Keoghs
a Davies business

Quick start user guide

For a replacement laptop

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 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'**.

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. **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'**.

- 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.