



Niagara  
College  
Canada  
APPLIED DREAMS

# Windows 10

Microsoft Quick Start

**Quick Start: Quick start: Bring your Own Device**

ITS (2017)

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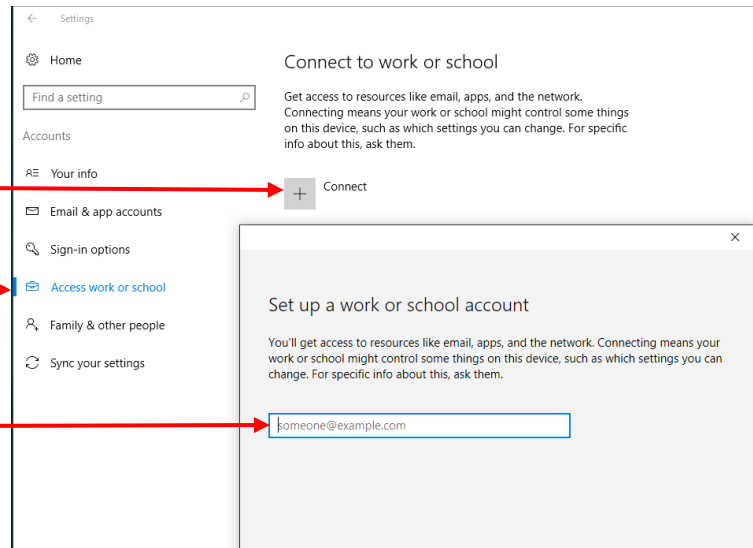
# 5 things to get going quickly

Using your own device at work or school? Here's how to get set up.  
Follow these steps...

## 1. Add your work or school account

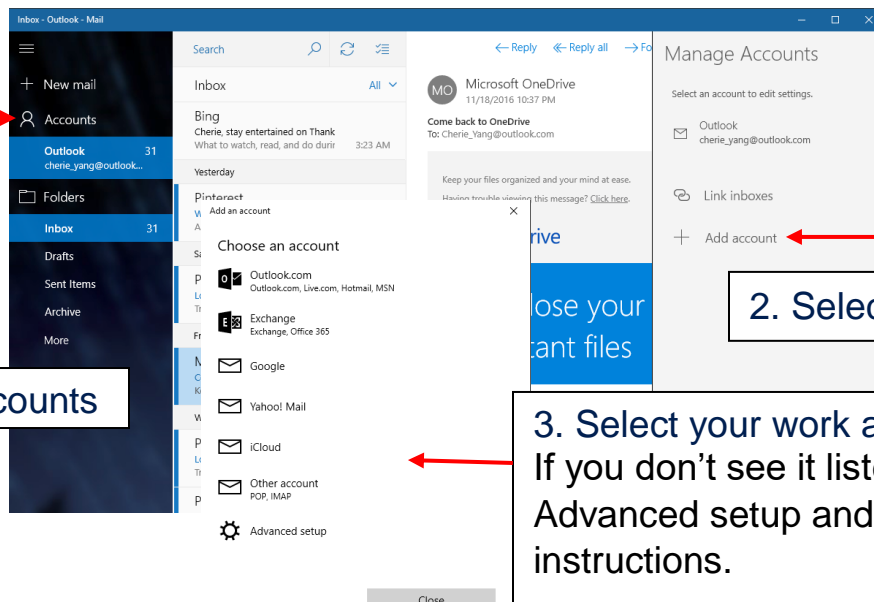
Follow these steps...

Select the Start button > Settings > Accounts > Access work or school > Connect > type your work or school email address > Next > and then finish the rest of the wizard.



## 2. Set up your work account in the Mail app

Select the Start button > find Mail in the list of apps and open it > enter your work or school email address when you first set up the app. If you've already set up the Mail app with a personal account, then add your account to the app. Here's how:



1. Select Accounts

2. Select Add account

3. Select your work account  
If you don't see it listed, select Advanced setup and follow the instructions.

# If you already use Outlook...

Setting up an additional work account won't take long.

**Have Outlook 2016 (the desktop app)?**  
Open the app and select File > Info > Add Account and follow the instructions.

**If you use Outlook.com...**  
The steps are similar, but they're different for each version of the app.  
The simplest thing to do is open the app, select the question mark in the upper right, and search for "add account."

Add Account

## Auto Account Setup

Outlook can automatically configure many email accounts.

### E-mail Account

Your Name:

Example: Ellen Adams

E-mail Address:

Example: ellen@contoso.com

Password:

Retype Password:

Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back

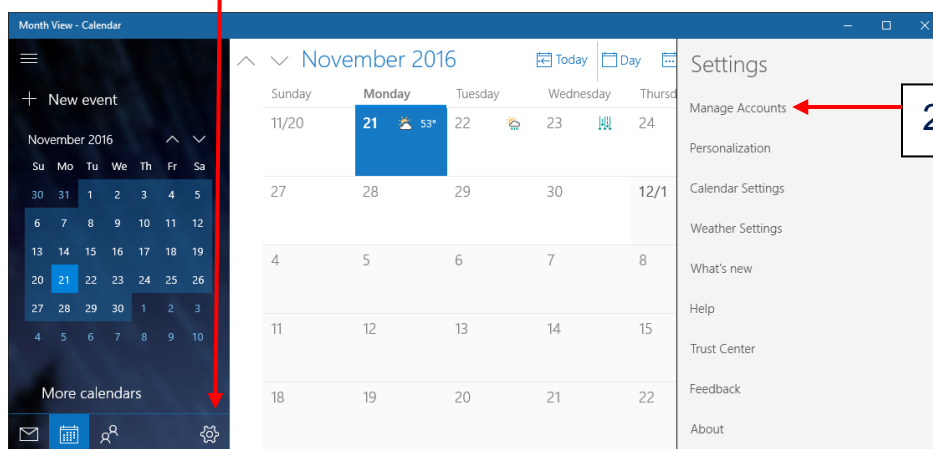
Next >

Cancel

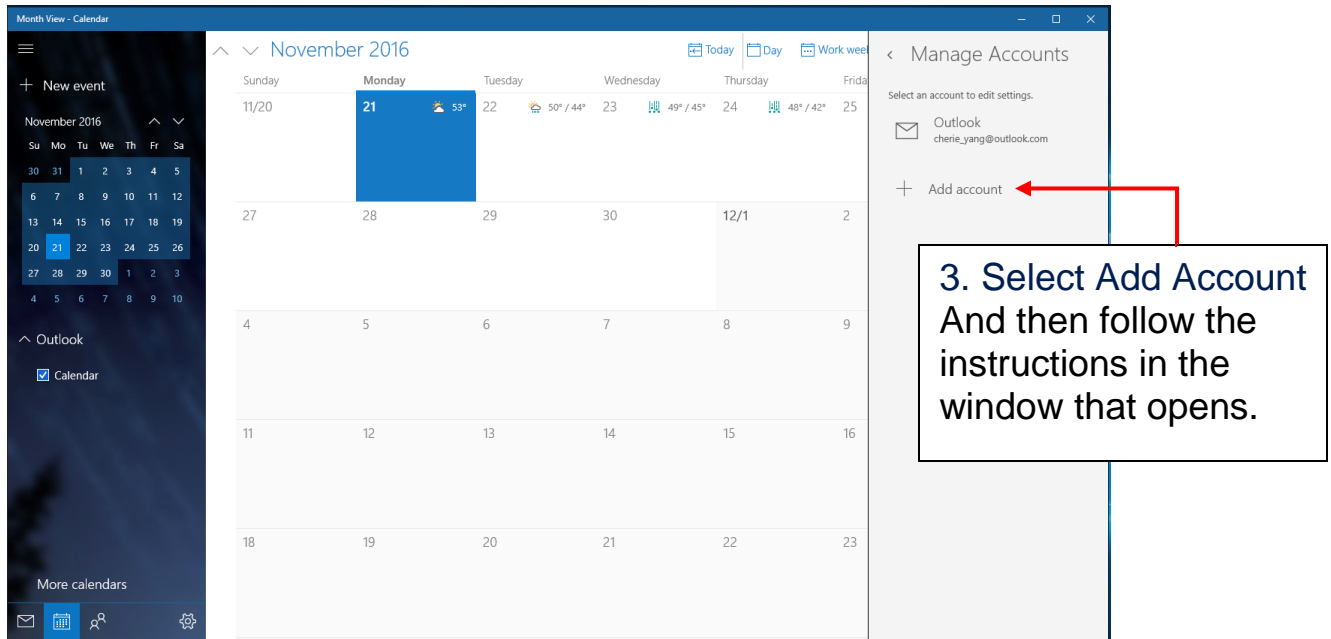
## 3. Set up your Calendar account

Select the Start button > find Calendar in the list of apps and open it.

### 1. Select Settings



### 2. Select Manage Accounts



## 4. Connect to Wi-Fi

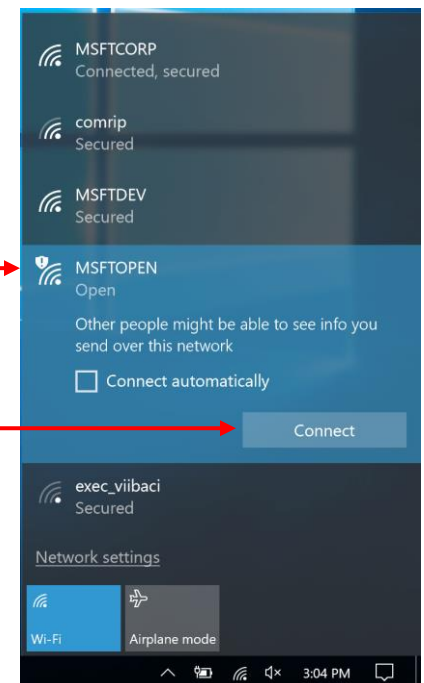
If your work or school has a Wi-Fi network, you'll want to be on it. You're going to need to get the password from your support person before you can connect.

### 1. Select Wi-Fi

It's on the taskbar in the lower right corner of the desktop.



### 2. Select a network and then Connect



## 5. Connect to work or school resources

If adding your work or school email account in step 1 above didn't automatically give you access to network resources, you'll need to connect to them.

Note that connecting to them can mean that you give up some control of your settings. For example, your passwords might have to meet their requirements. For more info, you're going to have to ask your work or school.

**Follow these steps...**  
Select the Start button  
> Settings >  
Accounts > Access  
work or school >  
Connect +.

