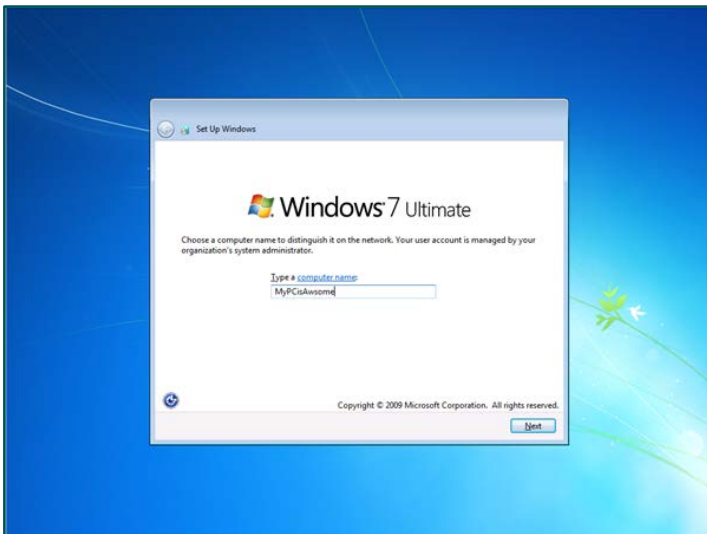


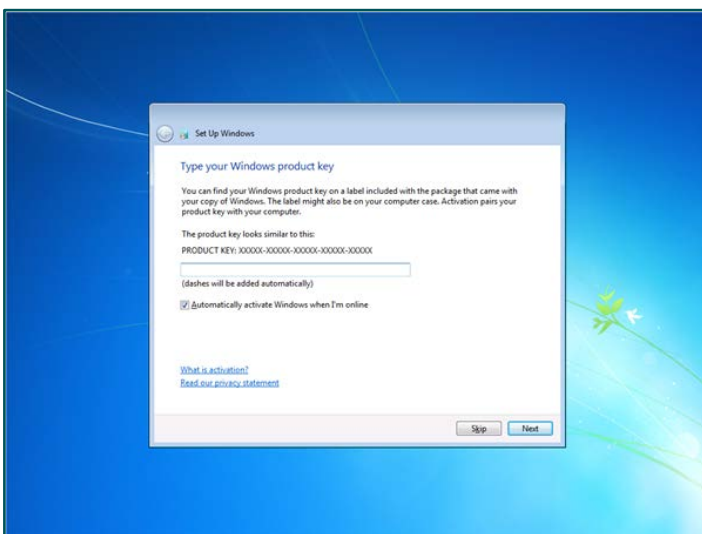
Congratulations school leaver! Please carefully complete the following steps to finish setting up your unlocked laptop.

Windows 7 Ultimate Setup Wizard:

1. The first thing you will see is the Set Up Windows screen. It will first ask you to **Type a computer name**. Enter a computer name and click **'Next'**.



2. You will then be asked to **Type your Windows product key**. You were provided your Windows 7 Ultimate product key on the eAcedemy website as part of the 'Transfer of Ownership and Acceptance' form. Enter your product key in the format indicated on the screen and click **'Next'**.



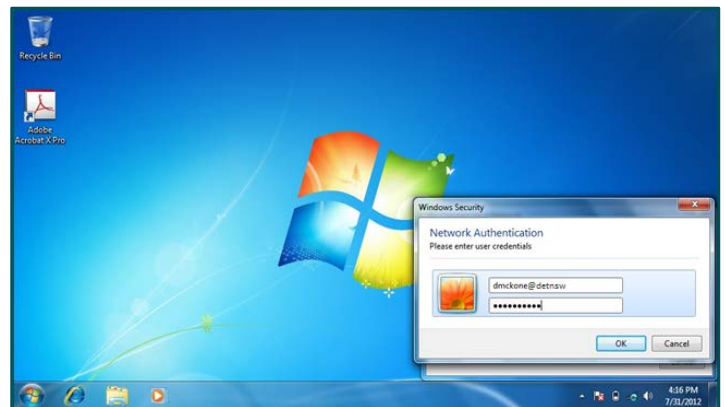
3. You may be prompted to connect to a wireless network. Select **'Skip'** as you will do this later.
4. Windows 7 Ultimate will now finalize your settings, prepare your desktop and personalize your settings.

Connecting to Wireless Network in Your School:

1. To connect to your school wireless network left mouse click the wireless network icon in the bottom right hand side of your screen, near the clock.



2. A list of wireless networks will appear. Select the **nswdet** wireless network and click on **Connect**.
3. You will have a Windows Security prompt asking for a username and password. Enter your internet access username and password with **@detnsw** at the end of your username and click **OK**.

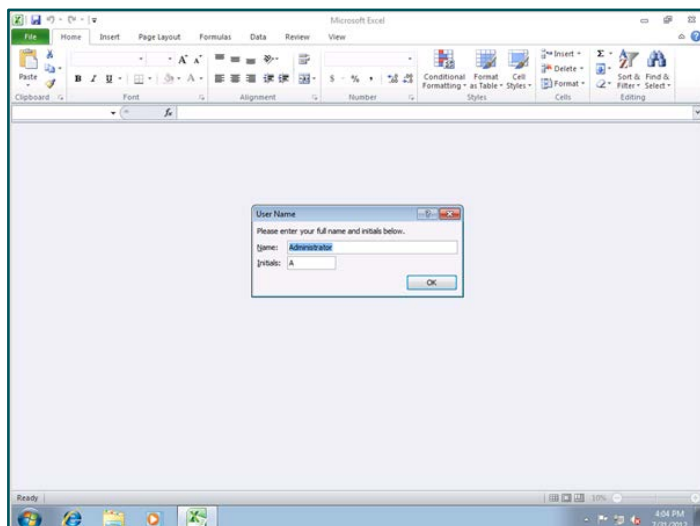


4. You will receive a Windows Security Alert saying **The connection attempt could not be completed**. Click the **Connect** button to complete the connection to the wireless network.
5. Select the **'Public'** network location.

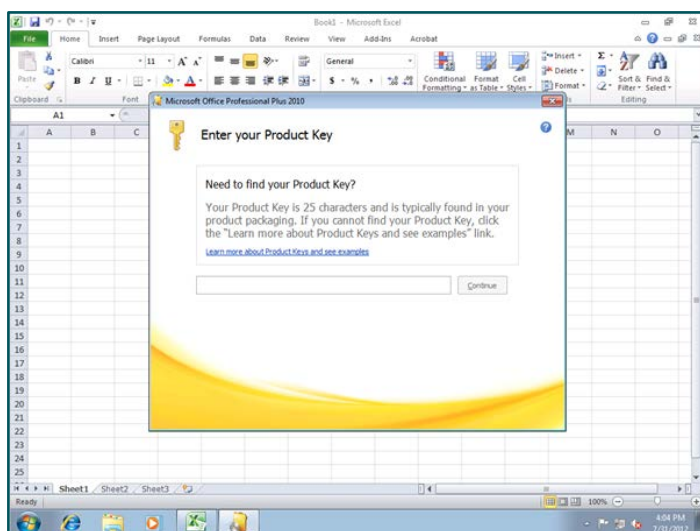
Don't forget to see over the page to set up Microsoft Office 2010!

Setup Microsoft Office 2010:

1. Click the **Windows Start Icon** in the bottom left hand side of your screen. Click **All Programs** then click on the **Microsoft Office** folder. Click **Microsoft Excel 2010** to begin setting up Microsoft Office 2010.
2. Microsoft Excel 2010 will launch and ask you to enter your **Name** and **Initials**. Enter your name and initials and click **OK**.



3. Microsoft Office 2010 will begin the setup process. You will then be asked to **Enter your Product Key**. You were provided your Microsoft Office 2010 key on the eAcedemy website as part of the 'Transfer of Ownership Acknowledgement and Acceptance' form. Enter your product key and click **Continue**.



4. Once complete your Microsoft Office 2010 install will be ready to use. Click **Close** to finish.

User Account/Password

The Department of Education recommends that all school leavers change their password immediately after completing this guide. You should then create your own personal User Account and use a different password to the Administrator account.