

WINDOWS 10 SETUP GUIDE

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INITIAL LOGIN

- Once you unbox your new laptop and connect it to a power source, initiate the start-up process by pressing the power button.

- You will need a fast and reliable internet connection and know you LSE account details (LSE email and Password) and your MFA device

Let's start with region. Is this correct	Is this the right keyboard layou If you also use another keyboard layout, you can add that next.	Do you want to add a second keyboard layout?
U.S. Minor Outlying Islands U.S. Virgin Islands Uganda Ukraine United Arab Emirates United Kingdom	United Kingdom Canadian Multilingual Standard English (India) Irish Scottish Gaelic United States-Dvorak	
1	2	3

When you first power on your machine this is the screen you will see.

The standard keyboard layout for staff at LSE is 'United Kingdom'. Unless you have ordered a device with an alternative layout. If you have a keyboard with an alternative language this is where you can add it (this can also be done later in settings)







You will now be invited to log in with your LSE email address

Please use your LSE network password (15-digit minimum)

You will have to have your phone to do Multi Factor Authentication







Now your work account is linked to the device and the basic software is being installed

Once you reach this screen your device is ready to use. (please bear in mind that it may still be communicating with the management server for 10/15 minutes after initial set up)



SIGNING INTO OUTLOOK/365

LSE's autopilot system should sign you into Outlook automatically without you needing to type in email address or password

Untick 'Set up Outlook Mobile on my phone too' to stop the popup from appearing.





HOW TO ADD SHARED MAILBOX

Click 'file' in the top left of the screen. To add a second mailbox

Here you can click add account





HOW TO ADD SHARED MAILBOX

	×
🔩 Outlook	
dress	
m@lse.ac.uk Advanced options ~	
Connect	
	etress m@lse.ac.uk Advanced options ~

		×
Microsoft		
dts.ham@lse.ac.uk		
Enter password		
Password		
Forgotten my password		
Sign in with another account		
Sig	n in	
Tam		ior

Put in the email of the account you wish to add

Instead of typing out a password click sign in with another account

5			×
	Microsoft		
	Sign in		
	ि;o.sleeman@lse.ac.uk	×	
	Can't access your account?		
	Back	Next	
	🔍 Sign-in options		
		- (

Here use your own credentials to sign into the mailbox/calendar



HOW TO ADD SHARED MAILBOX

×



Here use your own credentials to sign into the mailbox/calendar

Approve with MFA

Account successfully added You need to restart Outlook for these changes to take effect.

Outlook

Restart outlook to load the mailbox

Your device will come pre-installed with some applications e.g. Microsoft 365, antivirus, LSE App Store.

From the start menu, in the applications list you will find "LSE App Store". This is the LSE self- service store.

Use the LSE App Store to download LSE approved and maintained applications

Once the self-service app store is open, either 'Browse' or 'search' on the left to see the full list of available applications.

This is where you will find LSE packaged applications

USING THE LSE APP STORE

CONNECTING TO A LSE NETWORK DRIVE (PDRIVE)

Open file explorer and right click 'This PC', then select 'Map network drive...'

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CONNECTING TO A LSE NETWORK DRIVE (PDRIVE)

Change the drive letter to 'P' and type out the path that your department use to store their work. Once added the PDRIVE will appear in the drop down for 'This PC'

🐂 🕑 📕 🖛 File Explorer	- 🗆 X	🛫 🕑 📕 🖛	Manage pdrive (\\adminshared.lse	e.ac.uk) (P:)	- 🗆 X
File Home Share View		File Home Share View	Drive Tools		~ 🕐
$\leftrightarrow \rightarrow \sim 1$	×	\leftarrow \rightarrow \checkmark \uparrow \blacklozenge > This > p	drive (\\adminsha > 🗸 🖑	✓ Search pdrive (\\adminshared.	.lse.ac.uk) (P:)
a wap network brive			Name	Date modified	Туре
🖈 Quick acc		✓ 就 Quick access		04/09/2022 16:22	File folder
Desktor What network folder would you like to map?		📃 Desktop 🛛 🖈		20/10/2010 10:45	File folder
		🖊 Downloads 🛛 🖈	APRC	30/10/2019 10:45	File folder
Docume S and the drive letter for the connection and the folder that you want to connect to:		🖹 Documents 🖈	ARD	31/07/2023 09:29	File folder
E Pictures		Pictures *	Catering	24/01/2024 14:33	File folder
Drive: P: V			Conferences	04/06/2019 14:41	File folder
OneDrive Index Nadminshared Ise ac uk\ndrive\ Proves		OneDrive	ExternalStudy	06/10/2023 13:57	File folder
		This PC	Finance	11/01/2024 15:56	File folder
		3D Objects	Finance&Facilities	03/01/2018 10:32	File folder
This PC Reconnect at sign-in		3D Objects	Human Resources	23/06/2020 15:52	File folder
Network		> 🔜 Desktop	Human Resources Division	12/04/2024 12:36	File folder
Connect using different credentials		> 🖹 Documents	ITS Programme Office Shortcuts	14/12/2015 15:07	File folder
Connect to a website that you can use to store your documents and pictures.		> 🖶 Downloads	Mail_Archives	18/06/2021 13:14	File folder
		> 👌 Music	Maxxes Merger	08/07/2021 16:38	File folder
		> Pictures	MIS	15/02/2023 21:24	File folder
			MSLs	07/03/2018 17:01	File folder
		Videos	Pay_Budgets	06/03/2024 14:32	File folder
		> 🛃 Local Disk (C:)	PKU Summer School	01/07/2019 15:01	File folder
		> 🥪 pdrive (\\adminshared.lse.	📕 Research	10/04/2024 14:57	File folder
Finish Ca	ncel		📜 Residences	22/07/2023 14:24	File folder
		I Network	SCR	12/07/2022 13:05	File folder 🗸 🗸
		<			>
6 items		39 items			