NUI Galway Laptop Loan Scheme - Dell Latitude Setup

Please follow these instructions to set up the laptop assigned to you under the NUI Galway Laptop Loan Scheme 2020. These are recommended settings, you can change some of these options later if required.

Start by turning on your laptop (power up instructions are in the box); it will take a few minutes to boot up.

Settings
Input the following settings:

Region:	**Ireland**	Click **Yes**
Keyboard layout:	**United Kingdom**	Click **Yes**
Second keyboard layout:	**Skip**	

You will be prompted to connect to a network (select your WiFi network - you'll be asked for the WiFi password) then click **Next**.

Windows license agreement	Click **Accept**	
Personal use or Organisation use:	Select **Organisation**	
Sign in with Microsoft:	Click on **Domain Join Instead** (bottom left corner)	
Who's going to use this PC:	Enter **your name**	Click **Next**
Create a super memorable password:	Create a new **Password**	Click **Next**
Confirm your password:	Enter same **Password** again	Click **Next**
Create security questions:	Select security question and answer	Click **Next**
	Repeat for all 3 security questions	
Do more across devices with activity history:	Click **No**	

Setup begins and when setup is complete the desktop should appear with the Edge browser running.

BitLocker
There is a shortcut on the Desktop for BitLocker, it is necessary to delete this shortcut.
Right click on this icon and click on Delete. This will send the shortcut to the Recycle Bin.
Right-click to empty the Recycle Bin.

Using Office 365
Open any Office App (e.g. MS Word) from the Start menu. You will be prompted to sign in to set up Office. Select **Sign in with your Work or School Account**. Enter your NUI Galway email address and your Campus account password (same credentials used to sign into your email) to activate your student Office 365 subscription. You will have the option to stay signed into all your apps, with your student account, Select **OK**. If you are asked to accept the license Agreement Click **Accept**
More information on Microsoft apps is available to you at http://www.nuigalway.ie/o365/

Repairs and Support:
If you experience any hardware issues with the laptop, contact Dell at http://www.dell.com/support or phone 1850 964 270. Dell will ask for your laptop's Service Tag which is printed on the label on the rear.

The ISS Service Desk can be contacted at https://servicedesk.nuigalway.ie or phone 091 495777

Google Chrome
As Google Chrome is recommended for Blackboard, please download and install from the link below:
https://www.google.com/chrome/   You can make Google your default search engine by going to http://google.ie and clicking okay to make Google your default search engine when prompted.

NUI GALWAY LAPTOP LOAN SCHEME

LOAN TERMS

- The laptop assigned to you is the property of NUI Galway and is being provided to you on a loan basis only
- You may keep the laptop assigned to you year-to year as you progress through your studies at NUI Galway (i.e. for so long as you remain registered with the University)
- When you reach the end of your studies at NUI Galway you will be required to return the laptop to the University
- You will be expected to return the laptop to NUI Galway in good condition and good working order
- Laptops are assigned to the named student only and should not be passed onto or used by a third party

HARDWARE WARRANTY

- Each laptop has a five-year hardware warranty with Dell. The date of expiry of this warranty is noted on the label on the back of the laptop.
- In the event of a hardware issue during the lifetime of the warranty period, contact Dell at http://www.dell.com/support or phone 1850 964 270
- The laptop assigned to you is identifiable by the Service Tag printed on the label on the rear of the laptop. You will need to specify the Service Tag for your laptop in any interaction with Dell
- If Dell need to have a technician work on your laptop due to a hardware issue, they will send the technician to your location – you do not need to return the laptop to the University or to Dell
- The Dell hardware warranty does not cover accidental damage or loss or theft. You are responsible to ensure that the laptop is not exposed to unnecessary risk of damage or loss due to carelessness

Full info and terms of the NUI Galway Laptop Loan Scheme are at:

http://www.nuigalway.ie/accesscentre/laptoploanscheme/

Install McAfee Anti-Virus software on the laptop

Please visit this link: https://www.nuigalway.ie/itsecurity/anti-virus

Click on **Anti-Virus for Windows**
Expand Step 2: **Install McAfee Virus Scan Enterprise**
Click on link **Download McAfee Installation File**

You will be asked to log in with your NUI Galway credentials (NUIG email and campus account password)
This will then bring you to the below screen, click on **Download** (as highlighted in this picture).
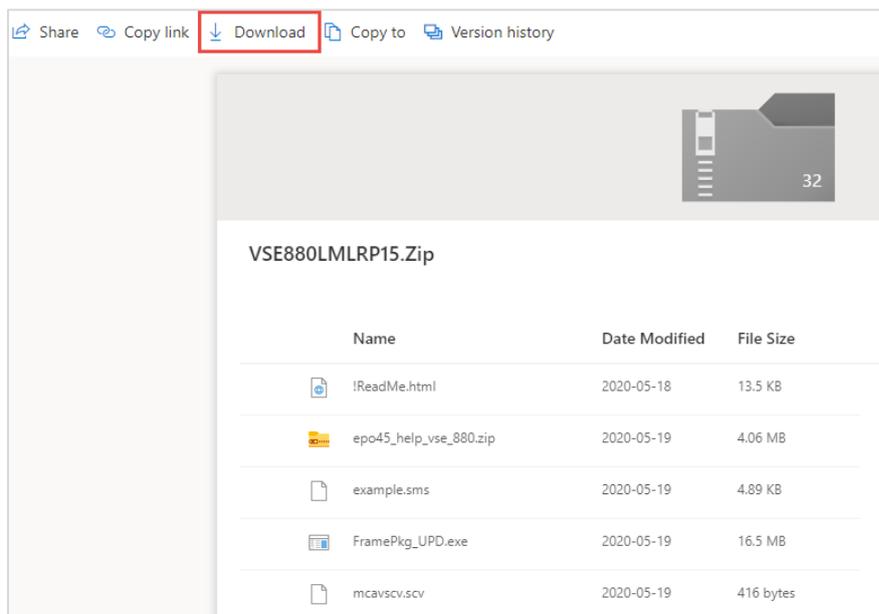
This will download a zip file to your Downloads folder. On completion of the download click **Open File** this will open a window with the files, Click **Extract** (at the top of the window) and then **Extract All**.

A new window will open, scroll down to **SetupVSE** (as highlighted below) and double click on this file.
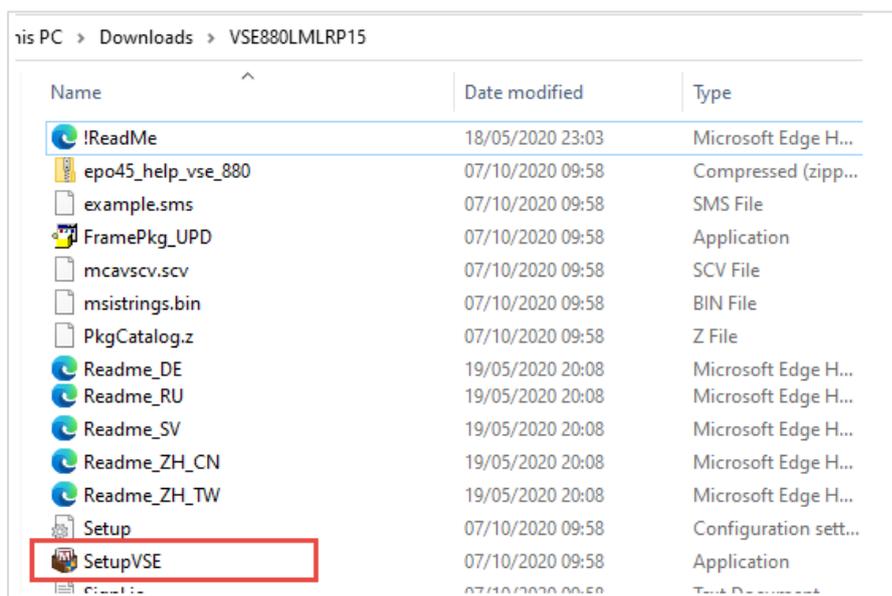
Click **Yes** to allow McAfee to install itself to the laptop.

(Continued over)

A window with MacAfee Enterprise setup will open Click **Next**
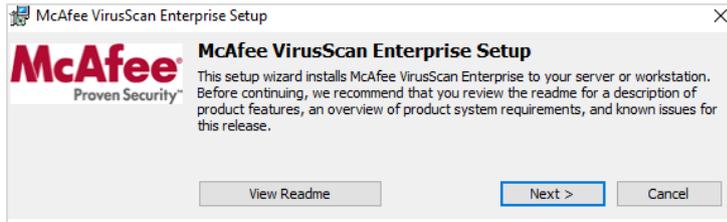
Select **Perpetual** licence from the drop down and **Accept** the McAfee's licence agreement and Click **OK**

Input the following settings:

Setup Type:	**Typical**	Click **Next**
Access Protection Level:	**Standard Protection**	Click **Next**

Click **Install** to begin installation and **Finish** when complete. McAfee may update, accept any necessary Updates.

McAfee will require a restart of the device, if prompted Click **OK**, your WiFi may be disabled until this is done. If McAfee does not prompt the laptop to restart you should restart the device.