BYOD Onboarding Guide - Windows

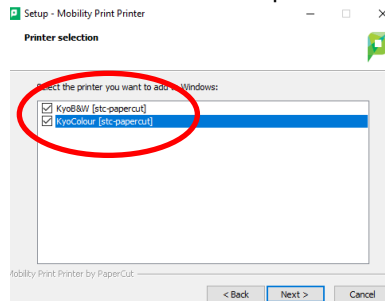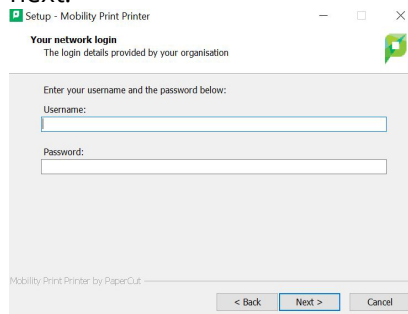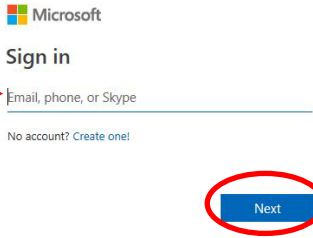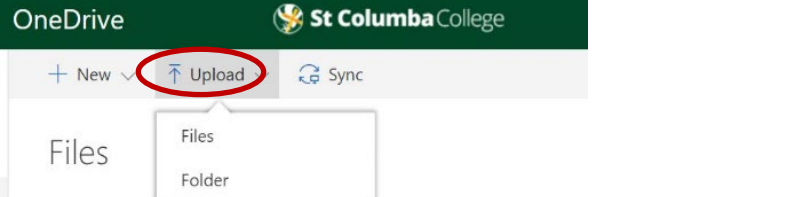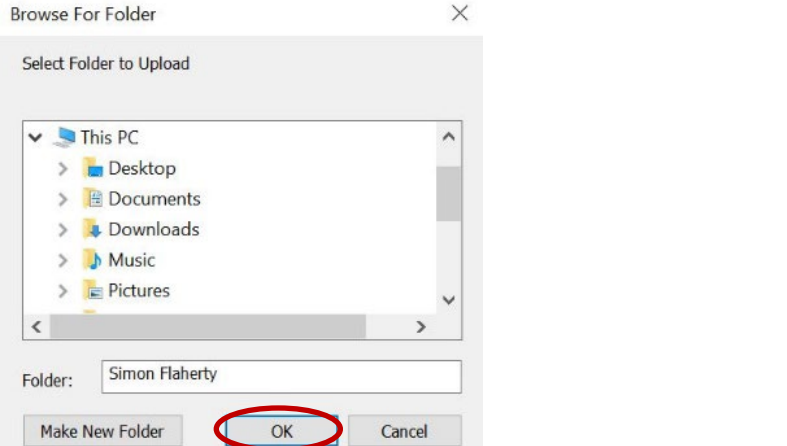|	
Step 1 – Connect to the WiFi (This step must be done at school)	1. Select applicable Wi-Fi network and click connect (STC-MDL) for Middle School, (STC-SNR) for Senior School. 2. Enter your email address and password to connect.
Step 2 – Install Printers (This step must be done at school)	1. Go to www.stcolumba.sa.edu.au/student-downloads 2. Click on the Printer Setup link. 3. Once downloaded, run the file 4. Accept the license agreement and click next. 5. Select both available printers, then click next. 6. Put in your St Columba Username and Password and click next. 7. Click Finish.
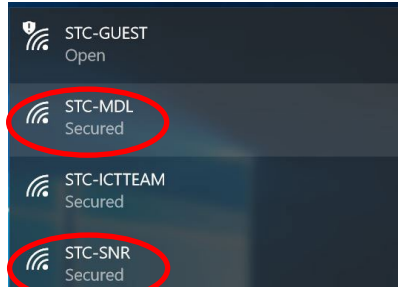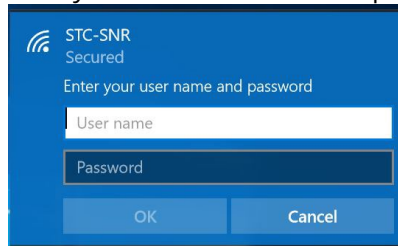
Step 3 Install MS Office (Please do this step at home if possible)	****If you already have Microsoft Office installed, all that is required is signing into one of the applications, such as MS Word**** 1. Open MS Word 2. Click Sign in (top right side of screen) Sign in ☺ ☹ ? 3. Enter your email address and click next Microsoft Sign in Email, phone, or Skype No account? Create one! Next 4. If prompted, enter your password. ****If you do not have Microsoft Office installed, follow instructions below**** 1. Navigate to www.office.com/signin and enter your school email address and password. 2. Click Install Office. 3. When prompted click run to commence installation. 4. ***Please be patient, the installation can take up to 30 minutes to complete***
Step 4 – OneDrive	It is important that you save all your schoolwork to OneDrive. Do not expect nothing will ever go wrong with your device. OneDrive - https://stcolumbacollege-my.sharepoint.com/ (further instructions below).

How to back up your work to OneDrive

Go to OneDrive	https://stcolumbacollege-my.sharepoint.com/
• Enter your email address • Click Next	
• Enter your password • Click Sign-in	
• Click Upload • Click Files or Folders depending on what you require	
• Browse to your file or folder • Click O.K	