

Win7 Computer Quick Start Guide...

Logging In / Creating a Profile

Press **CTRL+ALT+DELETE** as directed. The login screen defaults to the last previous user: **ICCSD\xxxxx.xxxxx**. The first time you login on the computer, click the **Switch User** button. Then click the **Other User** button.

- User name: **Lastname.Firstname** (not case sensitive)
- Password: your current network password

Your profile will be set up. If no one else uses the computer, you will only enter your password at the next logon.

Changing Your Password

You will be prompted and required to change your network password periodically; you may change it at any time.

To change your password, press the **CTRL+ALT+DEL** keys simultaneously when on the desktop screen. Click the **Change a password** button. Enter your old (current) password. Enter a new password. Re-enter the password to confirm it.

Note the other options available on this screen. **Lock this computer** (requires the password to unlock), **Switch User**, **Log off**. Also, note the red **Shut Down** (or **Shut Down options**) button in the lower right.

Setting Up Your Outlook (Email) Profile

1. Click the **Start button** (lower left corner). Click **All Programs**, then the **Microsoft Office** folder.
2. Click **Microsoft Outlook 2010**. Outlook Startup screen. **Next→**
3. Email Accounts
 - Configure an email account? **Yes**. **Next→**
4. Auto Account Setup
 - All necessary data is automatically filled in. **Next→**
5. Configuring
 - The email account will configure. **Finish**.
6. Outlook will prepare and retrieve settings, as well as update all the mail folders. When it finishes, customize Outlook as you prefer.
7. To **create a shortcut to Outlook on the taskbar**, see the next page.

When you launch one of the Office programs the first time, you will be prompted to **personalize** it by entering your name and initials. **Do this!** It will personalize **all** of the Office programs with your name.

Also, soon after using one of the Office 2010 programs, you might see a window concerning updates to Microsoft Office. Select **Don't make changes**.



Mapping a Network Drive

It is convenient to have a shortcut on your computer's desktop or taskbar that will direct to your building's server (Vol 1). Generally, your server will be mapped by a script, and you will **NOT** need to manually map it, unless you are in more than one school, and you want to map multiple drives. To determine whether your server is automatically mapped, do this:

1. Click the **Start button** (lower left corner.) Click **Computer** (right sidebar). Under **Network Location**, note whether your building's server is listed. **If it is, you do NOT need to continue with this manual mapping.** If your server (Vol 1) is **NOT** listed, continue with these steps:
2. Click **Computer** in the address box (top) to select it. Delete.
3. Type the following in the box: **backslash+backslash** (this is the slash **above** the **enter** key) +your **building's server name**. For example: [\\horn-srv](#) or [\\vanallen-srv](#) or [\\se-srv](#) or [\\west-srv](#) . Building server names are as follows:
 - **High School** server names = the 4 letter school name (i.e., City, Tate, West)
 - **Junior High School** server names = two letter abbreviation (i.e., NC, NW, SE)
 - **Elementary** server names = single school name (e.g., Wood, Kirkwood—except for **Corcen** and **Vanallen**)
4. Press **Enter**. A list of your building's network resources shows—printers and server(s). Right-click **Vol1**. From the menu, select **Map network drive**. Verify that the Folder box contains the path you just entered: [\\schoolname-srv\Vol1](#). Click the **Finish** button.
5. Now, when you click **Computer**, your Vol1 will appear.

Creating Shortcuts on the Desktop, Taskbar, Start Menu

To create a shortcut on your **desktop** to your server user folder, do this:

1. Click the **Start button** (lower left corner.) Click **Computer** (right sidebar).
2. Double-click **Vol1** and navigate to **your user folder** (lastname.firstname).
3. Right-click your user folder and select **Create a shortcut**. *Do you want the shortcut to be placed on the desktop...? Yes.* You can identify this as a shortcut, because of the arrow in the lower left of the icon. This indicates that the folder doesn't reside on your desktop—that this icon is just a pointer to (shortcut to) the real folder on the server.
4. You may rename this shortcut. Right-click the icon, and select **Rename**.

To create shortcuts on the **Taskbar** or on the **Start menu** for frequently used programs, do this:

1. Click the **Start button**. Hover on **All Programs** (bottom). Click **Microsoft Office**.
2. Right-click **Microsoft Outlook**. Click **Pin to Taskbar**. (The Outlook icon will appear on the taskbar.)
3. If you would also like the shortcut available on the Start menu, click **Pin to Start Menu**.
4. Repeat for any other programs you frequently use and want to access quickly, such as **Word, Excel**, etc.

Adding Printers / Setting Your Default Printer

Printers will be added by a script, tied to the user's login. If you need an additional printer, find the instructions on the web at:

<http://tinyurl.com/Win7-HowTo>.

To set a **default printer**, do this:

1. Click the **Start button**. Select **Devices and Printers**.
2. From the list of printers, **right/click** the printer you prefer. Select (left-click) **Set as default printer**.

If the touchpad on your Dell notebook is too sensitive, do this...

1. On the right end of the **taskbar**, click on the **triangle** to "show hidden icons." Find the icon that looks like the touchpad. When you hover, the popup reads **Dell Touchpad**.
2. Do a right-click on the **Dell Touchpad** icon. Select **Touchpad Properties**. There are settings regarding sensitivity, buttons, scroll & zoom, and gestures. You may also turn off the "pointstick" button here (between the G-B-H keys).

Setting your Browser Homepage / Importing Favorites



Soon after launching Internet Explorer, you will see a **Set Up Internet Explorer 8** screen. Walk through this wizard, indicating your preferences as to site suggestions, search provider, etc.

Note: the default search in Internet Explorer 8 is Bing. If you would prefer a **Google search box** in the browser instead, choose **Custom settings** (instead of the **Express**). After finishing the wizard, several additional browser tabs will be open. One of these will allow you to select Google as your preferred search.

If you don't do this now, don't worry! You can always go back and do this later. (Under **Tools**→**Manage Add-ons**)

Your browser homepage is set to your school website. You won't be able to permanently change this. (A script is controlling this.) But you may **add another** tab (or more) set to open another website. Do this:

1. Under **Tools** (Command toolbar, right side), select **Internet Options**.
2. In the **Home page** box, beneath the default home page, enter the URL for a preferred home page. **Apply**. Click **OK**.

If you exported your **Favorites**, you may **import** them into your browser. Do this:

1. Under **File**, select **Import and Export**. Step through the **Import/Export Wizard**.
2. **Import** your Favorites. When it prompts for the location of your Export Destination, click **Browse**, and navigate to your user folder on the server, or your flash drive (or wherever you saved the file).

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