



Pallara State School
ICT Department

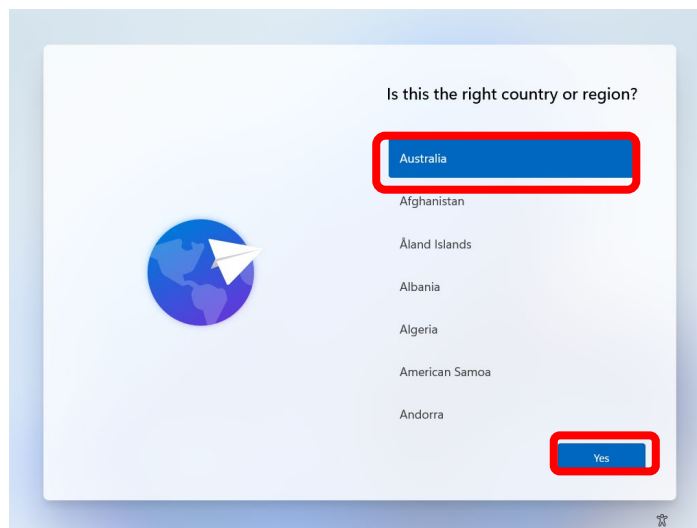
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Setting up a Windows 11 Laptop – “Out of Box Setup” guide 1 of 3 (V1.0)

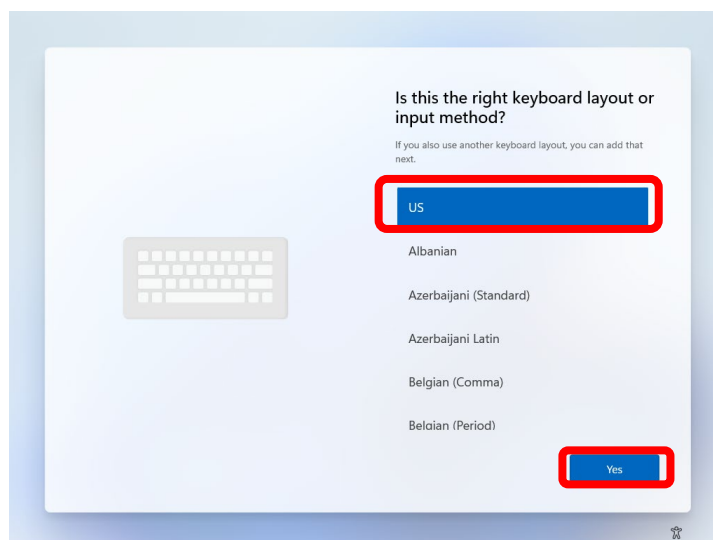
Some steps in this article may not appear for you. Every laptop manufacturer can add or remove certain steps from the windows setup screen. If a step does not appear, ignore that step. If a step appears that is not included, please use your best judgement for what to do.

Before starting, you will require an internet connection and a Microsoft account. If you do not have a Microsoft account, you can create one during this setup. You can use a current email address and “attach” it as a Microsoft account during this setup. **If you have already gone through the initial setup process and wish to learn how to setup your students device ready to be connected to the EQ network you can skip this guide and continue to guide 2 – Setting up an account on the laptop for your child**

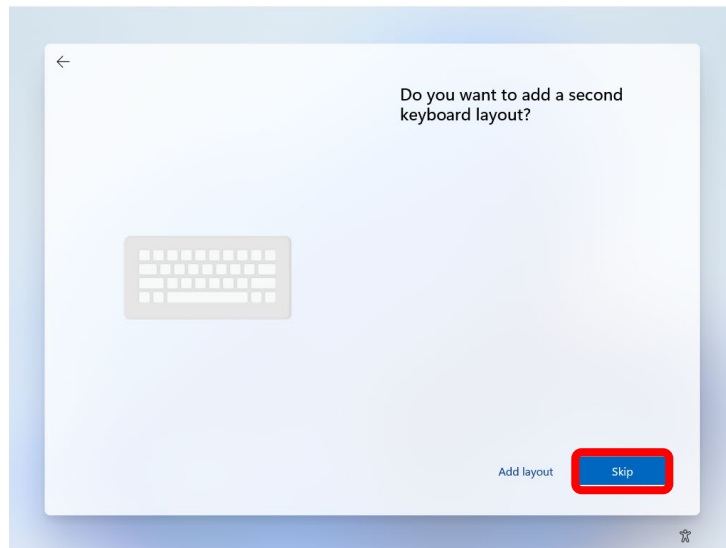
Step 1: Is this the right country or region? - Select “Australia” and select “Yes”



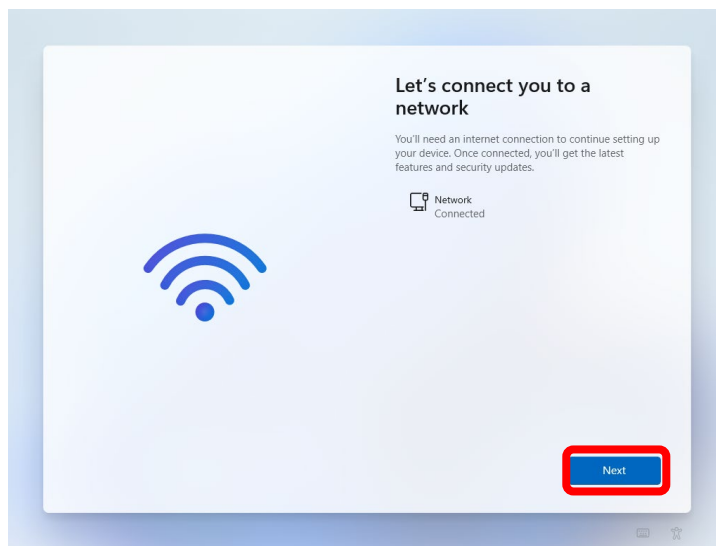
Step 2: Is this the right keyboard layout or input method? – Select “US” or “Unites States”. Australia uses the same keyboard layout. Do not select “UK”.



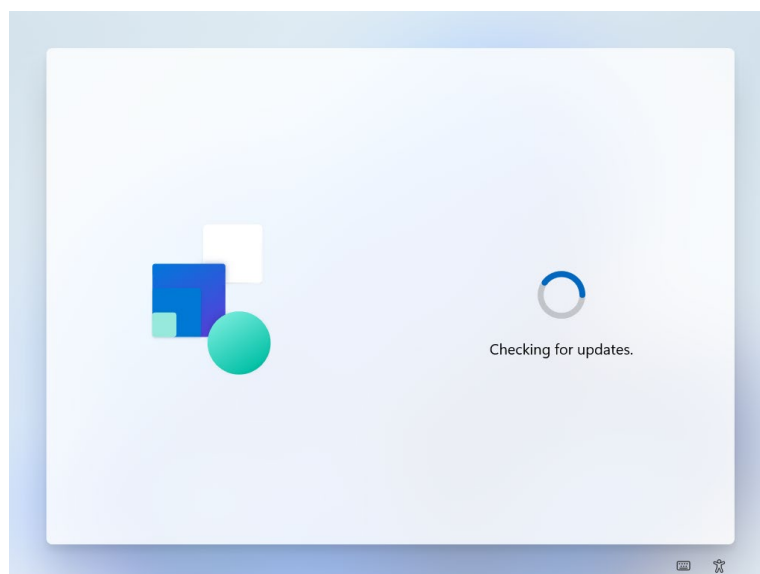
Step 3: Do you want to add a second keyboard layout? – Select “Skip”.



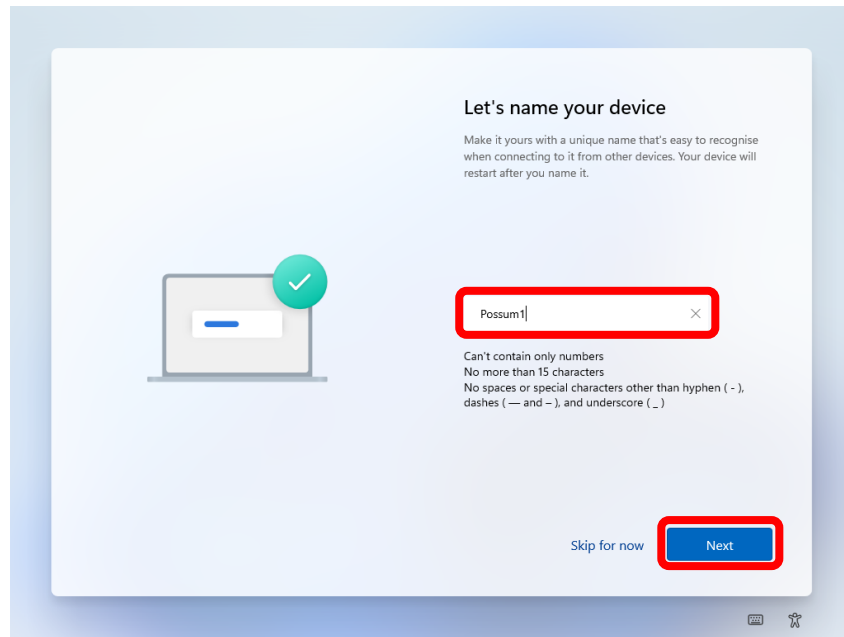
Step 4: Let's connect you to a network – Select your home wifi connection and enter in your password. Once connected – Select “Next”.



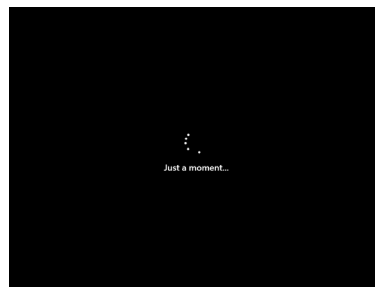
Step 5: Your computer will now check for updates. If any updates are required it will install them automatically. Your computer may restart multiple times during this process.



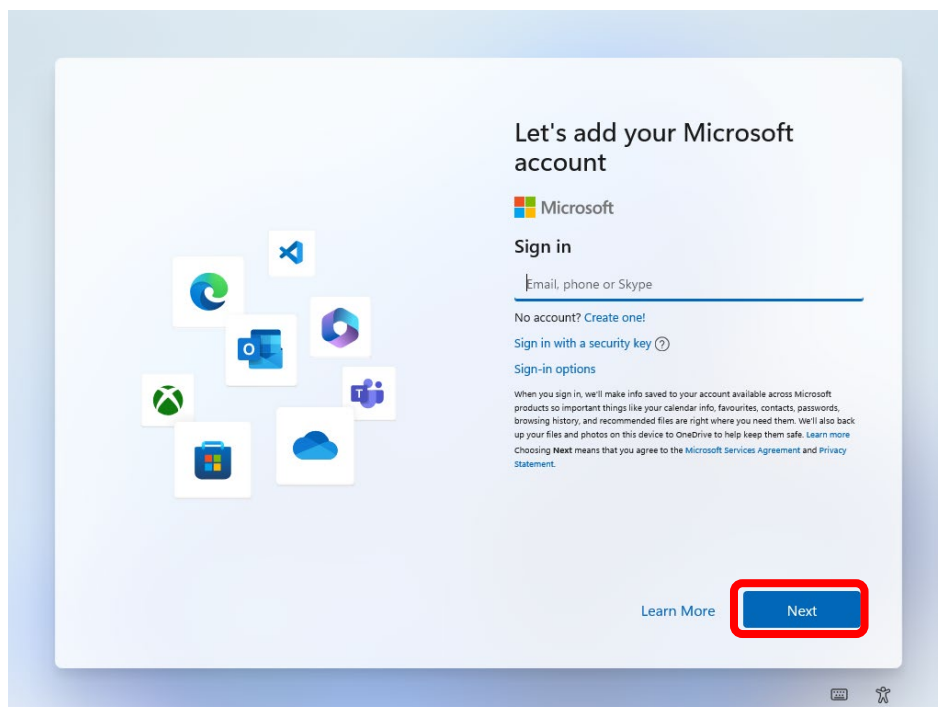
Step 6: Let's name your device – Enter a name for your new device. You could use your child's name followed by "Laptop" eg. "Joe Blogs Laptop". After you have entered a name, select "Next".



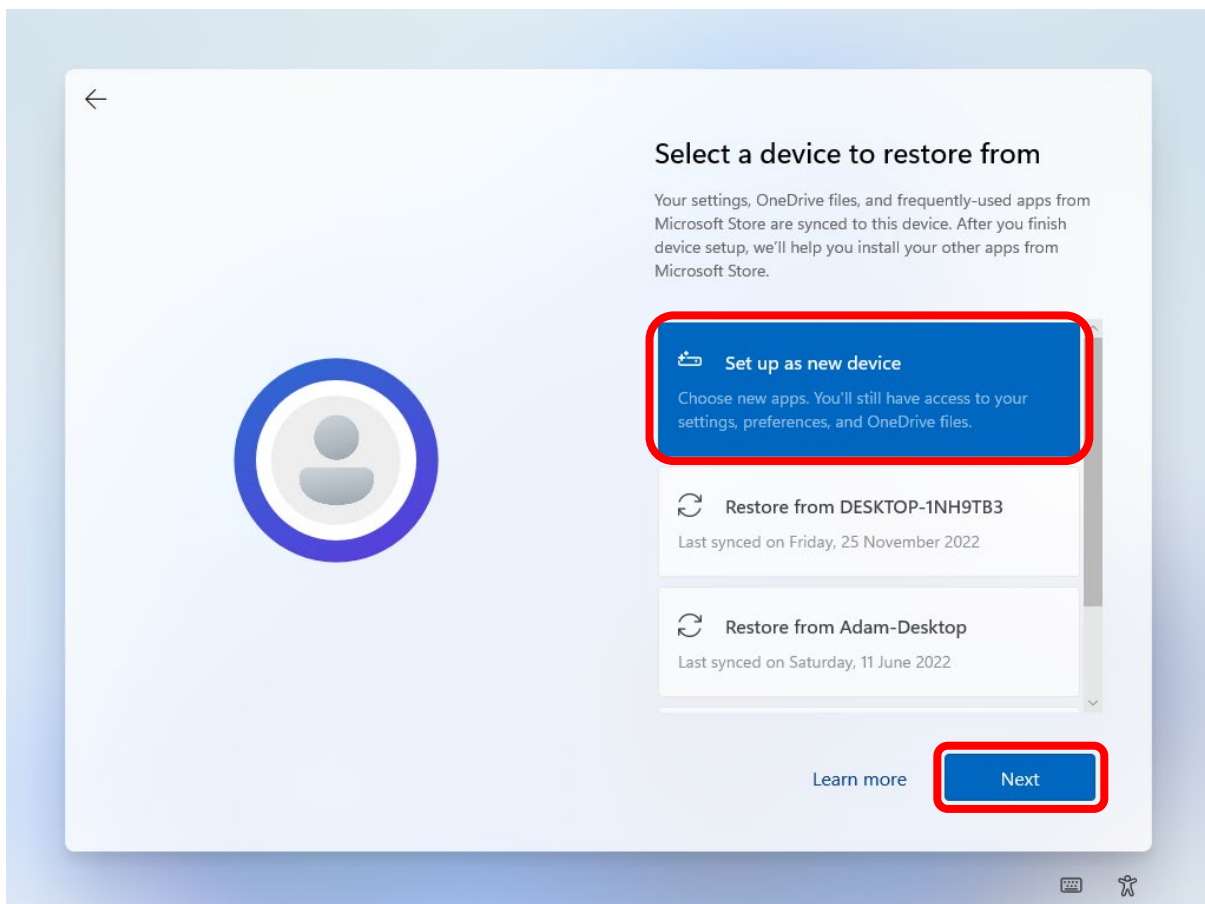
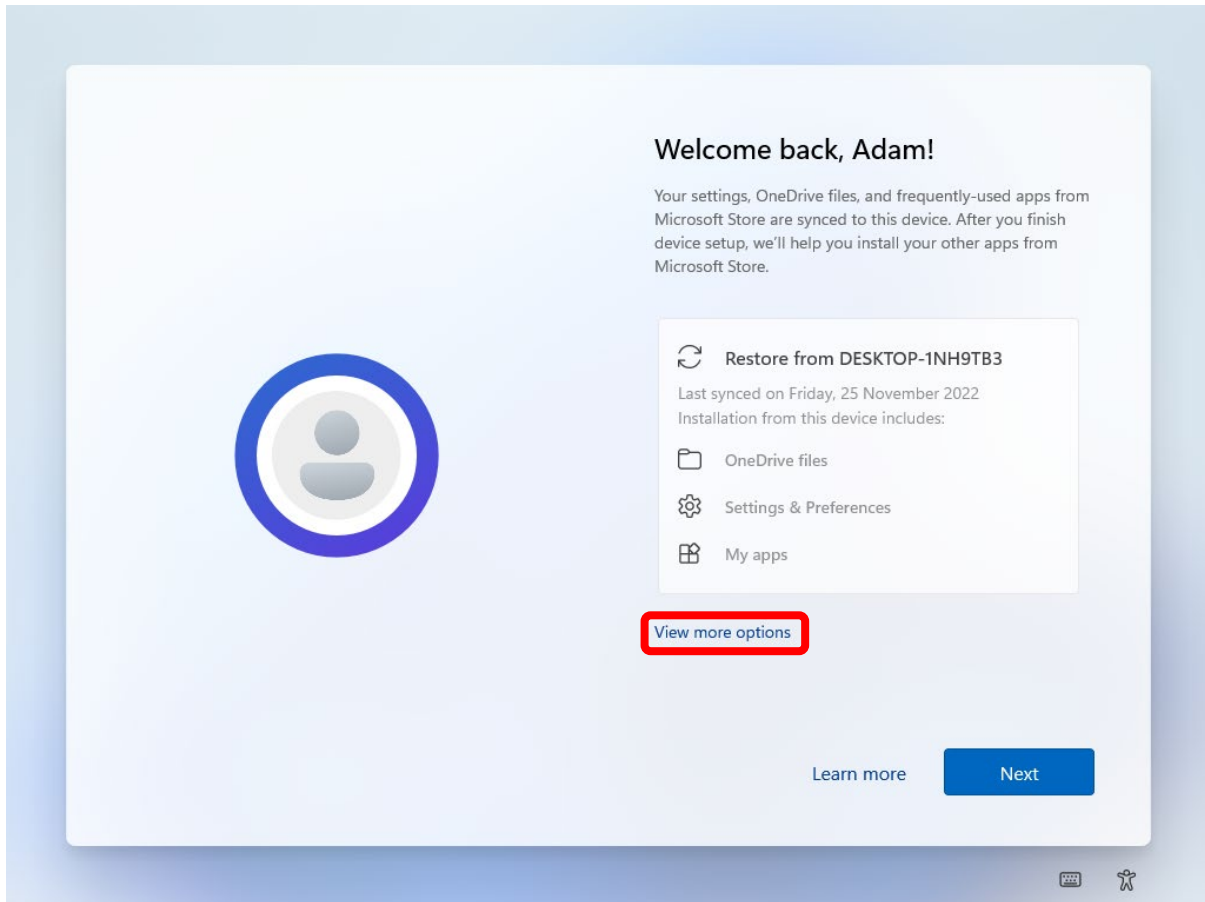
Step 7: Your computer may now restart. Please wait until the next screen appears.



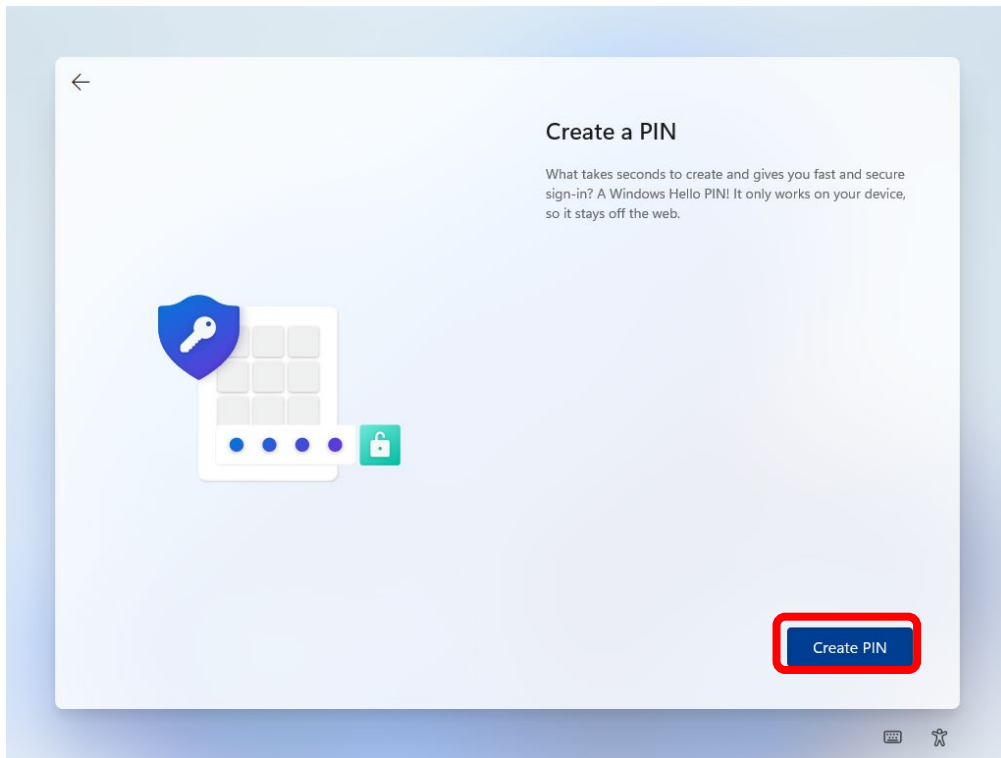
Step 8: Enter your Microsoft Account email. If you do not have a Microsoft account, you can now create one from this page by selecting "Create one!" Once you have entered your Microsoft account email or created your account, select next



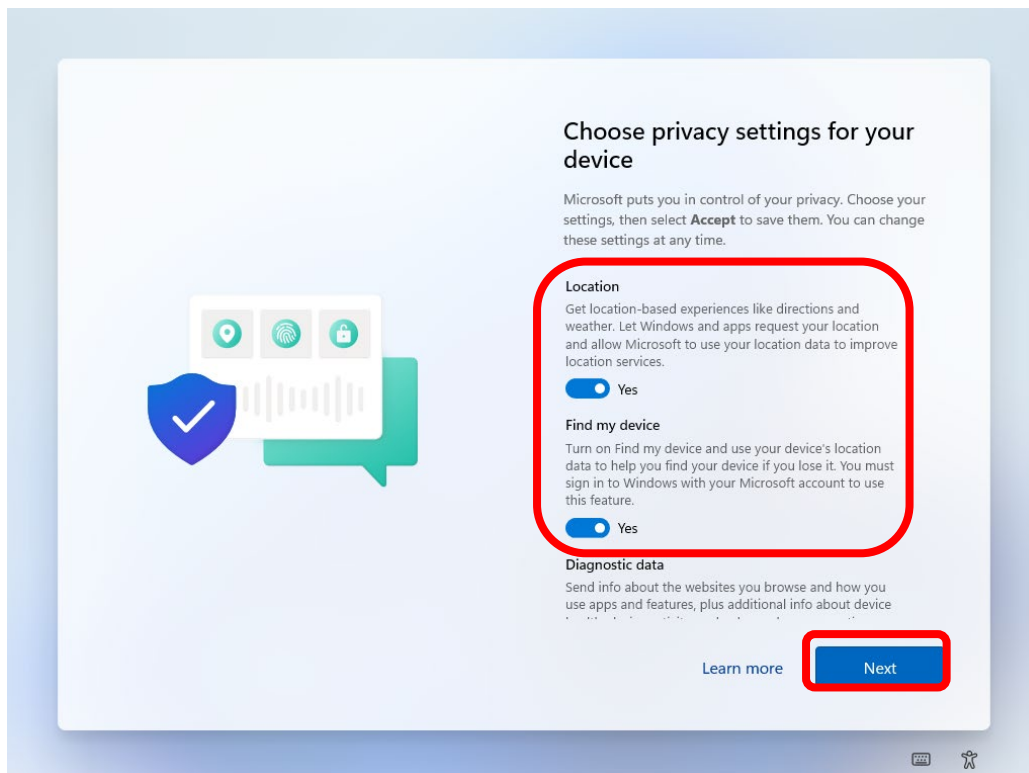
Step 9: If you have previously used your Microsoft account on a Windows 10 or 11 device, you may be prompted to “Restore your account”. We do not wish to do this. Select “View more options” and select “Set up as new device” followed by “Next”.



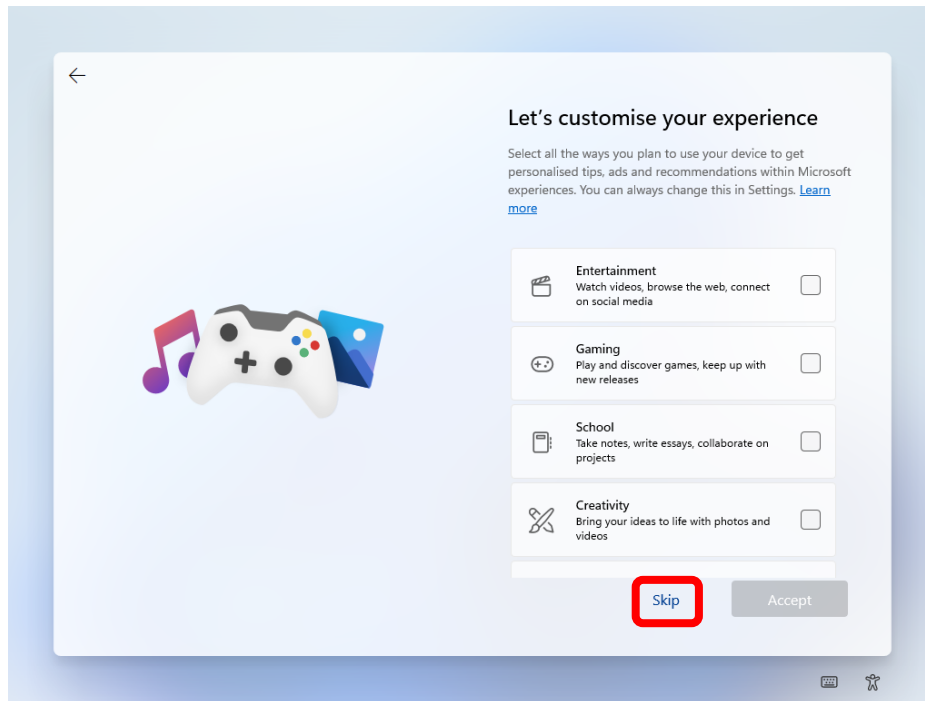
Step 10: Create a pin for you account/logon to the laptop. **Please note, your student will not be using this account and will not need to know this PIN. We will create an additional account on the laptop for them to use.**



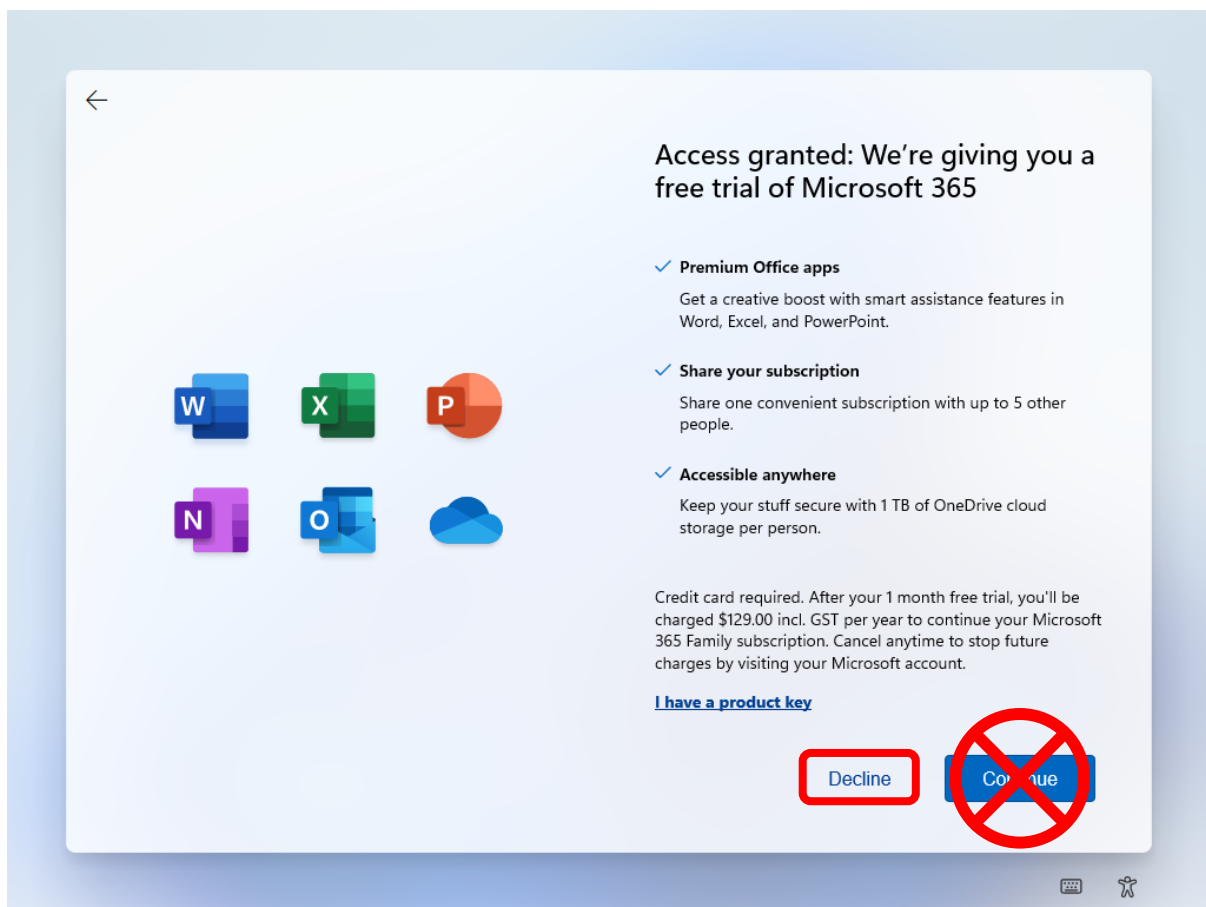
Step 11: Choose your privacy settings for you device. It is recommended to keep "Location" and "Find my Device" turned on. This will enable the device to be tracked from your Microsoft Account if the device were to be lost or stolen. Please read through the other options and device if you wish to keep them on or off. Select "Next" when done.



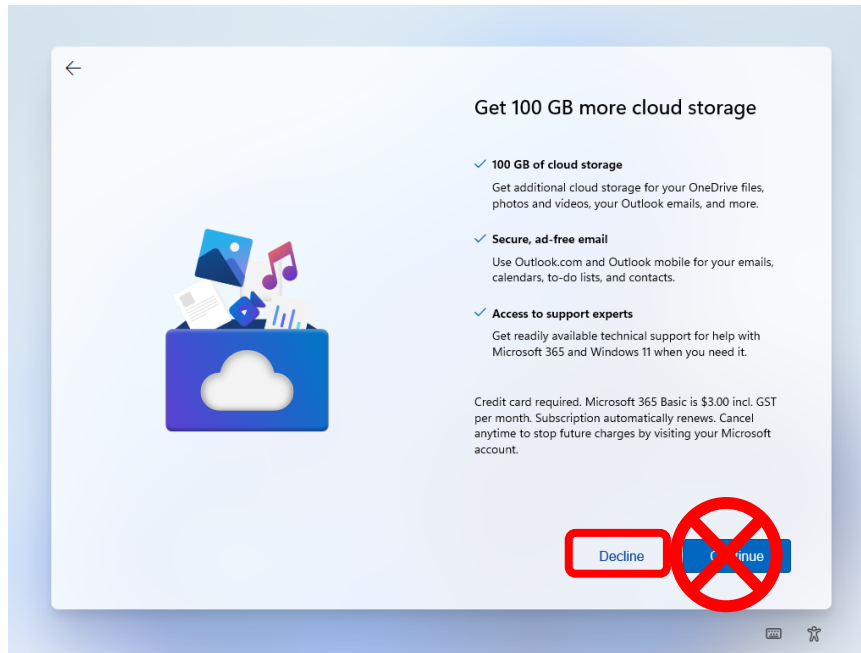
Step 12: Let's customise your experience – This step can be skipped. Select "Skip"



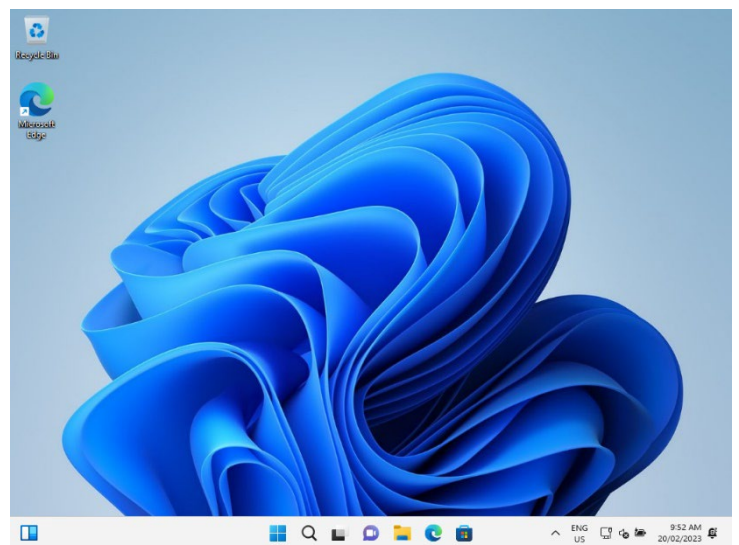
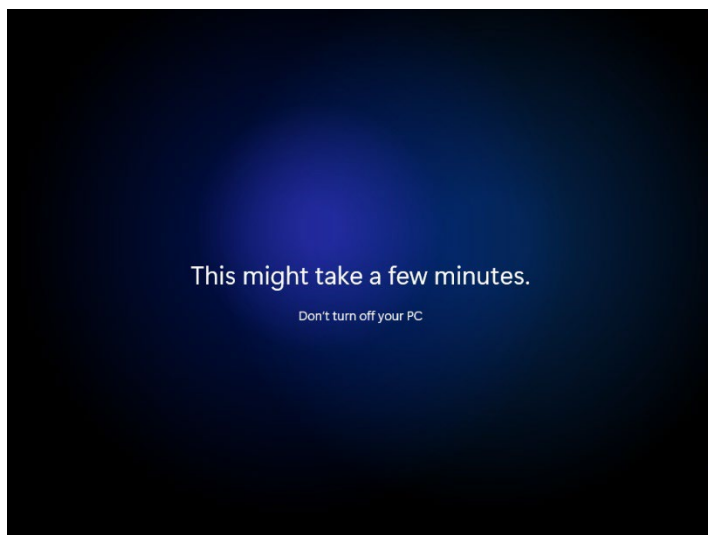
Step 13: If you are prompted about a free trial for Microsoft 365 it is important you **decline**. All students are given free access to Microsoft 365 under their school accounts. There is no need to pay for Microsoft 365 for their school accounts.



Step 14: Cloud storage – Decline this offer. All students get access to their own OneDrive that carries with them throughout their time in Education Queensland. From here, other offers may appear during the setup stage. You can decline all of them. No paid for services/subscriptions are needed for your students device.



Step 16: Your device will not restart and boot into Windows. Sign in using your pin of prompted.



Your child’s device is now setup and ready to have an account created to at school! Proceed to [Guide 2: Setting up an account on the laptop for your child](#)