

Getting a laptop ready for use at Furze Platt Senior School

Setting up a laptop obtained through the school

The laptops purchased through the school are brand new, so the steps needed to set them up are exactly the same as for any other new laptop you might buy online or on the high street. If you want more detailed instructions than those presented here, you could search online, especially YouTube, for “Windows Out of Box Experience”.

- Plug the laptop into the mains and turn it on (you may need to wait a few minutes before it will turn on, if the battery is completely flat).
- Follow the on-screen instructions to select your preferred language, connect to your home WiFi, etc.
- When prompted to create a personal account or link the laptop to an organisation, select personal account.
- When prompted to sign in, either click the option to use a local account (*Windows 10 only*) or create a Microsoft account (*Windows 10 and Windows 11*). If you choose to create a Microsoft account, please use a personal, non-Furze Platt email address (e.g. @outlook.com or @gmail.com), otherwise you might lose account to the account after you leave the school.
- The computer will then complete the set-up, during which time it will restart several times. This process could take up to an hour. Do not turn the laptop off or unplug it during this configuration.
- Once the set-up is complete, you will see your Windows desktop. The laptop is now ready to use.
- There are some applications you may wish to install to support the use at Furze Platt, however these are optional. Please refer to the next section for details.

Installing software

This section is relevant whether you obtained the laptop through the school or from another retailer.

The teaching and learning resources which will be used are generally web-based and therefore require no additional software. There are some applications you may wish to install, but these are optional as time will be made available for students to use school computers which have the software when needed. These applications are summarised below, and further information and installation instructions are available in the [Student Information section of FP Cloud](#) (your child will need to sign in with their school email address and password to access this page). Note, some of the software used is not available for installation onto students’ personal laptops.

School Wifi

Students will need to connect to the school’s WiFi. This isn’t something you can set up at home, so students will be assisted with this when in school.

Microsoft Office

You may wish to install Microsoft Office, although this is not essential as students can access Office365 which includes online, browser-based versions of Word, Excel, PowerPoint, Outlook and OneDrive. If you already have the Office software installed (some new computers come with it pre-installed), you can skip ahead to step 9.

1. Open a browser to www.office.com.
2. Click *Sign In* at the top right of the page.
3. Enter your school email address (staff, use your name001@furzeplatt.net address, not firstname.surname@) and password.
4. Click the *Install Office* menu link in the top right corner of the screen.
5. Select *Office365 apps*.
6. The OfficeSetup.exe file will be downloaded automatically.
7. Locate the OfficeSetup.exe file you downloaded (it is probably in your Downloads folder, or on the tool bar at the bottom of the screen) and double-click it.
8. Follow the on-screen instructions to install Office365.

9. Open one of the Office365 applications (e.g. Word) from the Start Menu (**not** from the “School Essentials” set of tiles).
10. Click the *Sign In* button on the toolbar at the top of the screen.
11. If you are already signed in with a personal account, click *Sign in as a different user*.
12. Enter your school email address in the email field (staff, use your name001@furzeplatt.net address, not firstname.surname@) and password.
13. Make sure *Allow my organisation to manage my device* is unticked and click *OK*.
14. After a short wait you should see a message saying “You’re all ready!” on screen.
15. Click *Done*.

Note – if when you open an Office365 application, you get a message about a free trial or having to pay some money, you have signed in with a personal account not your school one. Please refer to step 11 above.

Printing

You can install an application called PaperCut Mobility Cloud Print onto your laptop, and then send a document to the school printers from your laptop, whether you are in school or at home.

Adobe Creative Cloud

The school uses some of the Adobe Creative Cloud suite of applications in some subjects, for example Art and Media Studies. It is not essential to have this software on your laptop, as time will be made available during lessons and possibly at break times to use school computers which have the software.

Looking after your laptop

We encourage all students to get a protective case for their laptop.

The laptop bundle offered by the school includes a case, however you may wish to buy a different one. Laptops bought through the school **must** be kept in an approved protective case when not in use, otherwise the insurance will be invalid. A list of approved case manufacturers can be found at <https://www.compucover.co.uk/documents/compucover-Approved-Case-List.pdf>.

Please read [EduTech’s Taking Care of Your Device](#) guide for further advice regarding using and transporting your laptop safely.