

Quick start user guide

For new starters

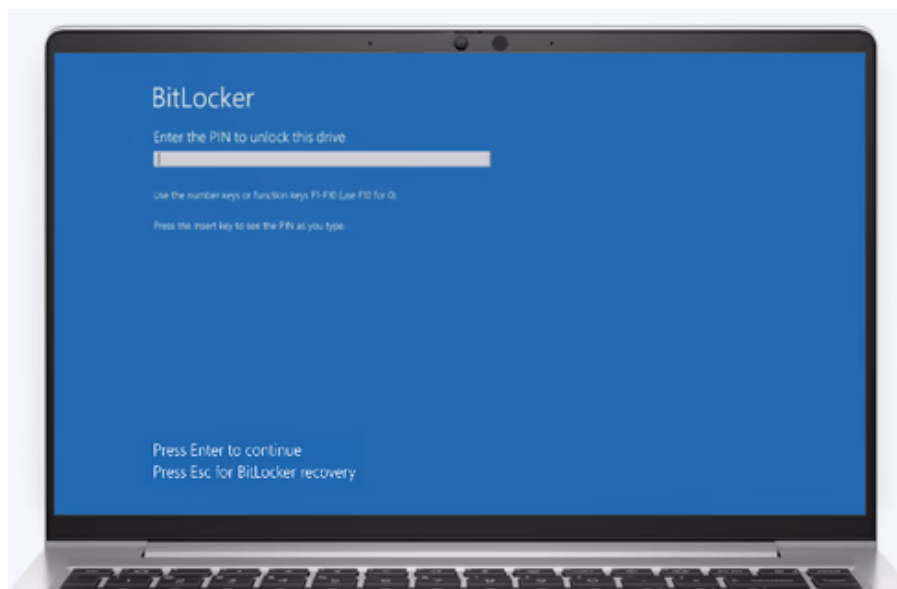
Welcome to your new Windows 11 laptop!

This quick-start guide is designed to help new employees get set up with their 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.

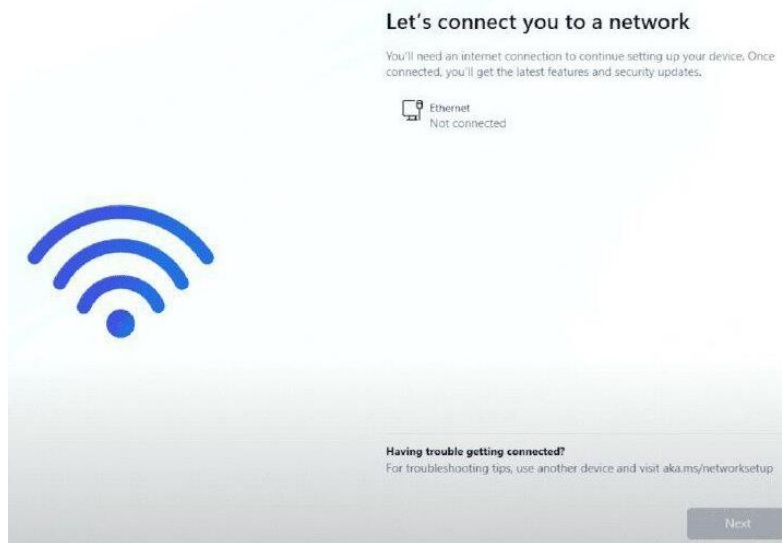
Initial Setup - Powering up your laptop

- 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**'.
 - This will have been provided by **IT** or your **Line Manager**.
 - **Please note** - You may not be prompted for this when you turn on the laptop for the first time.

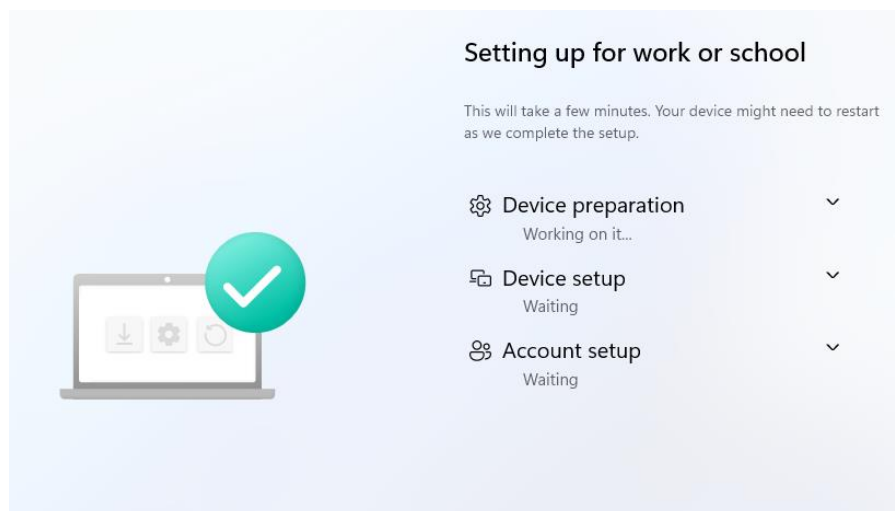


- Connect to a network (if prompted):
 - Select your preferred Wi-Fi or Network connection.

- 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.



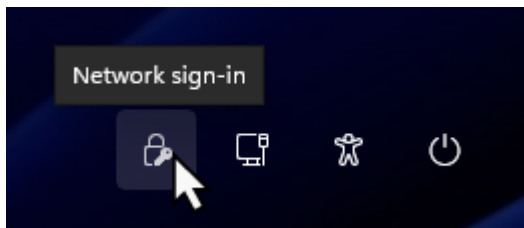
- Once setup is complete, you'll arrive at the **Windows Login** screen.



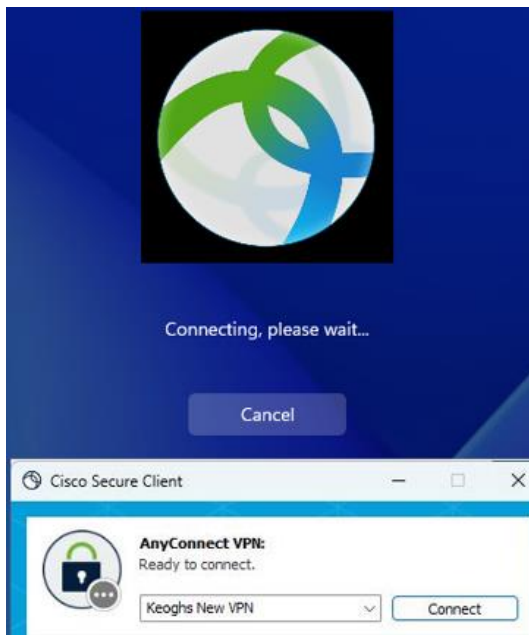
You're now ready to connect to the VPN!

Connecting to the VPN

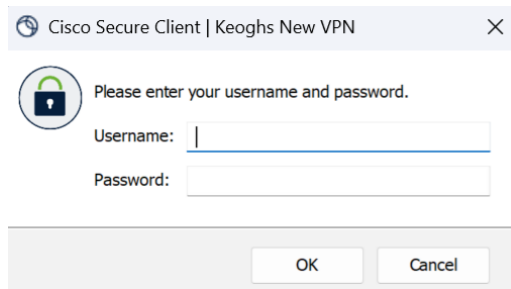
- Press '**Ctrl+Alt+Delete**' to unlock the screen.
- On the Important Notice screen, click '**OK**'.
- Click the '**padlock & key**' icon displayed to the bottom right of the screen.



- Confirm you see '**Keoghs New VPN**' and click '**Connect**'.



- Enter your username and password and click **'OK'**.

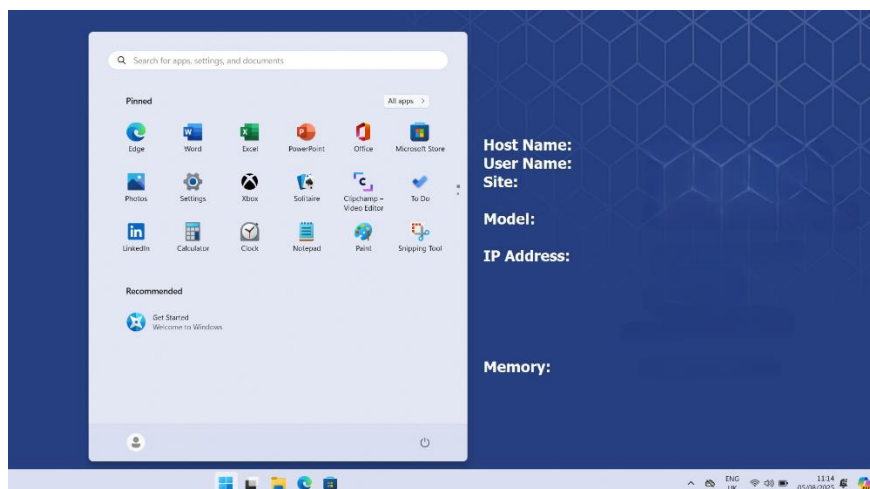


The image shows a Cisco Secure Client window titled "Cisco Secure Client | Keoghs New VPN". It contains a lock icon and the text "Please enter your username and password." Below this are two input fields: "Username:" and "Password:". At the bottom right are "OK" and "Cancel" buttons.

You're now ready to sign in!

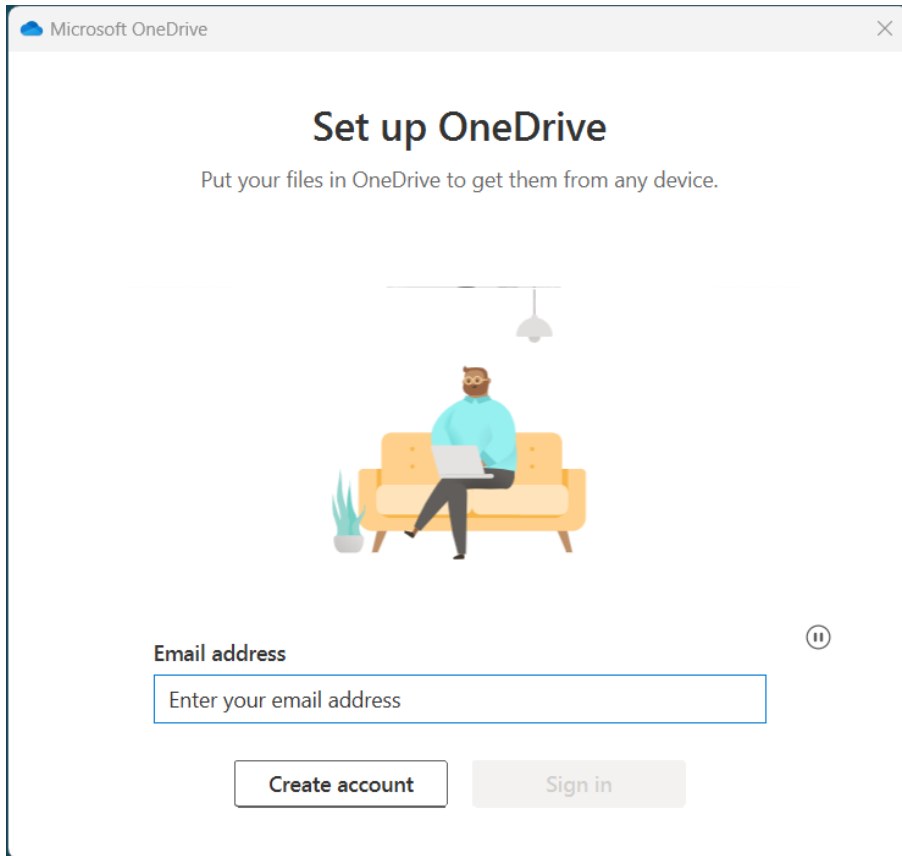
Logging into your laptop

- You should see the username and password prompts. If not:
 - 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. **Wait 1-2 hours, restart the laptop and log back in, ensuring you are logged into the VPN as per the previous step.**

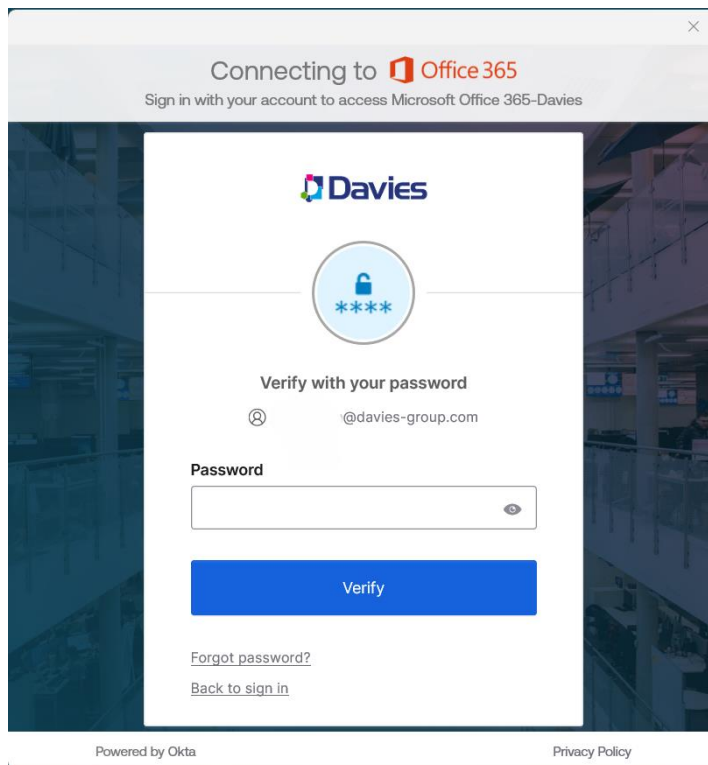


Setting up OneDrive

- 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 **@keoghs.co.uk**. Click **'Sign in'**.
 - Typically, firstinitiallastname@keoghs.co.uk
 - e.g. jbloggs@keoghs.co.uk
 - 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.:
 - firstnamelastname@keoghs.co.uk
 - firstinitial.lastname@keoghs.co.uk
 - If unsure, check with your Line Manager.



- You may be asked to enter your username again. Use the same format as in the above step. Click **'Next'**.
- At the **Okta** password screen, enter your new password and click **'Verify'**.



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

Davies

Verify with your password

@davies-group.com

Password

Verify

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

Powered by Okta Privacy Policy

- Select **Okta Verify** to set up your multifactor authentication method:
 - You'll need to download an app from your mobile phone's app store.



Set up multifactor authentication

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

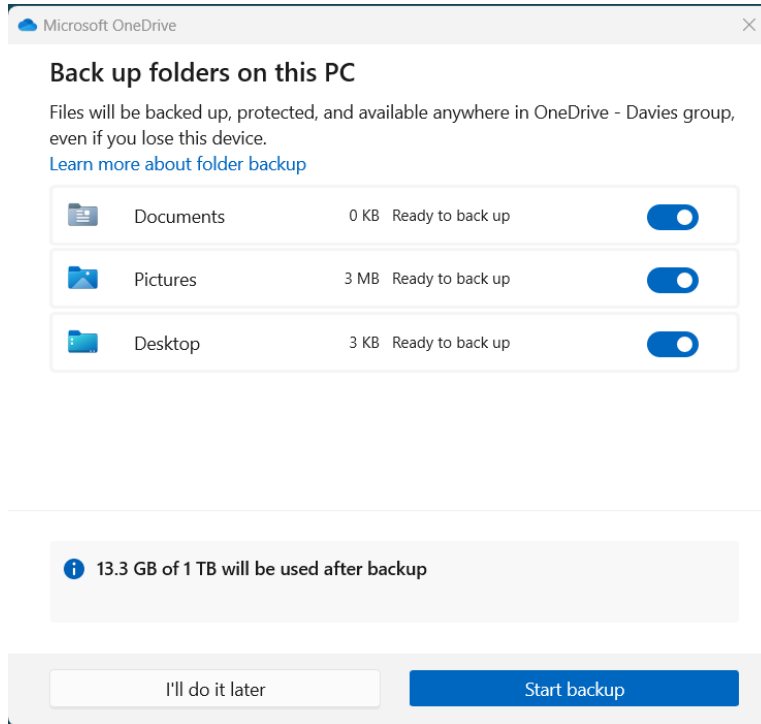


Okta Verify

Use a push notification sent to the mobile app.

Setup

- 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'**.

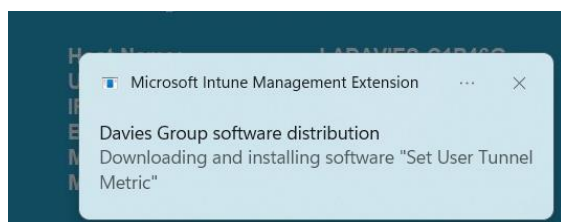


- On the Get to know your OneDrive screen, click **'Next'**.
- On the Share files and folders screen, click **'Next'**.
- On the All your files, ready and on-demand screen, click **'Next'**.
- On the Get the mobile app screen, click **'Later'**.
- On the Your OneDrive is ready for you screen, click **'Open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

- Allow up to 2 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.