

# Surface Setup Instructions

Please read each step before performing it.

You MUST be connected to the internet to complete these instructions.

## Region and Language

Country: United States

App Language: English (United States)

Keyboard Layout: US

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Click "Next"

## Let's go through some basics

### Personalize

Pick a color (or not)

PC name: Enter your Veracross user account name in capital letters

Click "Next"

### Get Online

Select "WILLISTON5GHZ"

Enter the network security key for WILLISTON5GHZ = schoolhouse

Click "Next"

### Settings

Click "Use express settings"

### Sign in to your Microsoft account

NOTE: If you do not see this it means you are not connected to the internet

Click the back/left arrow button in the upper left hand corner until you see "Get Online" and repeat the process.

Your username is your Williston email address (EXAMPLE: [jsmith@williston.com](mailto:jsmith@williston.com))

Your password might be different than your email password

Click "Next"

### Help us protect your info

(Optional)

If you do not want to set up verification, click "I can't do this right now"

Otherwise click "Next" to start the verification process

(CONTINUED ON OTHER SIDE)

## How should we set up this PC?

You might not see this. Do not worry.

If you do see this, Select "Set this up as a new PC instead"

Leave "sync my start screen layout" unchecked

Click "Next"

## OneDrive is your cloud storage

Click "Next"

## Setting up your account

## Finalizing your settings

### Start

NOTE: the system will start setting up and will be finished when you see "Let's Start!" and will be taken to the Start Menu screen

On the Start Screen, click "Desktop" under the "Main" category

Reboot the machine to complete the process

(Press the Window button on the keyboard, then click the power button in the upper right hand corner of the Start Menu; select "Restart")

NOTE: when you log in, your system will reboot again. **This is normal.**