**Procedure for adding a new computer to the Domain**

The following document will cover the procedure to add or replace a computer to the office domain, LOGIN.MDFINTERNATIONAL.COM

The following steps are to be followed in case the computer replaces an existing work station.

* Backup the computer that is to be replaced and verify that at least one full backup is stored between the Synology server and the OneDrive.
* If any urgent work is to be done between the backup and the replacement, be sure to save any work on the shared folders and not on the physical machine.
* Write down any saved passwords for any accounts, applications, software, or servers that you might need in the setup process that you might not remember.
* Lock out of your old machine, but DO NOT shut down.

The following steps are to be followed for ALL new work station setups.

* If prompted, log in with a Microsoft account.
* Next, move over to File Explorer and verify a connection to the network.
* Once a connection has been established by LAN cable, right click on the windows icon next to the search bar on the task bar.
* On the toolbar, click on system.
* Then, navigate to Accounts on the left side.
* Under Accounts, find Other Users and click on it.
* Under other users, create a new user and call it Temp. Use temp as the username, 123temp321 as the password and use temp as the answer to three security questions. Change this user’s permissions to Administrator.
* Log out of the Microsoft account or any account you used for this step, then log in on the Temp account using the password you previously entered. It should be 123temp321.
* Once under this temporary administrator account, right click on the windows icon once again. On the toolbar, click System.
* Under System, navigate to Advanced System Settings. Then, go over to Computer Name and click on change to rename the computer and to join to a server.
* Rename the computer to the corresponding workstation with this naming convention: WSnumber eg: (WS4)
* In the bottom, select domain and enter the following domain: LOGIN.MDFINTERNATIONAL.COM
* When prompted, enter the user and password for the account you used to log into your old computer.

This login should have completed the migration process to the new machine. Now, the next step would be to set up the workstation to what it looked like before. The first step in this process should be to download Microsoft Office 365 and log in with Jacques’ account to share the license. Next, we should make sure that the network is mapped right, Database-mdf should be mapped to the M: drive and profile-backups should be mapped to the Z: drive. After this is done, access your profile backup and find your files. These should be then copied and pasted to the respective locations.

* To install Slack: Locate the slack setup in the applications folder and complete the setup.
* To install Adobe: locate the adobe folder under application and complete the setup.
* To install KeePass: locate the KeePass setup in the applications folder and complete the setup.
* To install the MDF database: copy the mdf database user files folder in your profile backup and copy it to your PC (C: drive). Next, copy the MDFApp shortcut to your desktop and test it.

After everything has been installed, go ahead and find the outlook app. This will be located, most likely, under the pinned app that will come up when clicking on the windows symbol. Log in with your email and make sure everything works and is up to date.