



2020
2021

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.

VPN

You will need a network connection or a VPN connection (Off-Campus) to access some software applications.

Visit kb.uwstout.edu/vpn for VPN instructions.

COMMON LOGINS

Visit logins.uwstout.edu for links to campus systems. Use this page to access your email, Canvas, Access Stout and StoutCloud.



ON-CAMPUS WI-FI

Connect to "Stout Secure" and use your campus username and password.

EMAIL

<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.

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.



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/>

PASSWORDS

UW-Stout requires students to reset their password every 180 days. Password validation and reset options are found at:

<https://password.uwstout.edu>

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



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

STOUTCLOUD

UW-Stout's internal website is 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

 For hours visit kb.uwstout.edu



INITIAL SETUP FOR STUDENT LAPTOPS

HP SETUP

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 SETUP

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**.
6. *Apple ID*: Select **Set Up Later**.
7. Agree to **Terms and Conditions**.
8. Create a Computer Account.
 - 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>