Guide on using C&S School Laptops

STRENGTHEN THE NATION

Desired End State

- Laptop is connected to the Internet

- You are signed in with your MUMAIL Account

- Software (including anti virus) is up to date and kept so.

  - IOT keep your data safe and enable your learning

Before we start….

- Have your MU account details ready
  - First.lastname.YYY@mumail.ie
  - MU account password
  - Microsoft Authenticator enabled on your phone for this account

Step 1 Staring your laptop

1. Connect Laptop to a power supply and power on

2. On the first screen enter the Password Typ30nXXXX (last four figures of your Laptop's Serial Number)

3. If prompted, log into Windows as USER using password D3fenc3
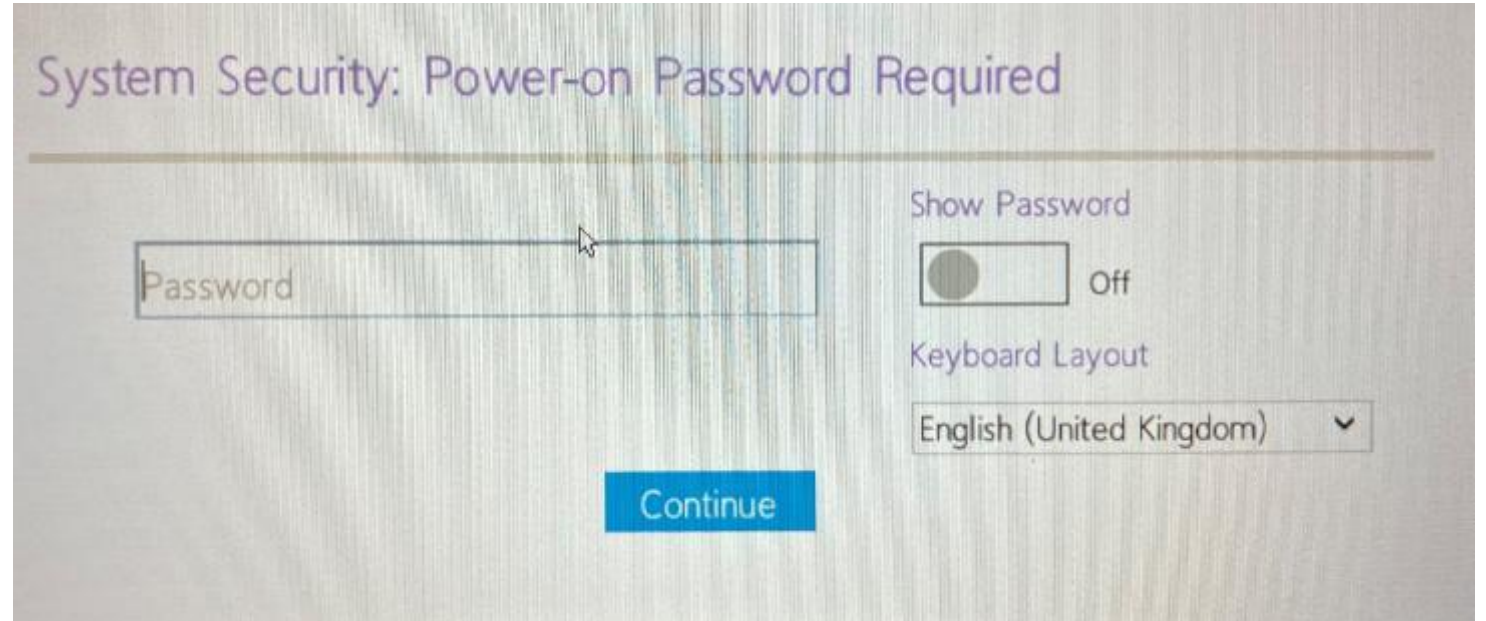
Step 2 Connecting to DF Wi-Fi

1. Select DF Wi-Fi from the list of available networks, this should open Edge as the default browser.

2. Follow the Instructions as a guest user.

   1. It may take some time for the password text to come through.
   2. It may take 2 attempts for your password to be accepted.
   3. You may have to click advanced and proceed to the captive portal (you may get a warning that this may be unsafe, ignore and proceed) .
   4. If this fails, use an alternative Wi-Fi (e.g. phone hotspot) and continue to Step 2.1 below;

Step 2.1 Ensure OS and APPs are up to date

- There may be a conflict getting onto DF Wi-Fi due to pending updates, if this is the case, check for OS updates via the settings menu and app updates via Microsoft store

- Once the OS and APPs are updated, try DF Wi-Fi again, if it does not work, let the staff know!
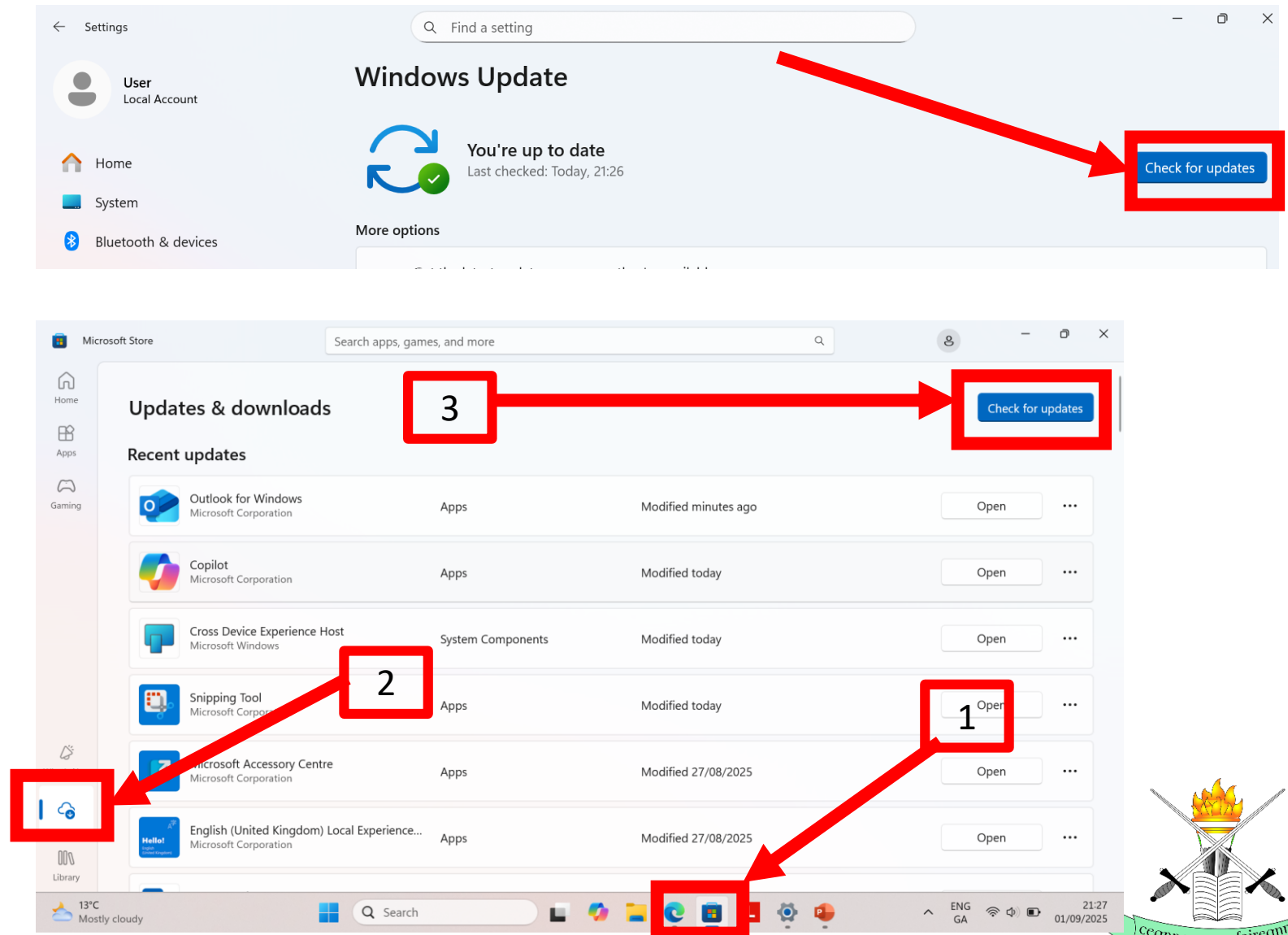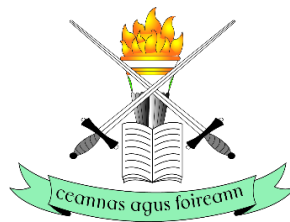
Step 3 Log in with your MU profile

1. Open browser

2. Navigate to the (www.office.com).

3. Sign in with your MUMAIL credential and authenticate with your Microsoft Authenticator App.
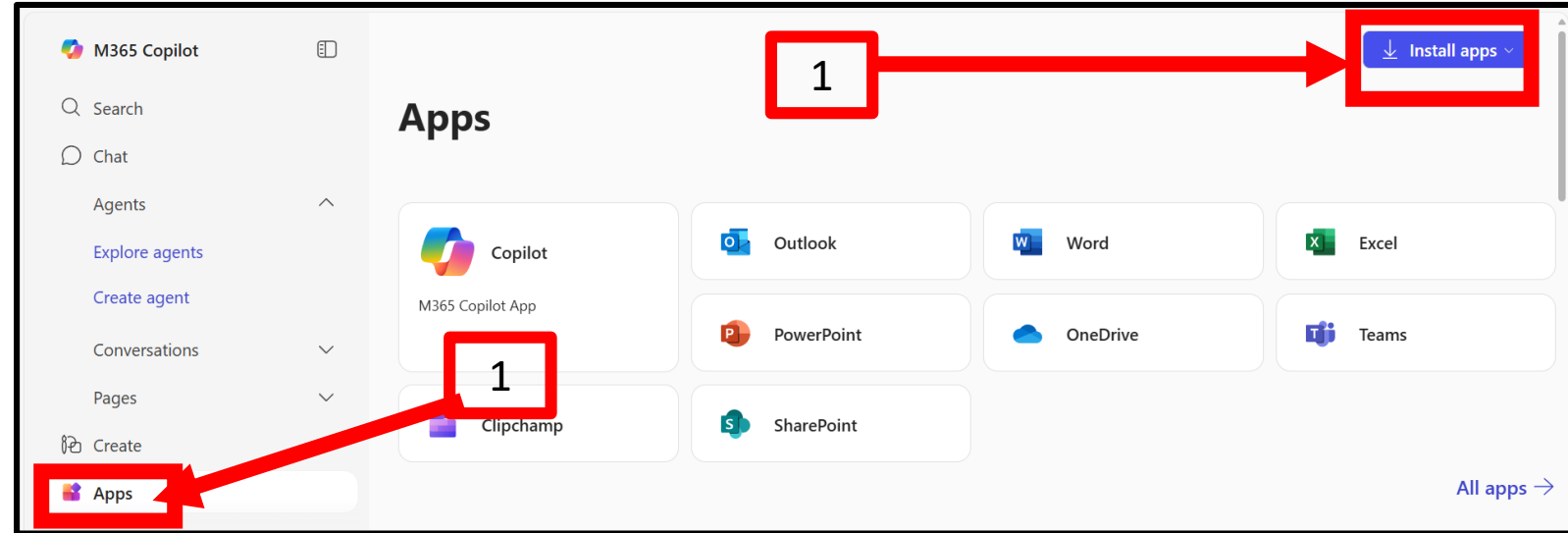
You now have access the web version of office, download the desktop Apps and sign in to them for increased functionality

Tips and Tricks

- Sign into OneDrive, it will then appear in your file explorer. Use this for redundancy and security. Saving work on the hard drive of a pooled could bring all kinds of unwanted excitement to your life!
  - Additionally, you could backup to external storage or another cloud account
- Make sure that you regularly update OS and Apps as per Step 2.1 above, if auto updates isn't selected, do so.

Tips and Tricks

- Don't leave your computer turned on all the time; regular restarts are good for updates etc and you risk losing work if the battery runs out.
  - If you have tabs open on a browser that you want to keep, bookmark them in a folder named for that date.
- Within the limits of the DF Acceptable Usage Policy you can download and use whatever Apps you like
  - A PDF Reader is essential, Adobe Reader DC is available via the Microsoft Store
  - Google Chrome is available via www.google.com

And finally….

- Any questions, snags, or suggestions for doing things better, please let us know;
  - POC Comdt Will Collins
    - William.collins@mu.ie
    - William.collins@defenceforces.ie