# Helpful Information for Student Laptops

## Installing Software
Microsoft Office is preloaded on your laptop. You will need to install additional software for your coursework.

**HP:** Visit the Company Portal with any network connection.

**Apple:** Visit the Managed Software Center. You will need a VPN connection off campus.

## Email
- [http://mail.my.uwstout.edu/](http://mail.my.uwstout.edu/)
- Check email often to stay informed.
- Don’t forget your Other and Junk folder.
- Don’t fall prey to phishing.
- Never share your password.
- Download the Outlook Mobile app to access email on your phone.

## 2-Step Authentication
- **2-Step Authentication** is used to protect your account and personal information. Enroll in 2-Step by visiting: [kb.uwstout.edu/enroll2step](http://kb.uwstout.edu/enroll2step)

*All students will be enrolled before the end of 2020.*

## Backup & Storage
- Backing up is your responsibility. OneDrive for Business (Education) has been set up to backup your desktop, documents and pictures on HP Laptops. OneDrive will need to be configured for Apple Laptops.

## Backup & Storage

## Common Logins
Visit [logins.uwstout.edu](http://logins.uwstout.edu) for links to campus systems. Use this page to access your email, Canvas, Access Stout and StoutCloud.

## StoutCloud
UW-Stout’s internal website is [stoutcloud.uwstout.edu](http://stoutcloud.uwstout.edu). It is recommended that you set StoutCloud or Common Logins as your homepage.

## Contact
- **Technology Help Desk**
  - 109 Sorensen Hall
  - 715-232-5000
  - techdesk@uwstout.edu
  - kb.uwstout.edu

## On-Campus Wi-Fi
Connect to “Stout Secure” and use your campus username and password.

## Passwords
- UW-Stout requires students to reset their password every 180 days. Password validation and reset options are found at: [https://password.uwstout.edu](https://password.uwstout.edu)

## Get Help
The Technology Help Desk is here for you. We can help you with all your laptop-related needs. From simple software help, to virus removal, to hardware repair.

The answers to many of your questions can be found in our KnowledgeBase:

- [http://kb.uwstout.edu/](http://kb.uwstout.edu/)

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INITIAL SETUP
FOR STUDENT LAPTOPS

HP INITIAL SETUP
1. Turn on your HP Laptop.
2. Connect to a wireless network. (Use StoutSecure when you are on campus)
3. Select Set up for an organization.
4. Sign in with your Stout email credentials. (Ex: Student1234@my.uwstout.edu)
5. Select No to set up using Microsoft across devices. (Can be set up at a later time)
6. Complete the setup process. This will take a few minutes and your computer will automatically reboot when finished.
7. If needed, reconnect to the wireless network.
8. Sign into the laptop using your Stout email credentials.

See KB Article: https://kb.uwstout.edu/hpsetup for more details.

APPLE INITIAL SETUP FOR NEW 2020 APPLES
1. Power on your Apple Laptop.
2. Select your location and keyboard.
3. Connect to a wireless network. (Use StoutSecure when you are on campus)
4. Data Privacy Window: Click Continue.
5. Transfer Information to This Mac: Select Don’t transfer any information now.
7. Agree to Terms and Conditions.
   Full name: Enter your full name.
   Account Name: You can leave this field alone, or change it. This only affects the name of your home folder on your computer.
   Password: Enter the password you’d like to use to log into your computer.
   This is not the same as your UW-Stout password.
   Hint: Enter a password hint, if desired.
9. Express Set Up: Click Continue.
10. Analytics: Click Continue.
11. Screen Time: Click Set Up Later.
12. Siri: To enable, click Continue, otherwise uncheck “Enable Ask Siri” and click Continue.
13. Touch ID: Click Continue. Click “Set Up Touch ID Later”.
14. Choose your Look: (Personal Preference - Light, Dark and Auto)
15. True Tone Display: Click Continue.
16. Wait for the setup to complete. When you are at the desktop, setup is complete.

See https://kb.uwstout.edu/applesetup2020 for more details. If you have a 2019 Apple, visit https://kb.uwstout.edu/applesetup2019