# Login:

1. The first time you boot your PC, in the lower left of the startup screen, select **Local or Domain Account**. You do not need to be connected to the LAN (hardwired)
2. You must log onto your PC at school the first time.
   1. Use your APS (email) username (first.lastname) and password.
   2. You may be required to change your password which will then change your password for all APS services (except STARS)

**Activate Microsoft Office 2016 (Office 365)**

1. Open Word - Enter Product Key window will open, **Click Sign-In with an Active Account instead**. - Follow prompts

Or

1. Open Word - Click Get Started, then Sign in and enter your APS credentials (use full email for Office 365 prompts)
2. If you have difficulty (can’t edit) check under the Word/PowerPoint/Excel menu to see if it says “Activate” or “Sign out.” If it says “Activate,” you haven’t successfully set it up.

**Email Setup**

1. Open Outlook using the desktop icon.
2. Click on the Connect button
3. Type your Exchange Outlook email address
4. Enter your password
5. Click the checkbox for “Remember Credentials”

# Set up One Drive

APS is planning to move all files from your H:\ network drive to your Office 360 One Drive. Setting up One Drive on your laptop will allow you to sync all or some of these folders to your laptop like you can do with Google Drive. Files saved to this folder will be available with or without WiFi.

1. Open One Drive for Business from Start Menu or from Desktop
2. Enter your APS email address and Sign In
3. Select Work or school if asked
4. Choose OneDrive Folder Location (default is part of your user account)
5. Select the folders you want to sync to your PC
6. Check “Open at login so my files sync automatically”

# Install Printers

1. Click Windows Button (formerly Start Button)
2. Click “APS Printer Installer”. (You may have to choose this twice to get the window) A new window will open.
3. On the left column, Click on your School or Site
4. On the middle column, Click all the printers you would like installed

a. You can install more than one printer

b. To deselect a printer, just click it again

7.Click Install

1. When completed the “APS Printer Installer” window will disappear. Do not close it.
2. Verify the printer was installed in your “Devices and Printers”