Windows Client Workstation installation guide

Notice:

If you have a EVRY India Provided laptop, you will migrate it according to the instructions in this document.

If you have a personal device, you do not migrate it, as **only EVRY India Provided laptops participate** in the migration.

If you have laptops provided by the customers, you do not migrate them and continue to work from it as usual.

Pre-installation instructions

Read instructions fully before initiating the migration process

1. **Log In to Office 365**: Use **Your_ID@tietoevry.com** account to log in at https://office.com and to ensure that your credentials are working fine. Please make sure your mobile is configured to receive the authentication requests and to approve them as it will be used for accessing the platform on your laptop. If you encounter any issues logging into your account, please contact Service Desk (look contacts below).
2. **Important:**
   - **Back-Up Your Data**: Ensure all critical information is saved to **OneDrive - TietoEVRY.** Any data not backed up will be permanently lost during the migration process
   - Please go to Tietoevry OneDrive (Use **Your_ID@tietoevry.com**) and verify your files (not shortcuts)
3. **Power:** Make sure laptop is plugged in to power supply.
4. **Network:** Connect to any stable network (both from **home**/office).
5. Migration consists of two parts:
   1) Platform migration, which will take **approximately 2 hours**. After the process, your device will have a basic platform installed. (Windows 11)
   2) **Installation of the project specific software environment**: The setup duration for setting up software environment depends on its complexity and can vary significantly. Software can be installed independently or with support from the Service Desk (look contacts below).
6. This new installation works from Internet & can be done from home if you have stable internet connection, else we suggest you come to office and complete the activity.
7. During the installation at office, you will be prompted to connect to Wi-Fi connection. You can select **CORPINDIA-BLR** and connect with **Corpindia\EIxxxxx** and password.
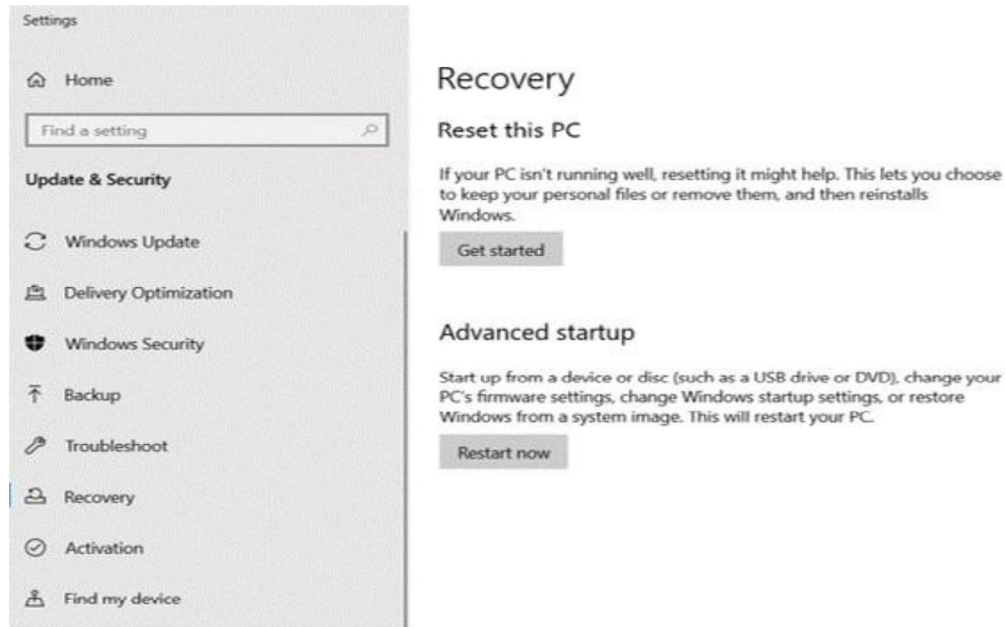
Need Help?
If you have any questions or need assistance, please contact the Service Desk:
- **Email**: dlcreateindia-blr-it@tietoevry.com

Let's start migration process:

1. Press the Windows Key > Type "reset "> Select "**Reset this PC**"
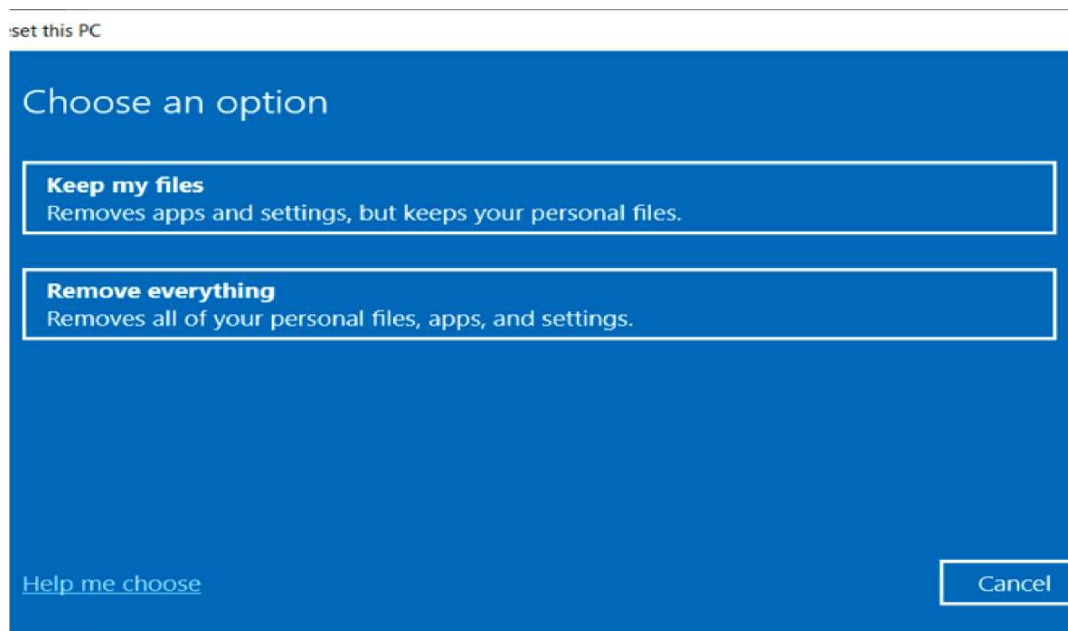
Select "Get started".

Note: If any credentials are requested during the Reset process, please connect to EVRY India VPN using FortiClient and then use the following credentials given below
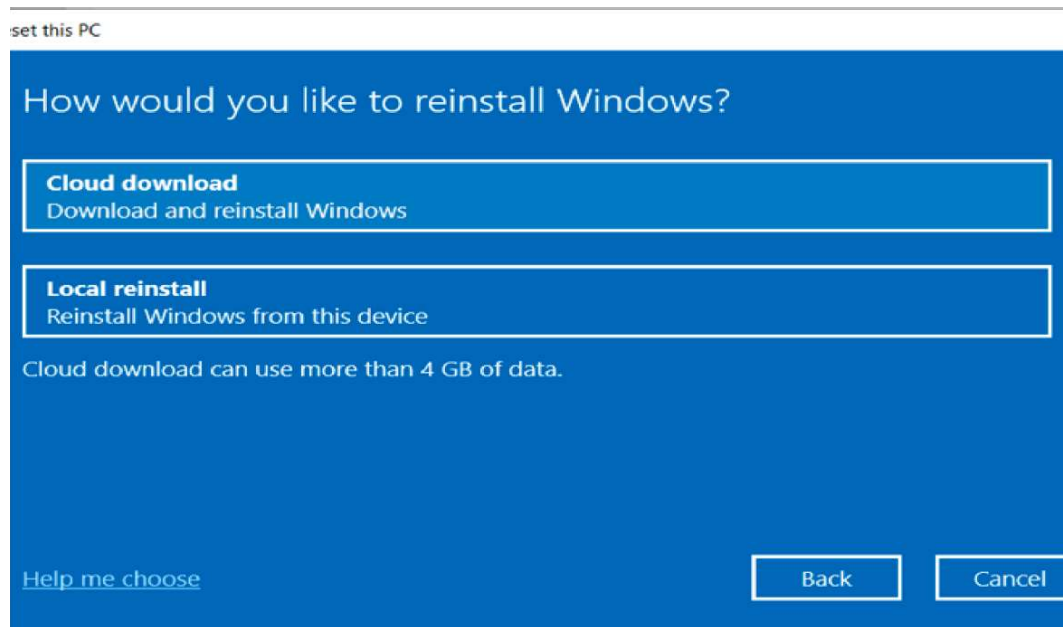
Username: noadmin

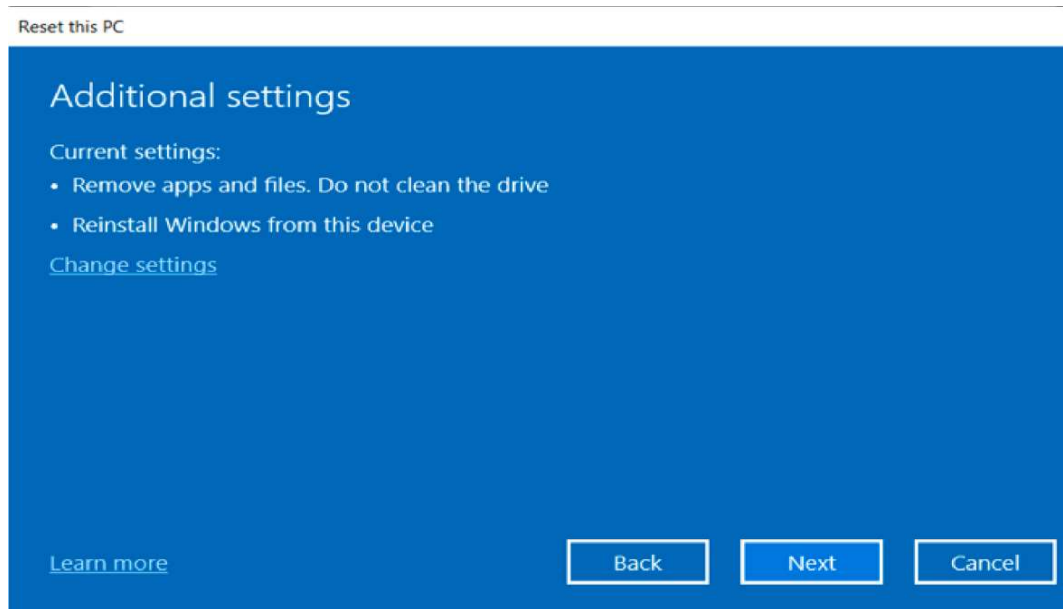**Password: evry@1234**

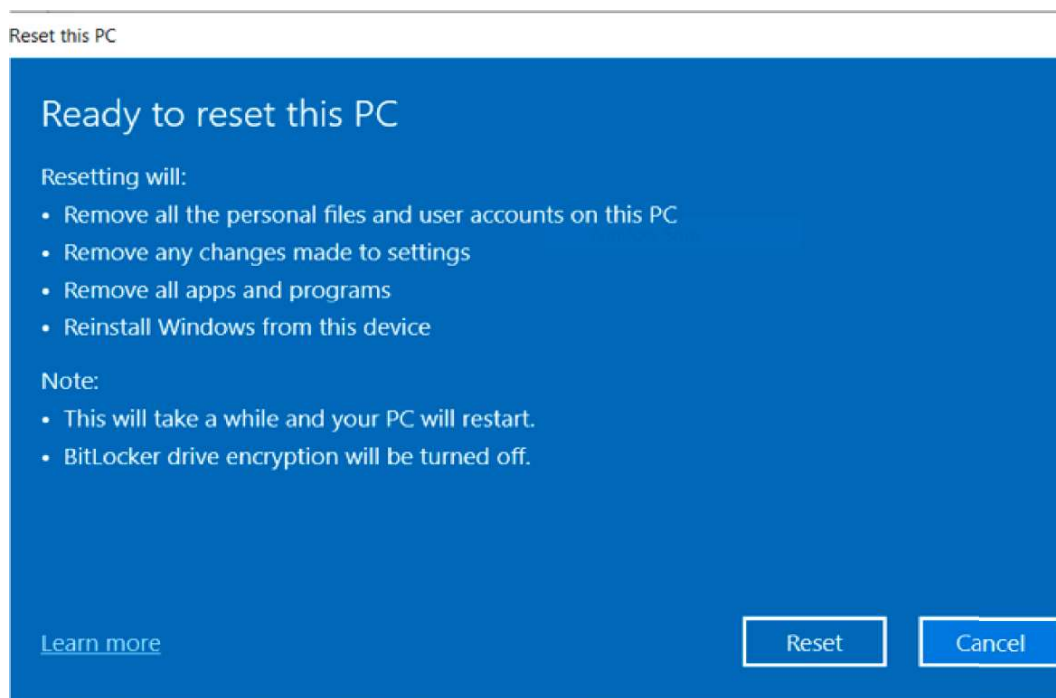2. Follow below screen instructions.

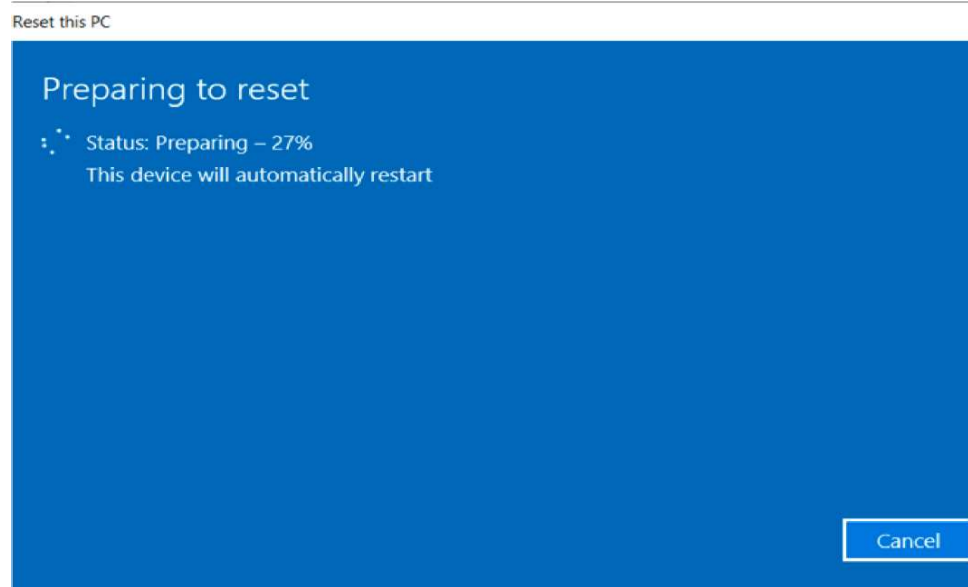Select "Remove everything"
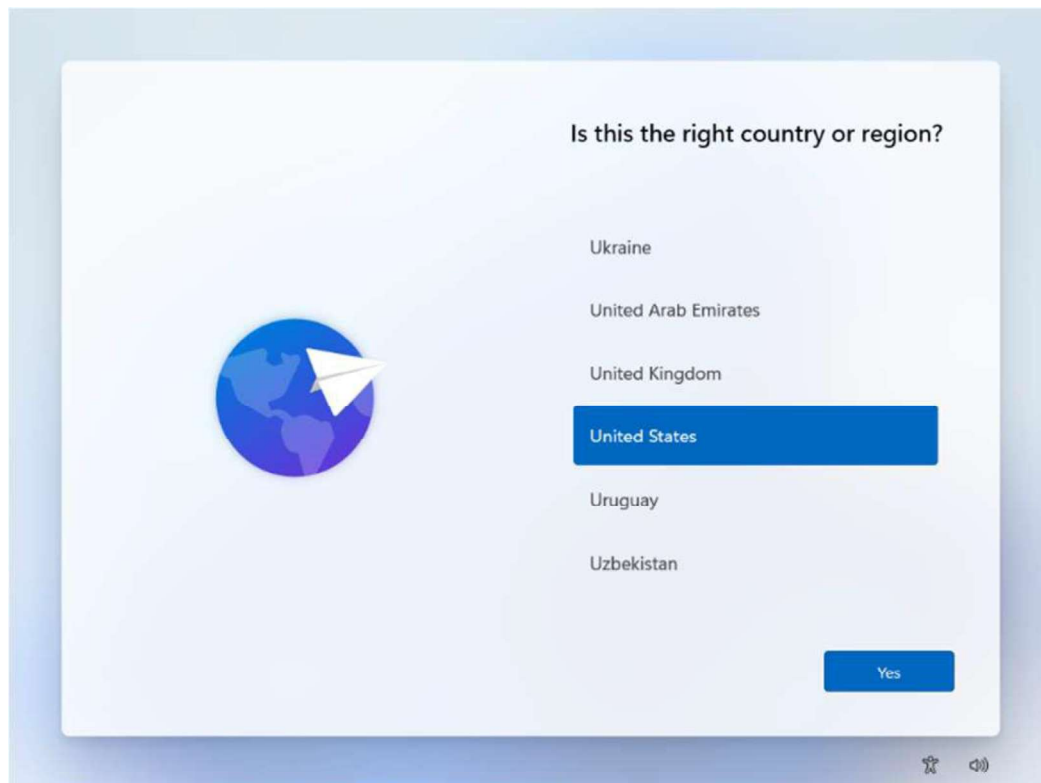
Select "Local reinstall"

Select "Next"

Select "Reset"

Your laptop will automatically restart after by showing "Preparing to reset" screen.
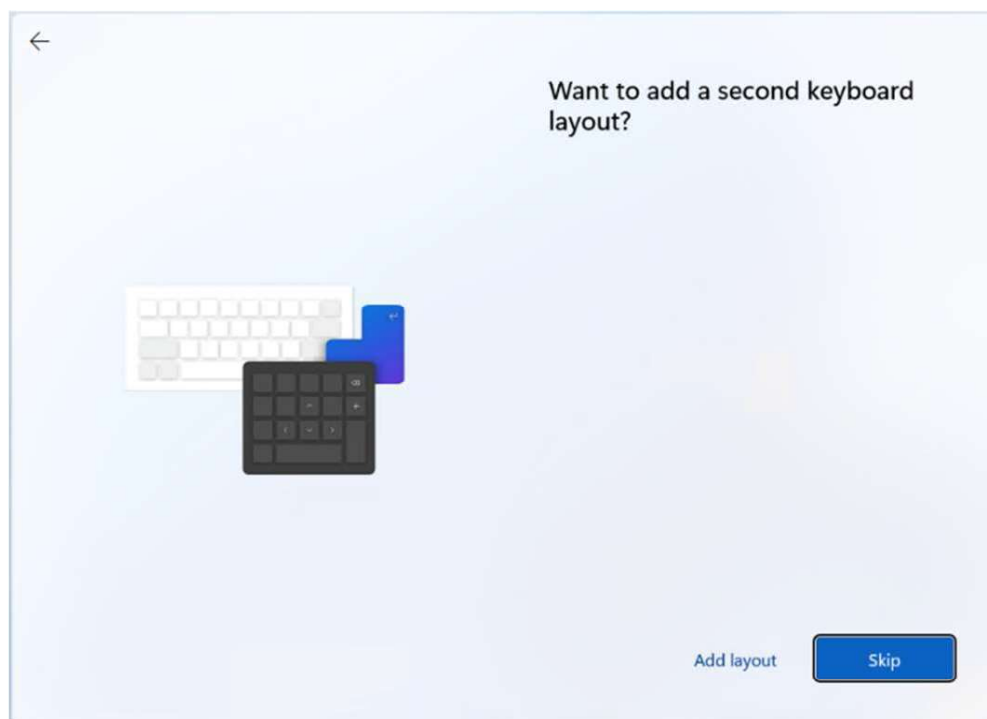
Please wait until the process is complete

Select your region

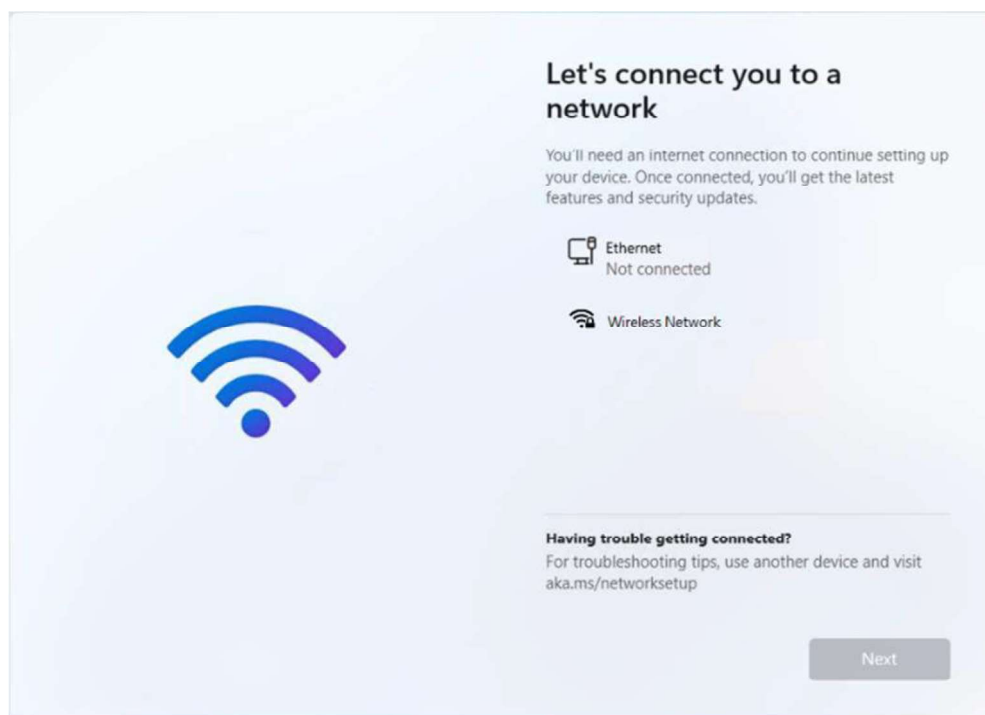Select your keyboard layout as "English (India)"

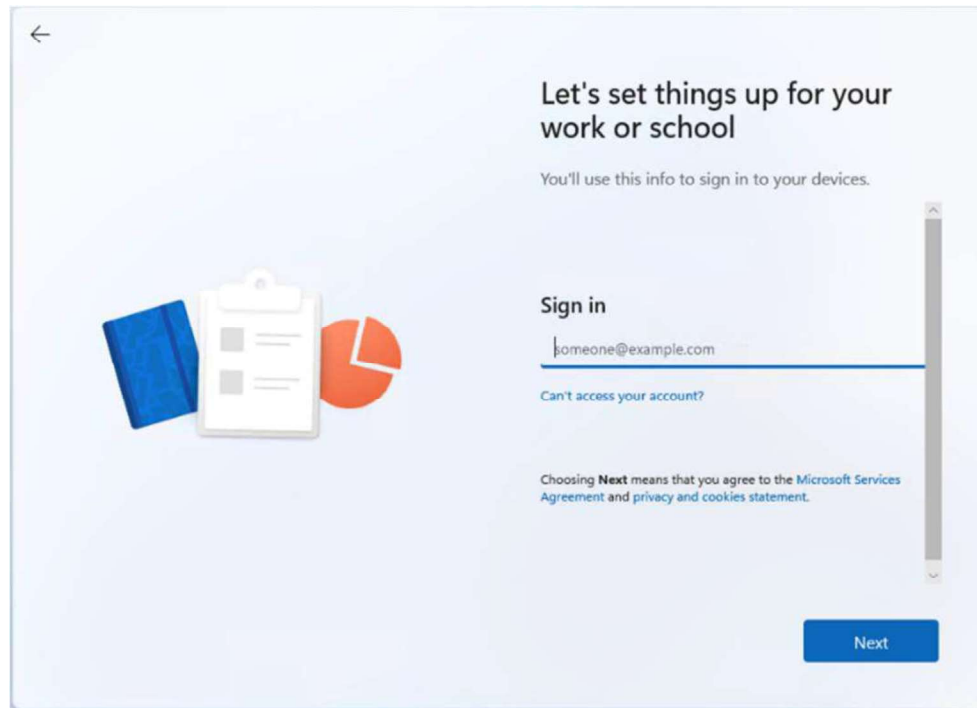If prompted to add additional keyboard layout, click on "Skip" and proceed.

Select Wireless Network and connect your home or office network as applicable. If you are at office, please select **CORPINDIA-BLR** and connect with **Corpindia\Elxxxxx** and password. If you are on home network, the above step can be ignored.
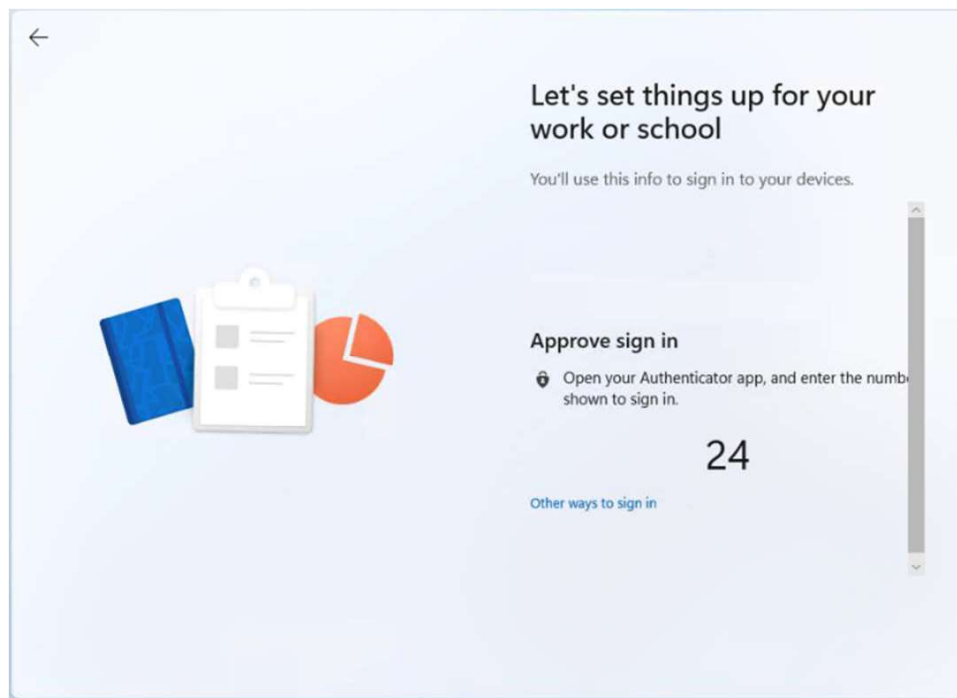
Select "Next"

Sign in

Once at the Welcome screen, login in with **Your_ID@tietoevry.com**
email address and click on "Next"
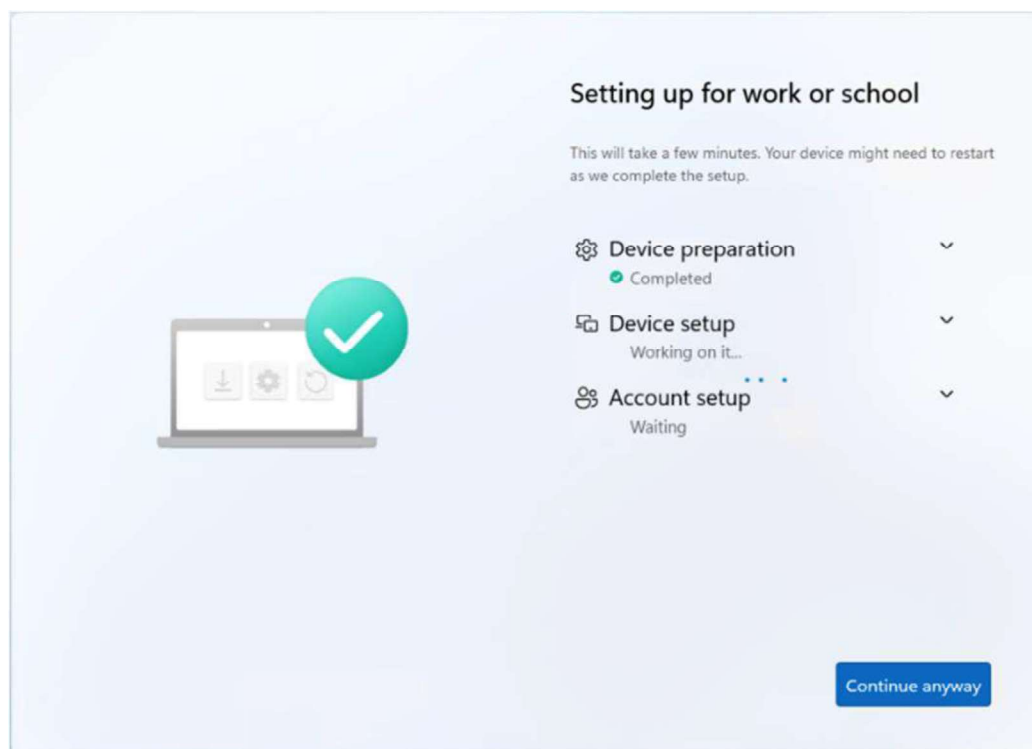

Enter password and select "Next".

Authorize your account using Microsoft Authenticator/SMS.

Please wait while the installation proceeds.

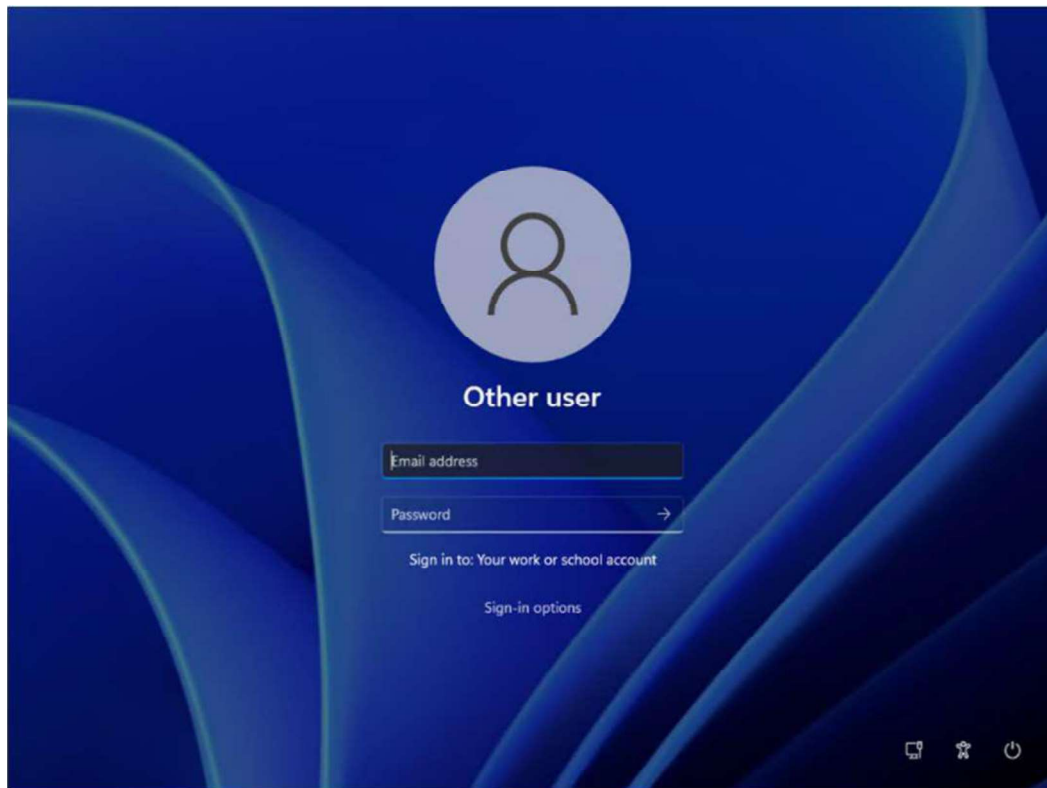**Important:** **Do not click on "Continue anyway"** until the process is completed.
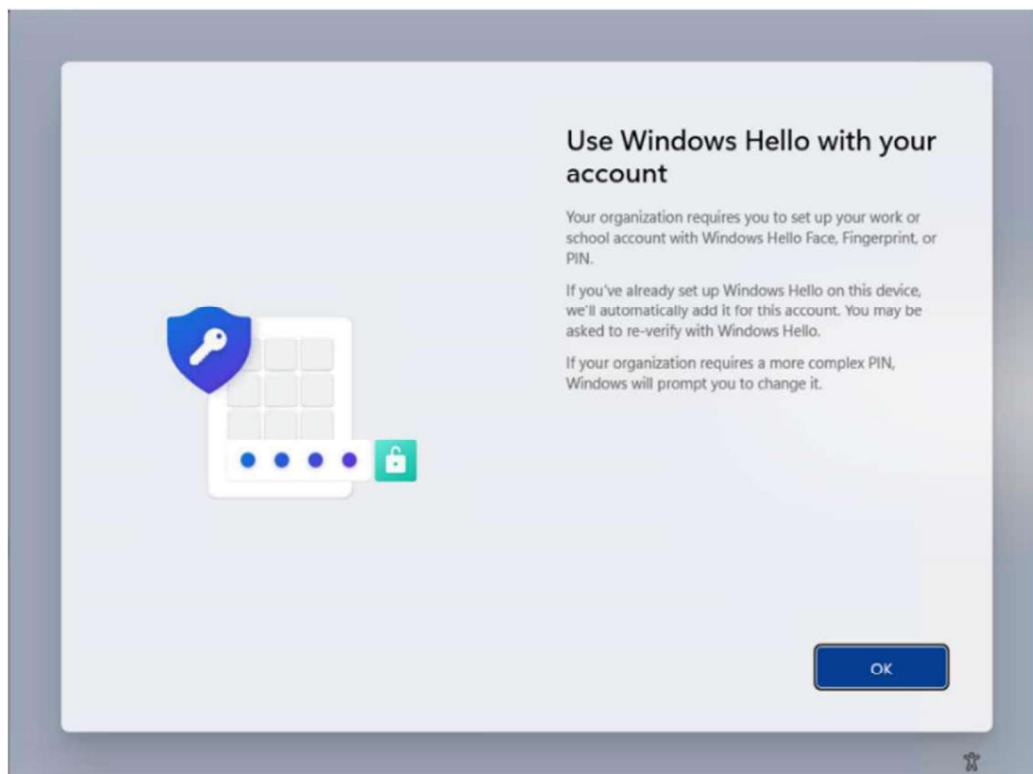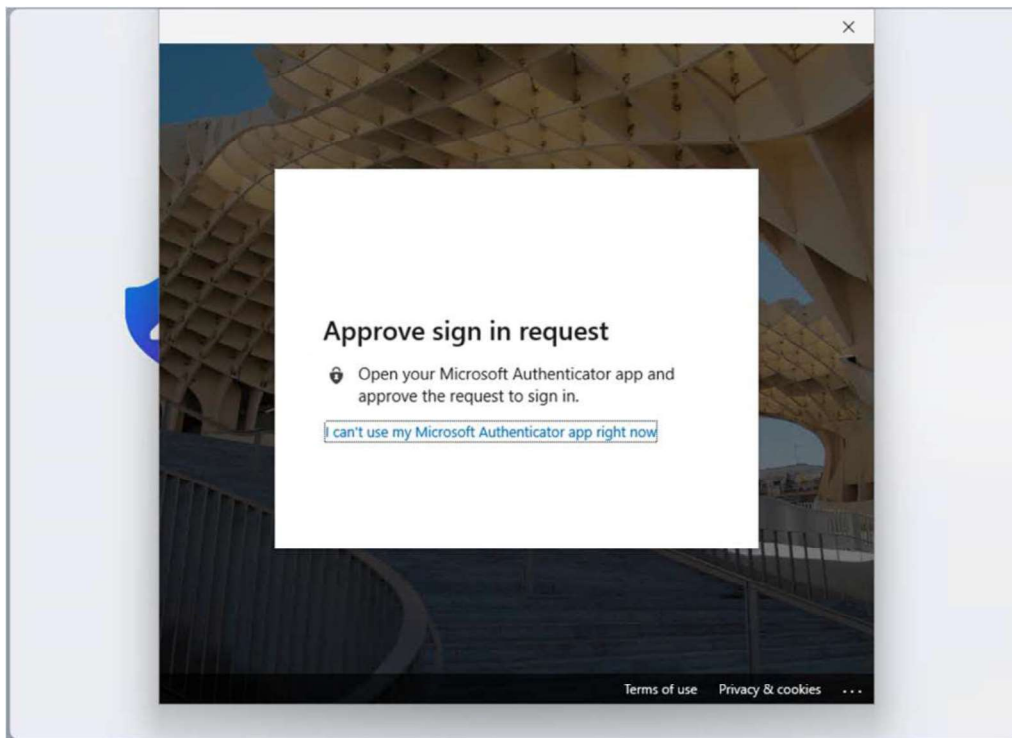
You will see the screen as shown below.

Login to workstation

Enter "**Your_ID@tietoevry.com**" email and password.

Set up Windows Hello

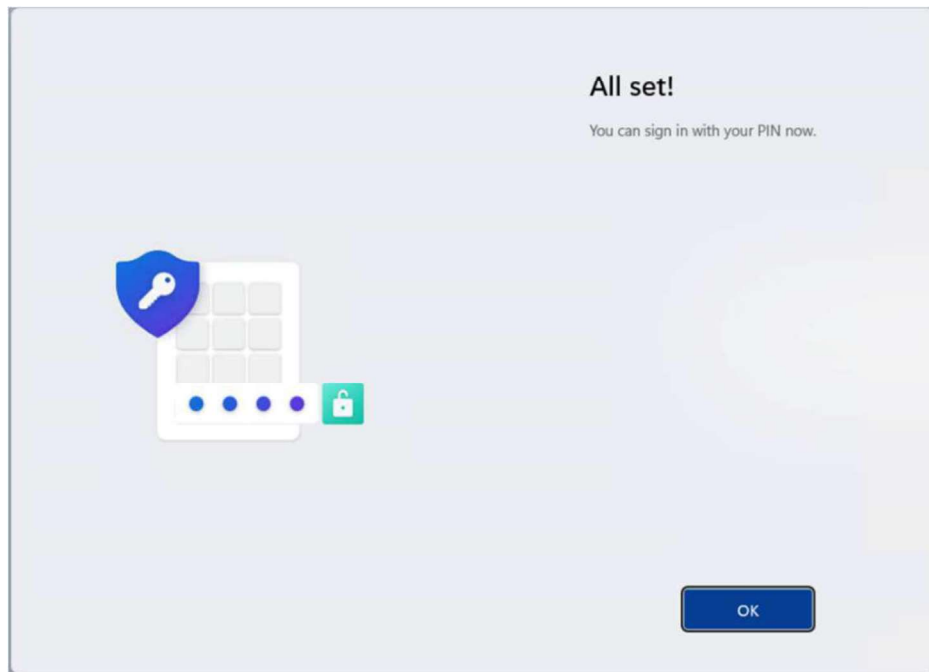Select either **face** or **fingerprint** recognition. (Optional)

After registering your biometric method, you will need to verify yourself. Biometric data is stored only on this device in the secure enclave.

Create your PIN

Select "Create PIN" and ensure "**Include letters and Symbols**" are opted
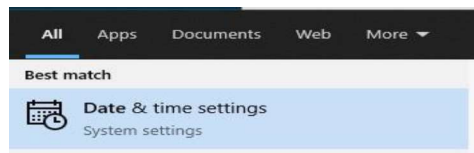

Note: Memorize the PIN without fail.

Set Date & Time

Once installation is complete log back in to workstation.
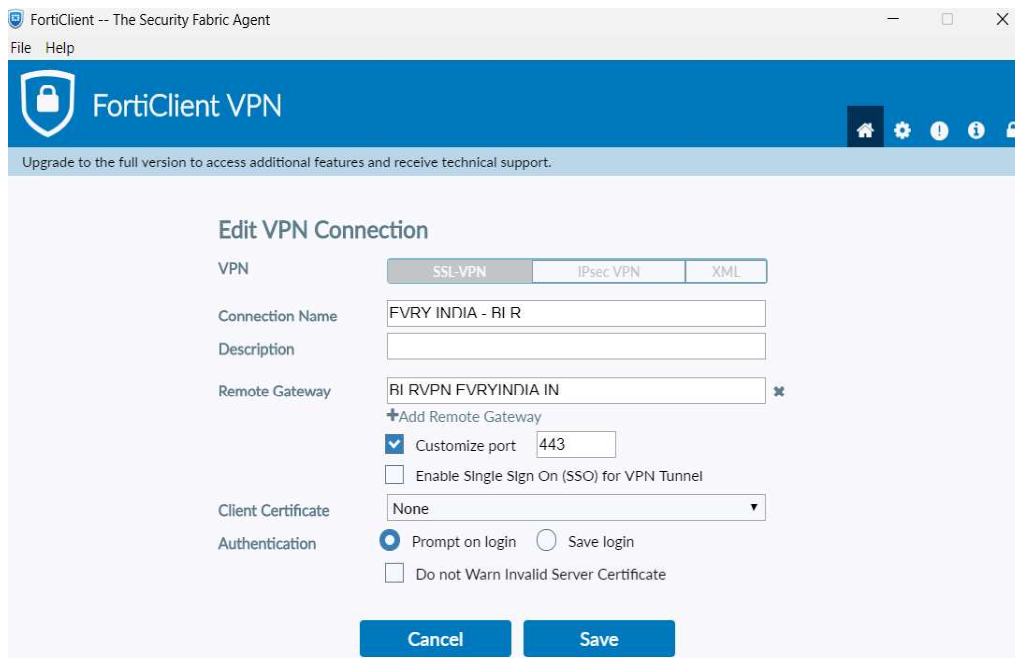
Press the Windows Key > Type "**Date**"> Select "Date & time settings" and update it.

Installation of common applications:

Some of the common applications can be found available under company portal.

1. Press the Windows Key > Type "**Company Portal** "> Select "**Company Portal**"
2. Search for the required application. If available, proceed with the installation
3. VPN to access EVRY India network:
4. Please download and install Fortinet VPN client from the link given below.
    https://links.fortinet.com/forticlient/win/vpnagent
5. Create a new connection entry with the details provided in the snapshot below

After the installation is completed, ensure that Outlook, teams and OneDrive are accessible. Please note that these applications will take time to sync locally on your system.

Service Desk Contact

- **Email**: dlcreateindia-blr-it@tietoevry.com
- **Phone**: +91-80-6738 8003 / 04 / 05
- **Email**: dlcreateindia-blr-it@tietoevry.com