



Setting up a Windows 11 Laptop

Guide 1: Out-of-Box Setup

Before you begin

Some steps in this guide may not appear on your screen — that's okay!

Each laptop manufacturer can change or remove some of the Windows setup screens.

If a step doesn't appear, simply skip it.

If you see a step that isn't listed here, use your best judgment to continue.

You'll need:

- An **internet connection**
- A **Microsoft account** (you can create one during setup)

 **Tip:** Use a **personal email address** when creating your Microsoft account.

Do **not** use a school-issued email (ending in @eq.edu.au) — this can cause problems signing in or syncing later.

If you've already finished the initial setup and just need to set up your **student's account** for school use, skip ahead to **Guide 2: Create a student account**.

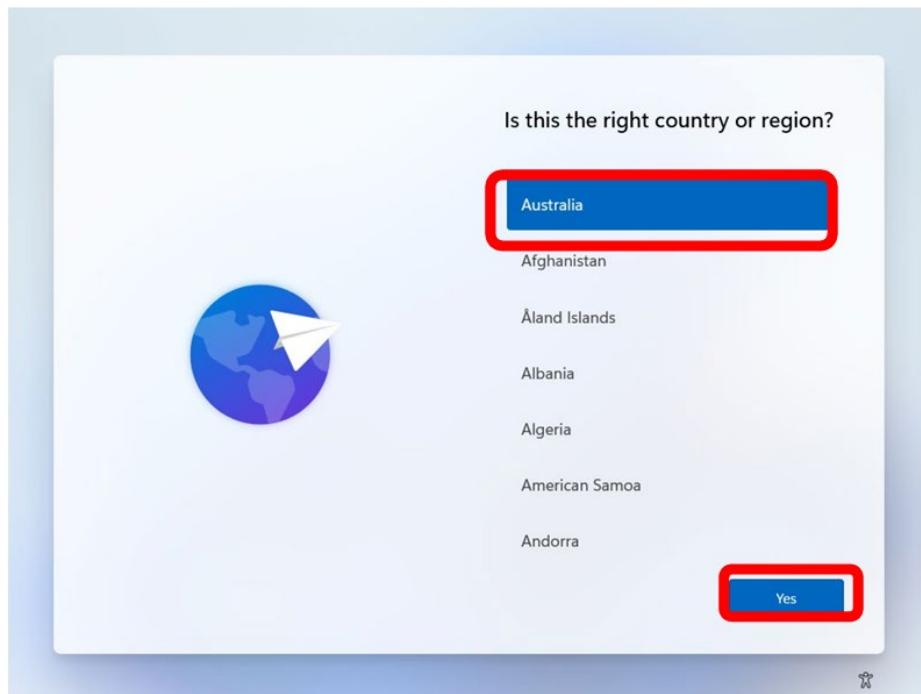


Let's Get Started!

Step 1: Confirm your region

When asked “Is this the right country or region?”

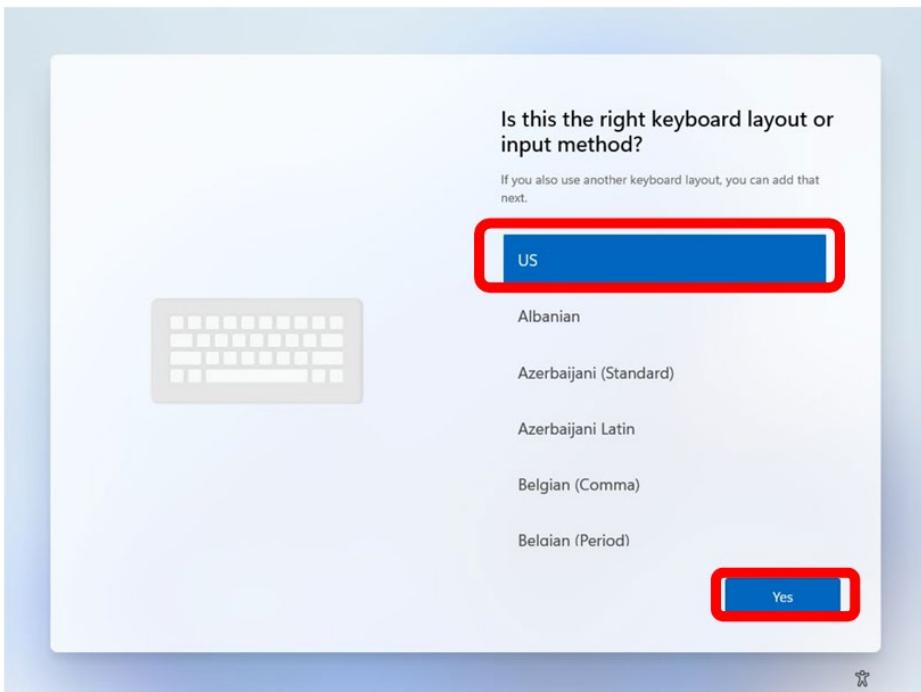
- Select **Australia** then click **Yes**.



Step 2: Choose your keyboard layout

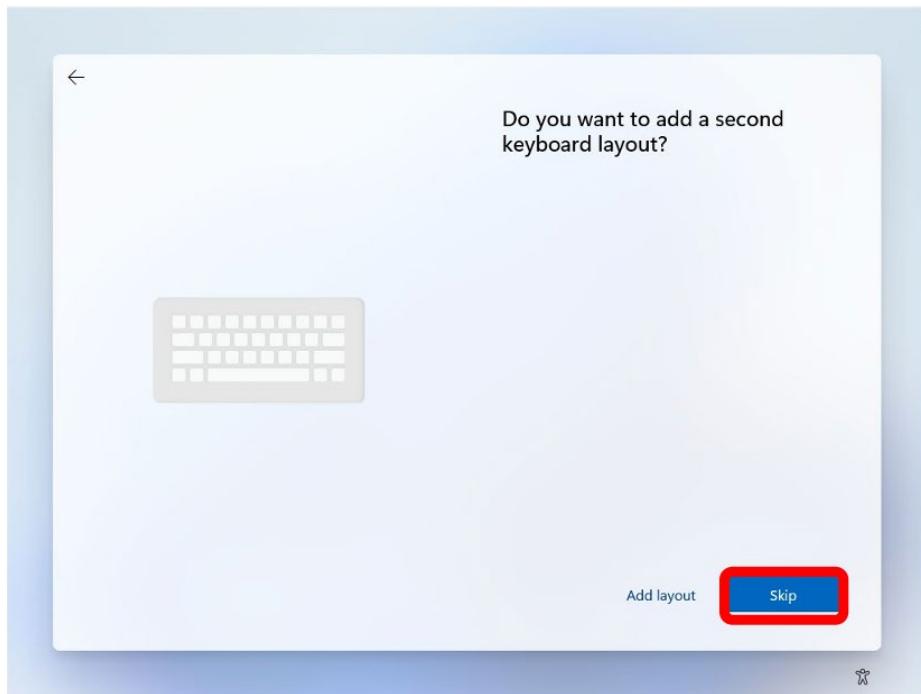
When asked “Is this the right keyboard layout or input method?”

- Select **US (United States)** then click **Yes**.
(Australia uses the same layout — **do not** select “**UK**”)



Step 3: Add a second keyboard layout

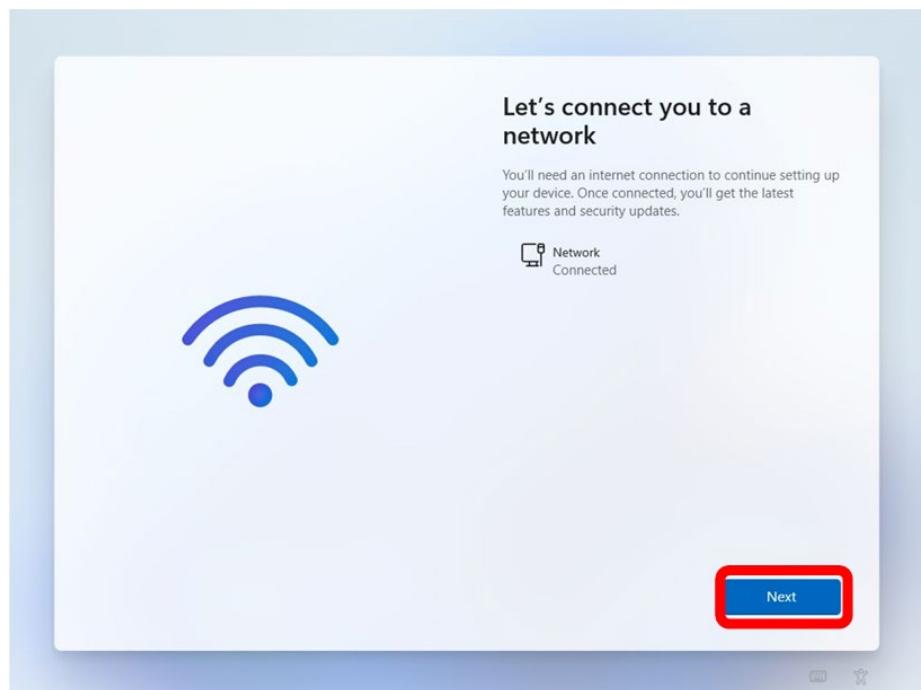
- Select **Skip**.



Step 4: Connect to a network

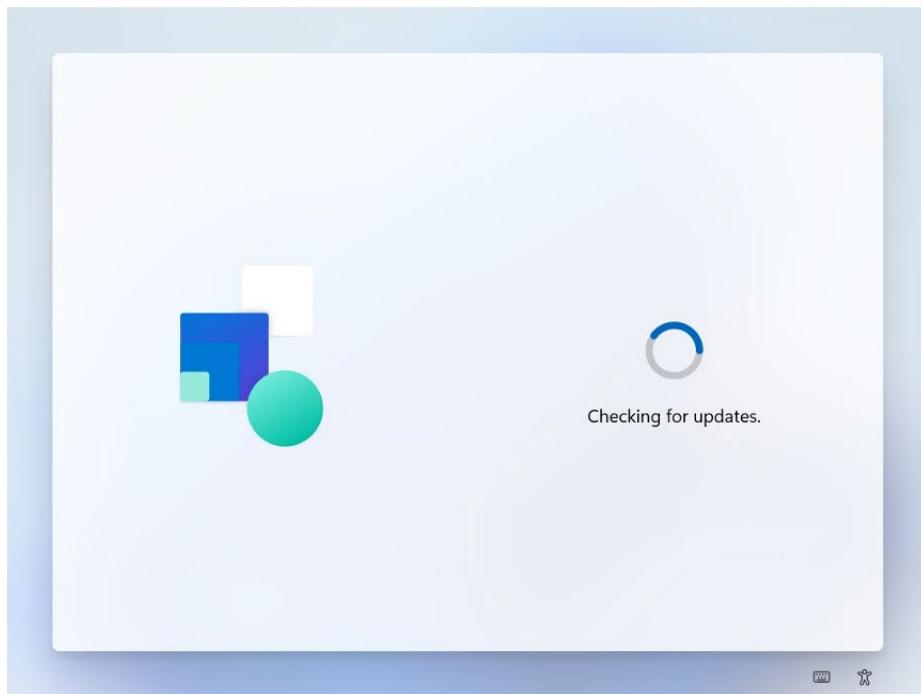
- Choose your **home Wi-Fi**,
- Enter your **Wi-Fi password**,
- Select **Next**.

Your computer may take a moment to connect.



Step 5: Checking for updates

Windows will automatically check for updates and install them if needed. Your computer may restart several times during this process — this is normal.



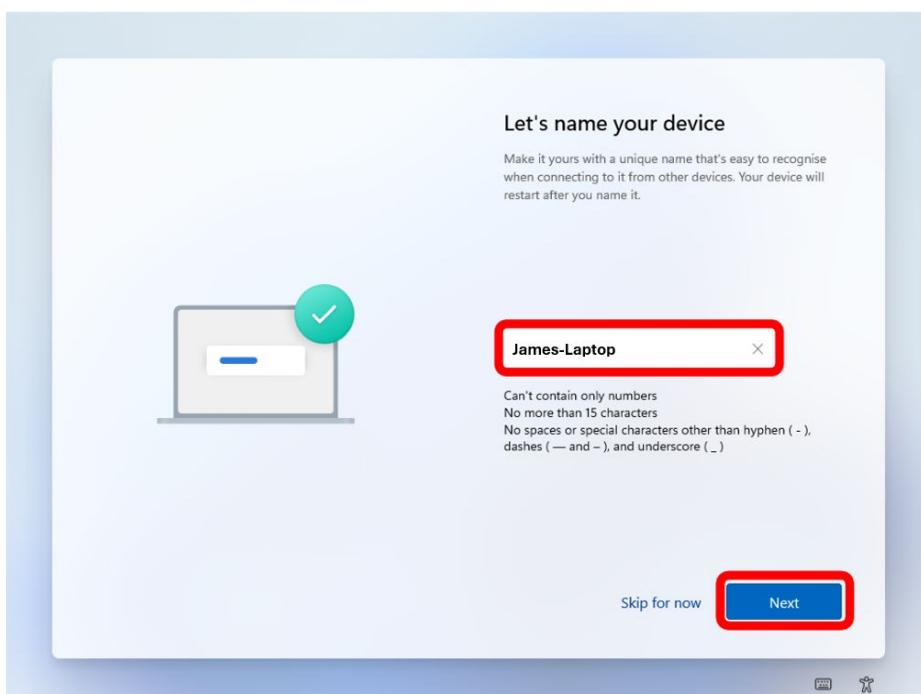
Step 6: Name your device

You'll now be asked to name your laptop.

You can use your child's name to make it easy to identify, such as:

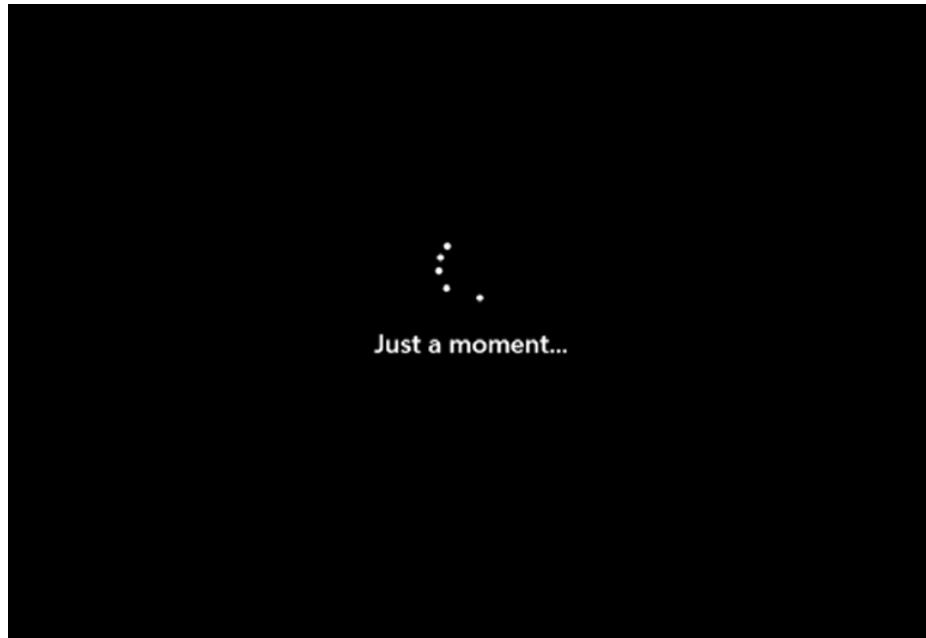
- JamesLaptop or James-Laptop

After entering a name, select **Next**.



Step 7: Restart

Your device may restart again — wait until the next screen appears.



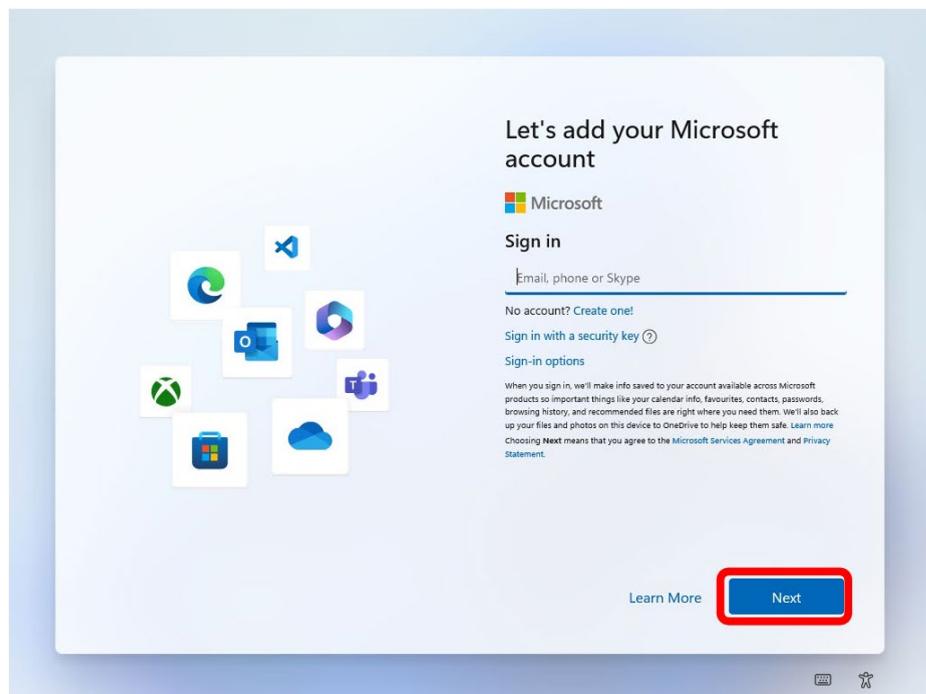
Step 8: Sign in with a Microsoft account

Enter your **Microsoft account email address**.

This account should belong to **you (the parent or Guardian)**. If you don't have one, select **Create one!** and follow the on-screen prompts.

Do not use a school-issued email (ending in @eq.edu.au) — this can cause problems signing in or syncing later.

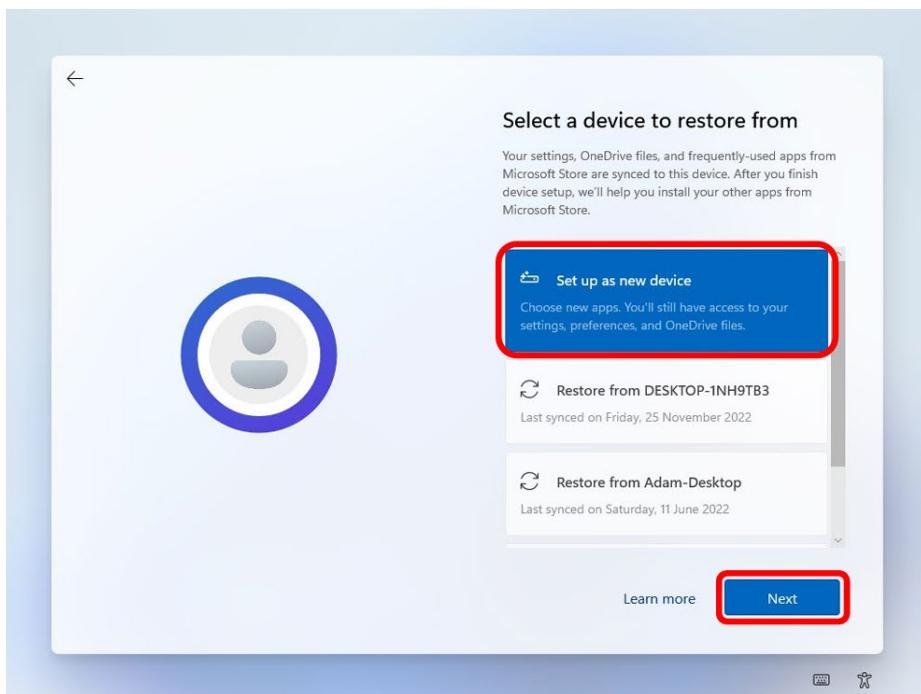
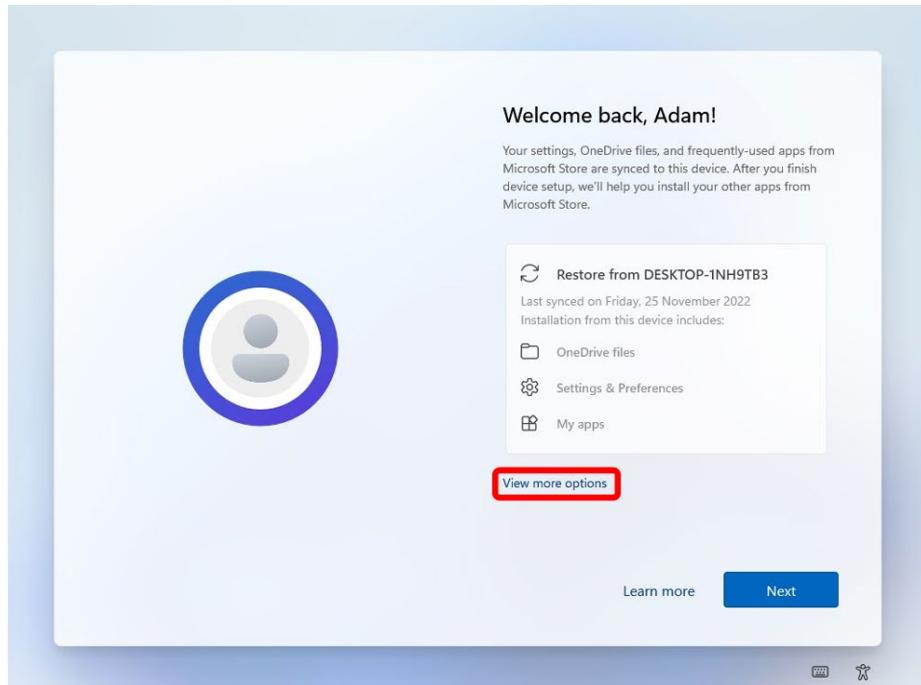
Once you've signed in or created your account, select **Next**.



Step 9: Choose setup option

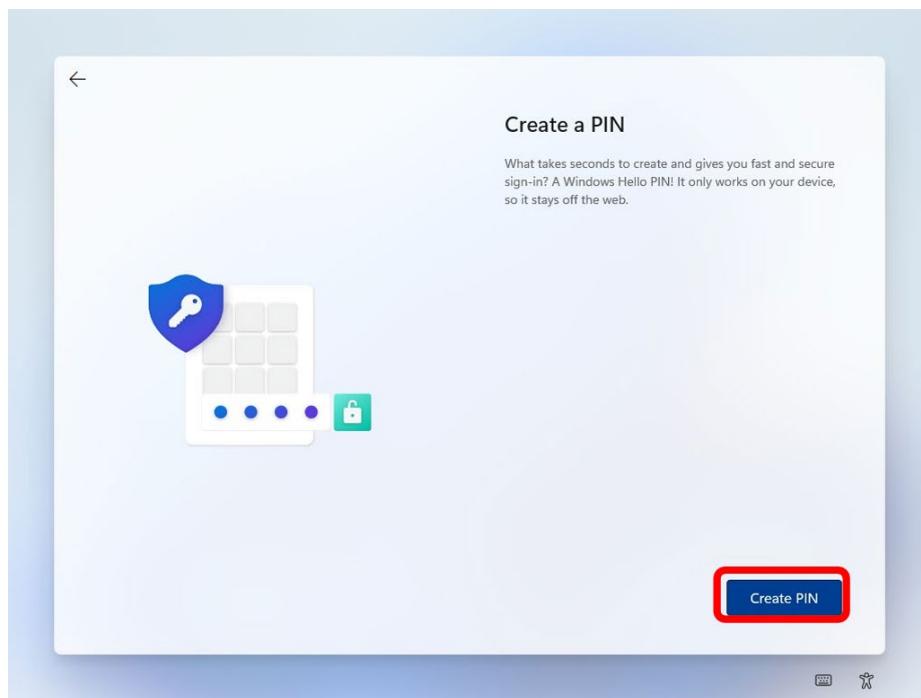
If you've used your Microsoft account on another device, you might see the message: "Restore your account?"

- Select **View more options**,
- Choose **Set up as new device**,
- Select **Next**.



Step 10: Create a PIN

Create a PIN for quick access to the laptop.
(Your student will not use this PIN — it's just for your parent account.)

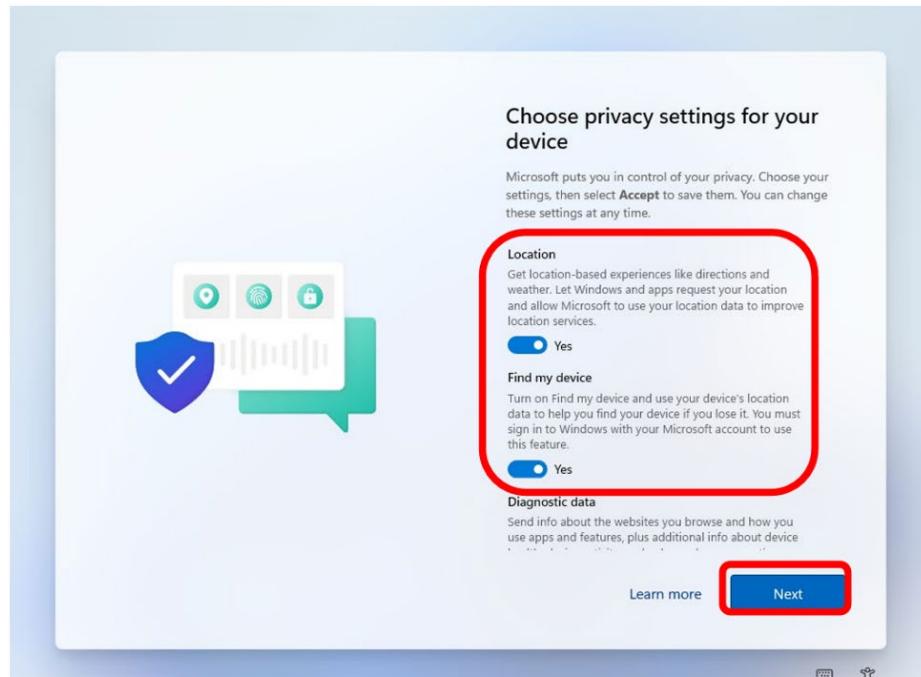


Step 11: Privacy settings

Read through each option and adjust as preferred.
It's recommended to keep the following turned on:

- **Location**
- **Find My Device**

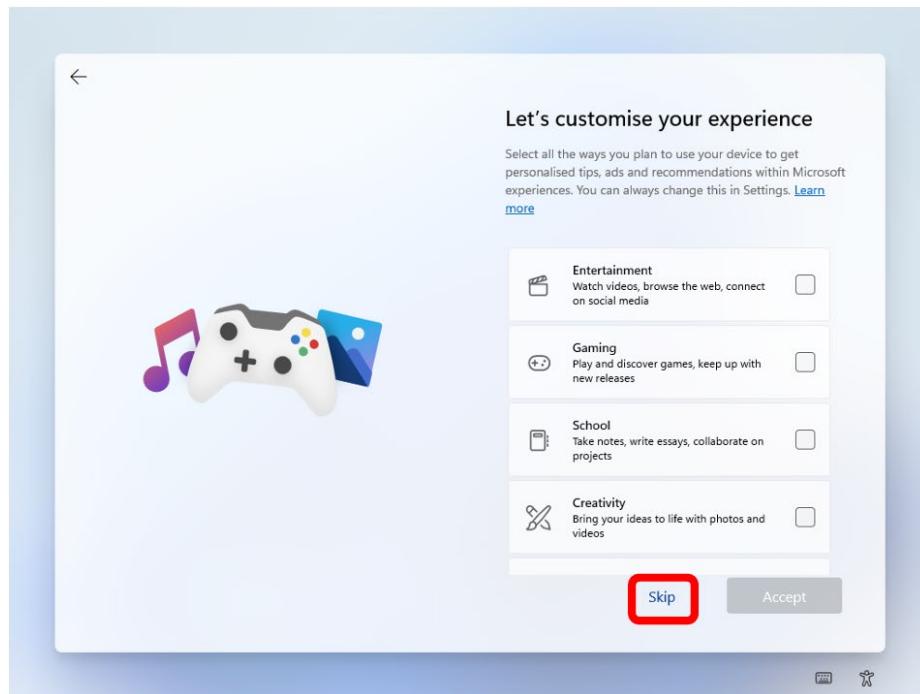
These settings help track the device if it's lost or stolen.
When ready, select **Next**.



Step 12: Customise your experience

When asked “Let’s customise your experience,”

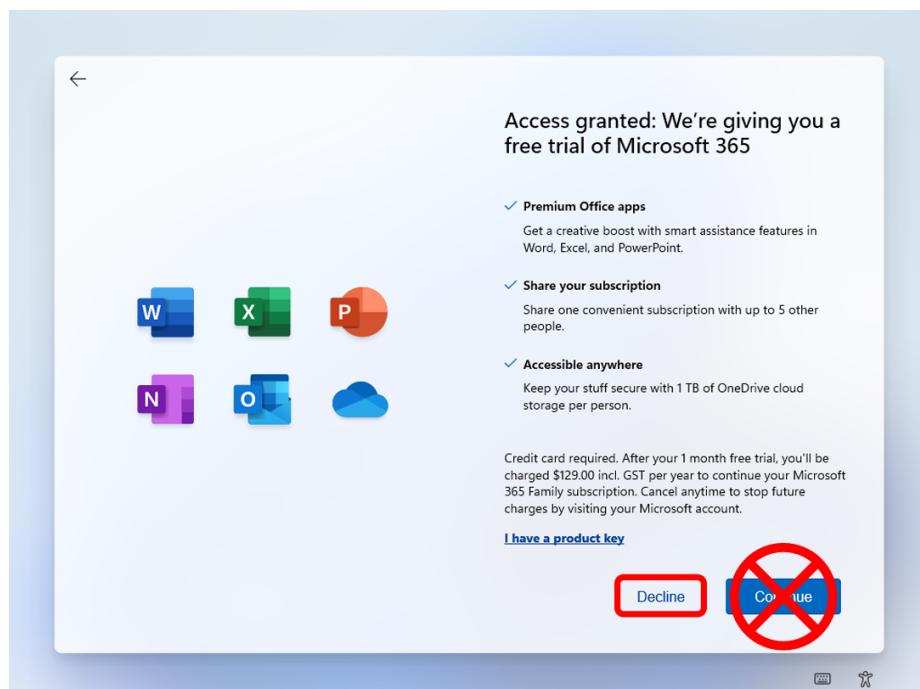
- Select **Skip**.



Step 13: Microsoft 365 offer

If prompted for a **free trial of Microsoft 365**, select **Decline**.

All Education Queensland students already have **free access** to Microsoft 365 using their school account — no payment is needed.

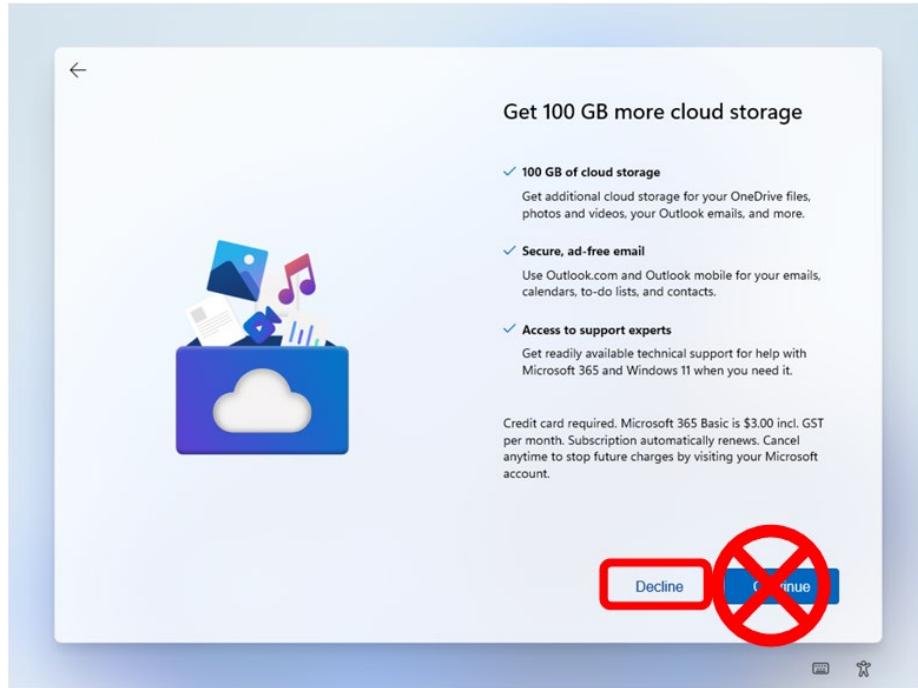


Step 14: Cloud storage offers

If asked to sign up for cloud storage, select **Decline**.

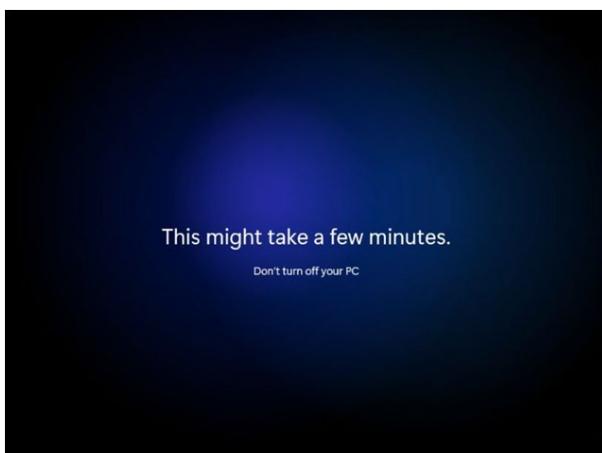
Each student already receives a **free OneDrive account** that remains active for their entire time in Education Queensland.

You may see a few other promotional offers — you can safely **decline** all of them.



Step 15: Final setup

Your laptop will restart once more, then open to the Windows desktop.
Sign in using your PIN when prompted.



 **Your child's laptop is now set up!**

You're ready to move on to **Guide 2: Create a student account**.



❓ Need Help?

If you experience any issues or have questions:

✉️ **Email:** ithelp@fernnygroveshs.eq.edu.au

🏠 **Visit:** IT Helpdesk (located in **E Block**)

⌚ **Hours:** 8:00 AM – 4:00 PM, Monday to Friday

