



## Mac Set-Up Instructions for Required Digital Device (2016-17)

### **Read This First**

Successful device set-up is required prior to the start of school in late August. When setting up your device, it is important to follow these directions exactly in the order listed. Set-up should require approximately 1 to 2 hours, depending on your Internet connection speed.

### **Username & password distribution for incoming students**

For incoming students, families will be postal-mailed their Holy Names Academy user name and password by mid-June. Students' user names consist of first initial, last name, and last two-digits of their graduation year (E.g., hnames19@holynames-sea.org). Note: passwords are pre-assigned and students can only change them from a school computer.

The pre-assigned user name and password will allow users access to Office 365, e-mail, and the ability to install the Microsoft Office 365 Suite at no charge on personal devices (directions below.)

### **Password Reset Requests**

From home or anywhere outside the HNA building, e-mail your reset request to [tech@holynames-sea.org](mailto:tech@holynames-sea.org) with current user name and the desired password (must be a minimum of 8 characters.) Requests are typically processed within one business day.

### **Office 365 Access**

To access Office 365, go to <http://mail.holynames-sea.org> and enter your full HNA e-mail address and password.

*Note: you will be prompted about the type of account you are using. If so, your Holy Names Academy e-mail is considered a **work** or **organizational account**.*

### **Back-Up**

Each student is responsible for backing up data stored on her device or on Office 365. The best practice is to back up the student's data to an external drive (such as a thumb drive or USB drive). Two back-up copies are recommended.

### **Wi-Fi Access**

Students will receive instructions on how to access HNA Wi-Fi.

### **Best Practices to Protect Your Device from Viruses and Malware**

1. Always keep antivirus software updated to the latest edition.
2. Perform regular updates for all software on your device (in addition to updates for MacOS, install the latest updates for applications such as Office and Java).
3. Never download illegal software (from, for instance, music or video file-sharing sites, free screen savers, or any software from foreign websites on which you cannot understand the language).
4. Research the providing company before downloading software.
5. Avoid phishing scams by not clicking on links embedded in e-mails from unsolicited sources.
6. Use caution when opening e-mail attachments.
7. Don't use peer-to-peer file-sharing sites, such as Limewire, Bearshare, Gnutella, Morpheus, or Torrents.

**CHECKLIST FOR MAC COMPUTERS** (The following process will take 1 to 2 hours on a high-speed connection.)

- Update your Mac Software (best practice is to run the latest version. Conduct a web search to identify the latest version.)
  - ✓ Click the Apple logo in the upper left corner.
  - ✓ Click "About this Mac."
  - ✓ Click "Software Update" box.
  - ✓ Click "Update All" button.
- Install secondary browser
  - ✓ Browse to [www.mozilla.org](http://www.mozilla.org).
  - ✓ Click the "Download Firefox" box.
  - ✓ Go to your downloads folder and click "Firefox download."
  - ✓ In the pop-up window, drag the Firefox logo to your applications folder.
- Download and install BLOXX certificate (required for wireless access while in the HNA building).

**Important: you must install this BLOXX certificate in order for websites to load correctly when you are in the HNA building. Failing to install this will not allow your device to bypass HNA's filtering software.**

Step 1: Install BLOXX for Firefox:

- ✓ Open Firefox
- ✓ Go to <http://www.holynames-sea.org/forms/Academics/bump-cert.crt>
- ✓ Check this CA to identify websites

- ✓ Click OK.

Step 2: Install BLOXX for Safari:

- ✓ Open Safari.
  - ✓ Go to <http://www.holynames-sea.org/forms/Academics/bump-cert.crt>
  - ✓ Open your Downloads folder.
  - ✓ Double click the file "bump-cert1.cer". This will open "Keychain Access."
  - ✓ If prompted, enter password and click the "Modify Keychain" button.
  - ✓ In upper left, click on the lock to unlock Keychain.
  - ✓ Enter password if prompted.
  - ✓ Click "Modify Keychain" button.
  - ✓ Double click [www.Bloxx.com](http://www.Bloxx.com).
  - ✓ Click arrow to left of "Trust" to expand options.
  - ✓ In the "When using this certificate" box, use the arrows to select "Always Trust."
  - ✓ Enter password if prompted.
  - ✓ Click "Update Settings" button
- Download and install the following third-party applications needed to access websites for the classroom (there is no charge for these applications):

Step 1: Download and install Adobe Reader.

- ✓ Go to [www.Adobe.com](http://www.Adobe.com).
- ✓ Click Adobe Reader DC from the bottom right corner (small text, white font).
- ✓ Click "Install now" and follow the step-by-step directions.

Step 2: Download and install Adobe Flash Player.

- ✓ Go to [www.Adobe.com](http://www.Adobe.com)
- ✓ Click Flash Player from the bottom right corner (small text, white font)
- ✓ Click "Install now" and follow the step-by-step directions.

Step 3: Download and install Adobe AIR.

- ✓ Go to [www.Adobe.com](http://www.Adobe.com).
- ✓ Click Adobe AIR from the bottom right corner (small text, white font).
- ✓ Click "Download now."
- ✓ After download is complete, open your downloads folder
- ✓ Click the file "AdobeAIR.dmg" (name may vary due to version).
- ✓ Click Adobe AIR installer.
- ✓ If prompted, click "Open".
- ✓ Click "I agree" popup box.

- ✓ Click “Finish” box.

Step 4: Download and install Shockwave Player.

- ✓ Go to [www.Adobe.com](http://www.Adobe.com).
- ✓ Click Shockwave Player from the bottom right corner (small text, white font).
- ✓ Click “Download now.”
- ✓ After download is complete, open your Downloads folder.
- ✓ Click the file “Shockwave\_Installer\_Full\_64bit.dmg” (name may vary due to version).
- ✓ Click the file “Shockwave\_Installer\_Full.pkg” (name may vary due to version).
- ✓ Click “Continue” button.
- ✓ Click “Continue” button a second time.
- ✓ Click “Continue” button a third time.
- ✓ Click “Agree” button.
- ✓ Click “Install” button.
- ✓ Click “Close” button.

Step 5: Download and install Java.

- ✓ Go to [www.Java.com](http://www.Java.com)
- ✓ Click “Free Java Download” button.
- ✓ Click “Agree and Start Free Download” button.
- ✓ After download is complete, open your downloads folder.
- ✓ Click the file “Jre-8u91-macosx-x64.dmg” (name may vary due to version).
- ✓ Double click the file “Java 8 Update 91.pkg” (name may vary due to version).
- ✓ Follow prompts to complete install. (Important note it is best practice to decline any third party add-ons.)

Step 6: Download and install Microsoft Silverlight (optional; may be needed for certain websites to functions correctly):

- ✓ Go to [www.microsoft.com/silverlight/](http://www.microsoft.com/silverlight/)
- ✓ Click “DOWNLOAD NOW” button.
- ✓ After download is complete, open your Downloads folder.
- ✓ Click the file “Silverlight.dmg” (name may vary due to version).  
*To install this may require a change to your security settings. If you are uncomfortable with changing your security settings, you may skip this installation.*
- ✓ Double click the file “Silverlight.pkg” (name may vary due to version).
- ✓ Follow prompts to complete the install.

- Download and install Microsoft Office Desktop Application from Office 365 (the following instructions assume you are using Firefox):

- ✓ Go to <http://mail.holynames-sea.org>
  - ✓ Use your assigned Holy Names Academy username and password to log in (example: hnames19@holynames-sea.org).
  - ✓ Click “Office 365” text in the upper left corner of your browser.
  - ✓ Click “Install Office 2016” button.
  - ✓ Click “Save File” button.
  - ✓ After download is complete, open your Downloads folder.
  - ✓ Click the file “Microsoft-Office-2016-installer.pkg” (name may vary due to version).
  - ✓ Double click the Office Installer (name may vary due to version).
  - ✓ Follow prompts to complete the install.
- Download, install, and set up OneDrive for Business
- ✓ Open the “App Store.”
  - ✓ Search for “OneDrive”.
  - ✓ Click “Install”.
  - ✓ Open “OneDrive”.
  - ✓ Enter HNA username and password.
  - ✓ Click “Sign In.”
  - ✓ Select “work school.”
  - ✓ Select folder location.
  - ✓ Select files to sync. (“All” is the default.)
  - ✓ Select “Open at login” to force sync every time you start your computer.
- Set-up Outlook to access your HNA e-mail
- ✓ Open Outlook.
  - ✓ Sign in if prompted, using HNA account
  - ✓ Follow prompts.
  - ✓ Click “Get Started” button.
  - ✓ Click “Start Using Outlook” button.
  - ✓ Click “Add Account” button.  
(Account button can also be accessed by clicking “Outlook” on the menu bar, click “Preferences”, then click “Accounts”)
  - ✓ Click “Exchange or Office 365” button.
  - ✓ Enter your full HNA e-mail address.
  - ✓ Do not change authentication method (should be set to User Name and Password).
  - ✓ Enter your full HNA e-mail address in the User Name box.
  - ✓ Enter your HNA password.

- ✓ Be sure “Configure Automatically” box is checked.
  - ✓ Click “Add Account.”
  - ✓ Check “Always use my response for this server” box.
  - ✓ Click “Allow” button to allow this server to configure your Outlook.
- (Optional) Download Skype for Business (video conferencing software).
- ✓ Currently in testing for general release. Should be released into the App store this fall. Download through the store if this is an app you wish to use.
- Configure OS for automatic updating.
- ✓ Open “System Preferences.”
  - ✓ Be sure the following boxes are checked:
    - “Automatically check for updates.”
    - “Download newly available updates in the background.”
    - “Install app updates.”
    - “Install OSX updates.”
    - “Install system data files and security updates.”
- Purchase and install virus protection. **Important: we have seen an increase in the number of Mac devices infected with viruses. Best practice is to install virus protection on any computer.**
- ✓ It is required that all devices have current virus protection software. To assist in your research for virus protection software, you may access recommendations at the following website: <http://www.pcmag.com/article2/0,2817,2406379,00.asp>

*LAST UPDATED August 10, 2016*