Follow these step-by-step instructions for setting up your new Lenovo laptop

1) Power your Lenovo Yoga on - the power button is on the right side of the base.
2) Hi There - Select the desired settings.
3) License Terms – Read and accept license terms.
4) Get Online - For now choose “Skip This Step” which is located in small letters at the bottom of the screen.
5) Get Going Fast - Select "Customize Settings."
   a. 1st Screen - adjust all 5 sliders to the OFF position.
   b. 2nd Screen- Make no changes
   c. 3rd Screen- Make no changes
6) Account - Create an account username and password. We highly recommend setting a password; this helps keep your computer safe from hackers and viruses.
7) Enhance Your Experience - Do not enter name and email; uncheck all three boxes.
8) You are now at the Start Screen.

Internet and Software Setup

Connect to the wireless internet
   a. In the bottom right corner of your screen click on the wireless icon (or swipe from right of screen, select "Settings," click on the wireless icon).
   b. Select the wireless connection.
   c. Enter network password and/or username (if required).

Create a Microsoft Office account

Activate your Microsoft Office
   a. From the start screen select Microsoft OneNote 2016 - the start screen can be accessed by pressing the Windows logo in the bottom left corner of your screen.
   b. Do not sign in, Press the ESC key on your keyboard, you will make an account later.
   c. Activate Office: Type your Email address used to create the Microsoft account, click "Next."
   d. Type in your Microsoft password, click "Sign in."
   e. The rest is automated and you are ready to use Microsoft Office products.
   f. Click “Use recommended Settings”, Click "Accept."

Your Lenovo Yoga is ready to use *

*Note: For tips on using Windows 10 visit: http://windows.microsoft.com/en-us/windows/tutorial

Please feel free to contact PVM student laptop support via e-mail or by phone during office hours 8am – 5pm ET with any questions or concerns regarding your laptop.

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