BYOD Onboarding Guide - Windows

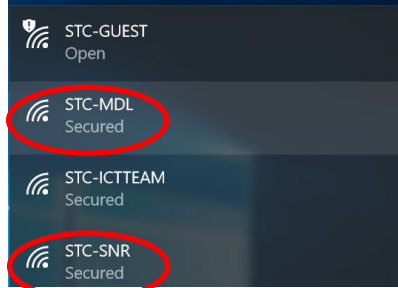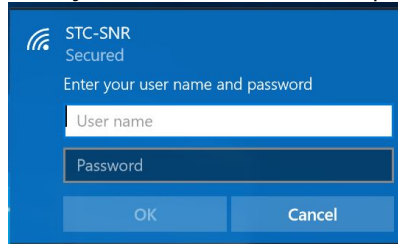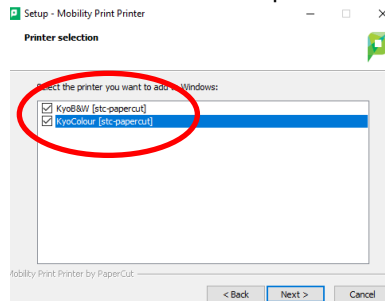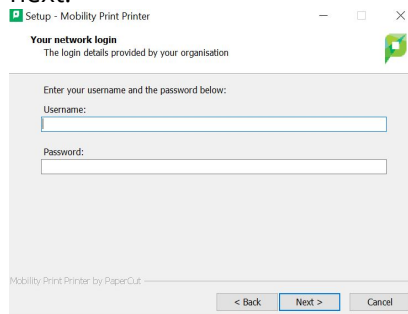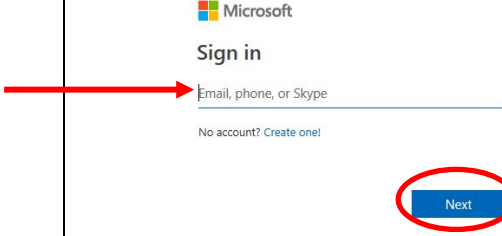|	
Step 1 – Connect to the WiFi (This step must be done at school)	1. Select applicable Wi-Fi network and click connect (STC-MDL) for Middle School, (STC-SNR) for Senior School. 2. Enter your email address and password to connect.
Step 2 – Install Printers (This step must be done at school)	1. Navigate to https://download.stcolumba.sa.edu.au 2. Click on the file printer_setup.exe 3. Once downloaded, run the file 4. Accept the license agreement and click next. 5. Select both available printers, then click next. 6. Put in your St Columba Username and Password and click next. 7. Click Finish.

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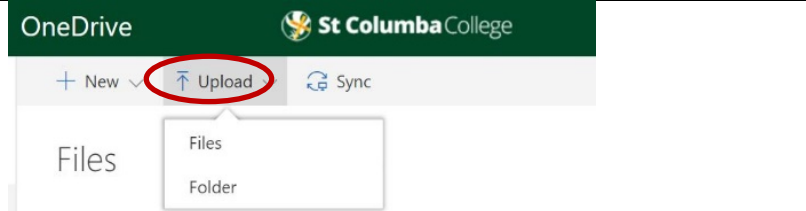For further software installations, please visit: https://download.stcolumba.sa.edu.au

Step 3 Install MS Office (Please do this step at home if possible)	****If you already have Microsoft Office installed, all that is required is signing into one of the applications, such as MS Word**** 1. Open MS Word 2. Click Sign in (top right side of screen) Sign in ☺ ☹ ? 3. Enter your email address and click next ▌▌ Microsoft Sign in Email, phone, or Skype No account? Create one! Next 4. If prompted, enter your password. ****If you do not have Microsoft Office installed, follow instructions below**** 1. Navigate to www.office.com/signin and enter your school email address and password. 2. Click Install Office. 3. When prompted click run to commence installation. 4. ***Please be patient, the installation can take up to 30 minutes to complete***
Step 4 – Where are you going to back up your work?	It is important that you consider where you are going to backup all of your important data. Do not expect nothing will ever go wrong with your device. Some of the options you might like to consider are: 1. USB Thumb Drive or external Hard drive. 2. Memory Card. 3. OneDrive - https://stcolumbacollege-my.sharepoint.com/ (further instructions below).

How to back up your work to OneDrive

Sign into ONEDRIVE via the St Columba intranet link	ONEDRIVE COLLEGE WEBSITE GOOGLE
• Enter your email address • Click Next	St Columba College *A Joint Anglican and Catholic College* Sign in username@stcolumba.sa.edu.au Can't access your account? Sign-in options Back Next
• Enter your password • Click Sign-in	Enter password •••••••••• Forgot my password Sign in
• Click Upload • Click Files or Folders depending on what you require	OneDrive St Columba College + New ↑ Upload ⟲ Sync Files Files Folder

• Browse to your file or folder
• Click O.K
	Browse For Folder ✕
	Select Folder to Upload
	∨ 💻 This PC
	  > 🖥 Desktop
	  > 📄 Documents
	  > ⬇ Downloads
	  > 🎵 Music
	  > 🖼 Pictures
	Folder: Simon Flaherty
	Make New Folder OK Cancel