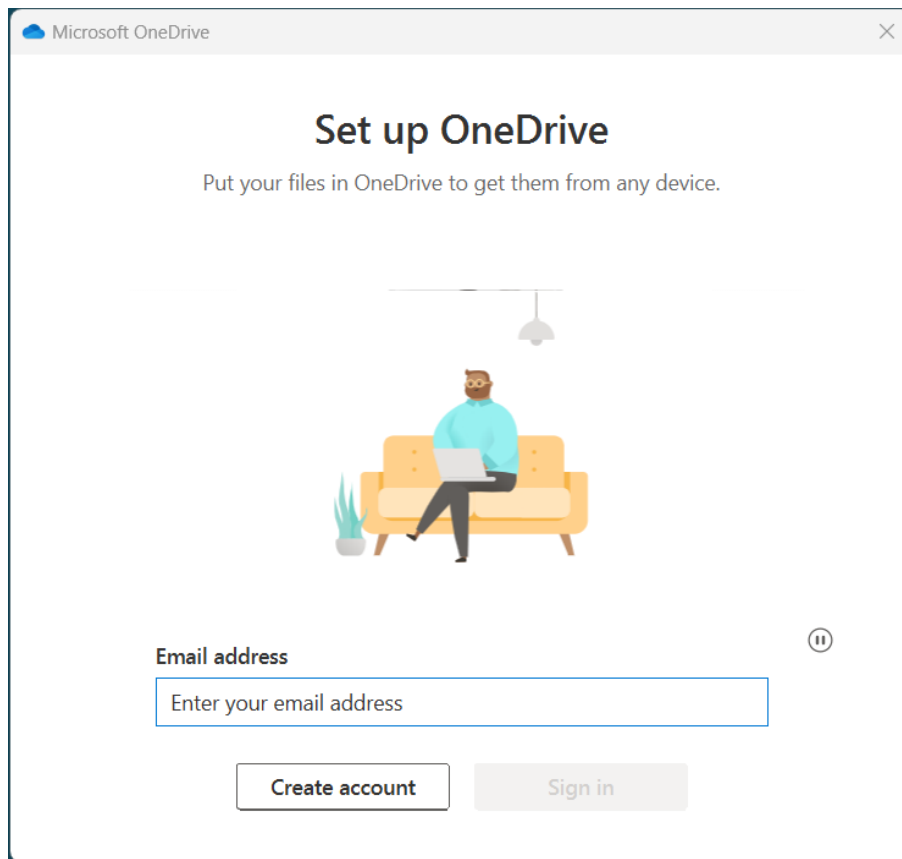
## Logging into your laptop

- Press '**Ctrl+Alt+Delete**' to unlock the screen.
- On the Important Notice screen, click '**OK**'.
- Enter your username and password, then press '**Enter**'.
- Your new laptop will perform some final configuration steps.
- After a few minutes, you'll see the Davies desktop.



## Setting up OneDrive

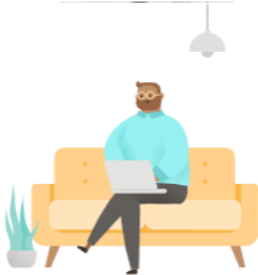
- Click the '**OneDrive**' icon in the bottom right corner of the screen 
- Select '**Sign in**'.
- When prompted for email address, enter your username instead and include @davies-group.com. Click '**Sign in**'.
  - Typically - firstname.lastname@davies-group.com
  - For most users, your username and 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.



Microsoft OneDrive

## Set up OneDrive

Put your files in OneDrive to get them from any device.



Email address ⓘ

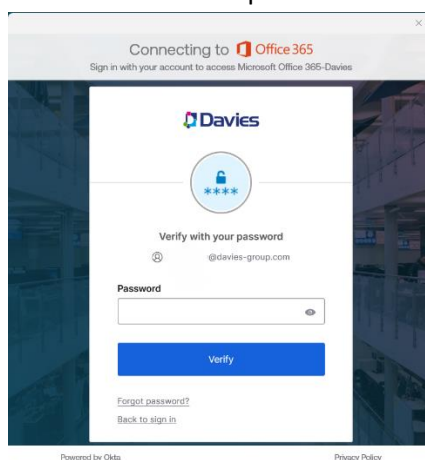
Create account Sign in

- 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? ⓘ

Personal Work or school

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



Connecting to Office 365  
Sign in with your account to access Microsoft Office 365-Davies



  
\*\*\*\*

Verify with your password  
@davies-group.com

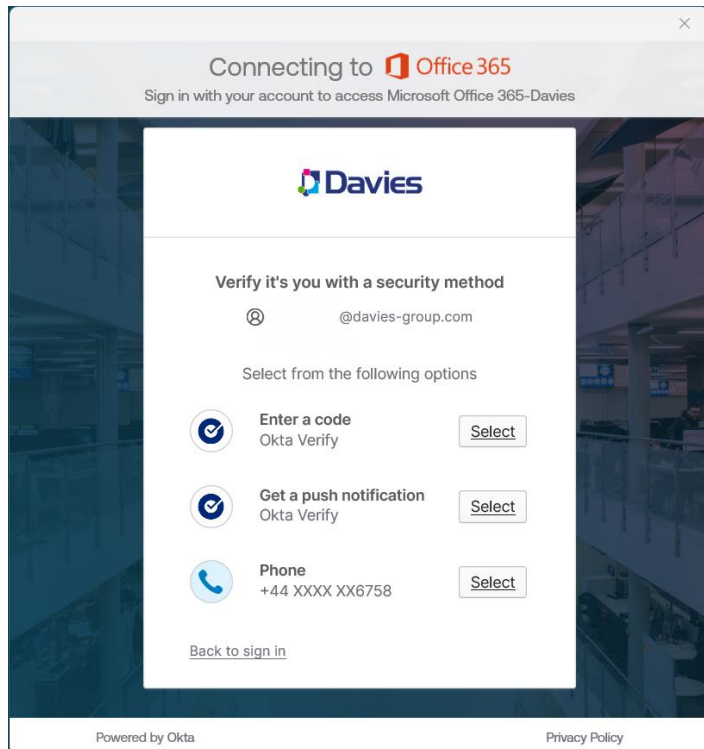
Password

Verify

[Forgot password?](#)  
[Back to sign in](#)

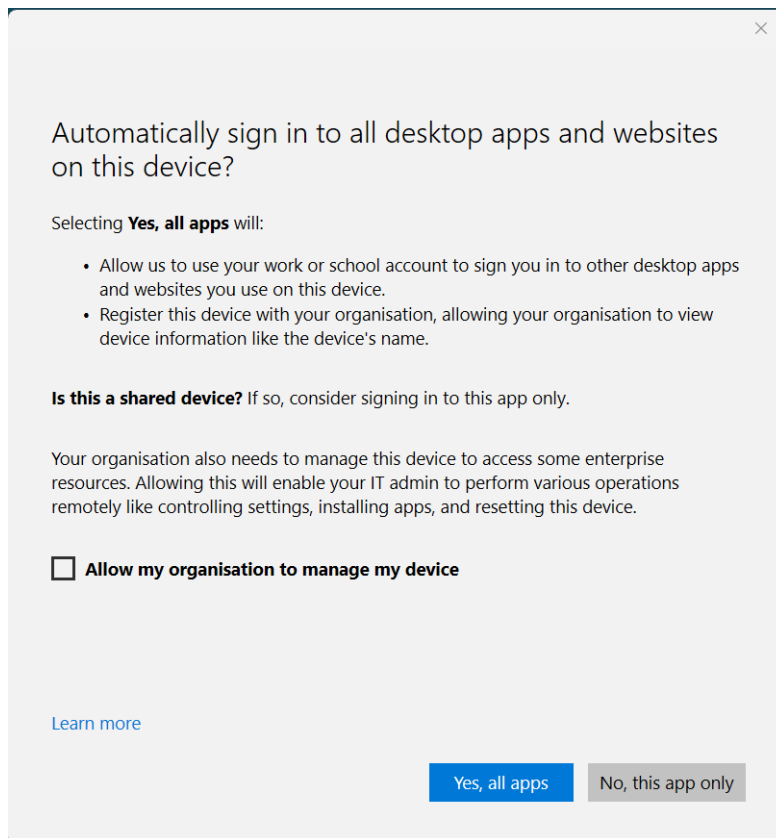
Powered by Okta Privacy Policy

- Select your chosen multifactor authentication method.

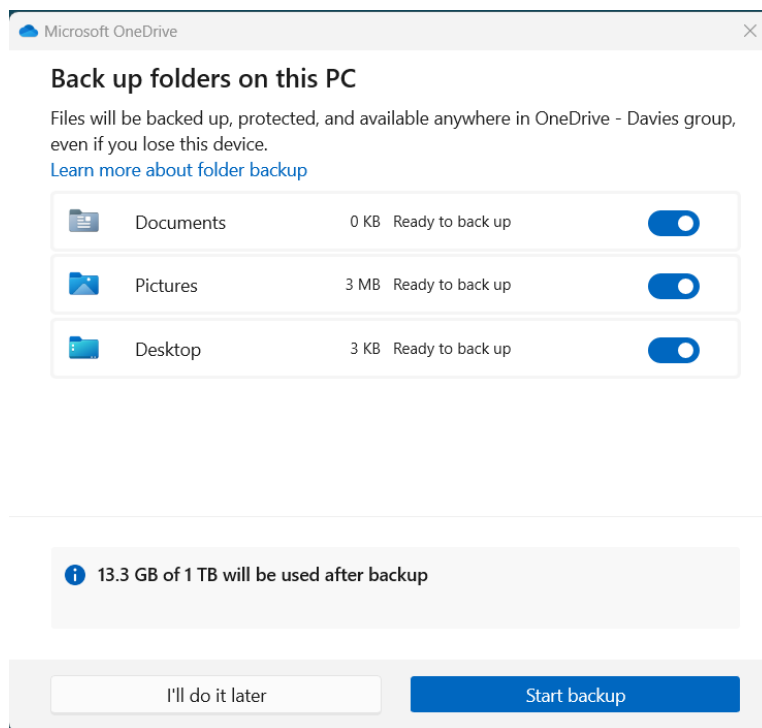


The screenshot shows a web browser window titled "Connecting to Office 365" with a subtitle "Sign in with your account to access Microsoft Office 365-Davies". The Davies logo is prominently displayed. Below the logo, the text "Verify it's you with a security method" is followed by the email address "@davies-group.com". A section titled "Select from the following options" lists three authentication methods: "Enter a code Okta Verify" (with a "Select" button), "Get a push notification Okta Verify" (with a "Select" button), and "Phone +44 XXXX XX6758" (with a "Select" button). A "Back to sign in" link is at the bottom left. The footer of the window includes "Powered by Okta" and a "Privacy Policy" link.

- **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**'.

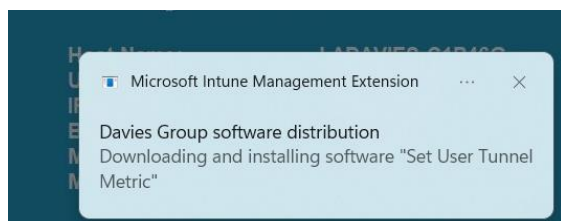


- On the **'Get to know your OneDrive'** screen, click **'Next'**.
- On the **'Share files and folders'** screen, click **'Next'**.
- On the **'All your files, ready and on-demand'** screen, click **'Next'**.
- On the **'Get the mobile app'** screen, click **'Later'**.
- On the **'Your OneDrive is ready 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