Congratulations school leaver! Please carefully complete the following steps to finish setting up your unlocked laptop.

**Windows 7 Ultimate Setup Wizard:**

1. The first thing you will see is the Set Up Windows screen. It will first ask you to **Type a computer name**. Enter a computer name and click ‘Next’.

2. You will then be asked to **Type your Windows product key**. You were provided your Windows 7 Ultimate product key on the eAcedemy website as part of the ‘Transfer of Ownership and Acceptance’ form. Enter your product key in the format indicated on the screen and click ‘Next’.

3. You may be prompted to connect to a wireless network. Select ‘Skip’ as you will do this later.

4. Windows 7 Ultimate will now finalize your settings, prepare your desktop and personalize your settings.

**Connecting to Wireless Network in Your School:**

1. To connect to your school wireless network left mouse click the wireless network icon in the bottom right hand side of your screen, near the clock.

2. A list of wireless networks will appear. Select the **nswdet** wireless network and click on **Connect**.

3. You will have a Windows Security prompt asking for a username and password. Enter your internet access username and password with @detnsw at the end of your username and click **OK**.

4. You will receive a Windows Security Alert saying **The connection attempt could not be completed**. Click the **Connect** button to complete the connection to the wireless network.

5. Select the ‘Public’ network location.

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*Don’t forget to see over the page to set up Microsoft Office 2010!*
Setup Microsoft Office 2010:

1. Click the **Windows Start Icon** in the bottom left hand side of your screen. Click **All Programs** then click on the **Microsoft Office** folder. Click **Microsoft Excel 2010** to begin setting up Microsoft Office 2010.

2. Microsoft Excel 2010 will launch and ask you to enter your **Name** and **Initials**. Enter your name and initials and click **OK**.

3. Microsoft Office 2010 will begin the setup process. You will then be asked to **Enter your Product Key**. You were provided your Microsoft Office 2010 key on the eAcademy website as part of the ‘Transfer of Ownership Acknowledgement and Acceptance’ form. Enter your product key and click **Continue**.

4. Once complete your Microsoft Office 2010 install will be ready to use. Click **Close** to finish.

**User Account/Password**

The Department of Education recommends that all school leavers change their password immediately after completing this guide. You should then create your own personal User Account and use a different password to the Administrator account.