Startup Workshop for your Laptop, Hiroshima University

Windows10

Apr. 2019
Information Media Center, Hiroshima University
Hiroshima Univesity Coop shop

You are going to prepare your PC for your study life at Hiroshima University during this lecture. Here is the list of what you are going to do today.

1. **Know your PC's spec** (ch1.html)
   Know your PC's basic spec, such as type of CPU, type of your Windows10, storage capacity of your PC.
2. **Install required programs** (ch2.html)
   Update your Windows10 and install Microsoft Office or other required programs.
3. **Connect your PC to campus network** (ch3.html)
   Set up your PC to connect to HINET Wi-Fi.
4. **Automatic update and software setup** (ch4.html)
   Set up Windows Update so that your Windows10 will keep updated. And set up anti-virus software, Microsoft Defender, to be updated automatically.
5. **Log in to the online services provided in Hiroshima University** (ch5.html)
   Office365, MOMIJI, Bb9, and others...

Start » (ch1.html)

1. Know your PC's spec

First of all, you will learn how to know your PC's "spec". Sometimes the word "spec" indicates some features which tell you the capability of your PC. Here, find these specs in the list below;

1. OS version
2. Main memory capacity
3. HDD/SDD capacity
4. Battery run time

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[1] Check OS version of your PC, first. Right-click the Start button on the lower left of your desktop.

> * "Right-click" means to press right-hand button on a computer mouse. Then, how to accomplish right-click in the case of Surface without a mouse? Tap the lower right corner of the touch pad. Or tap the screen little longer. Or press the side button of the pen and tap the screen.

When Start menu appears, find "System" in the menu and click it.

Right click the Satrt button

Click "System"
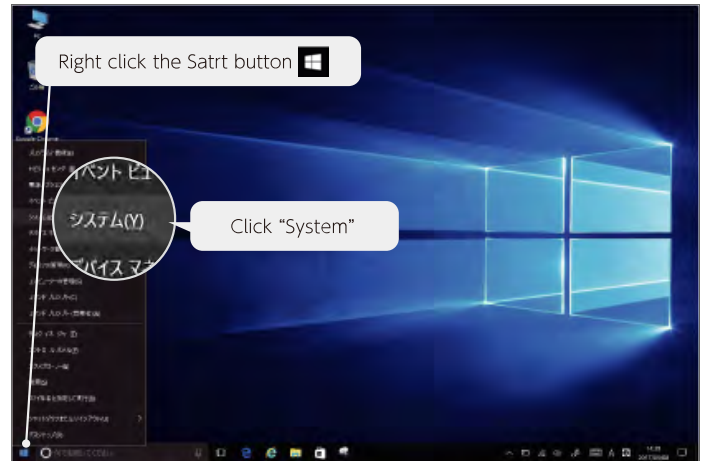
[2] Look carefully at "About" page.

"Edition" entry under "Windows Specifications" tells you what kind of Windows your PC is running. In this case, your PC is running "Windows 10 Pro". And "Version" entry gives you the detailed version number of your Windows10. check-1

"System type" entry under "Device Specifications" tells you that your PC is running "64-bit operating system". It means your OS can handle 64-binary-digit data. check-2

"Installed RAM" entry tells you the capacity of the main memory in your PC. The larger the size of RAM your PC have, the more data your PC can store or the greater multi-tasking ability your PC gets.
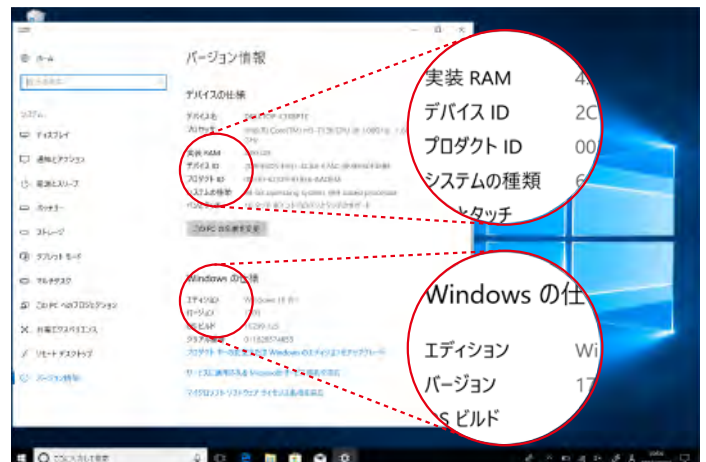
[3] Next, Check HDD/SDD capacity of your PC. Read and write speed of HDD, Hard Disk Drive, or SSD, Solid State Drive are not as fast as those of RAM. But their capacity is larger than that of RAM. And they can keep data after shutting down your PC.

Click the File Explorer icon in the taskbar. Then click "This PC" in the left side of the window,

HDD/SSD capacity will be displayed with the label "Local Disk (C:)".

Click

Click PC

Check HDD/SSD capacity
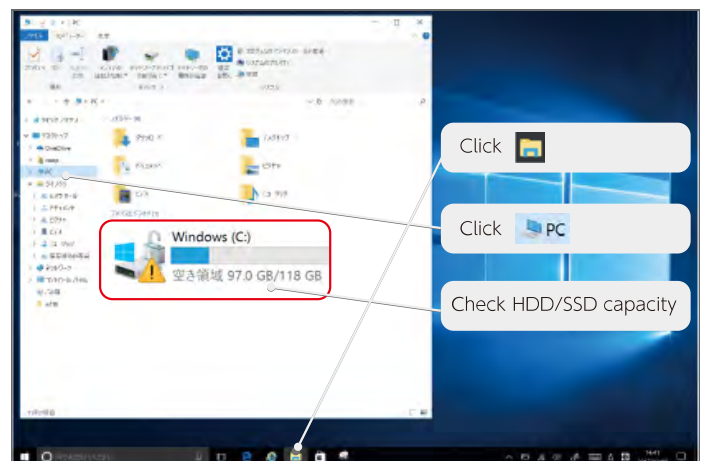
[4] Check the battery run time, here.

Click the battery icon in the taskbar, the battery level and estimated remaining time will be shown. The remaining battery time charged at 100% can be the estimated run time of your battery.

For example, in the case that it says the battery level is 80% and the remaining time will be 6 hours, your can estimate the run time of your battery as 7.5 hours because 6 devided by 0.8 is 7.5.) check-3

* You can find the remaining time on a while after system startup and the system usage has become stable.

If you do not see it after trying a few times, check the specifications in the catalog etc. and fill it out.

Click

Check the battery runtime

81% 残り 2 時間 58 分

81%
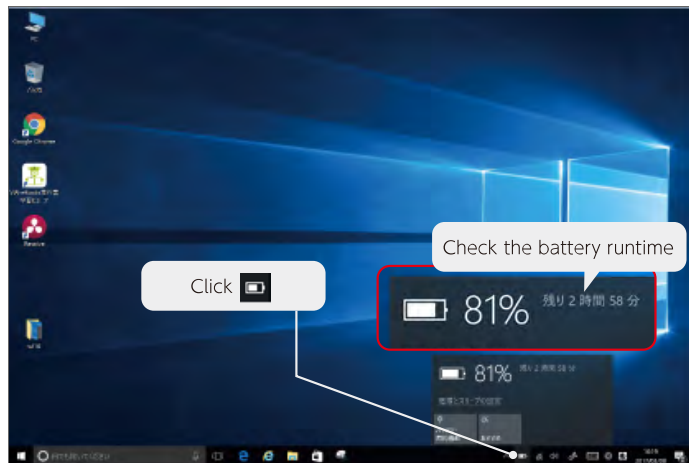
2. Install required programs

Copy the installation files in numbered USB flash drive to your PC. Here, you will install Microsoft Office and Google Chrome on your PC.

- Copy the files in the USB flash drive to your PC
- Install Microsoft Office
- Install Google Chrome

Before starting this chapter

In this chapter, we will describe your works assuming that you have a USB stick that was handed in the workshop.

In the case that you did not take the workshop, please choose from following two options:

1. Borrowing a USB stick at Information Media Center Counter, and following the instructions on this chapter.
2. Downloading programs, the contents of USB stick, from Web site directly, installing them, and proceeding to the next chapter.
   * Please follow the instructions on the following sites. If you are asked ID and password, please input HIRODAI ID (student ID) and HIRODAI password (printed on a paper handed with your ID card)

   - Office (https://mslicense.office.hiroshima-u.ac.jp/sw-room/e_ms/e_office365ProPlus_win.html)
   - Chrome（Web browser）(https://www.google.com/chrome/)

Copy the files in the USB flash drive to your PC

[1] Insert the USB flash drive into a USB port on your PC. If your PC recognizes the flash drive, it will make a sound.
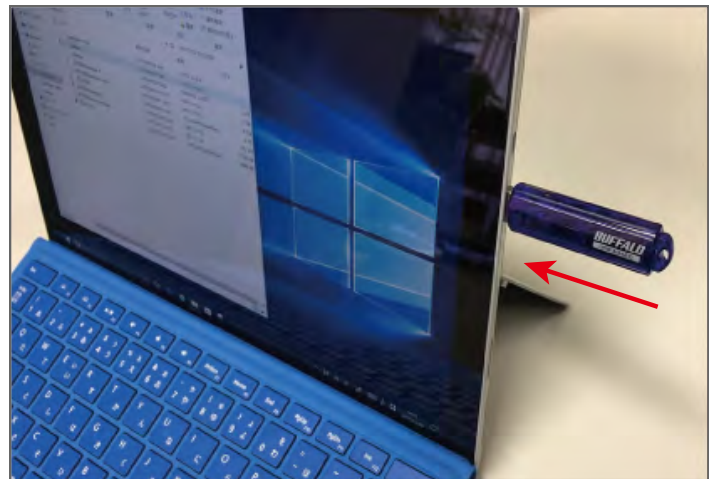
[2] When the message about FIRST LEC appears on the lower right of the desktop, click it.

Click the notification about FIRST LEC.

[3] Choose "Open folder to view files" in "FIRST LEC (D:)" window.

Choose "Open folder to view files"

[4] When "FIRST LEC (D:)" window appears, drag and drop "setup2019-win10en" folder to your desktop.

* Here is other way to copy the folder; choose it, press "Ctrl" key and c, click the desktop, and press "Ctrl" key and v.

Drag "setup2019-win10en" folder to yout desktop

[5] When you have finished the copy, you need to eject the USB flash drive from your PC. Right-click "FIRST LEC (D:)" on the left side of "FIRST LEC (D:)" window and click "Eject" in the list.

Right-click "FIRST LEC (D:)"

Click "Eject"
Now you can remove USB stick

Install Microsoft Office

If Office2016 has already been installed on your PC, you can skip this section and proceed to step [10]. If you have Office2013 in your PC, you may install Office2016 on your PC.

[6] Double-click the copied "setup2019-win10en" folder on your desktop to open it. Then double-click the "office2016win-en" in the "windows-en" window. When you find the "install" item in the folder, double-click to start the installation.

Double-click "setup2019-win10en"

Open folder "office2016win-en"

Double-click "install" to start Office installation
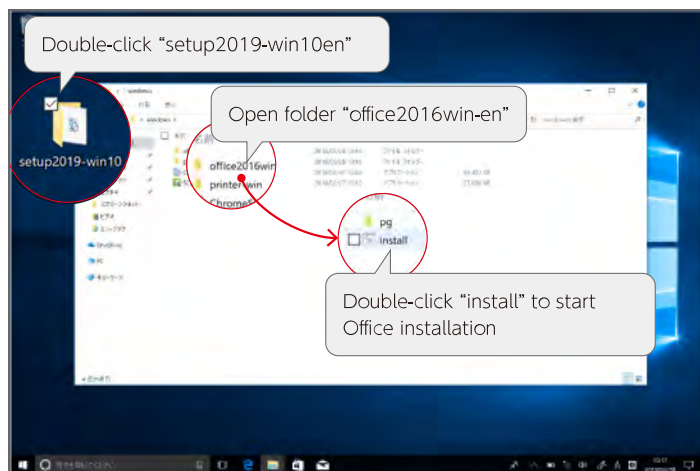
[7] In order to install software, the installation program needs to create files in the area which PC user may not access for the general use. Therefore, OS asks you if you really allow the installation. Here, click "Yes".
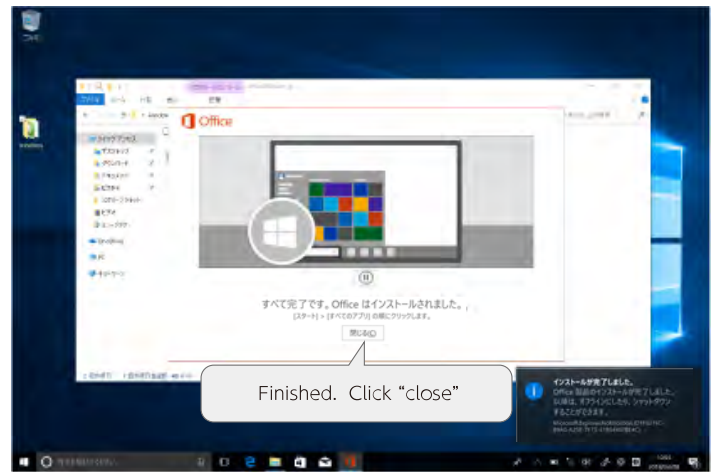

Click "Yes"
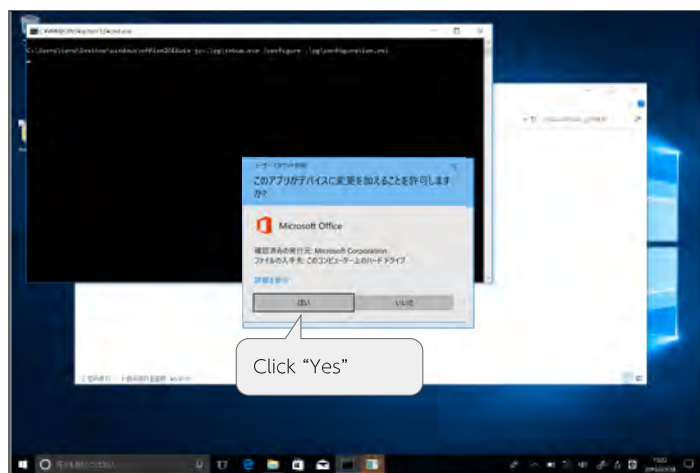
[8] The window says, "We'll be done in just a moment." But...
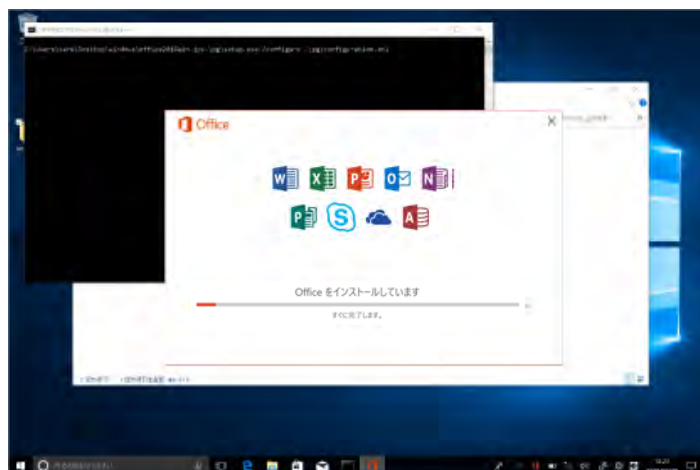
[9] When you see the window in the picture, the installation has been completed. Click "Close" to proceed the next step.


Finished. Click "close"

Install Google Chrome

[10] Double-click "ChromeStandaloneSetup64" in the copied "windows-en" folder on your desktop. When you are asked to allow the app to make changes to your PC, click "Yes".

Double-click "ChromeStandaloneSetup64"

Click "Yes"
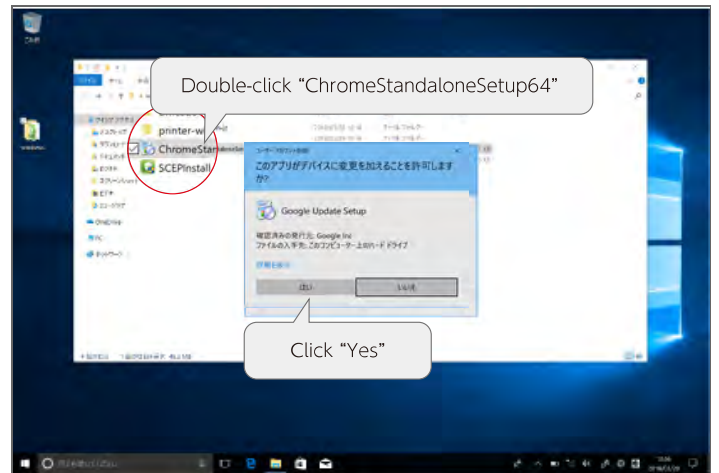
[11] The installation will be completed in a minute!

 * You may realize that Microsoft Edge, as the default browser, has already been in Windows 10. But there are some web pages which cannot be displayed successfully by Microsoft Edge. In that case, you can use Google Chrome as the secondary browser.

Click × to close this window
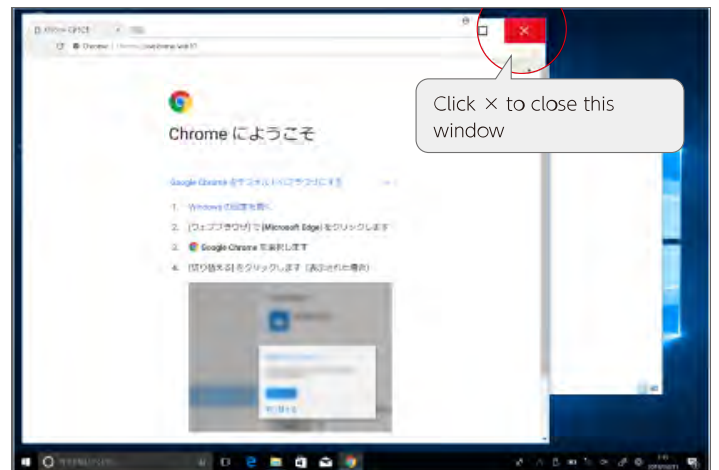
3. Connect your PC to campus network

You can connect to Wi-Fi called "HINET Wi-Fi" in shared facilities in Hiroshima University campus. Here you will set up your PC to connect to the internal network and the internet via Wi-Fi. As far as you connect to the same access point, you do not need to do this again.
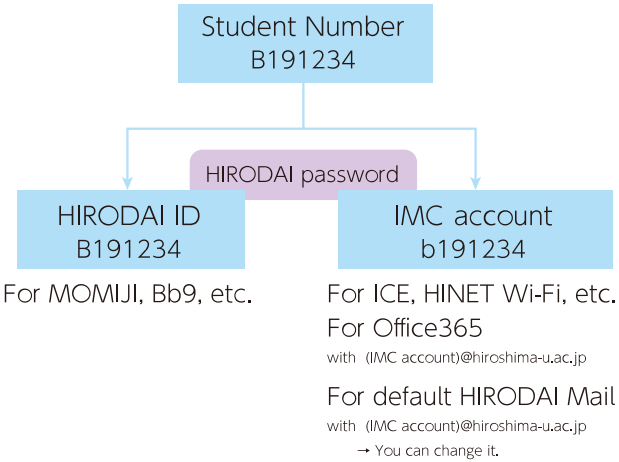
First of all, you need to remember that there are two IDs to use information services provided by Hiroshima University. These IDs are based on student number.

One of them is called HIRODAI ID, which looks same to student number. The other is "IMC account", which looks little bit different from student number. The first letter of student number is capital, whereas that of "IMC account" is in lowercase.

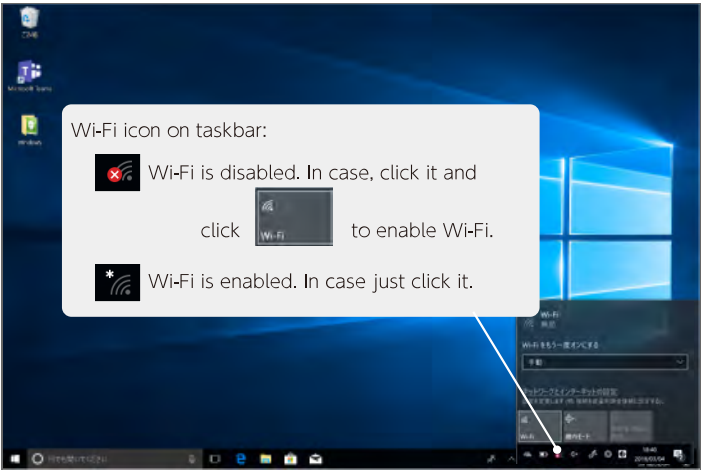Both IDs share password. It is called "HIRODAI password". You will know it when you get your ID card.

Adding "@hiroshima-u.ac.jp" behind your "IMC account", you will get your email address as a student in Hiroshima University. The email address is called "HIRODAI mail address". Teachers or staffs in Hiroshima University may send emails to the email address. Check your email box frequently. You will learn how to check it in Chapter 5.

Student Number
B191234

HIRODAI password

HIRODAI ID
B191234
For MOMIJI, Bb9, etc.

IMC account
b191234
For ICE, HINET Wi-Fi, etc.
For Office365
with (IMC account)@hiroshima-u.ac.jp

For default HIRODAI Mail
with (IMC account)@hiroshima-u.ac.jp
→ You can change it.

[1] Here, you will set up your PC to connect to "HINET Wi-Fi".

Find Wi-Fi icon on the lower right area of the desktop. When Wi-Fi is disabled, the icon looks like ⊗. Click the icon, click Wi-Fi button to turn on Wi-Fi.

The appearance of the Wi-Fi icon is changed to ＊.

Wi-Fi icon on taskbar:

⊗ Wi-Fi is disabled. In case, click it and click [Wi-Fi] to enable Wi-Fi.

＊ Wi-Fi is enabled. In case just click it.

[2] Now you can see the list of Wi-Fi AP (access points) which your PC can detect. Choose Wi-Fi AP named like "HU-CUPxx". Here, each x represents a number. The two-digit number is different from the area in the campus. For examples, you will find "HU-CUP30" near School of Integrated Arts and Sciences, "HU-CUP40" in Kasumi campus, or "HU-CUP50" in Higashisneda campus.
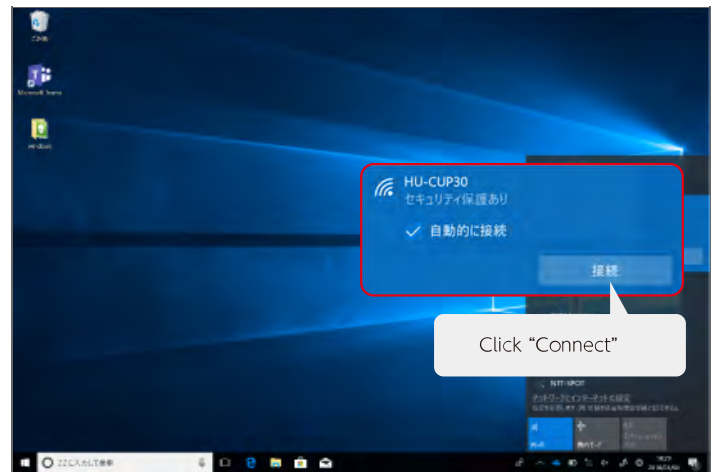
* If your PC could not detect Wi-Fi AP named "HU-CUPxx" in classroom, it possiblly does not meet system requirement, it should support 5GHz Wi-Fi. Please contact IMC staff.

Choose HU-CUP××
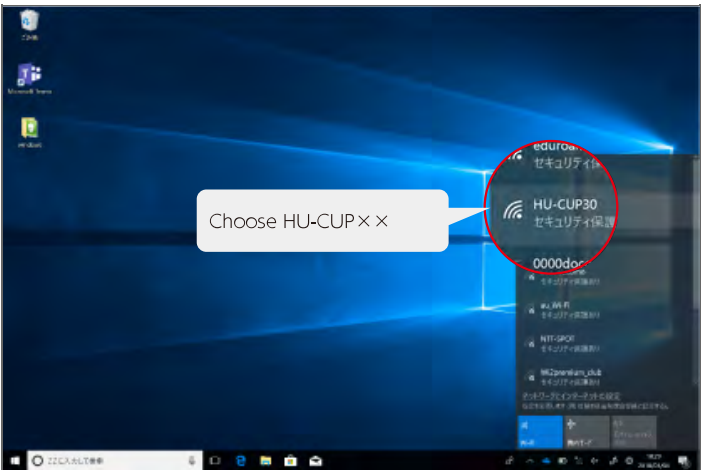
[3] Click "Connect".

If you check the box for "Connect automatically", your PC will connect to the chosen Wi-Fi AP automatically next time.

Click "Connect"
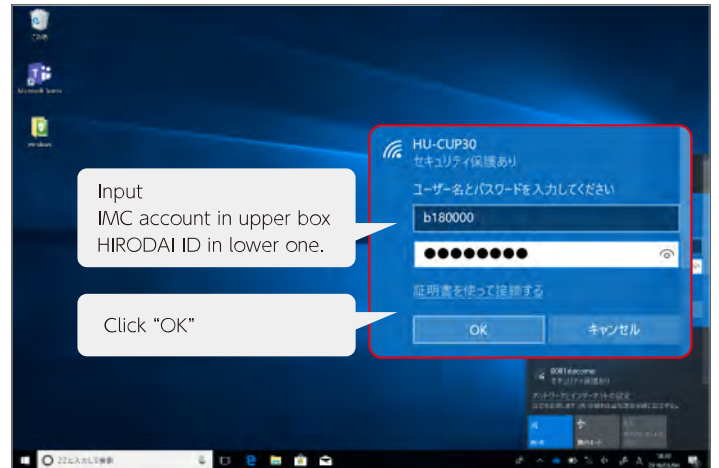
[4]Input your "IMC account" in the upper box and its "HIRODAI password" in the lower one.

* "IMC account" is similar to student number but its first letter is in lowercaser.

* When you need to type capital letter, press "Shift" key and letter key at the same time.

Click "OK"

Input
IMC account in upper box
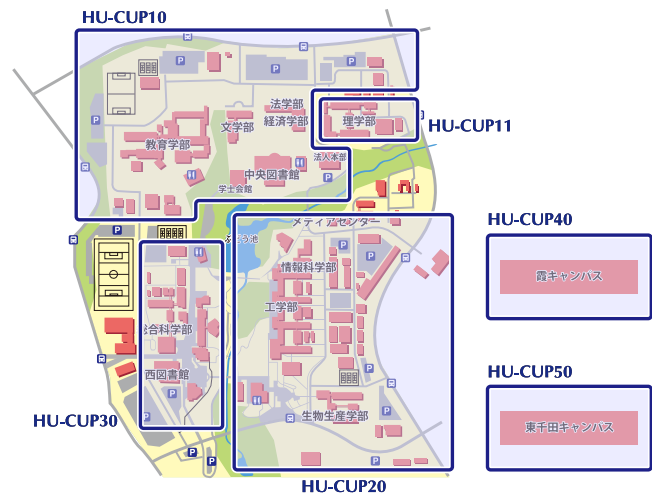HIRODAI ID in lower one.

Click "OK"

[5] When you are asked to continue connecting, click "Connect".

When your PC has successfully connected to the Wi-Fi, you will see the word "Connected" under the name of the Wi-Fi. check-4

Click "Connect"
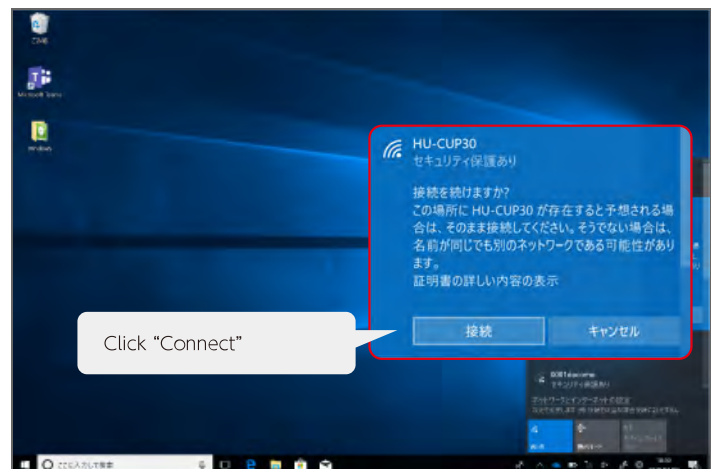
This map shows which "HU-CUPxx" you may find in the campus.

⚠ If you change your "HIRODAI password", ...

Contrary to the mention above, you need to set up Wi-Fi connection in your PC again, when you change your "HIRODAI password".

If you have finished to set up your PC to your chosen "HU-CUPxx", you can connect your PC to the same one without inputting your "IMC account" and "HIRODAI password" next time. That is because your PC keep the information to connect to the Wi-Fi and use it to make a connection automatically.

Therefore, when you change your "HIRODAI password", you cannot connect your PC to Wi-Fi with the password which your PC keeps. In that case, you will not get the message like, "The user name or password is incorrect." But you will simply face the fact that you cannot connect to Wi-Fi. Then some people make inquiries like, "I cannot connect to the network! What is wrong with my PC?"

If you change your "HIRODAI password", change the Wi-Fi setup in the following way;

1. Click Wi-Fi icon in the taskbar
2. Right-click "HU-CUPxx" and choose "Forget"
   * You need to do it for every "HU-CUPxx".
3. When unconnected "HU-CUPxx" appears in the list again, set up Wi-Fi connection again
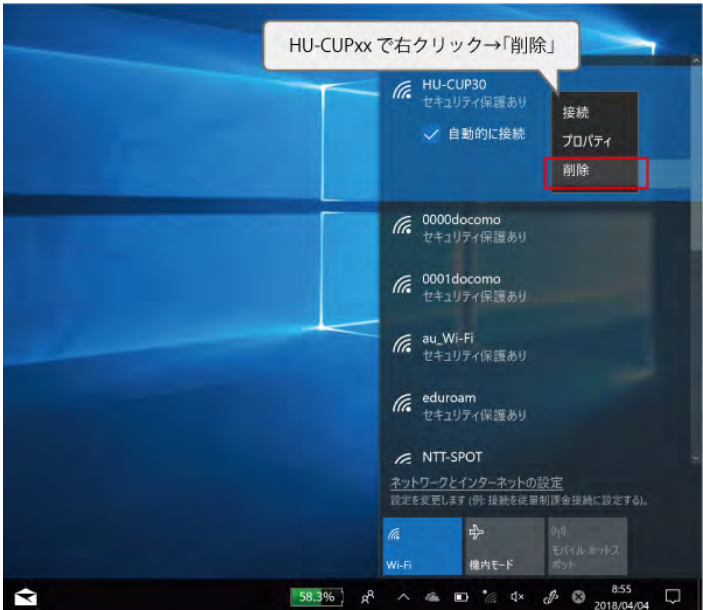
4. Automatic update and software setup

Here, you will set up Windows Update which keeps your Wndows10 and Office updated. And, as the preparation of using Office, you will activate it by signing in with "HIRODAI mail address". You will do it here, as well.
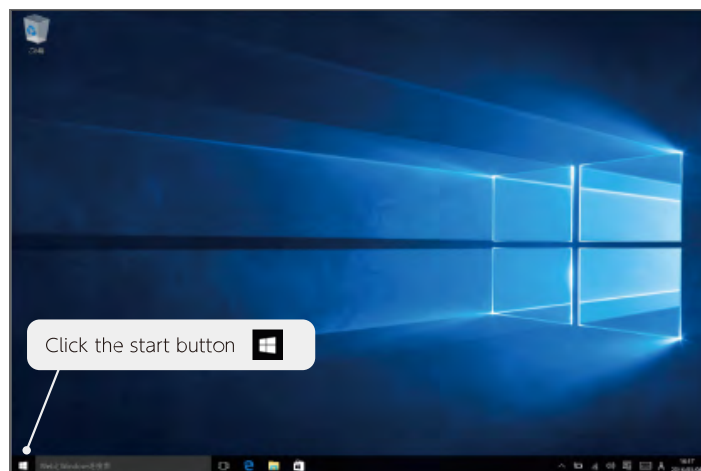
Furthermore, you will learn how to use Microsoft Defender's full scan.

- Set up Windows Update
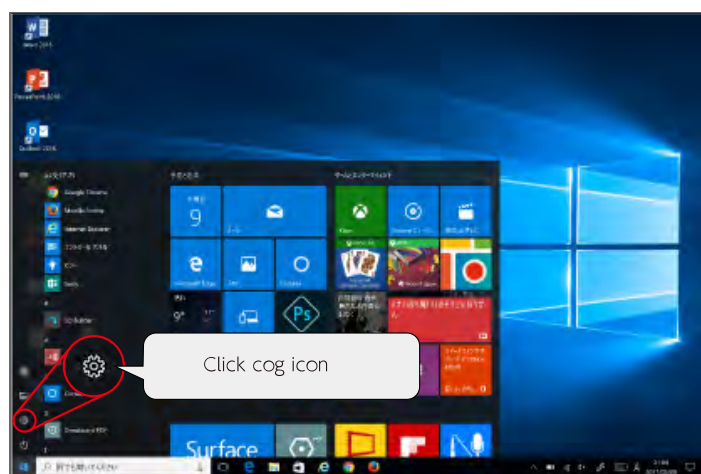- Microsoft Defender -manual update and a full scan-
- Office activation

Set up Windows Update

[1] Click the Start button on the lower left of your desktop.

Click the start button

[2] Click cog icon in the Start menu.
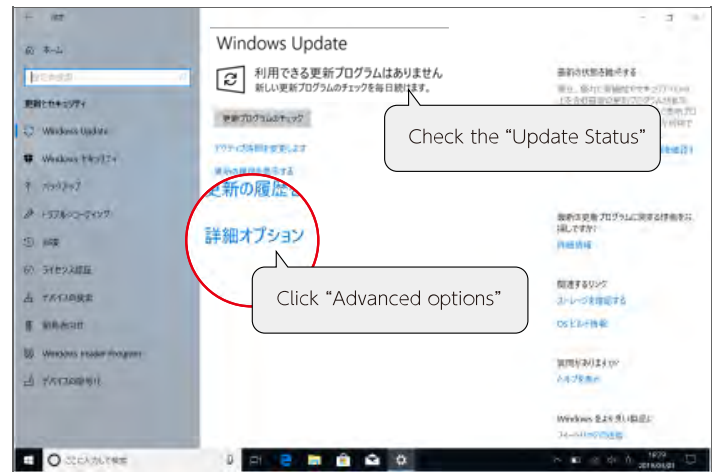

Click cog icon

[3] Click "Update & Security".


Click "Update & Security"
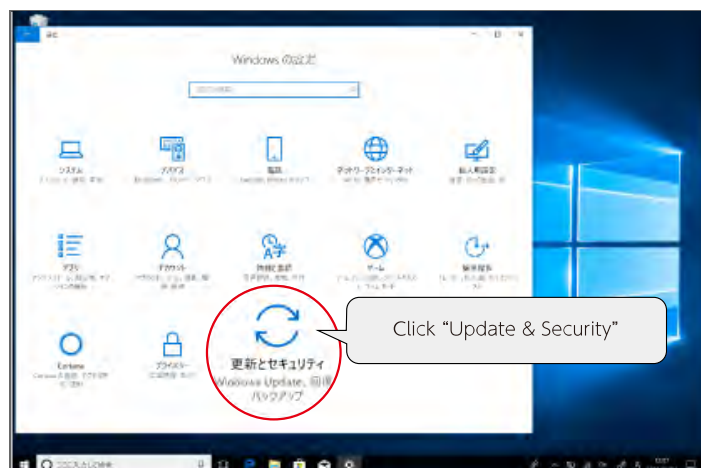
[4] "Windows Update" window appears. Windows OS and Microsoft Defender will be updated automatically and periodically.

You will know update status of your system. check-5

Now turn on Automatic Updates in Windows Update. Click "Advanced options".

Check the "Update Status"

Click "Advanced options"

[5] Check the box for "Give me updates for other Microsoft products when I update Windows." Click the arrow displayed on the upper left corner of the window to return to "Windows Update" window.

Make sure that "Give me updates for other Microsoft products when I update Windows." is enabled.

Click ← to go back previous window
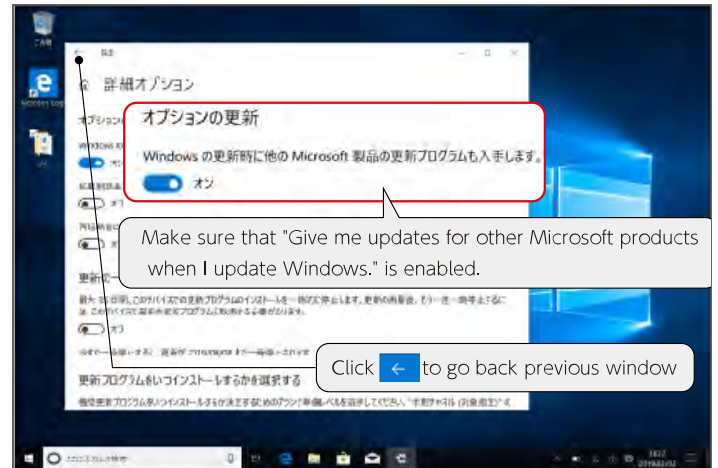
Microsoft Defender -manual update and a full scan-

[6] You will learn when your Defender is updated and how to update Defender. Defender is kept updated by Windows Update. But when the information about emergency vulnerabilities is issued, it is better for us to update Defender.

Click "Windows Security" listed in the left. Then click "Open Windows Defender Security Center".

Click "Windows Security"

Click "Open Windows Defender Security Center"
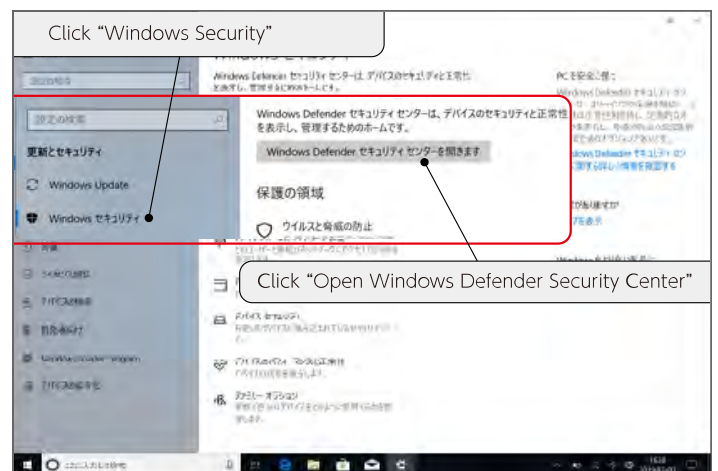
[7] Click "Virus & threat protection".
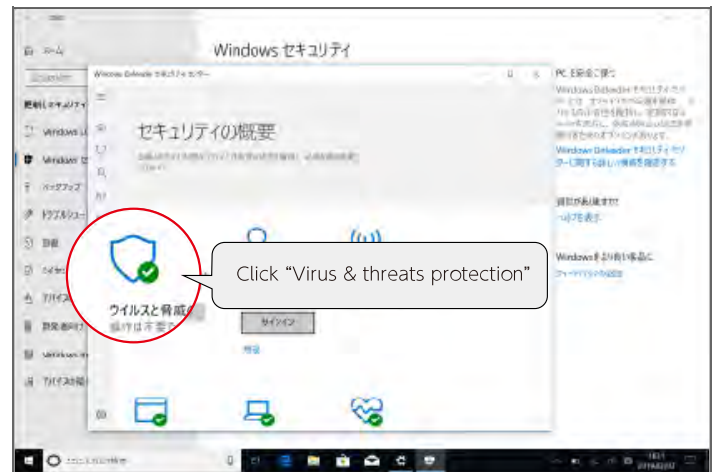
[8] "Threats" in Defender indicate computer viruses, spyware, or other malware. And "threat definition" is the file that contains the rule to distinguish those "threats" from other programs.

The information on "threat definition" is displayed on the middle of the window. check-6,7

In order to update "threat definition", click "Protection updates".
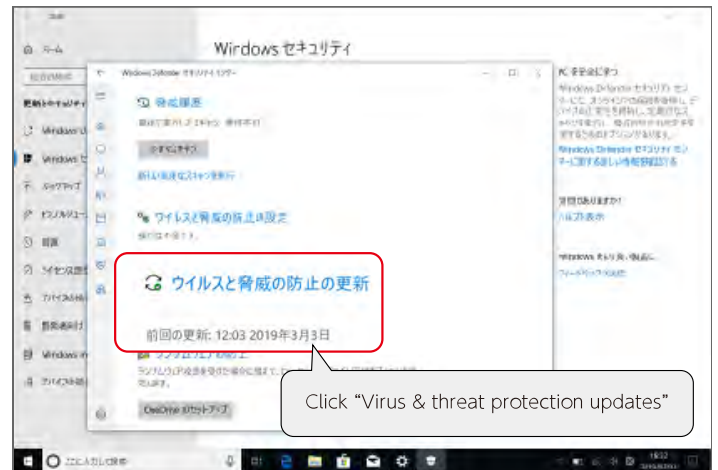
[9] When you click "Check for updates" button, Defender checks if there is the most recent "threat definition". If so, "threat definition" will be updated. Usually, updates are checked automatically and you do not need to press the button.

Click the arrow displayed on the upper left corner of the window to return to "Virus & threat protection" window.
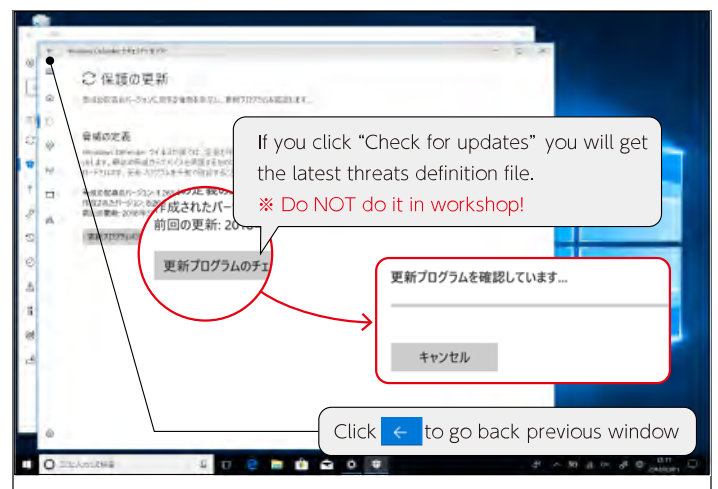
[10] Now you will learn how to scan your whole PC for viruses. It will take a long time. So do not do it during this workshop.

The way of scanning whole computer system is called "Full Scan". There is another called "Quick Scan". It scans limited parts of the computer system because they are likely to be attacked. Therefore, "Quick Scan" runs quickly.

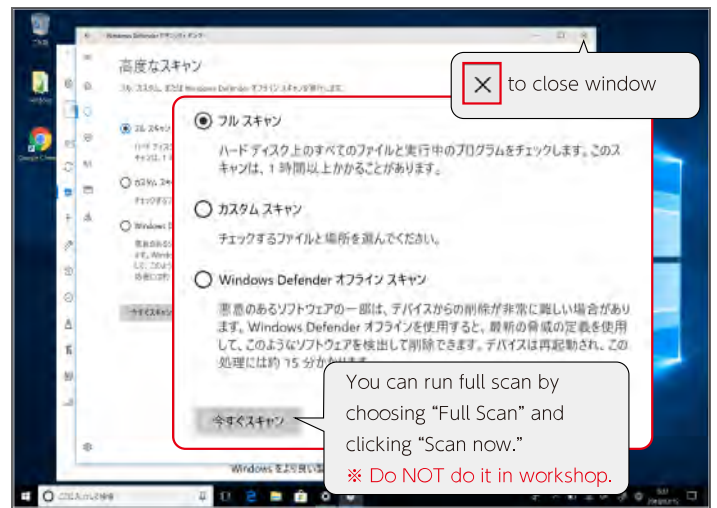In order to run a full scan, click "Advanced scans".
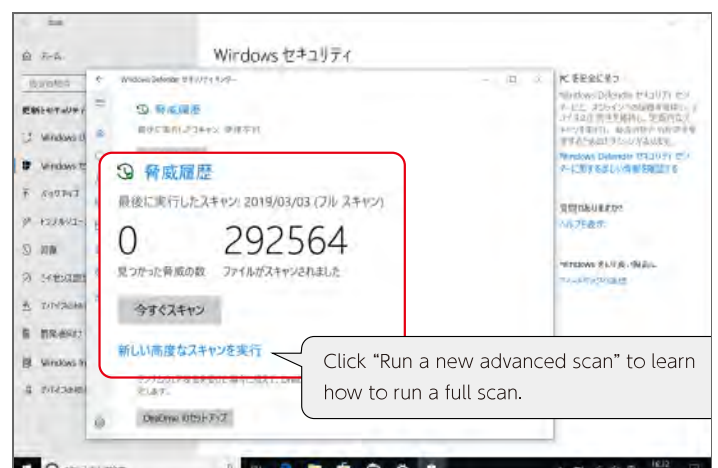
[11] You can see three advanced scans. Choose "Full scan" and click "Scan now" button to run a full scan. `check-8`

But it will take a long time. Do not run a full scan during this workshop. But do it at the earliest opportunity after this workshop and fill out the checklist.

Click X on the upper right corner of the window to close it.

X to close window

You can run full scan by choosing "Full Scan" and clicking "Scan now."
※ Do NOT do it in workshop.

Office activation

[12] Here, you will activate Office2016. With this activation, you can verify the license and start to use the software.
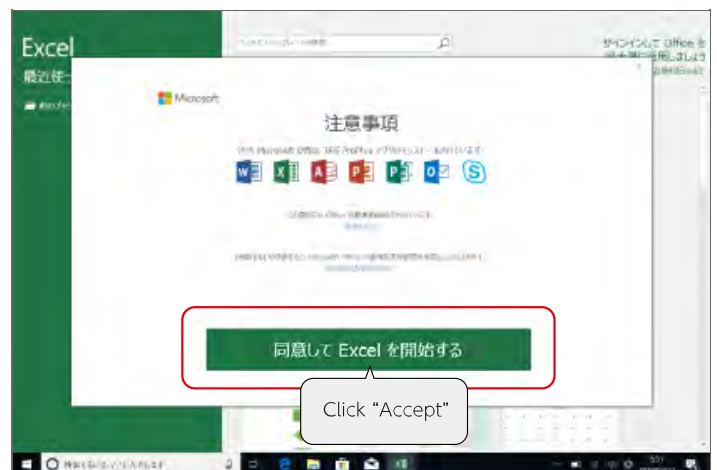
In order to activate Office, You need to open one of the products in Office2016. Here, let us open Exacel2016.

Click the Start button and find "Excel2016" in the list. Then click "Excel2016".

Click ⊞

Click ⊞ Excel
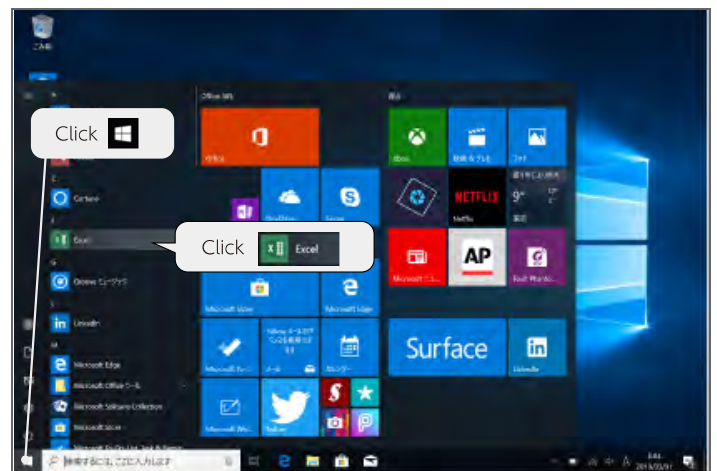
[13] Click "Accept".

* This act means that you agree to the Microsoft Office License Agreement.

Click "Accept"

[14] In order to tell Office2016 that you are a rightful user, you need to verify that you are a student in Hiroshima University.

Click "Sign in to get the most out of Office". When "Sign in" window appears, input "HIRODAI mail address", which is like b19xxxxx@hiroshima-u.ac.jp, and click "Next".

Click "Sign in to get the most out of Office"

Input HIRODAI mail address and click "Next"
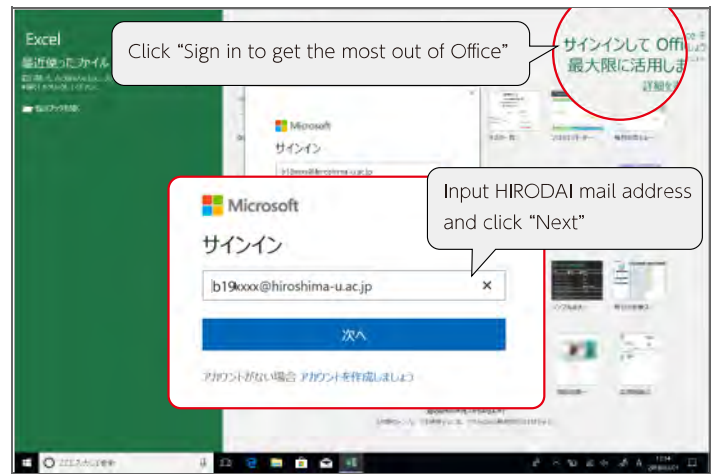
[15] "HIROSHIMA UNIVERSITY" window appears. Type "HIRODAI password" in the lower box and click "Sign in".
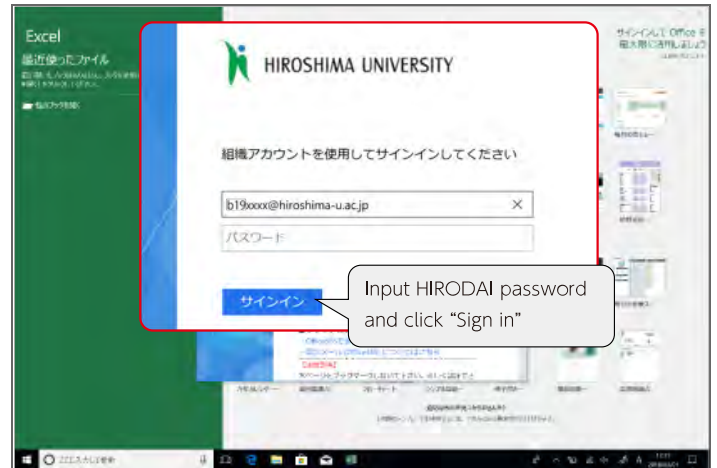
Input HIRODAI password and click "Sign in"

5. Log in to the online services provided in Hiroshima University

Let us log in to the online services provided by university, such as MOMIJI, Office365, or Bb9.

You need a browser to use these services. Microsoft Edge has already been in Windows10. Then double-click its icon to open it.

- MOMIJI: Student Portal
- Office365: Web mail service and online storage
- My MOMIJI: Class enrollment, bulletin board etc.
- Bb9: Virtual learning environment
- Others

MOMIJI: Student portal

[1] Various information for Hiroshima University students are collected into student portal, MOMIJI.

Type "momiji hiroshima university" in the search box, find "MOMIJI Hiroshima Univ. もみじ-広島大学", and click the link.

[2] MOMIJI top page will be displayed. You can get useful information there.

You can see many banners on the right of the page. In this chapter, we will explain "Web Mail", "My MOMIJI" and "Bb9".

Office365: Web mail service and online storage

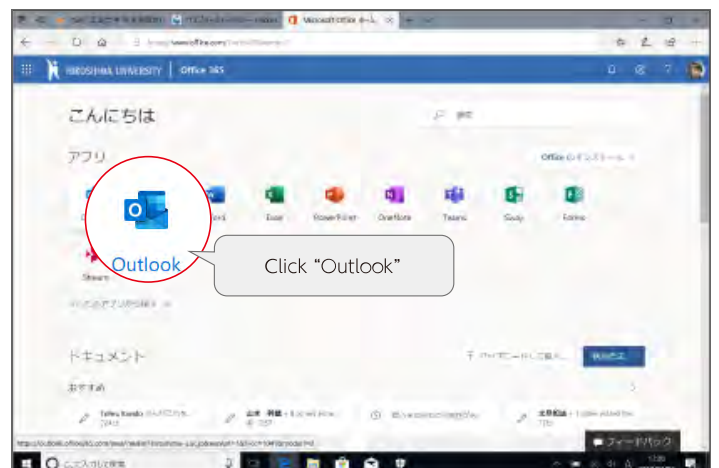[3] Click "Web Mail" banner, first.

[4] Click "Office 365 portal" (Office365ポータル).

[5] Input your "HIRODAI mail" in the upper box and "HIRODAI password" in the lower one. And Click "サインイン", it means "Sign in", blue button.

[6] Office 365 applications are listed. Click "Outlook".

[7] For your first time login, you will be asked to choose language and time zone. You may choose UTC+9 as time zone.

Choose language and time zone, and clck here (保存)
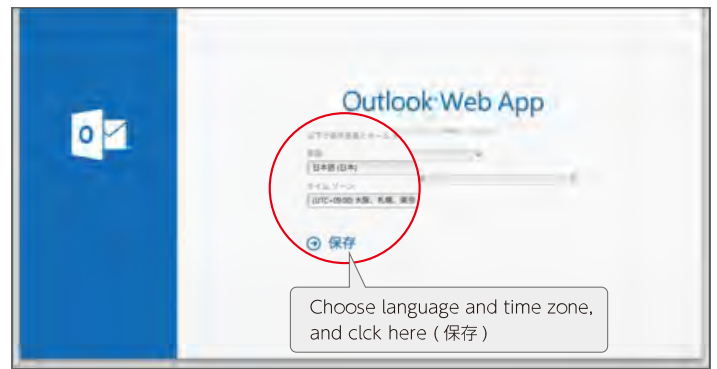
[8] Web Mail page will be open. You may read HIRODAI Mails here. Since the university sends messages to your HIRODAI Mail, check the mail box frequently. check-10

You can use Outlook app to receive and send your HIRODAI Mails on your smartphone. We recommend it for daily use, as it is easy to use and it also have push notification function.

[9] Let us move to OneDrive, online storage service in Office365. Click the upper left corner of the window, and the list of applications in Office365 will be shown. Click "OneDrive" in the list.

Click here

Then click "OneDrie"
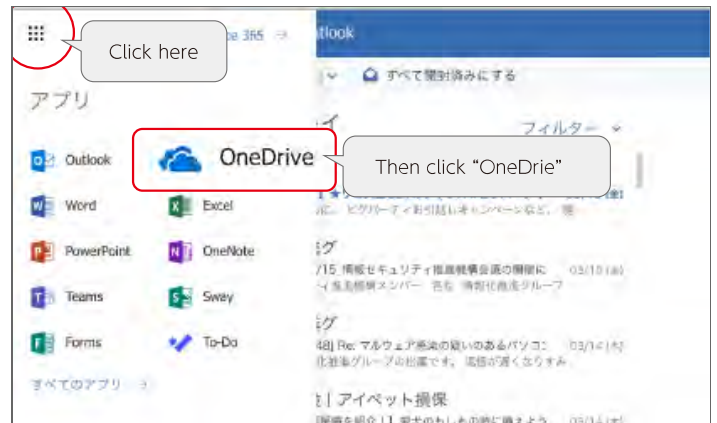
[10] OneDrive provides you 1 TB of storage. You can keep your backup data here. Or you can access files here even when you are off campus.

There is also the OneDrive smartphone app. So you can use this storage on your smartphone.

My MOMIJI: Class enrollment, bulletin board etc.

[11] Input your "HIRODAI ID" and "HIRODAI password" in each box and click "Login to My MOMIJI (Students)" button.

Log in to My MOMIJI with your "HIRODAI ID" and password.

[12] Here, you can register courses or view your grades. Notifications from your courses or school will be listed in "Message". check-11

[13]When you have finished, click "Logout".

Click "Logout"
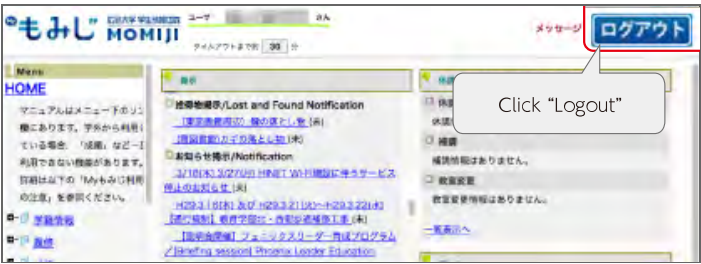
Bb9: Virtual learning environment

[14] Let us go back to MOMIJI top page again. This time, click "Bb9" banner.

Bb9 is the name of learning management system in Hiroshima University. You may view course materials, answer tests, or submit assignments on Bb9.

Click "Bb9" banner

[15] Click Bb9 banner again.

Click here

[16] Bb9 login page will be displayed.

Click the globe icon on the upper left corner of the window and choose "English" to change your language setting on Bb9.

Choose language

[17] When Bb9 login page in English is displayed, log in to Bb9 with your "HIRODAI ID" and "HIRODAI password".

Input your "HIRODAI ID" and "HIRODAI password" then Clock "Login"

[18] For your first login, this page will be shown. Click "Close".

Click "Close"
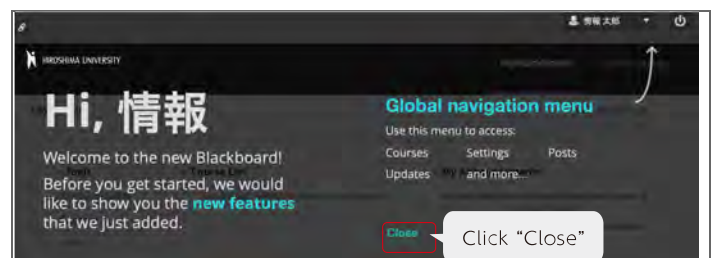
[19]This is "myBlackboard" page. There is "Course List" in the middle of the page. Courses, which you can access, are listed there. Some courses in the list are related to the courses you registered. But others are not.

Several courses should be introduced here.
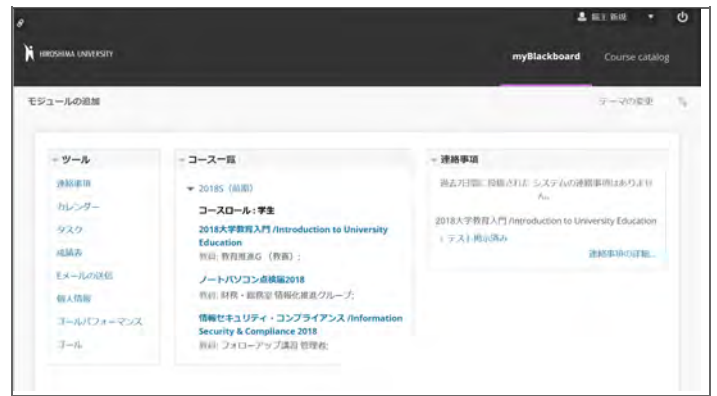
Introduction to University Education
This course is required. In this course, you will learn what you need to know to study in Hiroshima University. And you are expected to download course text PDFs and answer a test on a weekly basis.

The survey of laptop computer ownership 2018
You need to submit a checklist which declares that your PC is capable of your study life in Hiroshima University. You can submit the checklist in this course. Access to this course after finishing this lecture.

Information Security & Compliance 2019
In this course, you will learn how to use computer or network safely in Hiroshima University. All members in the university should take this course. You need to take a lecture in a classroom and learn more in this Bb9 course. If you cannot pass "Verification Test2019" and finish "account confirmation" by the end of June, your "IMC account" will be locked and you will not be able to read emails sent to your "HIRODAI mail address".


[20] When you take "Introduction to University Education", as the mention above, you are expected to download the course text PDFs from Bb9 course beforehand. Here, you will learn how to download course materials from Bb9.

Click "Introduction to University Education" in the "Course List".


Click "Introduction to University Education" in the list

[21] Click "Course Materials" in the menu on the left side of the page. Then the course contents of this course will be displayed in the right. There are many folders and each folder attributes to each class. Click "Chapter 1" to open it.


Click "Course Materials" in the menu

Click the folder for "Chapter 1" to open it
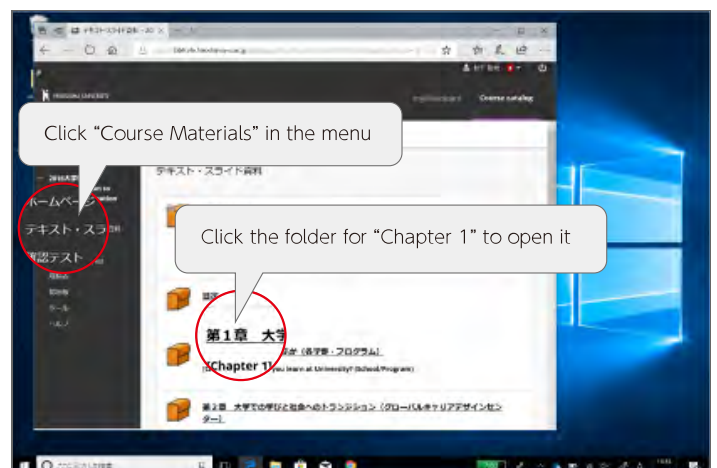
[22] There are three PDFs in the folder. Click "[Chapter 1] What you learn at Hiroshima University? (School/Program)" to see the content.

Click the name of PDF you want to read
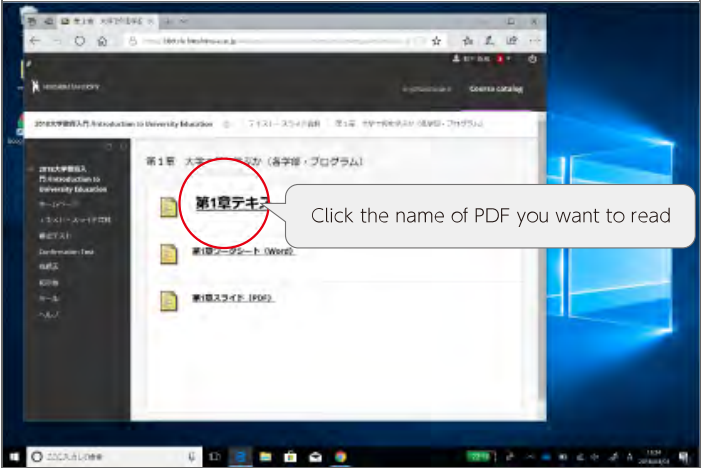
[23] Look at the picture in the right, you can read what PDF contains. However, sometimes you cannot. It depends on the software which you use to read PDFs.

Your visited page history in this course is displayed above the course contents. When you have finished, click "Chapter 1" in your visited page history to return to that page.

Click "Chapter 1" among your visited pages to go back there
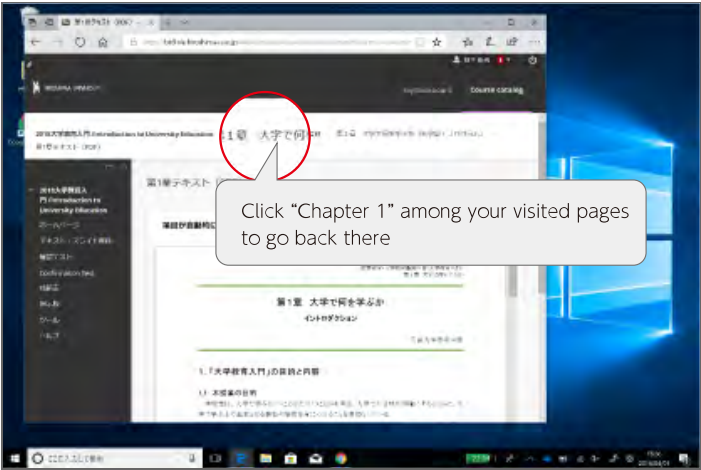
[24] What is the easiest way to download the files on the Bb9 course page? Right-click the file name and choose "Save target as" in the displayed menu.

Save the text files for chapter 1 and chapter 6. check-12

Right click the file name
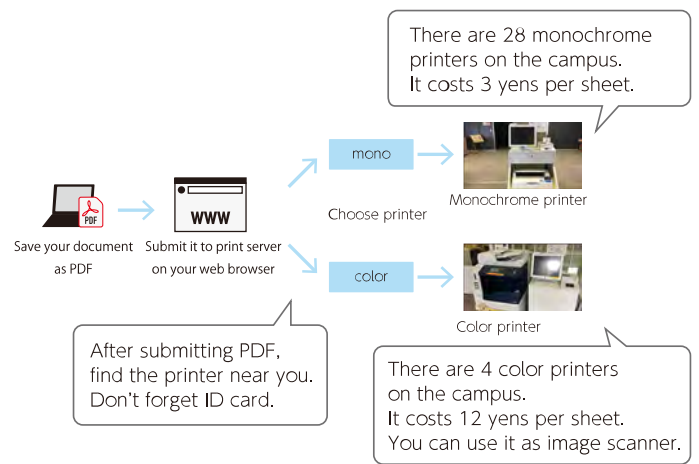
Choose "Save target as"
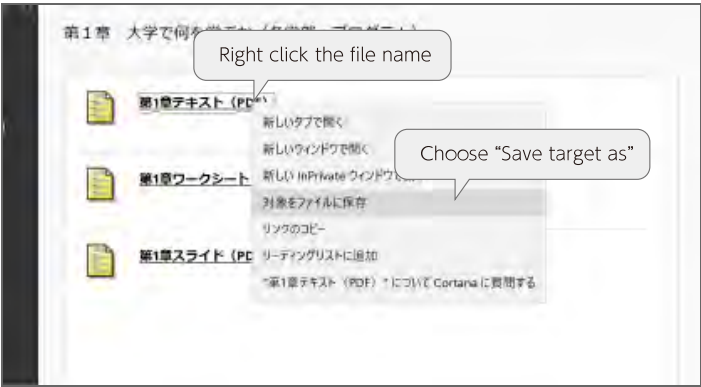
Others

Contents in this section will not be introduced in this lecture. You can read them later.

Printers

If your PC is connected to campus network, you can use university printers to print your documents. At first, save your document as PDF, and send it to print server using Web browser. Then find the nearest university printer, and print your PDF.

At that time you need to pay printing fee with MYple, Co-op's electronic money put on student ID card. It costs you 3 JPY per sheet in monochrome print, and 12 JPY in color print. So you need to charge your student ID card in advance.

You can find more information on IMC web site (https://www.media.hiroshima-u.ac.jp/services/print/webprint). It's Japanese only. Please check Google translation menu at the bottom of right column.

Save your document as PDF
Submit it to print server on your web browser
Choose printer
mono
Monochrome printer
color
Color printer

There are 28 monochrome printers on the campus. It costs 3 yens per sheet.

After submitting PDF, find the printer near you. Don't forget ID card.

There are 4 color printers on the campus. It costs 12 yens per sheet. You can use it as image scanner.

Mobile app

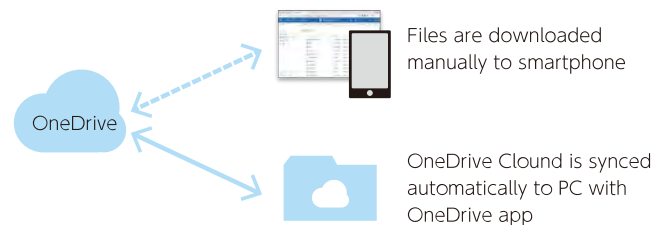You can use Bb9 mobiles apps. Search "Blackboard" on iOS App Store or Android Google play.

OneDrive

There is OneDrive app for PC, quite similar to DropBox, very famous online storage service. If you install it to your PC, your contents in OneDrive are automatically synced to those in a certain folder on your PC. In the case of OneDrive mobile app, it will not happen. The reason of this may be the small storage capacities of smartphones or tablets.

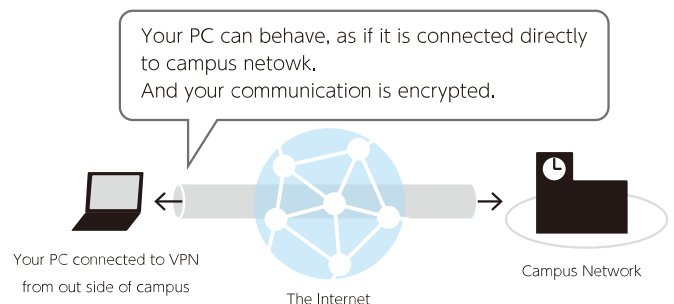You can get OneDrive apps on OneDrive web site.

You can find more information on IMC web site (https://www.media.hiroshima-u.ac.jp/services/onedriveforbusiness/).

OneDrive

Files are downloaded manually to smartphone

OneDrive Clound is synced automatically to PC with OneDrive app

VPN

When you view your grades on MOMIJI or print your works in IMC, you need to connect your PC to campus network. If you are off campus and want to use those services, you can connect your PC to campus network via VPN (Vertual Private Network). See IMC web page which shows how to connect to VPN.

You can find more information on IMC web site (https://www.media.hiroshima-u.ac.jp/services/hinet/vpngw).

Your PC can behave, as if it is connected directly to campus netowk. And your communication is encrypted.

Your PC connected to VPN from out side of campus

The Internet

Campus Network

Conclusion

Helpdesk

If you are in trouble when you use your PC, don't hesitate to make a inquiry to IMC.

At IMC:
  IMC main building, IMC west branch in West Library, IMC north branch in Central Library, IMC Kasumi branchi
Online:
  https://www.media.hiroshima-u.ac.jp/helpdesk (https://www.media.hiroshima-u.ac.jp/helpdesk)

F3S workshop

For your better PC life, IMC holds F3S, First Three Steps, Workshops.

In the workshop, you may get some useful knowledge or technique to use your PC. Join us if you are interested in the themes.

- https://f3s.riise.hiroshima-u.ac.jp (https://f3s.riise.hiroshima-u.ac.jp)