

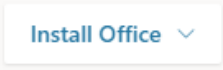


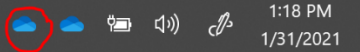
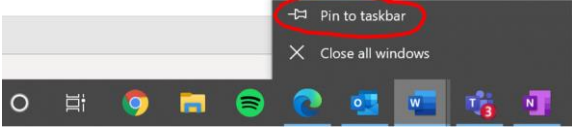
SACRED HEART SCHOOL BRING YOUR OWN DEVICE PROGRAM

Setting Up a New Student Surface

This document should serve as your setup checklist for your child’s new Bring Your Own Device (BYOD) Surface.

1. Follow device prompts to turn on your Surface for the first time.
 - a. Please note: You should not use your child’s SHS email address to create your Surface account
 - b. Need help? Follow the steps here: [Turn On Your Surface for the First Time](#)
2. Complete each of the following:

Item	Directions
Parental Controls	SHS does not require specific Parental Controls that should be set on your child’s computer. This is a family decision. Please feel free to use these resources to inform your family’s choices: Microsoft Family Safety What is a Microsoft Family Group? Parents' Ultimate Guide to Parental Controls by Caroline Knorr (Common Sense Media)
Install Office365 Desktop Applications	<ol style="list-style-type: none"> 1. In the web browser of your choice, go to portal.office.com. Sign in with your child’s SHS email address and password. 2. Click “Install Office” in the top right corner of the Office365 home screen  3. Follow all prompts to download and install
Sign into Office365 Apps with your SHS Email Address	<p>Once you sign in to one Office365 desktop application, the login information should automatically apply to the other Office365 programs (except OneDrive and Outlook-see later directions).</p> <ol style="list-style-type: none"> 1. Open any of the Office365 desktop applications on your device (Word, PowerPoint, etc.) 2. Sign in with your child’s SHS email address and password.
Open OneNote Notebooks in OneNote for Windows 10 Desktop App (5-8 Only)	<p>Please note: There are 2 versions of OneNote- OneNote for Windows 10 and OneNote (2016). Your student should use OneNote for Windows 10 only.</p> <ol style="list-style-type: none"> 1. Open OneNote for Windows 10 2. Follow the directions in this video to open your different subject notebooks: How to Open Class Notebooks in OneNote for Windows 10 <p>*To view the video, log in to Stream using your child’s email address & password</p>
Sign into OneDrive in File Explorer with your SHS Email Address	<ol style="list-style-type: none"> 1. Click the Search box in the bottom left corner of the screen. Type “OneDrive.” When OneDrive appears in the search results, click it. 2. Enter your child’s SHS email address and password. 3. Follow the prompts to choose your OneDrive folder. 4. When finished, you should see “OneDrive- Sacred Heart School” in File Explorer. You should also see a blue cloud in the bottom right corner of the device.

	
Sign into Outlook with your SHS Email Address	<ol style="list-style-type: none"> 1. Click the Search box in the bottom left corner of the screen. Type “Outlook.” When Outlook appears in the search results, click it. 2. Enter your child’s SHS email address and password.
Install Microsoft Teams Desktop Application	<ol style="list-style-type: none"> 1. Click on this link to Download Teams 2. Click “Download for Desktop” 3. Follow all prompts to download and install 4. Log in with your child’s SHS email address and password 5. Update notifications in Teams Settings (gear icon in the top right corner)
Add Clever Plugin to Web Browsers	<p>Please use the links below for information and instructions for installing the Clever browser extension based on web browser:</p> <ul style="list-style-type: none"> • Google Chrome: Install Directions • Microsoft Edge (Legacy): Install Directions • Microsoft Edge (New): Install Directions
Download the NWEA Lockdown Browser for MAP Testing	<p>Download the Desktop NWEA MAP Lockdown Browser:</p> <ul style="list-style-type: none"> • Lockdown Browser PC Download • Lockdown Browser Mac Download <p>You may need to switch out of S-Mode to install: Learn How Here</p>
Clean Up Your Taskbar	<p>Your Taskbar is the black bar that is, by default, along the bottom of the screen. It shows any pinned applications, which remain on the taskbar even when an application is not in use, and any applications that are currently in use.</p> <p>To pin/unpin, right click on the application icon on the taskbar. Click “Pin to taskbar” or “Unpin from taskbar”.</p>  <p>We recommend unpinning the Microsoft Store and anything else that may be distracting and pinning:</p> <ul style="list-style-type: none"> ✓ Your web browser of choice ✓ File Explorer ✓ OneNote (grades 5+) ✓ Outlook ✓ Teams ✓ Any other applications that your child uses multiple times each week for school
Optional: Download Google Chrome	<p>Your child’s Surface device should come with the Microsoft Edge web browser as its default. Often, if your child has any problems with a website, a good troubleshooting tip may be to visit the website in a different web browser. For this reason, it can be helpful to have Google Chrome (or a different web browser of your family’s choice) on the device.</p> <p>You can Download Google Chrome Here. Click on the link, then follow all prompts to download and install.</p>

Please contact your Sacred Heart School Technology with questions!