



Mac Set-Up Instructions for Required Digital Device (2020-21)

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-May. 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 to allow for first time login. 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.)

Setting up Multi-Factor Authentication (MFA)

New students will be required to set up Multi-Factor Authentication the first time they login to Office 365. Please see directions included later in this document.

Password Reset Requests

Students can perform password resets at the password screen by clicking on the Forgot My Password link and following the prompts. If this does not work, please contact tech@holynames-sea.org.

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:

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

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:** don't click 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, Ares, Kazaa, or Torrents.

CHECKLIST FOR MAC COMPUTERS (The following process may 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.
 - ✓ Make sure the "Automatically keep my Mac up to date" box is checked
 - ✓ Click "Update All or Upgrade now" button.
- Configure OS for automatic updating.
 - ✓ Open "App Store"
 - ✓ Select "Preferences" from the App Store menu.
 - ✓ Be sure the "Automatic Updates" box is checked.
- Install secondary browser
 - ✓ Browse to <https://www.mozilla.org/> for Firefox or <https://www.google.com/chrome> for Google Chrome.
 - ✓ Click appropriate box to download software if needed.
 - ✓ Go to downloads folder and click "Firefox download or Google Chrome download."
 - ✓ In the pop-up window, drag the Firefox logo or Google Chrome logo to the applications folder.
 - ✓ Follow prompts to complete the installation.

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

Install wireless-network certificate for Safari or Chrome:

- ✓ Open Safari or Chrome.
- ✓ Go to <http://www.holynames-sea.org/pancert.crt>
- ✓ Open your Downloads folder.
- ✓ Double click the file “pancert.crt”. This will open an “Add Certificates” window.
- ✓ On “Keychain” dropdown, choose “System”.
- ✓ Click “Add”.
- ✓ When prompted, enter your Mac password.
- ✓ In the “Keychain Access” window that opens, click “System” from the menu on the left.
- ✓ In the file list that opens, find the **hna-pan.holynames-sea.org** certificate and double-click it.
- ✓ In the window that opens, click arrow to left of “Trust” to expand options.
- ✓ In the “When using this certificate” box, use the arrows to select “Always Trust.”
- ✓ When closing window.
- ✓ Enter password if prompted.

(NOTE: if you chose Firefox as your secondary browser, install the wireless-network certificate for Firefox:)

- ✓ Open Firefox
- ✓ Go to <http://www.holynames-sea.org/pancert.crt>
- ✓ Check “Trust this CA to identify websites.”
- ✓ Click “OK”.

- Download and install Adobe Reader.

- ✓ Go to www.Adobe.com
- ✓ Click “Adobe Reader DC” at the bottom of the page (small text, white font).
- ✓ Click “Download now.”
- ✓ After download is complete, open your downloads folder
- ✓ Double-click the file “AcroRdrDC.....dmg” (name may vary due to version).
- ✓ Double-click the installer.
- ✓ Follow prompts to install.

- 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.”
- ✓ After download is complete, open your downloads folder.
- ✓ Double-click the file “AdobeAIR.dmg” (name may vary due to version).
- ✓ Double-click the installer.
- ✓ Follow prompts to install.

- **New student first time sign on with multi-factor authentication (MFA)**

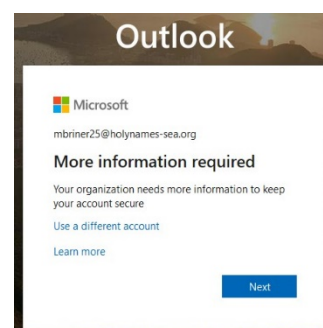
Why do we use multi-factor authentication MFA?

If you only use a password to authenticate a user, it leaves an insecure vector for attack. If the password is weak or has been exposed elsewhere, is it really the user signing in with the username and password, or is it an attacker? Requiring a second form of authentication increases security, as this additional factor isn't something easy for an attacker to obtain or duplicate. In addition, it will allow us to turn on the password reset feature which enables you to reset your password when needed.

If you receive a verification request that you did not initiate, please notify tech@holynames-sea.org as this may be a sign someone is attempting to access your account.

- **First-time login and MFA setup**

- ✓ Go to the following website <http://mail.holynames-sea.org>
- ✓ Enter your username (ex: msmith24@holynames-sea.org)
- ✓ Enter your password (ex: Password22)
- ✓ More information required popup, click **Next**



- ✓ Select **Authentication Phone**
- ✓ Select **United States**
- ✓ Enter **cell phone number; include area code**
- ✓ Select method ([text message recommended](#))
- ✓ Select **Next**

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

United States (+1)

Method

Send me a code by text message

Call me

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

- ✓ Enter the code sent to your phone
- ✓ Click **Verify**
- ✓ Click **Done**
- ✓ You will be required to sign into your account again using multi-factor authentication. Enter your password when prompted and then verify with the code Microsoft provides.

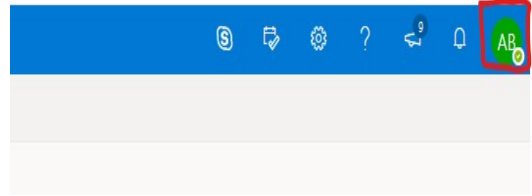
□ **Verify multi factor authentication for your account**

- ✓ Click **Verify** next to Authentication Phone
- ✓ Choose how you would like to receive your code
- ✓ Enter the code you receive
- ✓ Click **Set it up now** next to Authentication E-mail
- ✓ Enter a recovery e-mail address (cannot be your Holy Names e-mail) and click **e-mail me**
- ✓ Enter the code you received in an email to the account you entered and click **Verify**
- ✓ Click **Finish**

□ **Change your HNA account password**

Passwords **can't contain the user name** or parts of the user's full name, such as her first name. Passwords must use lowercase letters, uppercase letters, numbers, and symbols.

- ✓ Click **circle** in upper right corner
- ✓ Click **My account**
- ✓ Click **Security and privacy**
- ✓ Click **Password**
 - Enter current password in the Old password box
 - Enter your new password in the Create new password box
 - Enter your new password Confirm new password box.
- ✓ Click **Submit**
- ✓ **Note: You may need to close and re-open your browser for the change to take effect**



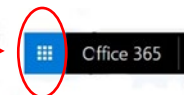
□ Download and install Microsoft Office Desktop Application from Office 365 (the following instructions assume you are using Firefox):

- ✓ Go to <http://mail.holynames-sea.org>
- ✓ Use your Holy Names Academy username and password to log in (example: hnames19@holynames-sea.org).
- ✓ Click "Install Office" button.
- ✓ Select "Office 365 Apps."
- ✓ After download is complete, open your Downloads folder.
- ✓ Click the file "Microsoft-Office....-installer.pkg" (name may vary due to version).
- ✓ Click the installer.
- ✓ Follow prompts to complete the installation.

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."

□ Set up OneDrive for Business

- ✓ Log into Office 365 using HNA credentials
- ✓ Open the waffle in the upper left corner of the browser.
- ✓ Click "OneDrive" in left side window.
- ✓ Click "Sync."
- ✓ Enter your HNA e-mail when prompted.
- ✓ Select "work school"
- ✓ Enter your password when prompted.
- ✓ Click "Next"

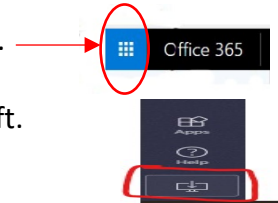


- ✓ Select files to sync. (“All” is the default.)

Note: It is recommended that you store all school work in your OneDrive for business folder. This will allow you to share work with your teachers as well as back up all your work

- Download Microsoft Teams (web version will not work in Safari)

- ✓ Download Microsoft Teams from Office 365
- ✓ Log into Office 365 using HNA credentials
- ✓ Open the waffle in the upper-left corner of the browser. →
- ✓ Click Teams
- ✓ Click “Download desktop app” from the menu on the left.
- ✓ Download the installer.
- ✓ Click installer.
- ✓ Follow prompts to install.
- ✓ Open Teams and logon with your school info.



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

- ✓ Open Outlook.
- ✓ Sign in if prompted, using HNA account. Follow prompts, entering your HNA e-mail name and password, and “work or school account” when prompted.



- 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.
- ✓ Note: Please be wary of programs like “Mac Cleaner”, “Mac Keeper” or other software promising to “clean” your Mac these are often Malware themselves.

LAST UPDATED April 14, 2020