

# Windows\_Setup

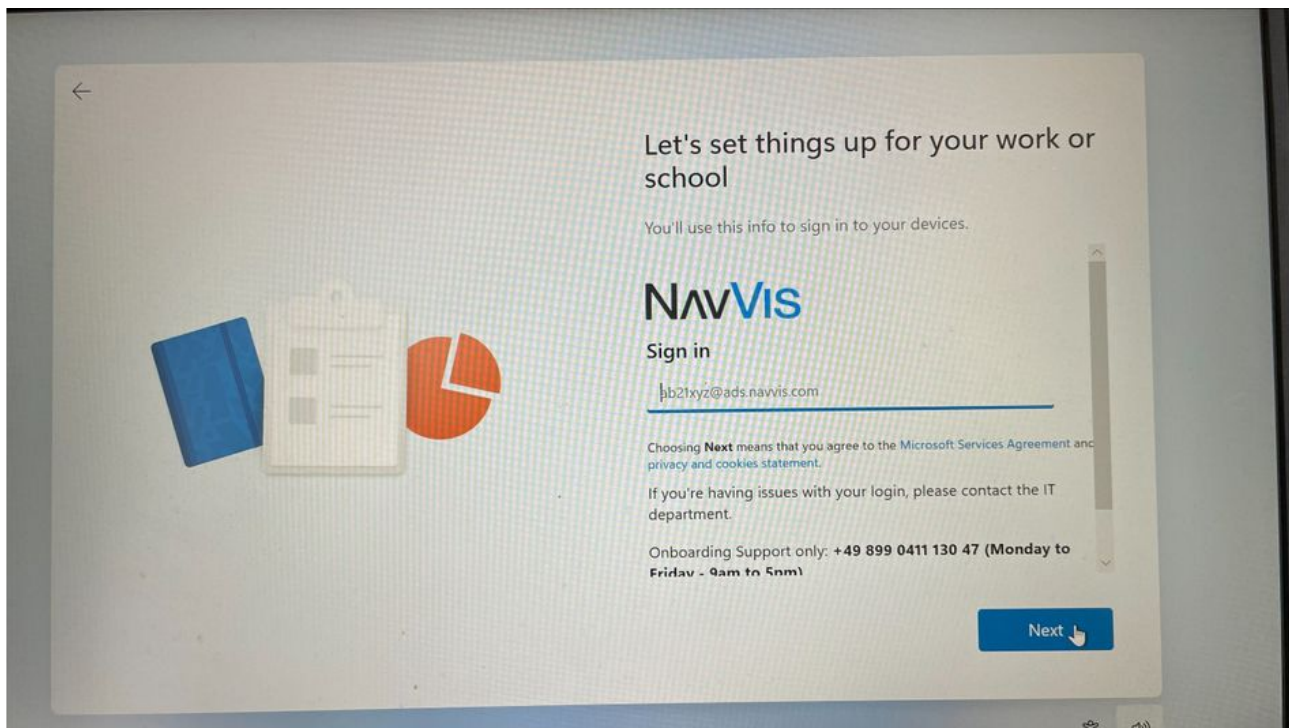
Hi Spacialists, Welcome to **NavVis!** 😊

Please follow the steps below to set up your laptop

1. Install the Microsoft Authenticator application on your smartphone via <https://static.navvis.com/mfa/>
2. Connect your machines to “**New\_Hires**” wifi using the password shared from onboarding instructor.
3. Once you're connected to wifi, wait for some time until you are all able to see the **NavVis login page** like the below-posted image.

⚠ Do not proceed if you do not have the Navvis sign in page below. Make sure you are connected to the **internet** and **restart** the laptop if this screen has not shown up.

If this does not fix the issue, stop by the IT office on the 4th floor with your device after the onboarding session.



3. Enter your **Microsoft Office account** “**fl23xyz@ads.navvis.com**” and click **next**.
4. Enter the **password**. Make sure you are using the right keyboard language settings.
5. In the next step you'll be prompted with a **password change request**. Make sure to adhere to the password compliance policy while creating a new password.

ⓘ Before changing your password, please read the notes bellow carefully:

- NavVis passwords expire every 6 months
- The system keeps the history of the last 24 passwords. None of the previous 24 passwords can be used as a new password.
- Minimum password length is 8 characters with a mixture of special characters and a capital letter.
- There should be no consecutive same characters contained.

- A password must be used for at least one day, before it can be changed again.

6. You will be asked to set up a MFA. Click next and follow the instructions:

- 1. Select the option "**Use verification code**", then press "**Set up**" in the blue box, to start the configuration process. A QR code will show up that you need to scan
- 2. Open the authenticator application on your mobile and press '+' on the top right, then "**Add work or school account**".
- 3. Scan the QR code
- 4. Verify the code and you are all set!

7. Disconnect "New\_Hires" and connect to "**Navvis**" WiFi with the **NavVis Account (fl23xyz)**.

Stay connected to the internet so that the device can be configured and automatically install softwares like Microsoft Outlook, Teams, Word, OpenVPN, etc.

- Please connect to Navvis\_Private for personal devices such as smartphones.  
Password can be found in Passwork [here](#)

7. Turn on **Bitlocker** and set up a PIN.

- Open the Start menu and search for BitLocker
- Select "Turn on BitLocker" and set up a PIN
- If your Bitlocker is somehow already turned on but you have not set a PIN before:
  - → go to the Bitlocker settings and select "change how drive is unlocked at start-up"
  - → enter a PIN.
  - This will then ask to set a new PIN.

8. **VPN** - Once OpenVPN is installed, download the VPN file from the outlook mailbox and import it to OpenVPN.

- Right click on OpenVPN and click on "import" and select the VPN file.
  - Use your NavVis account
- Alternatively, double click on the VPN file and open it and follow the instructions.

#### **Need Help?**

1. To open a ticket for hardware requests or support, please create a ticket via <https://navvis.com/getithelp>. You can alternatively use the [IT Support Teams channel](#)
2. You can find helpful articles for general knowledge like ( VPN, Printer configuration, Wifi issues, NAS access, etc.) from the confluence page: <https://navvis.atlassian.net/wiki/home>.