WINDOWS 10 SETUP GUIDE

CONTENTS

DTS

- Once you unbox your new laptop and connect it to a power source, initiate the start-up process by pressing the power button.
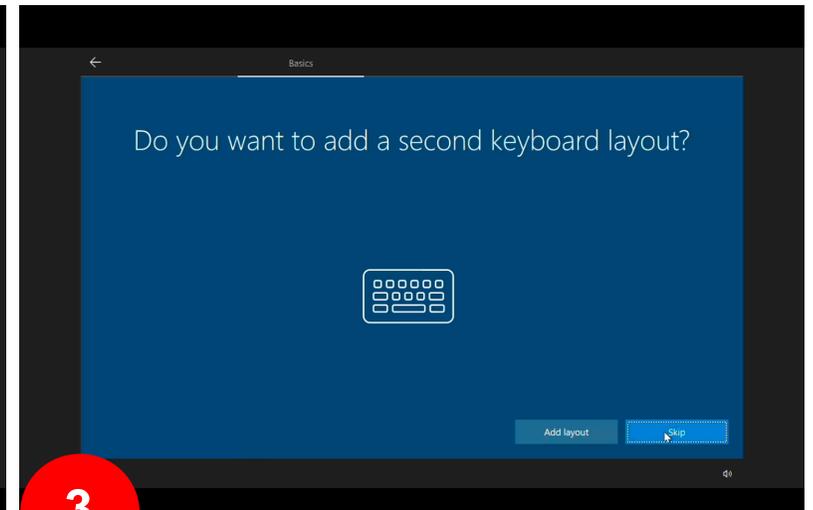- You will need a fast and reliable internet connection and know you LSE account details (LSE email and Password) and your MFA device
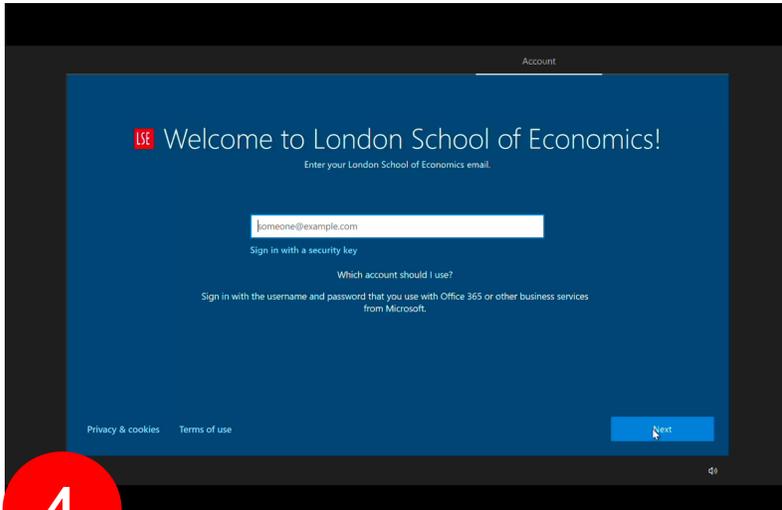
1
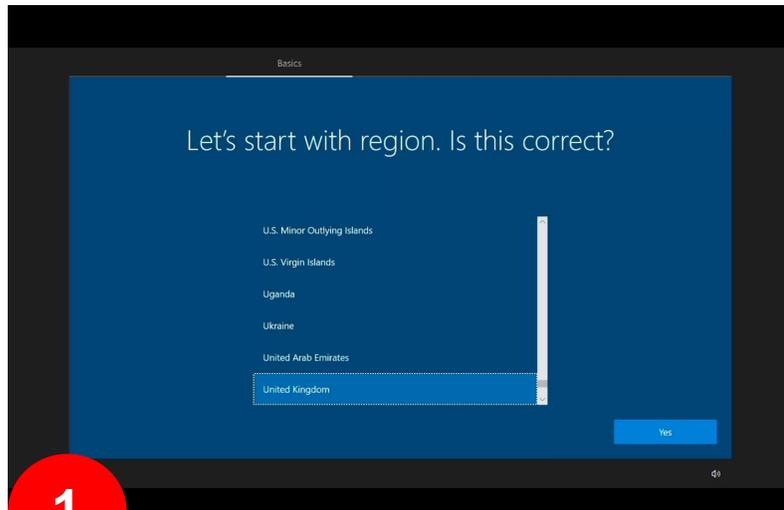
When you first power on your machine this is the screen you will see.
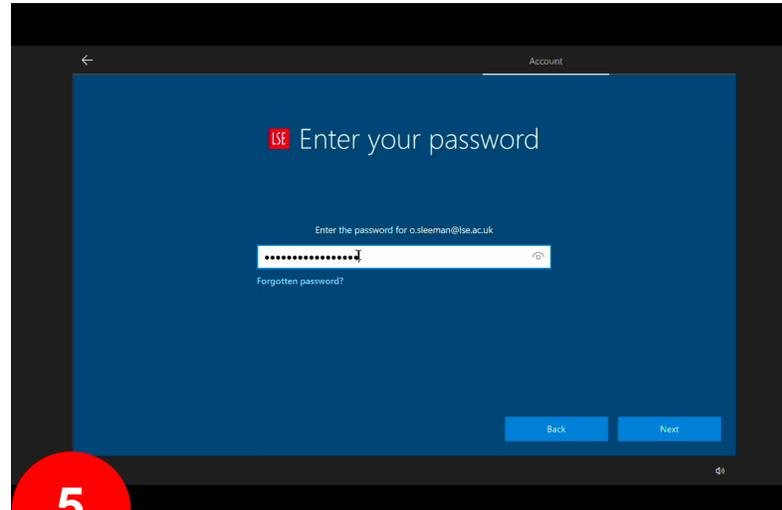
2
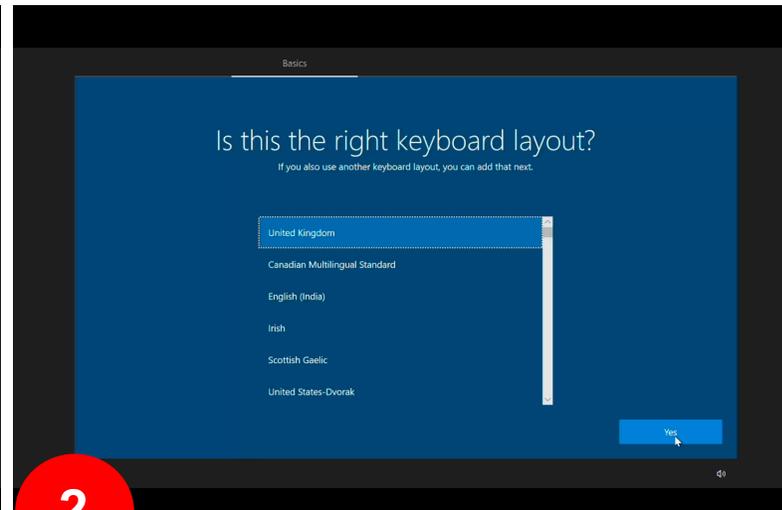
The standard keyboard layout for staff at LSE is 'United Kingdom'. Unless you have ordered a device with an alternative layout.
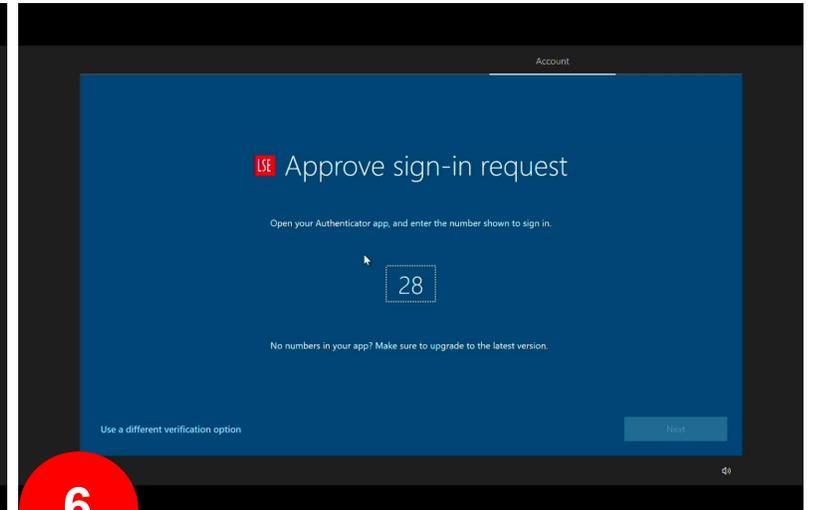
3

If you have a keyboard with an alternative language this is where you can add it (this can also be done later in settings)
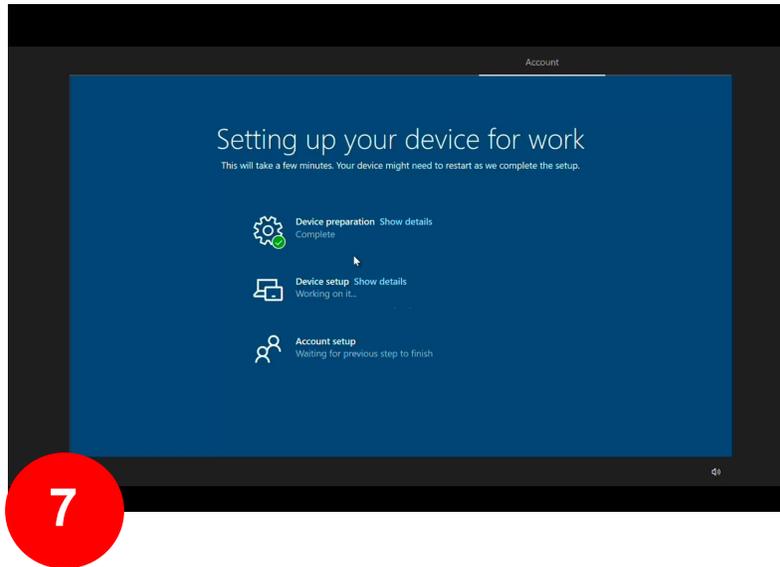
4 You will now be invited to log in with your LSE email address

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

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

7

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


8

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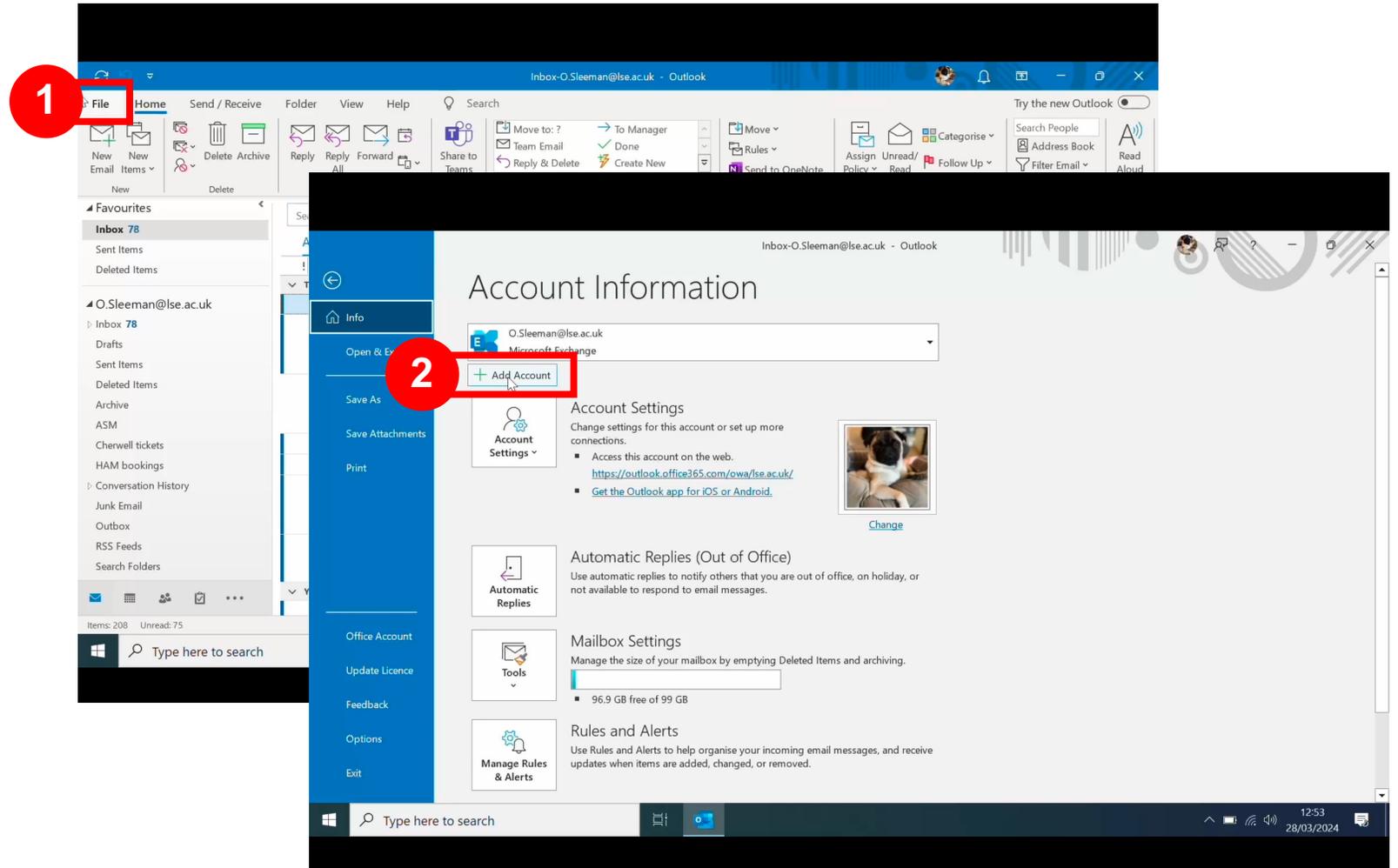
LSE's autopilot system should sign you into Outlook automatically without you needing to type in email address or password

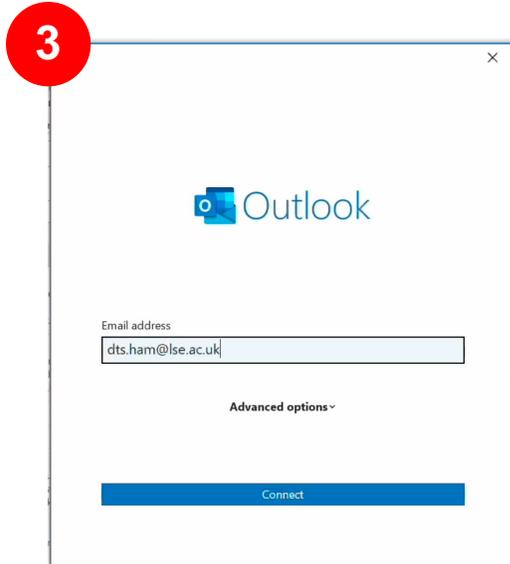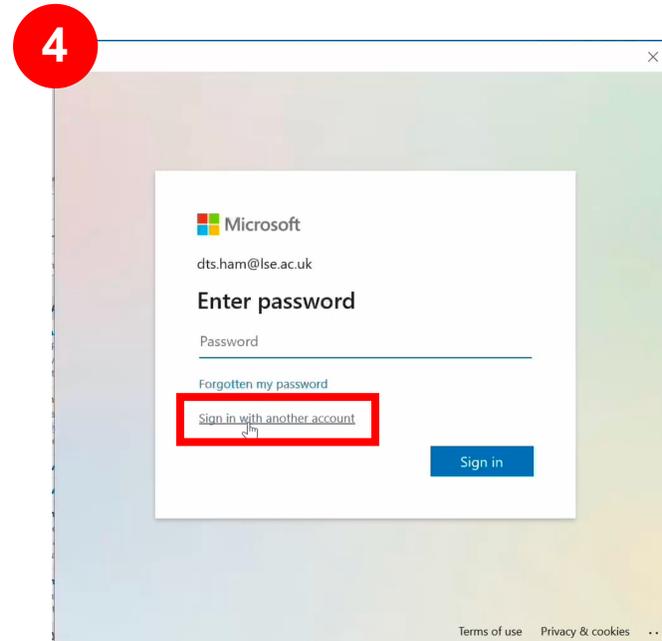Untick 'Set up Outlook Mobile on my phone too' to stop the popup from appearing.

lse.ac.uk/dts

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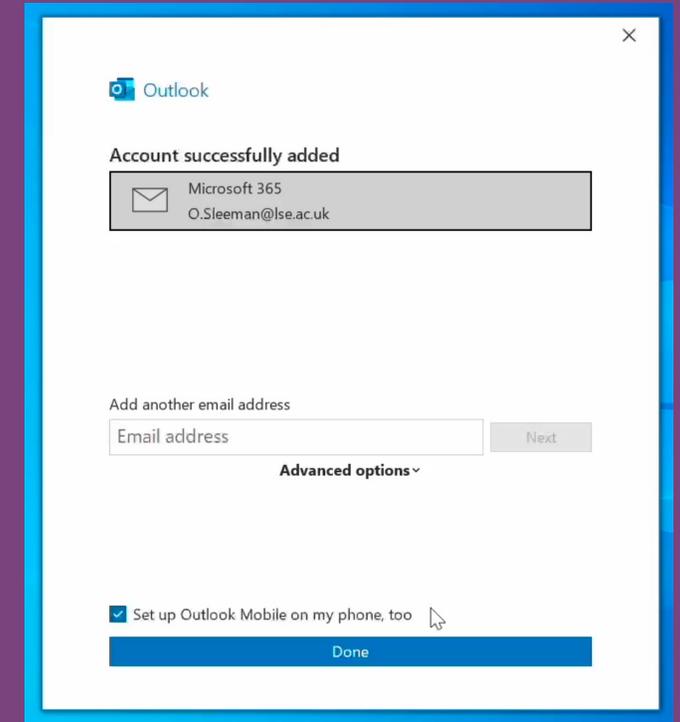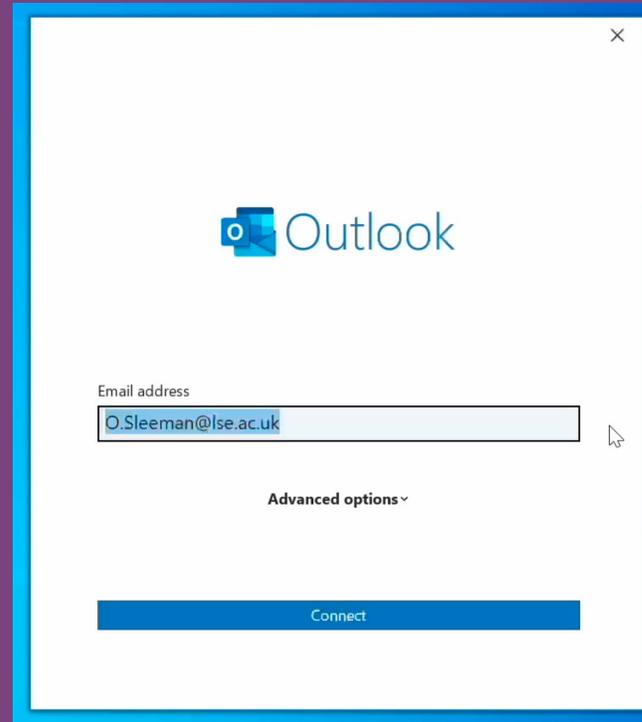
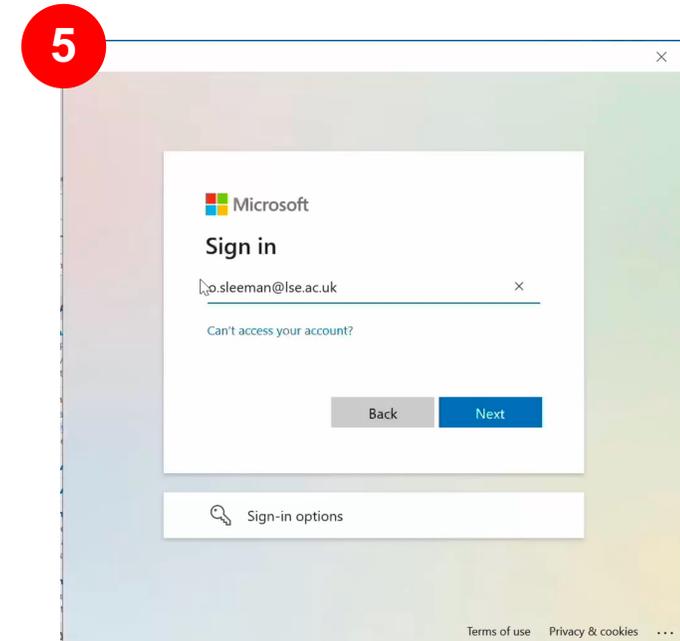Click 'file' in the top left of the screen. To add a second mailbox

Here you can click add account
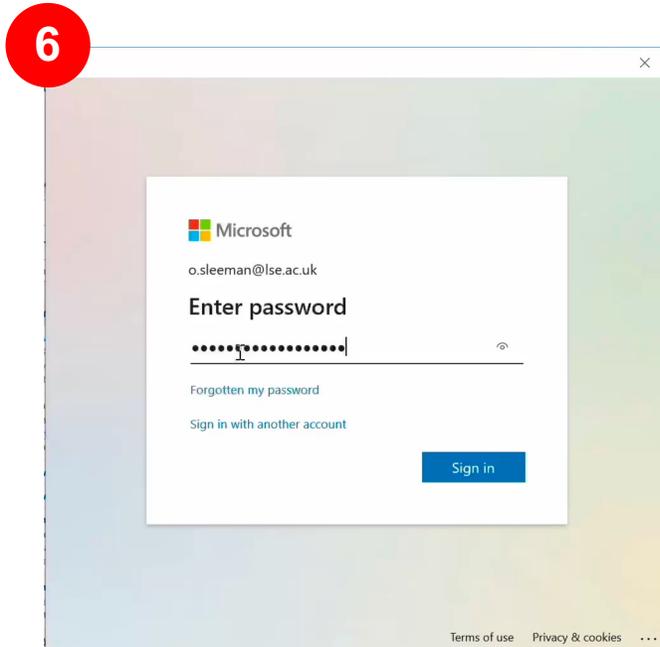
3

Put in the email of the account you wish to add

4

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

5
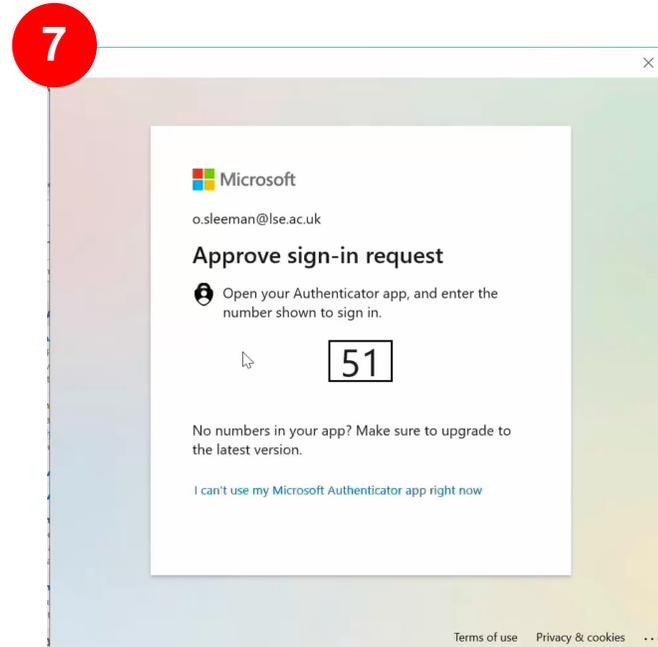
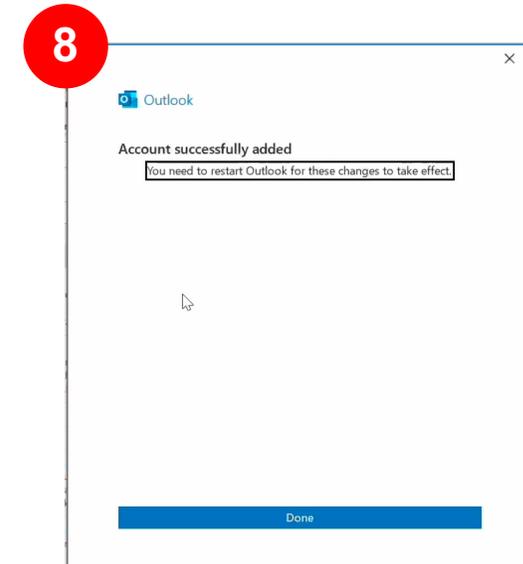Here use your own credentials to sign into the mailbox/calendar

6

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

7

Approve with MFA
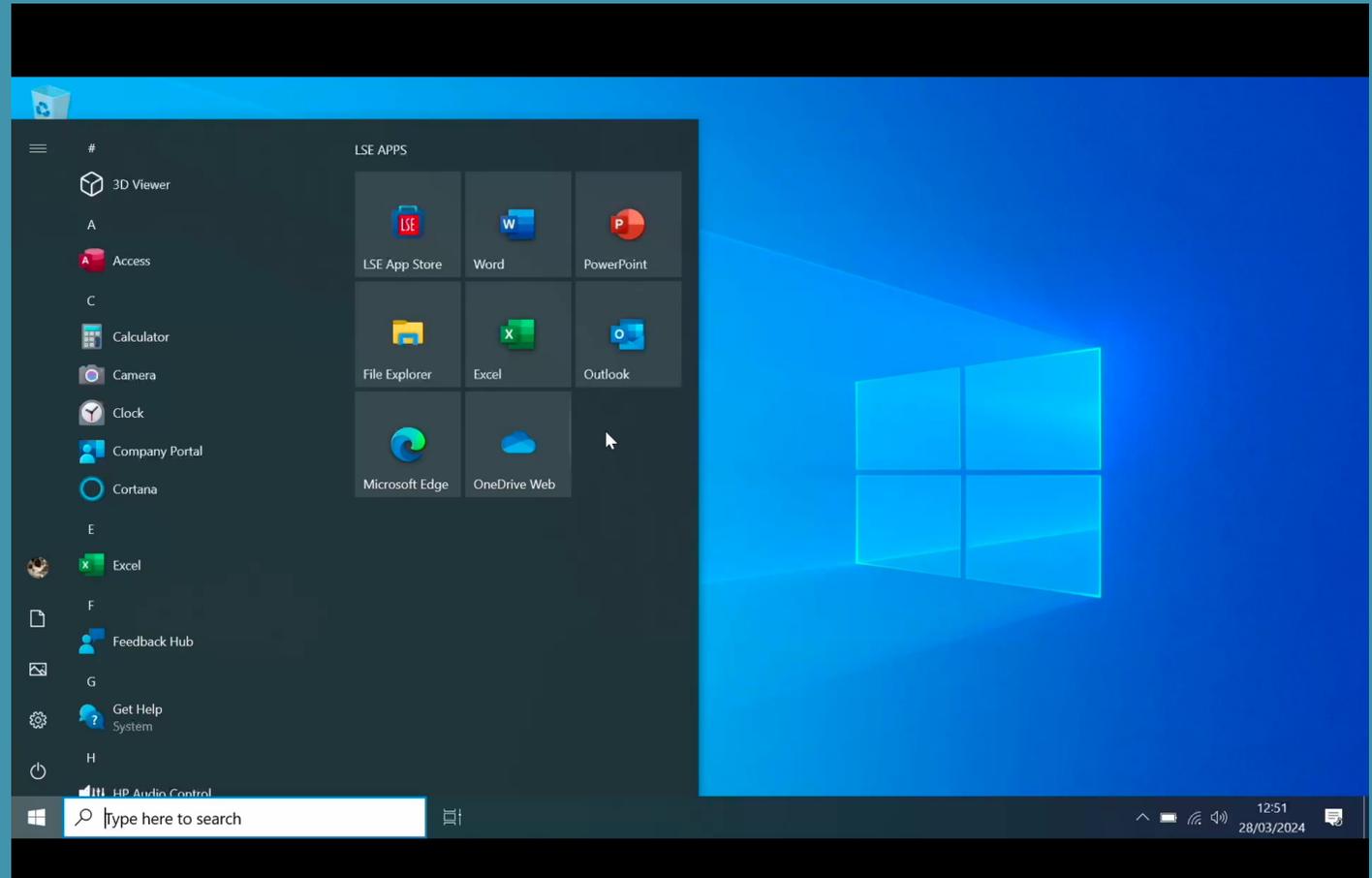
8

Restart outlook to load the mailbox

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

THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

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.
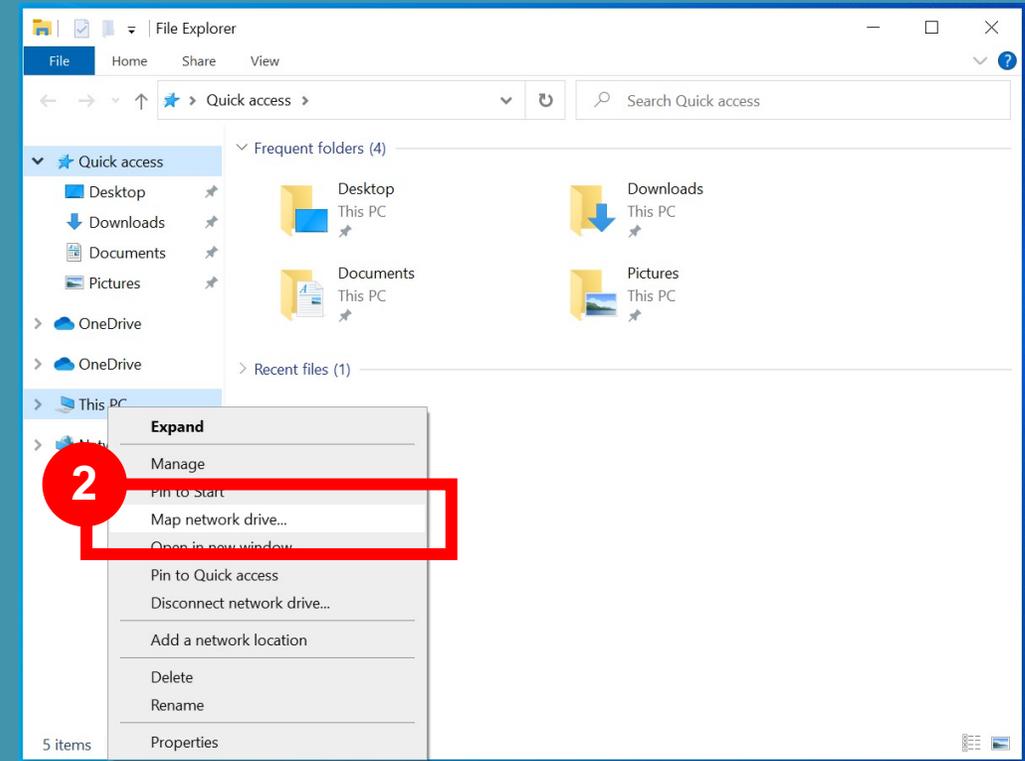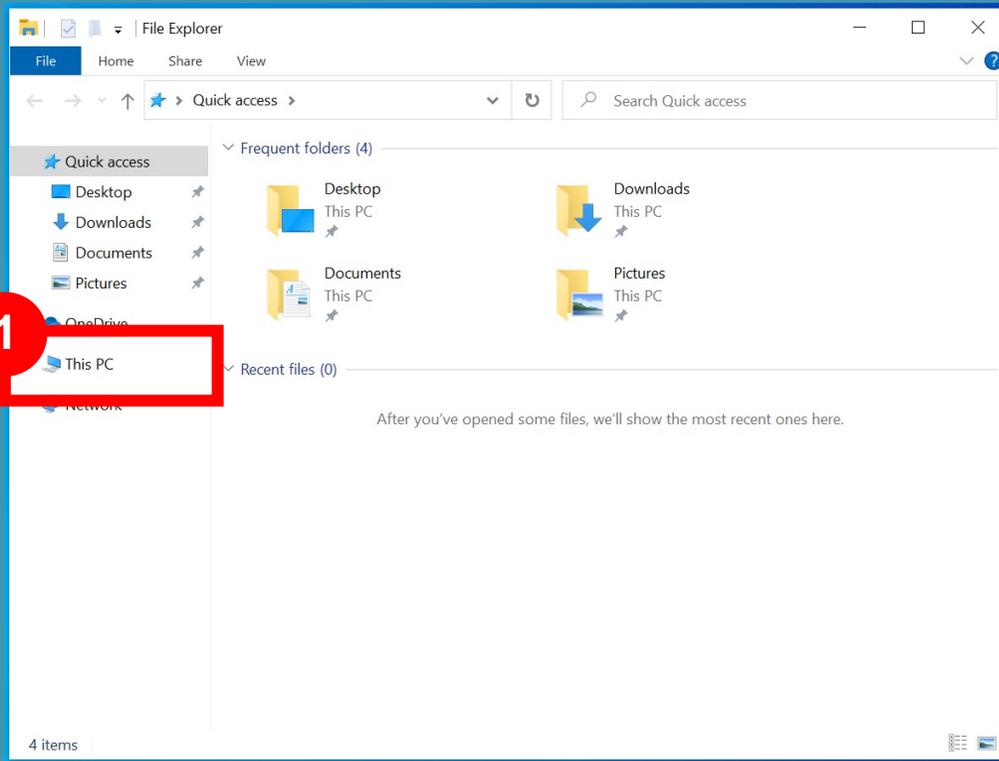

lse.ac.uk/dts

DTS ■
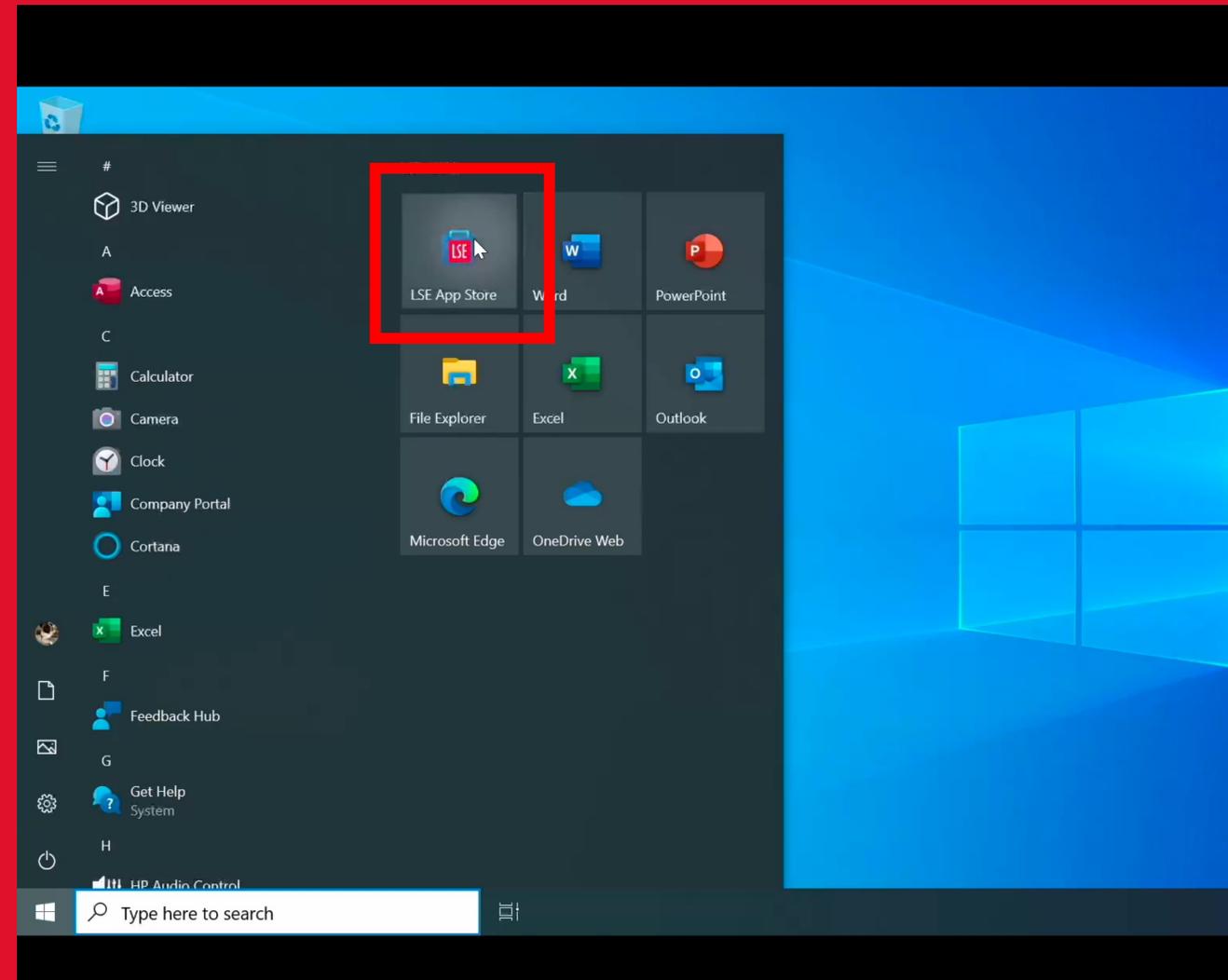
This is where you will find LSE packaged applications

lse.ac.uk/dts

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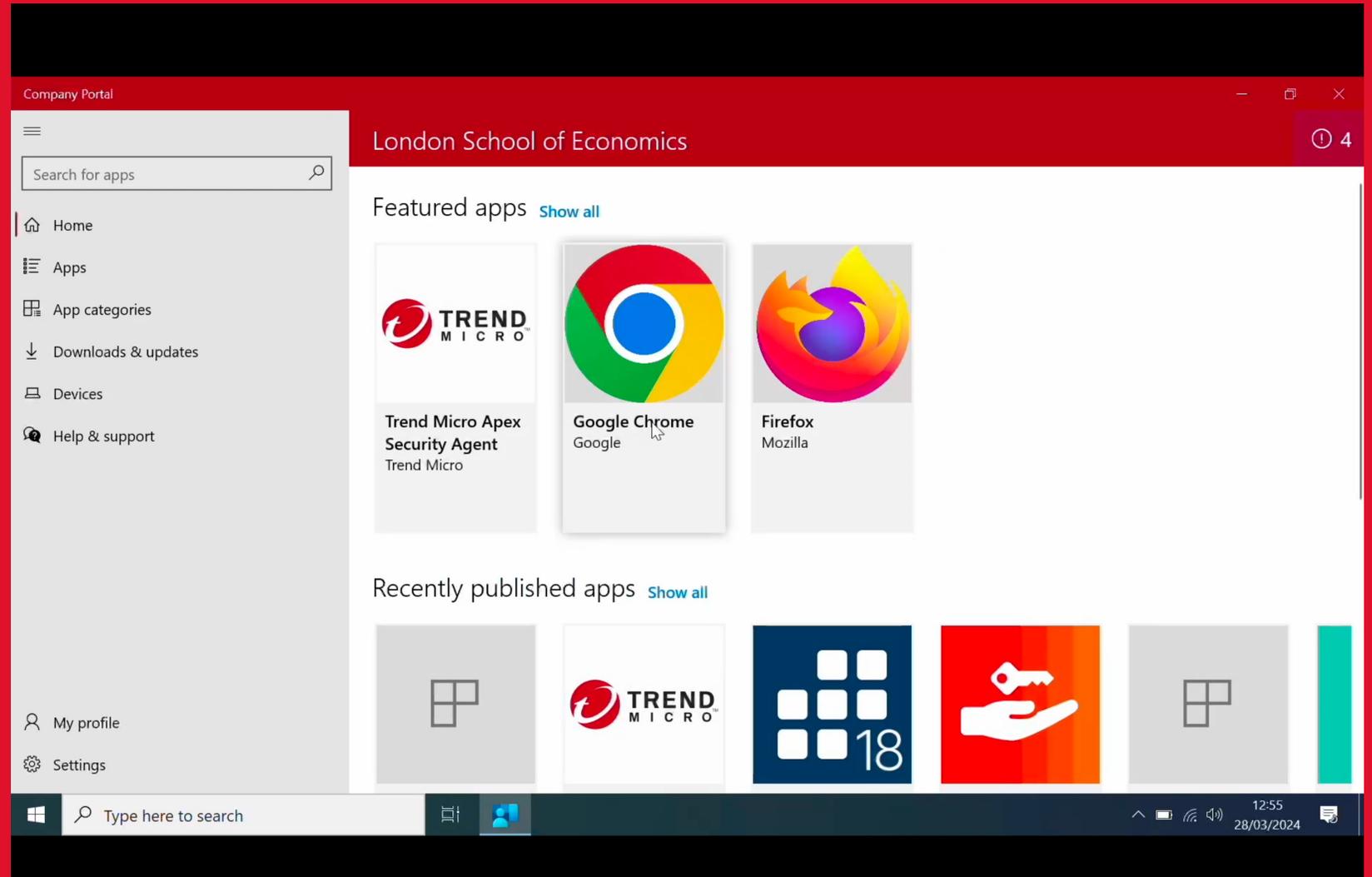
Open file explorer and right click 'This PC', then select 'Map network drive…'

lse.ac.uk/dts

DTS

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'

lse.ac.uk/dts

DTS