

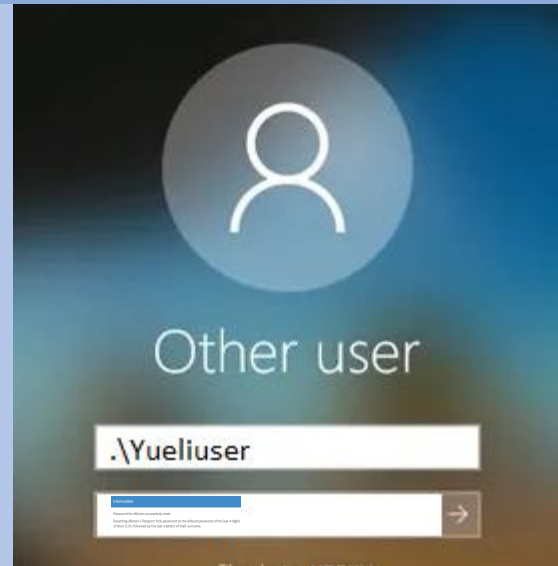


Steps to logon first time on a NEW computer off the campus

1. Turn on the Computer and Login to Windows using a local computer account:



username: `.\Yueliuser`

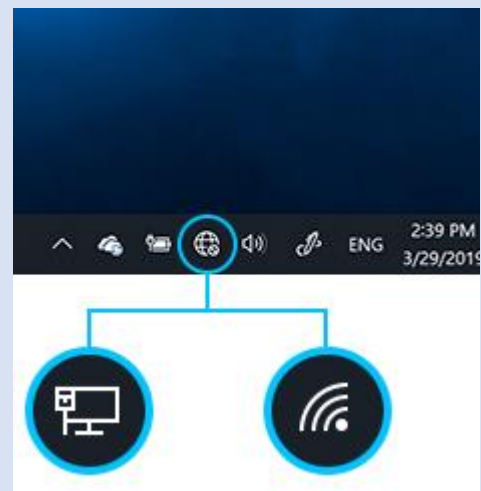
Password: `*****`



2. Connect the Laptop to your Home Internet using Ethernet Cable or Wifi.

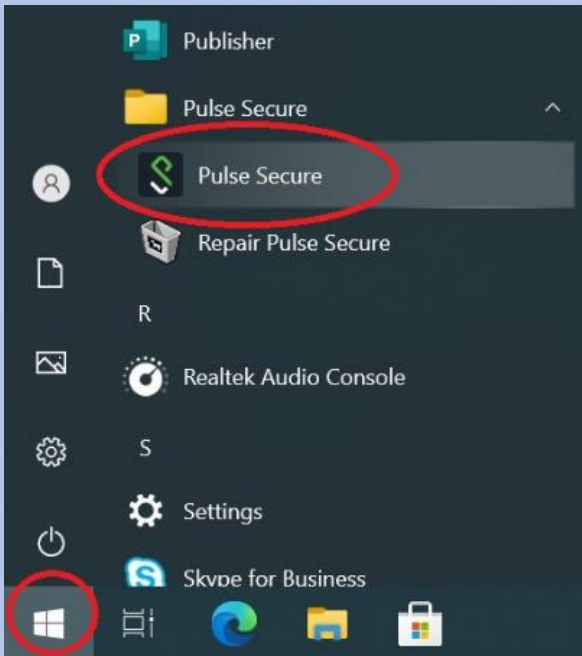
To Connect to a Wifi, follow the steps below

- Select the Network  icon on the taskbar. The icon that appears depends on your current connection state. If you don't see one of the network icons (or a similar one) shown in the following image, select the Up arrow  to see if it appears there.
- Choose the Wi-Fi network you want, then select Connect.
- Type the network password, and then select Next.
- Choose Yes or No, depending on the type of network you're connecting to and if you want your PC to be discoverable by other PCs and devices on the network.

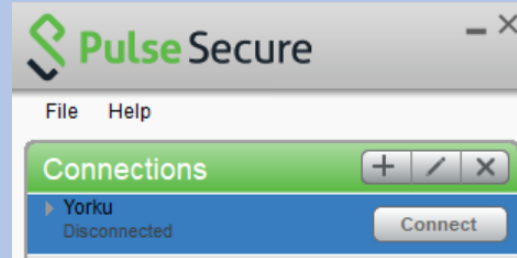


3 Connect to the VPN (YORKU)

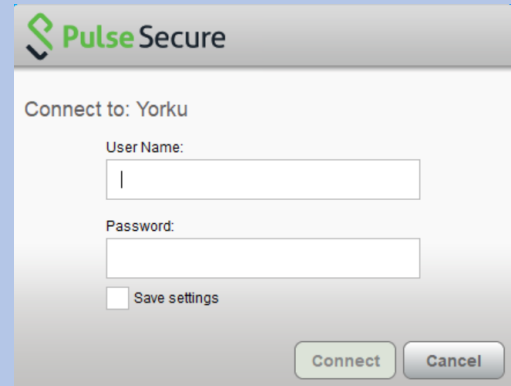
a) Click on Windows Start Menu and scroll down to select "Pulse Secure"



b) Click on **Connect**



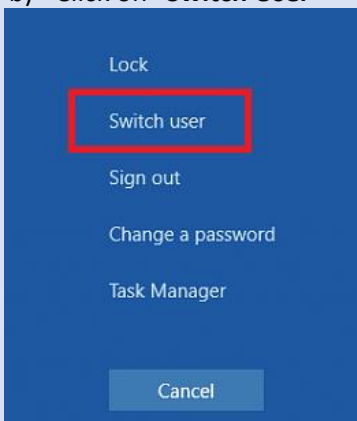
c) Enter Passport York **Username** and **Password** to connect to the VPN



4 a) Press **Ctrl + Alt + Del** on your keyboard at the same time



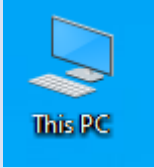
b) Click on "Switch User"



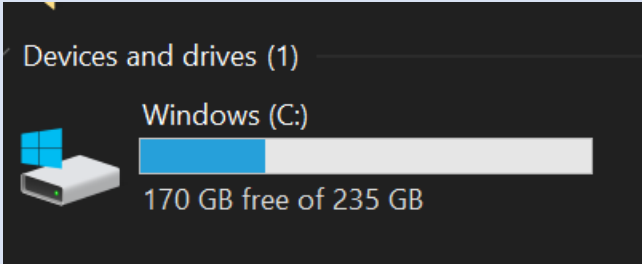
c) Enter Passport York **Username** and **Password** to logon to your domain account



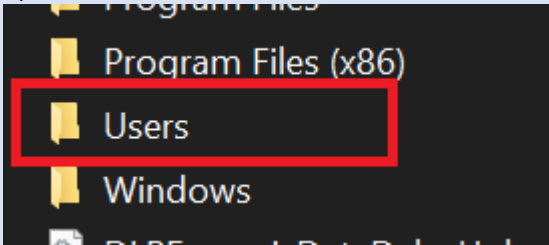
- 5 a) Double Click on "This PC" icon on your desktop to open File Explorer



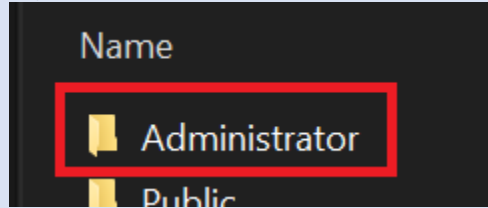
- b) Double Click on Windows (C:) to open the C drive



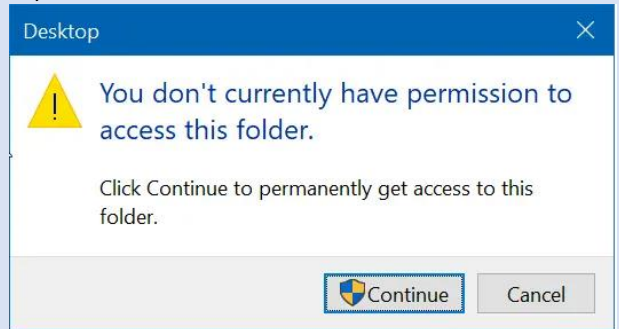
- c) Double Click on "Users"



- d) Double Click on "Administrators"



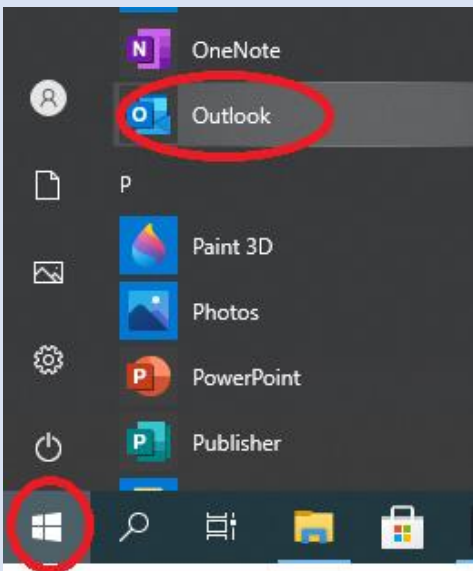
- e) Click on "Continue"



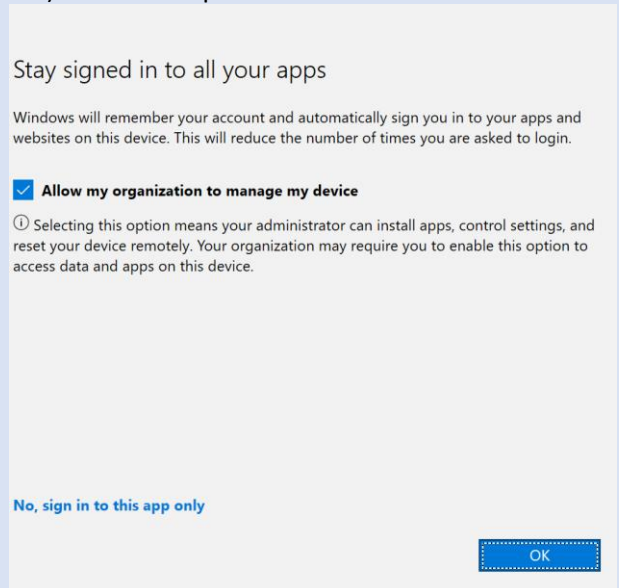
- 6 Restart the laptop and logon to your domain account as per step 4c.

7 Sign into Outlook

- a) Click on the Windows Start Menu and Scroll down to select "Outlook"

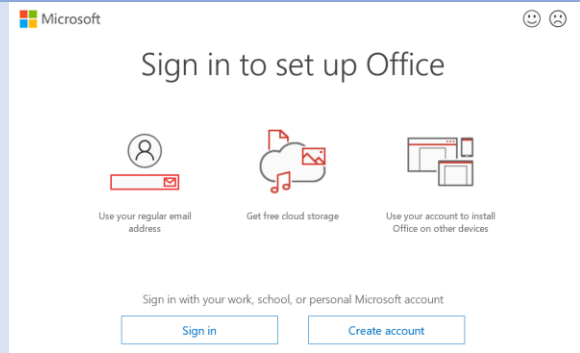
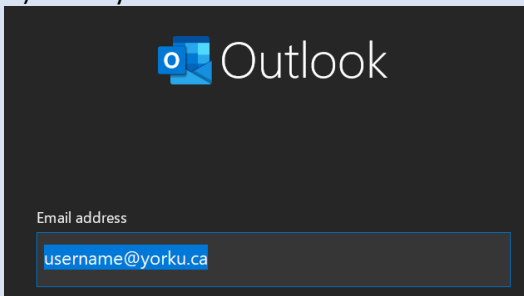


- d) Click OK to proceed

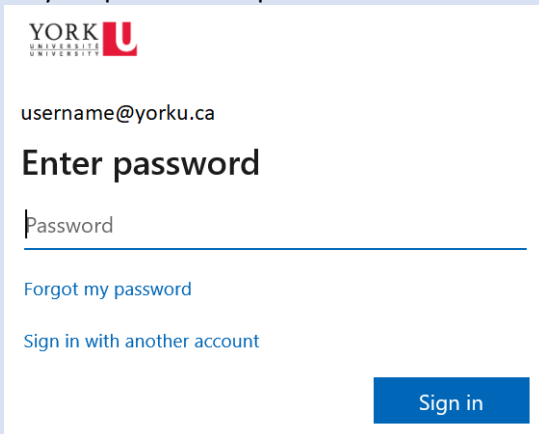


- e) Click on **Sign in** to setup Office

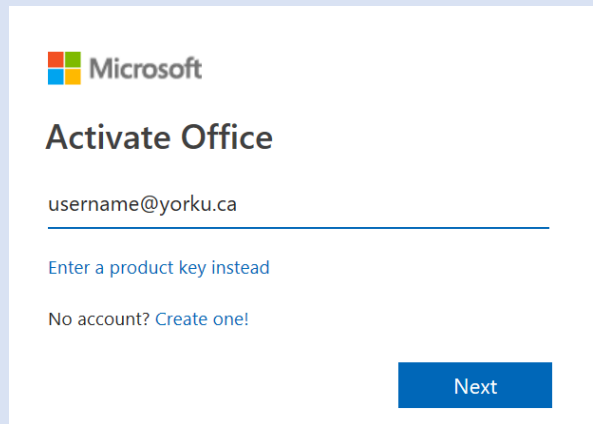
b) Enter your email address.



c) You will be prompted with YorkU window, enter your password to proceed



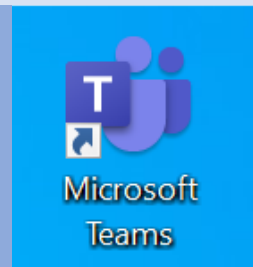
f) You may be prompted to enter email address to activate Office



8 Sign in to MS Teams

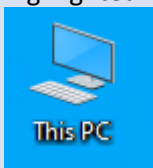
Double Click on Microsoft Teams icon on your Desktop. You may be prompted to enter email address to logon.

Browse to : <https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7> to view video tutorials for MS teams.

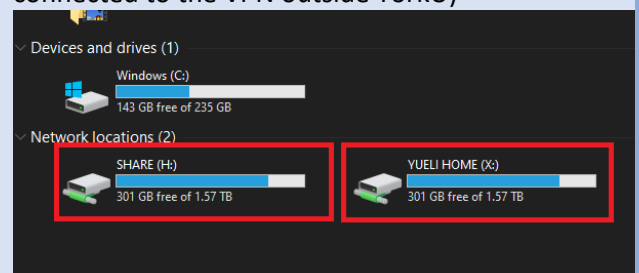


9 Access your Shared Drives

Double Click on "This PC" icon on your desktop to open File Explorer and access your shared drives highlighted red

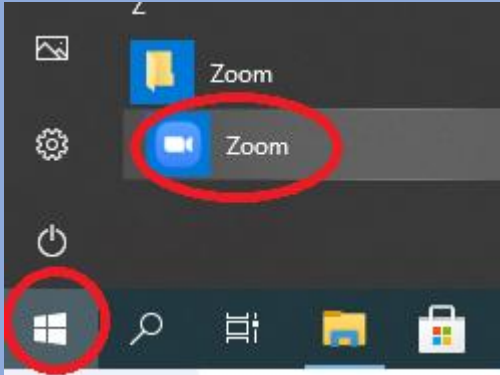


Double click to open the shared drive (even it has a red cross on it). Shared drives are only accessible while connected to York network (At YorkU or connected to the VPN outside YorkU)

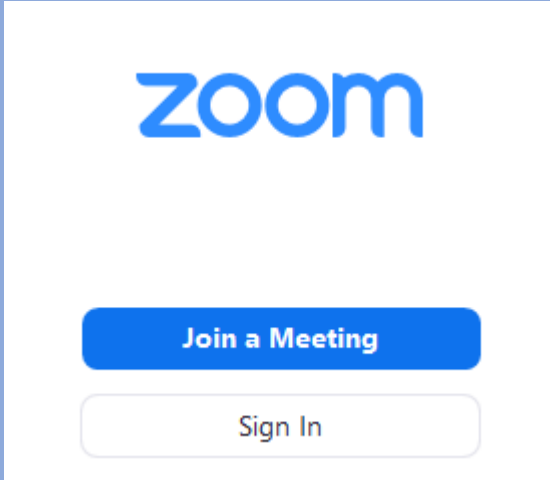


10 Logon to Zoom with Passport York Account

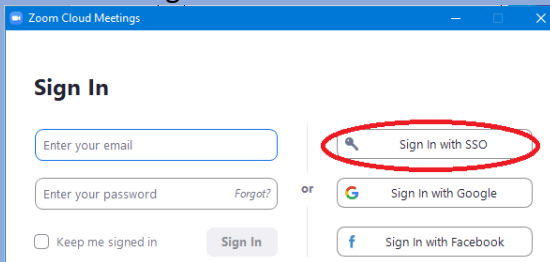
a) Launch Zoom



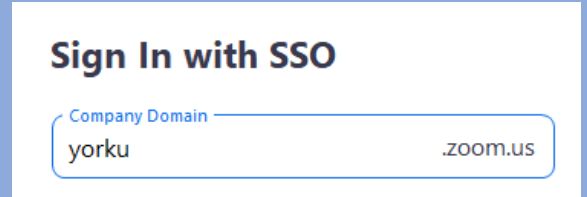
b) Click **Sign In**



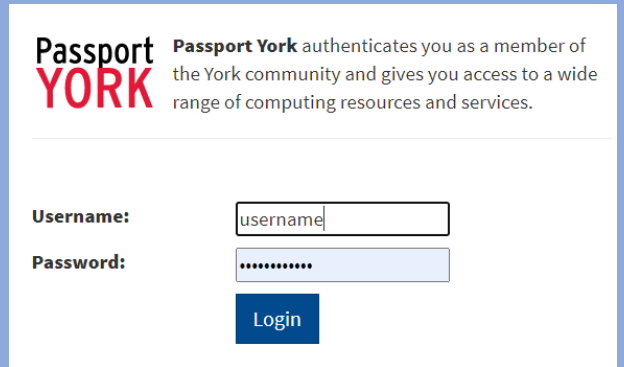
c) Choose to Sign In with SSO



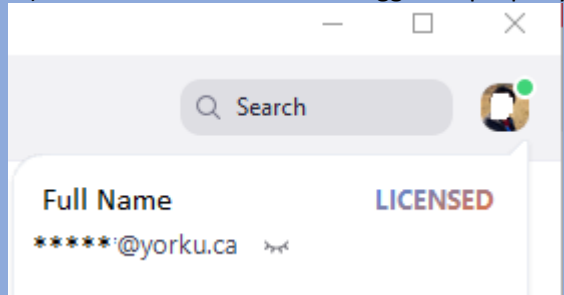
d) For Company Domain type in "yorku" then click Continue



e) Login with your Passport York Credentials



f) It will show **LICENSED** if logged in properly



Browse to: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-tutorials> to view Video tutorials for Zoom.