DEK-VN Laptop Initial Setup Guide

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# SETUP DEK EMAIL ACCOUNT

## Change DEK email account password

* Open your web browser and access link <https://mail.dektech.com.au/password>  
  (it will require 'CAPTCHA verification' if accessed from outside the DEK Intranet)

Fill in the information below:

|  |  |
| --- | --- |
| **User-id:** | **tuan.a.nguyen1** |
| **Old password:** | **9pa5fCaV%v** |
| **New password:** | *<your new password>* |
| **Reconfirm new password:** | *<your new password>* |

* Then and click the **'Password Change'** button

***Notes:***

* *The new password must meet complexity requirements*
* *You will be required to change your password regularly (maximum 90 days between changes).*
* *New passwords cannot be the same as any of your previous passwords including the initial password.*
* *The system sends password change reminders at appropriate times.*
* *All your accounts will be automatically locked if the password is not changed.*
* *Due to security concerns, we have blocked the use of some mail clients on portable devices and third-party web-based mail clients.*
* *Contact* [*ict@dektech.com.au*](mailto:ict@dektech.com.au) *if you require more information.*

## Enable Microsoft Multi-Factor Authentication

After you have changed your password you will need to configure Multi-Factor Authentication, by following the instructions at <https://mail.dektech.com.au/migr/Configure_Office_365_Multi-Factor_Authentication.html#Initial_Setup>  
When you are asked for credentials, enter your **User-id** and the new password you have created above.  
Note you should skip the step "Enable MFA on the server" as this has already been done for you.

## Test Microsoft Outlook Online

Once you have configured Multi-Factor Authentication, you can use the webmail system at <https://outlook.office365.com> by logging in as  [**User-id@dektech.com.au**](mailto:%20User-id@dektech.com.au) and providing the new password you have created above.

## Setup Microsoft Outlook On Laptop

Please follow the instructions at <https://mail.dektech.com.au/doc/Email_Setup_-_Outlook.html>  
If you are asked for credentials when accessing these instructions, enter the username **User-id** and the new password you have created above.

Notes for **User-id** and **User-id@dektech.com.au**:

* When accessing DEK internal sites such as the instructions above (<https://mail.dektech.com.au/migr/>...), use **User-id (without @dektech.com.au)**
* When accessing Microsoft Office 365 systems, use full email **User-id@dektech.com.au**
* The password is always the same across all these systems.

# CHANGE DEKVN.INTERNAL DOMAIN ACCOUNT PASSWORD

## Login Open VPN (ONLY WORKING FROM HOME)

A picture containing text

Description automatically generated

Right click on OpenVPN icon on taskbar . Click Connect

Graphical user interface, application

Description automatically generated

Please input **username and email password**

Graphical user interface

Description automatically generated

After connect successfully

Graphical user interface, text

Description automatically generated

## Change dekvn.internal password

Press Ctrl + Alt + Del then “Change a password” to change your domain account password.

# SETUP ERICSSON TPC ACCOUNT

## Setup Ericsson Symantec VIP

Ericsson deploy Multi-Factor authentication on resource of some areas, so you need to setup Symantec VIP App on your smart phone to generate security token for this purpose. Please follow guideline name “Setup Ericsson Symantec VIP” on your Desktop to setup this.

## Login EEVI (Pulse Secure) with Z-id/password (check your email) and VIP (second password)

# OTHER NOTES

## Do Not Change BitLocker Password

Based on DEK-VN ICT Policy, you are not allowed to change BitLocker password (which encrypting your laptop hard disk)

## Do Not Use Software NOT in Software Permitted List

Based on DEK-VN ICT Policy, you can only use software listed in file “Software\_Permitted\_to\_Install” in following location: Z:\Public\KnowledgeBase\Softwares\_Permitted\_to\_Install

## Please fill in the form

<https://forms.office.com/Pages/ResponsePage.aspx?id=UOpXGdgNYEONsMlTDfmWsr0yLJxFCINPu-lLdmOgJj9UQ0NLSzZTTjVOMk9MSldBSzRSNUwwRkFOVy4u>

Best Regards,  
DEK ICT  
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