

Dell Latitude Laptop

STUDENT SETUP

1

Lets get started!

Open laptop



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Turn on

Steps:

- Press power button on the right side of the device
- If laptop doesn't power up, plug the power cord in for a couple of minutes

Log in

Steps:

- Enter the following:
Username = Student ID# (lunch number)
Password = your current Fulton network password

Hint:

- You may see a notification from OneDrive
- OneDrive will update each time you log into your laptop
- If you can't log in AND there is an (*) on the wireless icon, click on wireless icon and click on FCS-wifi. Log in if prompted.



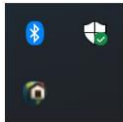
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Global Protect

- In order to make sure that your Global Protect software downloads to your device from the server, **we need you to restart your device.**
- Once you sign in again, look at your icons in the lower right hand corner
- If you see a globe with a house- **your Global Protect IS working.**
- If you see a globe with an "x"- **your Global Protect is NOT working**
 - Please restart your computer *
 - *It can take several restarts to download from the network. Be patient.

Working



NOT Working

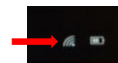


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Connect to the correct wireless network

Steps:


- Click the wireless icon in the lower right corner of the screen.



- Select FCS WiFi and then click Connect.
- Click Connect again.
- When connected, click away from the dialog box to close the wireless network list.

Set up Outlook (email)

Steps:

- Click the Windows icon  in the lower left corner and then click All Apps
 - Find Outlook 2016 and click.
 - **Hint:** The list is in alphabetical order.
1. First screen will ask to connect Outlook to office 365 > click Connect
 2. If asked to log in again, do so
 3. Outlook will need a few minutes to set up
 4. Activate Office
 - Log in
 - Studentid#@fcstu.org
 - Password – use your Fulton password

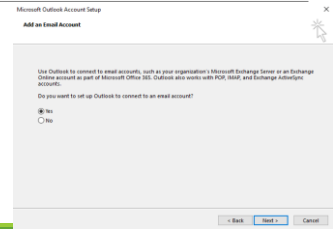
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Set up Outlook (email)

Steps:

- DO NOT ENTER EMAIL ADDRESS
- On this screen leave Yes selected
- Click Next

If setting up outlook, looks different than on this slide, accept all defaults and it should set up automatically.



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Using Office 365

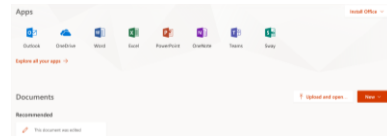
Steps:

- Open Chrome web browser
- Login to Launchpad- launchpad.fultonschools.org
- Select Office 365
- If prompted, enter your Fulton email address (Studentid#@fcstu.org) and your Fulton password

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Using Office 365 and OneDrive

- Click any of the app icons to begin using that program



- Files created in Word, PowerPoint, Excel, and OneNote will be saved to OneDrive. This is your cloud storage and is just like Google Drive. You can easily share files with teachers or other students.

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Microsoft Office Apps

You can use Microsoft Office online or the desktop version installed on the laptop. If you use the desktop versions, you can save to your OneDrive account.

Let's Practice

Click the Windows icon at the bottom left. Open Microsoft Word 2016 from Tiles or your App list.

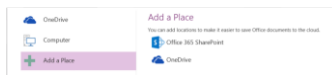
If prompted to sign in, enter your Fulton email address and Fulton password. Create a blank document.

Tap **File** → **Save As**

Should see **OneDrive-Fulton County Schools**.

If **OneDrive-Fulton County Schools** does not show, click **Add a Place**. Select **Office 365 SharePoint**.

Enter your Fulton email address and password.

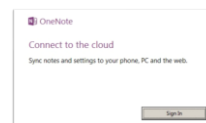


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Want to Keep a Digital Binder? Use OneNote!

Open **OneNote 2016** (desktop version and not online)

If you are prompted with the message below, click the top right corner to close that window.



OneNote allows you to create sections and pages to keep notes and stay organized.

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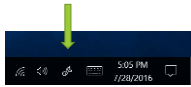
Digital Ink for Annotations

Use a digital pen/stylus/your finger to write and draw on your screen. You are not limited to using the keyboard. This will be especially helpful when taking notes. Here is a list of places that recognize digital ink.

Desktop Versions of Microsoft Office

- Word 2016
- PowerPoint 2016
- OneNote 2016

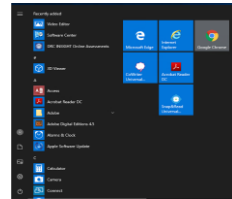
- OneNote online
- Windows Ink workspace- click the pen icon on your taskbar
- Edge browser web note



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Tiles

- Press **Windows** button to see the Tiles. These open apps and programs
- Use your mouse or your finger on the touch screen.
- Tiles can be added and removed.



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Add Tiles to the Start Screen

- Tap the Windows button
- Search for each of the apps below
- Right click on each one and choose "Pin to Start"



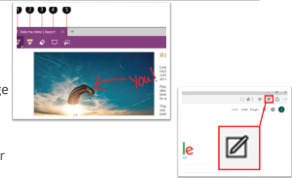
- OneNote 2016
- Word 2016
- PowerPoint 2016
- Outlook 2016 (to access your email)
- Camera

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Using the Internet

- 3 Web Browsers:
- Chrome
 - Internet Explorer
 - Edge – new to Win 10

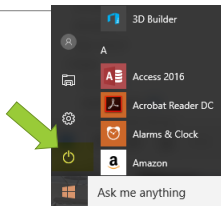
- Edge Web Note – annotate over webpage
- Open Edge. Go to weather.com and open one of the articles.
 - Tap **Web Note** icon
 - Select tool from purple toolbar (Pen or Highlighter)
 - Draw on page with finger on trackpad
 - Click exit on far right to stop annotation mode



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Shut Down

- Press the Windows button.
- Tap the Power icon and choose Shut down.



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STUDENT EXPECTATIONS

- Bring your laptop fully charged everyday
- Take your laptop home at night to charge
- Handle with care at all times



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