EVMS TECH INTEGRATION: NEW ODU WINDOWS DEVICE SETUP

Welcome to ODU! The following is a guide to setting up your new ODU Windows device.

1. Enter your ODU email address and click **Next**.

Let's set things up for your work or school
You'll use this info to sign in to your devices.
CLEDEMINION Sign in someone@example.com
Sign in with a security key ③ Choosing Next means that you agree to the Microsoft Services Agreement an
privacy and cookies statement. Old Dominion University Office 365 is a Microsoft cloud service provided by ODU Information Technology Services. For assistance contact the ODU ITS Vale Dark at http://www.odu.odu/deledark

2. Enter your ODU email password and click **Sign in**.

Let's set things up for your work or school You'll use this info to sign in to your devices.
Procession Constraints Constraints Password Password Password Program password

Information Technology Services

www.odu.edu/its 2 (757) 683-3192 itshelp@odu.edu 1100 Monarch Hall oduitshelp ¥odu_its 3. You will see the following screens for approximately 1-2 minutes while your device is being set up for the first time.



Getting things ready for you.

This might take a few minutes.

Don't turn off your PC



New ODU Windows Device Setup



4. After 1-2 minutes, you should be at your desktop.

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5. You may get a prompt stating a restart is required to finishing setting up peripheral devices. **Please wait until step 9 to restart the device**.

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				Ø Settings ··· × Restart required
	A Search		ڻ •	Your PC needs to be restarted to finish setting up devices.

6. Device drivers and applications will start to install. If you'd like to check the progress of your device setup, you can check the **notification** area by clicking on the time/date area of your system tray.

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G	t20 PM → Microsoft Teams is now configured to run when you log in. To channer this later, go to Settings, Apps.
Q Get Help	
Get Started	() - 30 mins + Focus
Q. Search	

7. During the setup process, you will also receive a **LogMeIn Rescue** prompt. This is ODU's primary tool for remote support. Click the "**x**" at the top right corner to close the prompt.





8. After approximately 25 minutes, **Office** products should appear in your Start menu.

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- 9. At this point, restart your computer to complete the peripheral device installs.
- 10. At the log-in screen, type in your full **ODU e-mail address** and **password**, then click **Enter**. Once you are logged in, any remaining installs will complete in the background.



For additional help, contact the ITS Help Desk at <u>itshelp@odu.edu</u> or 757-683-3192, or browse self-help articles at <u>ITS Help Online</u>.

