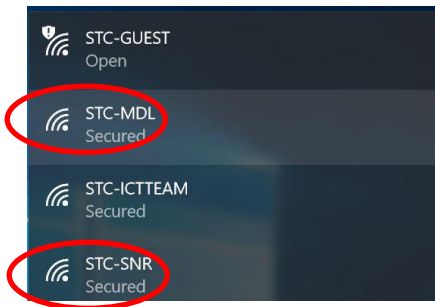


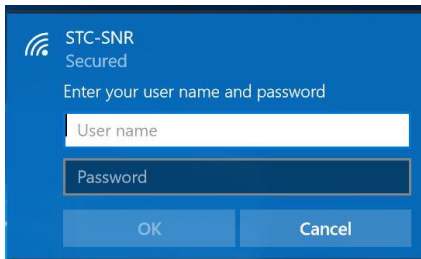
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Step 1 – Connect to the Wi-Fi (This step must be done at school)

1. Select applicable Wi-Fi network and click connect (STC-MDL) for Middle School, (STC-SNR) for Senior School.



2. Enter your email address and password to connect



Step 2 – Install Internet Certificate (This step can be done at school or home)

1. Navigate to <https://download.stcolumba.sa.edu.au>
2. Click on the file internet_certificate.exe
3. Once downloaded, run the file.
4. If prompted with Windows Smartscreen, click more info and then click Run anyway.
5. When prompted with a security message "Do you want to install this certificate" click yes.

Step 3 – Install Printers (This step must be done at school)

1. Navigate to <http://stc-papercut.stcolumba.school:9163/setup>
2. Download and run Mobility Print Printer setup.

Add networked printers

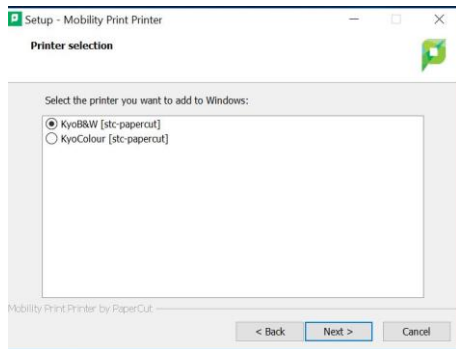
Important: Make sure your Windows device is connected to your organization's network.

1. Download and run this [Mobility Print Printer Setup](#) (pc-mobility-print-printer-setup.exe).

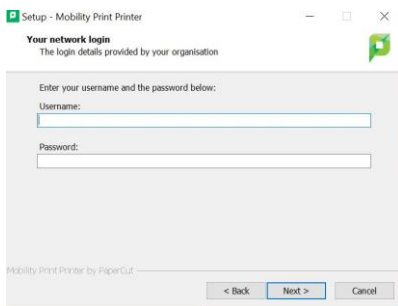
3. Accept the license agreement and click next.

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4. Select KyoB&W(stc-papercut), then click next.



5. Put in your St Columba Username and Password and click next.



6. Click Finish

*****To add the colour printer rerun setup and select Kyocolour (stc-papercut)*****

Step 4 – Install MS Office (Please do this step at home if possible)

1. Navigate to www.office.com/signin and enter your school email address and password.
2. Click Install Office 2016
3. When prompted click commence installation.

*****Please be patient, the installation can take up to 60 minutes to complete*****

Step 5 – Where are you going to back up your work?

It is important that you consider where you are going to backup all of your important data. Do not expect nothing will ever go wrong with your device.

Some of the options you might like to consider are:

1. USB Thumb Drive or external Hard drive.
2. Memory Card.
3. OneDrive - <https://stcolumbacollege-my.sharepoint.com/> (further instructions below).

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S Drive Access

Type the link below into windows file explorer and sign in with your school username and password.

ftp://files.stcolumba.sa.edu.au/shared_files

For further software installations, please visit:

<https://download.stcolumba.sa.edu.au>

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How to back up your work to OneDrive for Business

Sign into ONEDRIVE via the St Columba intranet link or navigate to <https://stcolumbacollege-my.sharepoint.com/>



- Enter your email address
- Enter your password
- Click Sign-in



Work or school account

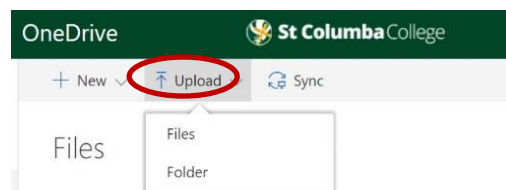
someone@stcolumba.sa.edu.au
Password

Keep me signed in

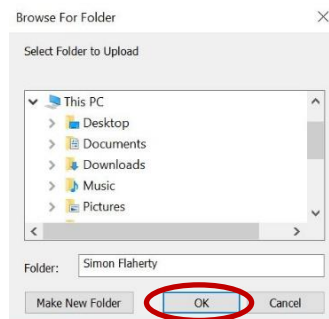


Can't access your account?

- Click Upload
- Click Files or Folders depending on what you require



- Browse to your file or folder
- Click O.K



****Please note – to upload folders you must be using Google Chrome****