



PC Set-Up Instructions for Required Digital Device (2018-19)

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 hour, 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 with current user name and the desired password (must be a minimum of 8 characters). Requests are typically processed within one business day.

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.

Helpful Web Links:

Sign in to HNA Office 365:

<http://mail.holynames-sea.org>

PowerSchool login:

<https://sms.holynames-sea.org/public>

HNA Website:

www.holynames-sea.org

Virus Protection

Best Practices to Protect Your Device from Viruses and Malware

1. Always keep antivirus software updated to the latest edition. While Windows 8 and 10 include Microsoft's virus protection software, some families may wish to research and purchase additional virus—protection software.
2. Perform regular updates for all software on your device (in addition to updates for Windows, 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.

Please note: *the following instructions apply to Windows 10.* You may find slight differences based on the version of Windows you are running.

For security reasons, we recommend running the most current version of Windows—Windows 10 Version 1803—with the latest feature pack and all updates installed.

To verify which version of Windows is installed on your device,

1. Type **about** in the search box on your taskbar, and then select **About your PC**.
2. Look under **Windows specifications** for **Edition and Version** to find out which version of Windows 10 your PC is running.

➡ **IMPORTANT: For Windows 10, you must create a Microsoft account,**

which can be done by clicking on the following link:

<https://account.microsoft.com/account/windows>

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CHECKLIST FOR WINDOWS PC COMPUTERS (The following process will take 1 hour on a high-speed connection.)

Windows 10

Automatic updates are enabled by default; however, you need to do the following:

- ✓ Go to “Settings.”
- ✓ Click “Update and Security.”
- ✓ Click “Advanced Options.”
- ✓ Be sure to check the box labeled: “Give me updates for other Microsoft products when I update Windows.”
- ✓ Check for updates until all updates have been installed.

Install secondary browser.

- ✓ Browse to www.mozilla.org for Firefox or <https://www.google.com/chrome/> for Google Chrome.
- ✓ Click the appropriate box to download if needed.
- ✓ Click “Save” and continue with directions or “run” and follow prompts to install.
- ✓ Click “Open folder.”
- ✓ Double click the file to begin the install.
- ✓ Follow prompts to complete the install.

Download and install the wireless-network certificate (required for wireless access while in the HNA building)

Step 1: Install wireless-network certificate for Internet Explorer, Chrome, and Microsoft Edge.

- ✓ Go to <http://www.holynames-sea.org/pancert.crt>
- ✓ Click “Open”.
- ✓ Click “Open” for a second time.
- ✓ Click “Install Certificate.”
- ✓ Click “Local Machine.”
- ✓ Click “Next”.
- ✓ Click “Yes” if prompted.
- ✓ Click “Place all certificates in the following store.”
- ✓ Click “Browse”.
- ✓ Select “Trusted Root Certification Authorities.”
- ✓ Click “OK”.
- ✓ Click “Next”.
- ✓ Click “Finish”.

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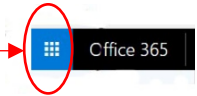
Step 2: Install wireless-network certificate for Firefox (if you chose Firefox as your secondary browser):

- ✓ Open Firefox.
 - ✓ Go to <http://www.holynames-sea.org/pancert.crt>
 - ✓ Check the box "Trust this CA to identify websites."
 - ✓ Click OK.
- Download and install Adobe Reader:
- ✓ Go to www.Adobe.com.
 - ✓ Click "Adobe Acrobat Reader DC" at the bottom of the page (small text, white font).
 - ✓ Uncheck optional offers.
 - ✓ Click "Install now."
 - ✓ Click "Save".
 - ✓ Click "Open Folder."
 - ✓ Double-click "readerdc_en_ra_install" (name may vary due to version).
 - ✓ Click "Yes".
 - ✓ Click "Finish".
- Download and install Adobe AIR:
- ✓ Go to www.Adobe.com.
 - ✓ Click "Adobe AIR" at the bottom of the page (small text, white font).
 - ✓ Click "Download Now."
 - ✓ Click "Save" and continue with directions or "Run" and follow prompts to install.
 - ✓ Click "Open Folder."
 - ✓ Double click "Adobe AIR installer."
 - ✓ Follow prompts to complete the install.
- Download and install Microsoft Office Desktop Application from Office 365:
- ✓ Go to <http://mail.holynames-sea.org>.
 - ✓ Use your assigned Holy Names Academy username and password to log in (e.g., hnames19@holynames-sea.org). Note: you may reference the Office 365 login instructions above.
 - ✓ Click "Office 365" text in the upper left corner of your browser.
 - ✓ Click "Install Office apps" button.
 - ✓ Select Office 2016
 - ✓ Click "Save" if prompted.
 - ✓ Click "Run".
 - ✓ Follow prompts to complete the install.

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Note: If you are prompted to select the type of account you are using, your Holy Names Academy e-mail is considered a “work or school account.”

□ Download Microsoft Teams

- ✓ Download Microsoft Teams from Office 365
- ✓ Log into Office 365 using HNA credentials
- ✓ Open the waffle upper left corner of the browser. 
- ✓ Click on Teams in the window that opens to the left.
- ✓ Click Download from pop up menu at the top of the page
- ✓ Download the installer.
- ✓ Click installer.
- ✓ Follow prompts to install.

□ Set up OneDrive for Business (NOTE: the personal OneDrive is the white cloud labeled “OneDrive.” Business OneDrive is blue and labeled “OneDrive - Holy Names Academy.”)

- ✓ Right-click on the One Drive Cloud Icon in the lower-right taskbar.
- ✓ Select “Settings” from the pop-up menu.
- ✓ Under “Accounts,” connect your personal One Drive linked to your Microsoft account
- ✓ Under “Add an Account,” click “Add a Business Account” and follow the prompts.
- ✓ If you do not see the Add a Business Account button, you will need to update OneDrive.

□ Optional: Set up Outlook (full-featured e-mail client) to access your HNA e-mail:

- ✓ Open Outlook.
- ✓ Click “Next” as many times as prompted.
- ✓ Select “Yes”
- ✓ Enter the following:
 - Your name (first and last name).
 - Your full HNA e-mail address.
 - Your password.
 - Your password for a second time.
- ✓ Click “Next”.
- ✓ Click “Finish”.
- ✓ Click “File”.
- ✓ Click “Account Settings”.
- ✓ Click “Accounts Settings” for a second time.
- ✓ Double-click your e-mail address.
- ✓ Under offline settings, slide the slider bar all the way to the right (this will sync all your HNA e-mail),
- ✓ Click “Next”.
- ✓ Click “Finish”.

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- ✓ Close and reopen Outlook for changes to take effect.

Important:



- **PC users should NOT install Apple's QuickTime Player.** Apple is no longer updating this software for PC users, and there are multiple known vulnerabilities. As an alternative, you can use the VLC Player, which can be found in the Windows App Store.

LAST UPDATED July 26, 2018