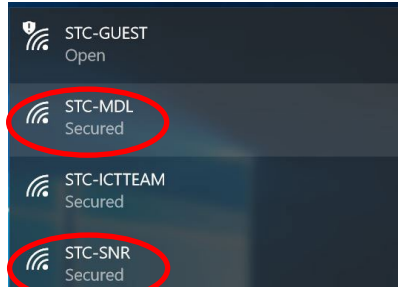


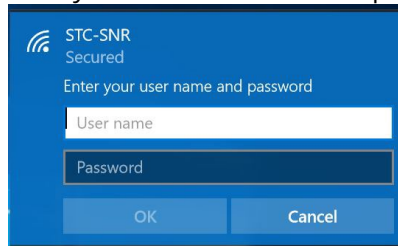
# BYOD Onboarding Guide - Windows

## 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.

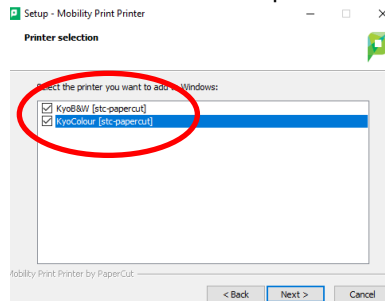


2. Enter your email address and password to connect.

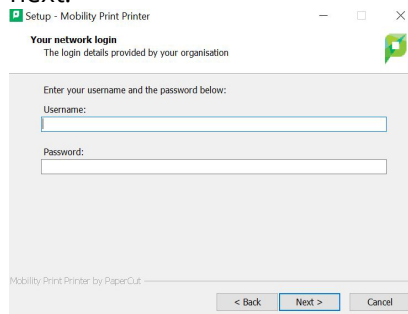


## Step 2 - Install Printers (This step must be done at school)

1. Go to [www.stcolumba.sa.edu.au/student-downloads](http://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.


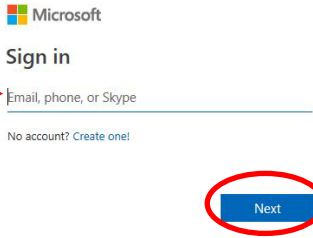


6. Put in your St Columba Username and Password and click next.



7. Click Finish.



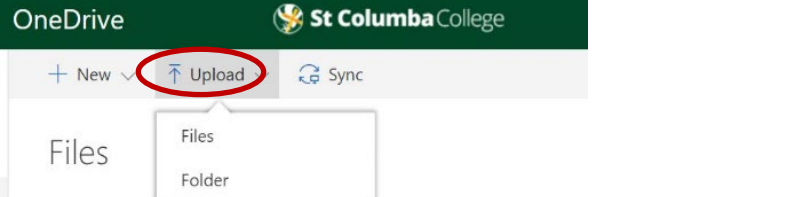
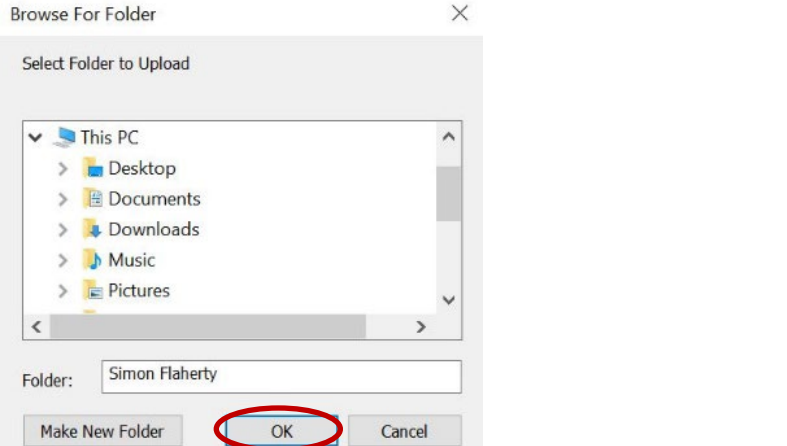
# BYOD Onboarding Guide - Windows

<p><b>Step 3 Install MS Office</b> (Please do this step at home if possible)</p>	<p><b>****If you already have Microsoft Office installed, all that is required is signing into one of the applications, such as MS Word****</b></p> <ol style="list-style-type: none"><li>1. Open MS Word</li><li>2. Click Sign in (top right side of screen)</li></ol>  <p>The screenshot shows a dark grey bar with the text 'Sign in' circled in red, followed by three icons: a smiley face, a frowny face, and a question mark.</p> <ol style="list-style-type: none"><li>3. Enter your email address and click next</li></ol>  <p>The screenshot shows the Microsoft sign-in page. It includes the Microsoft logo, the text 'Sign in', a text input field with the placeholder 'Email, phone, or Skype', and a link 'No account? Create one!'. A red arrow points to the input field. The 'Next' button is circled in red.</p> <ol style="list-style-type: none"><li>4. If prompted, enter your password.</li></ol> <p><b>****If you do not have Microsoft Office installed, follow instructions below****</b></p> <ol style="list-style-type: none"><li>1. Navigate to <a href="http://www.office.com/signin">www.office.com/signin</a> and enter your school email address and password.</li><li>2. Click Install Office.</li><li>3. When prompted click run to commence installation.</li><li>4. <b>***Please be patient, the installation can take up to 30 minutes to complete***</b></li></ol>
<p><b>Step 4 - OneDrive</b></p>	<p>It is important that you save all your schoolwork to OneDrive. Do not expect nothing will ever go wrong with your device. OneDrive - <a href="https://stcolumbacollege-my.sharepoint.com/">https://stcolumbacollege-my.sharepoint.com/</a> (further instructions below).</p>

# BYOD Onboarding Guide - Windows



## How to back up your work to OneDrive

Go to OneDrive	<a href="https://stcolumbacollege-my.sharepoint.com/">https://stcolumbacollege-my.sharepoint.com/</a>
<ul style="list-style-type: none"><li>• Enter your email address</li><li>• Click Next</li></ul>	 The screenshot shows the St Columba College sign-in page. The "Next" button is circled in red.
<ul style="list-style-type: none"><li>• Enter your password</li><li>• Click Sign-in</li></ul>	 The screenshot shows the "Enter password" field on the sign-in page. The "Sign in" button is circled in red.
<ul style="list-style-type: none"><li>• Click Upload</li><li>• Click Files or Folders depending on what you require</li></ul>	 The screenshot shows the OneDrive interface with the "Upload" button circled in red. A dropdown menu is open, showing "Files" and "Folder" options.
<ul style="list-style-type: none"><li>• Browse to your file or folder</li><li>• Click O.K</li></ul>	 The screenshot shows the "Browse For Folder" dialog box. The "OK" button is circled in red.