

How to set up your device

You have just unboxed your new computer. Congrats!

Please plug in all the cables you had in your previous device and power it on. Ensure everything is plugged in well, especially your network cable, in case you are in an office.

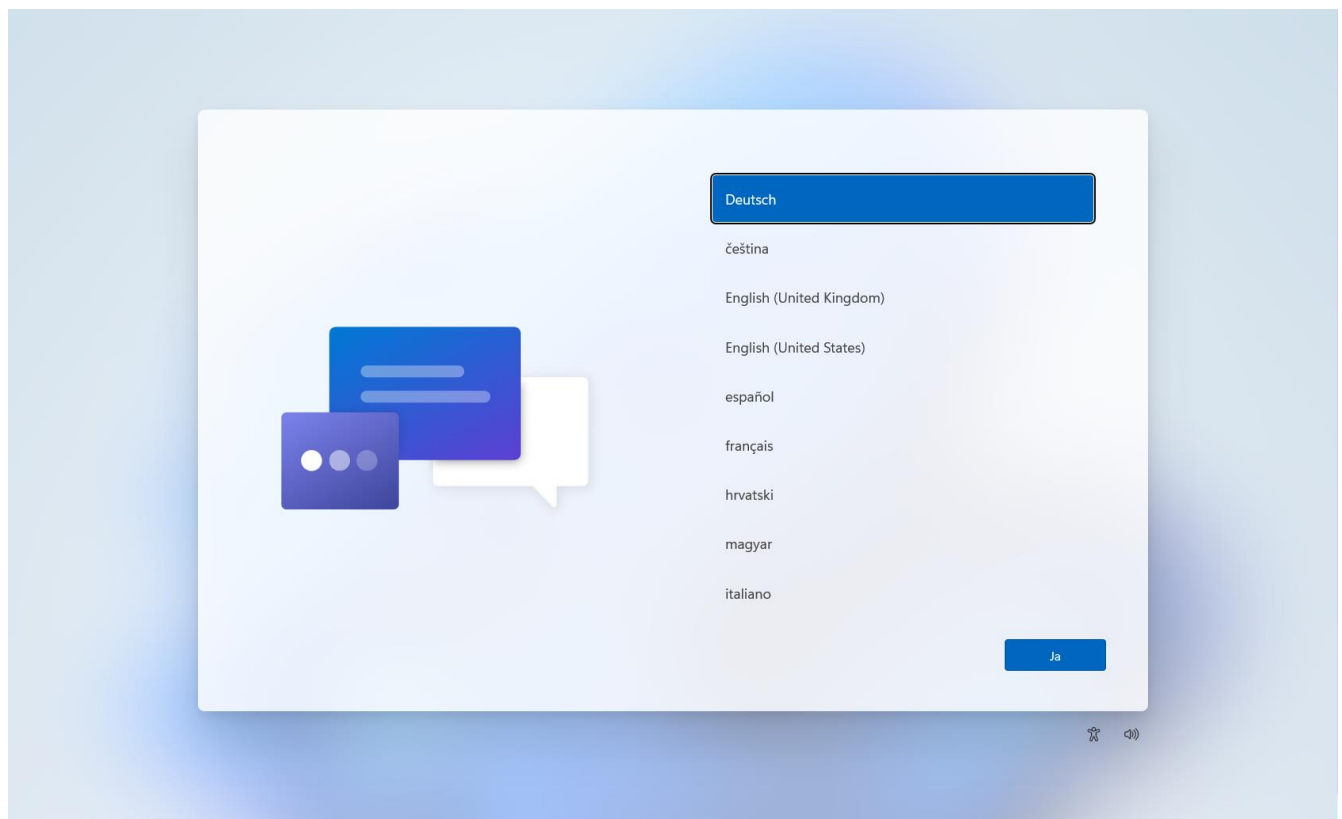
Right! You don't need to be in an office. You can setup your device from anywhere. Just make sure you have a fast and stable internet connection. Just make sure at least the power cable is plugged in, in case it is a notebook.

This process can take up to an hour.

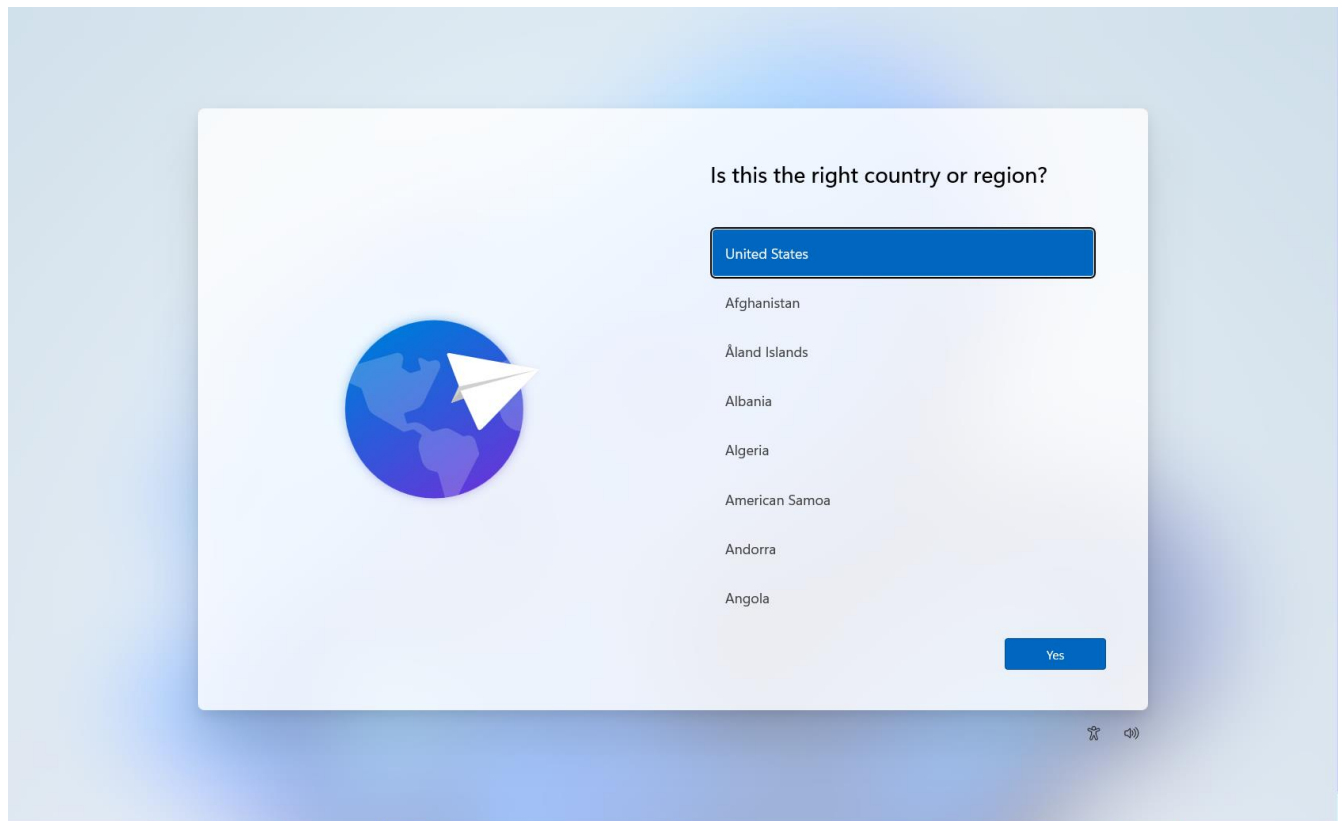
In case of any problems, feel free to contact your service desk at +41 43 211 88 88.

Let's start!

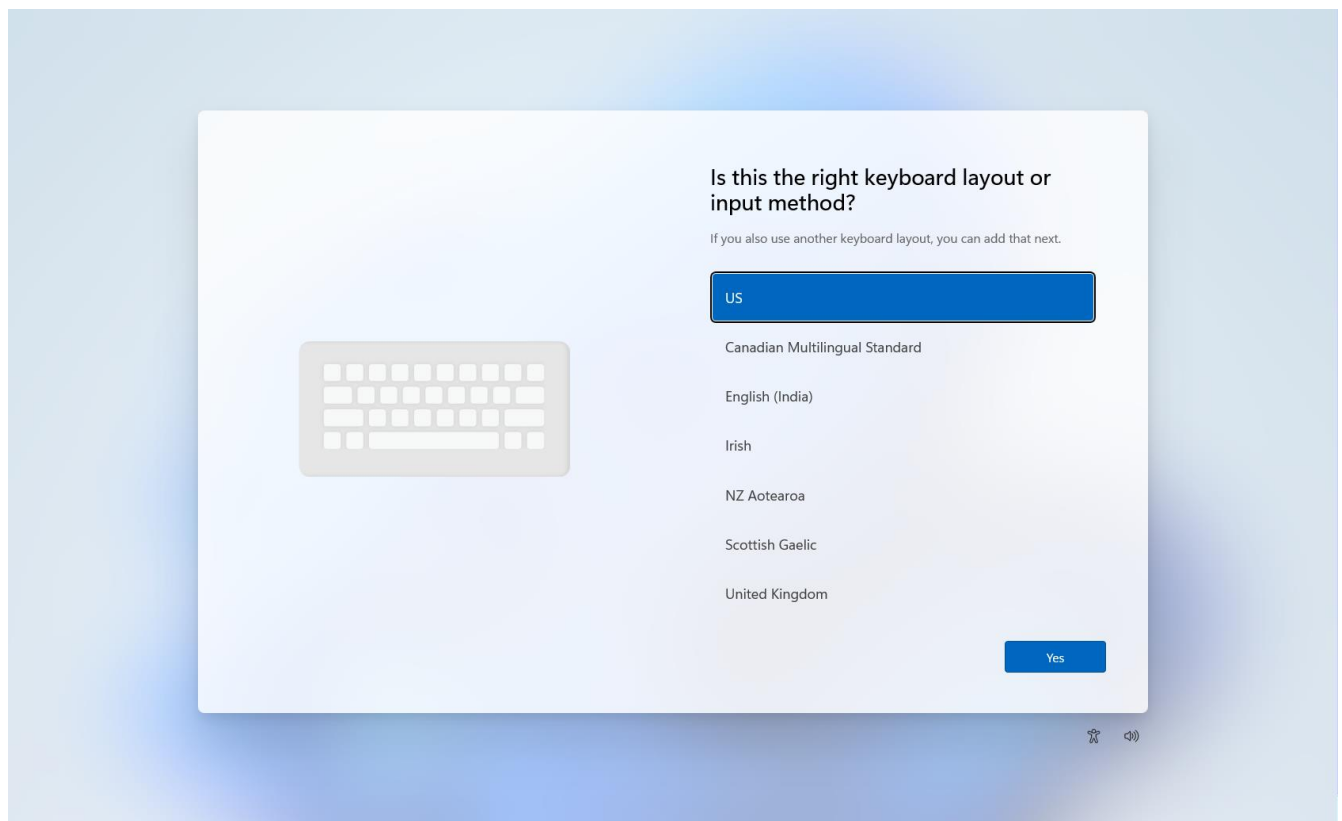
1. Power on your device. After a minute or two you will see this screen. Please choose your preferred language.



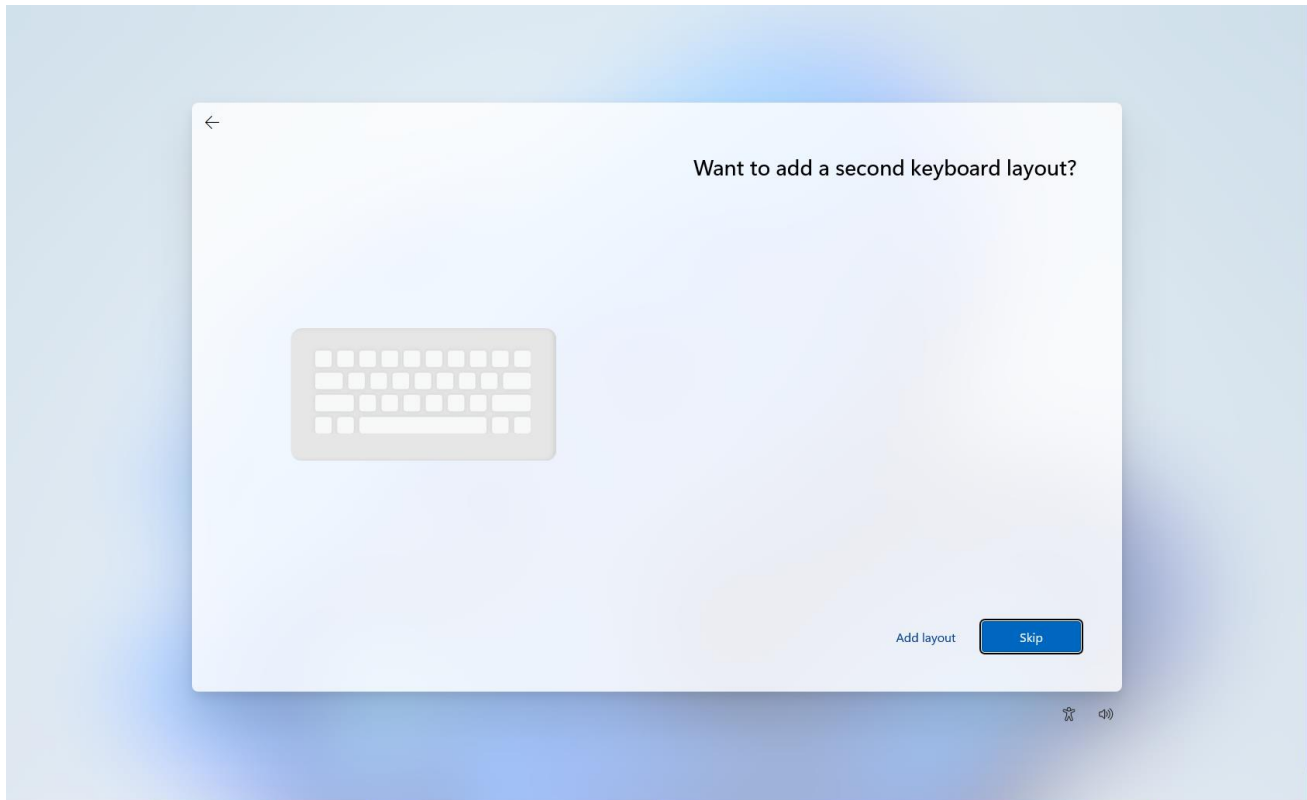
2. Please choose where you are. Date and number formats are determined based on your selection here.



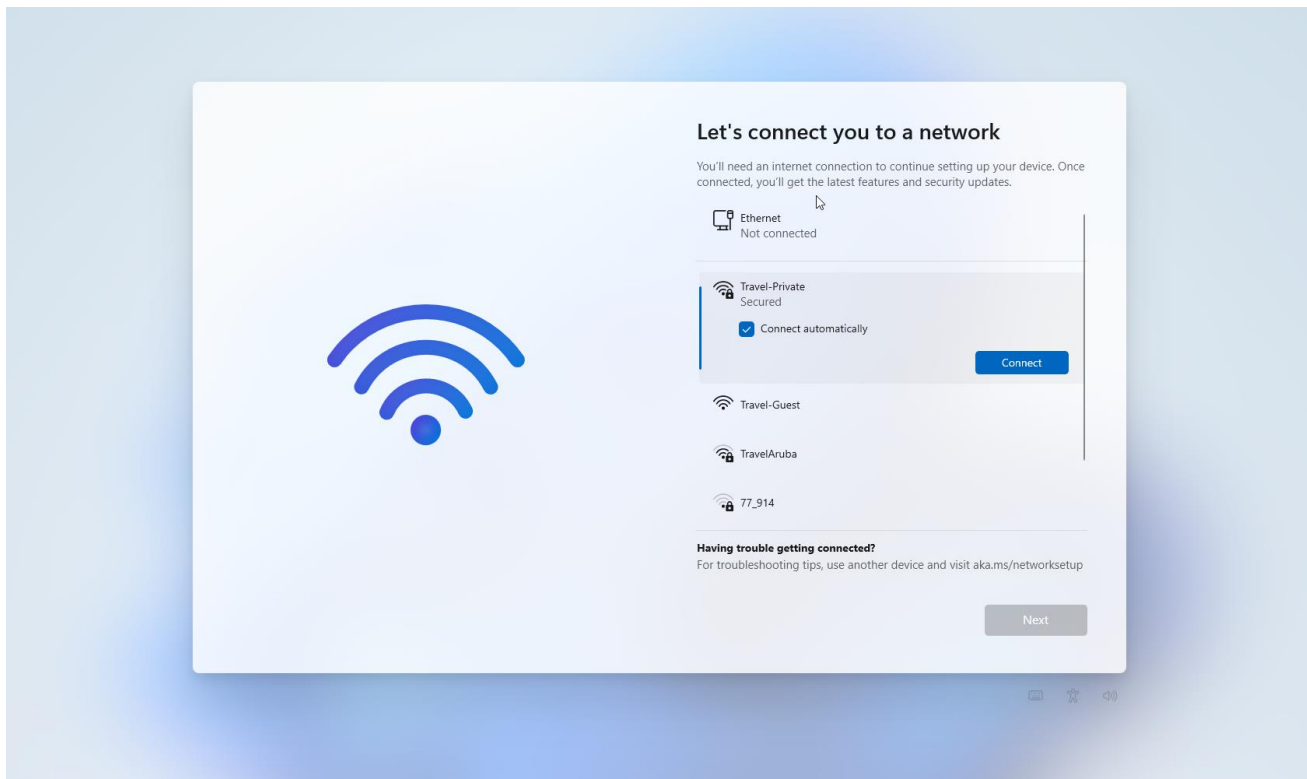
3. In this step you need to select your keyboard layout. Keyboard layouts can vary from region to region. If you are in Zurich you probably select Swiss German.



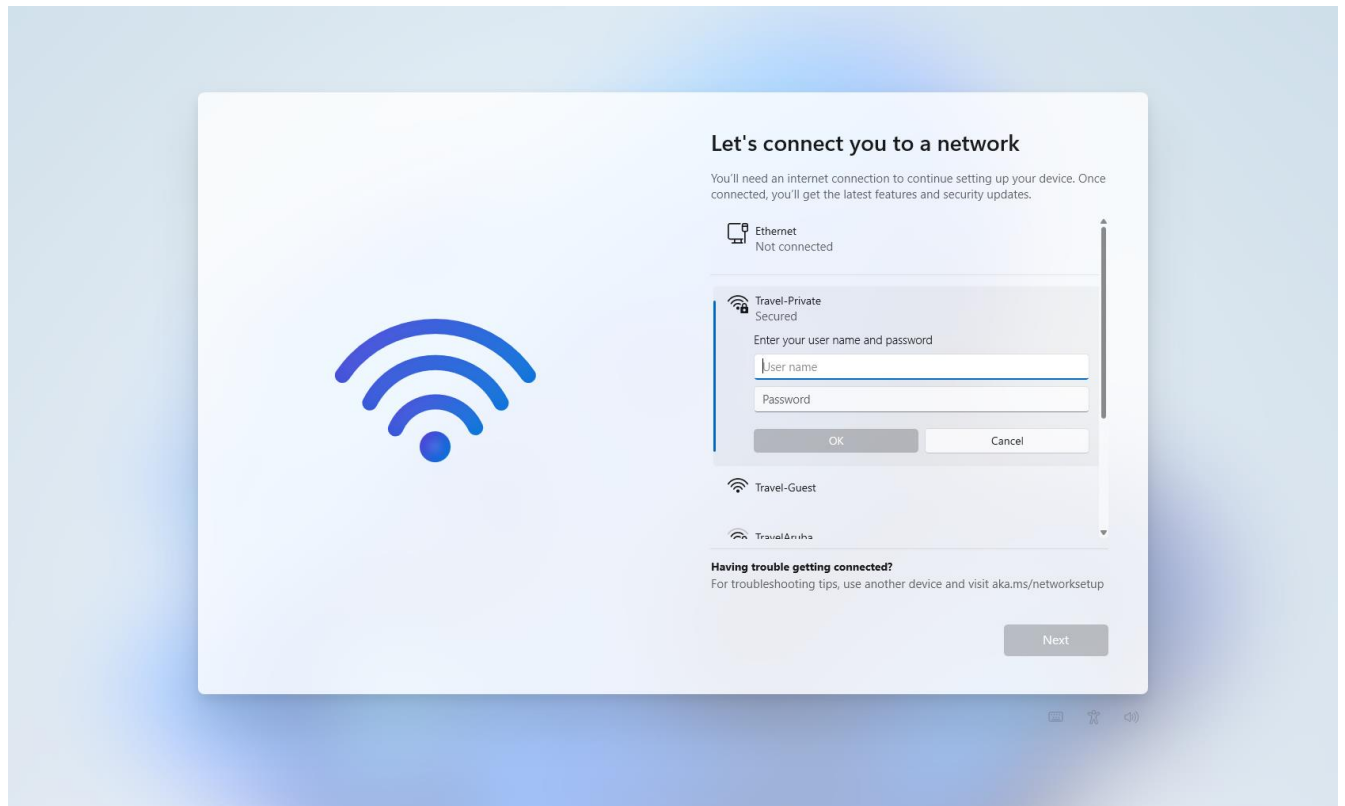
4. If you would like to add an additional keyboard layout you can add another one. Not many people need this so you can skip this very likely.



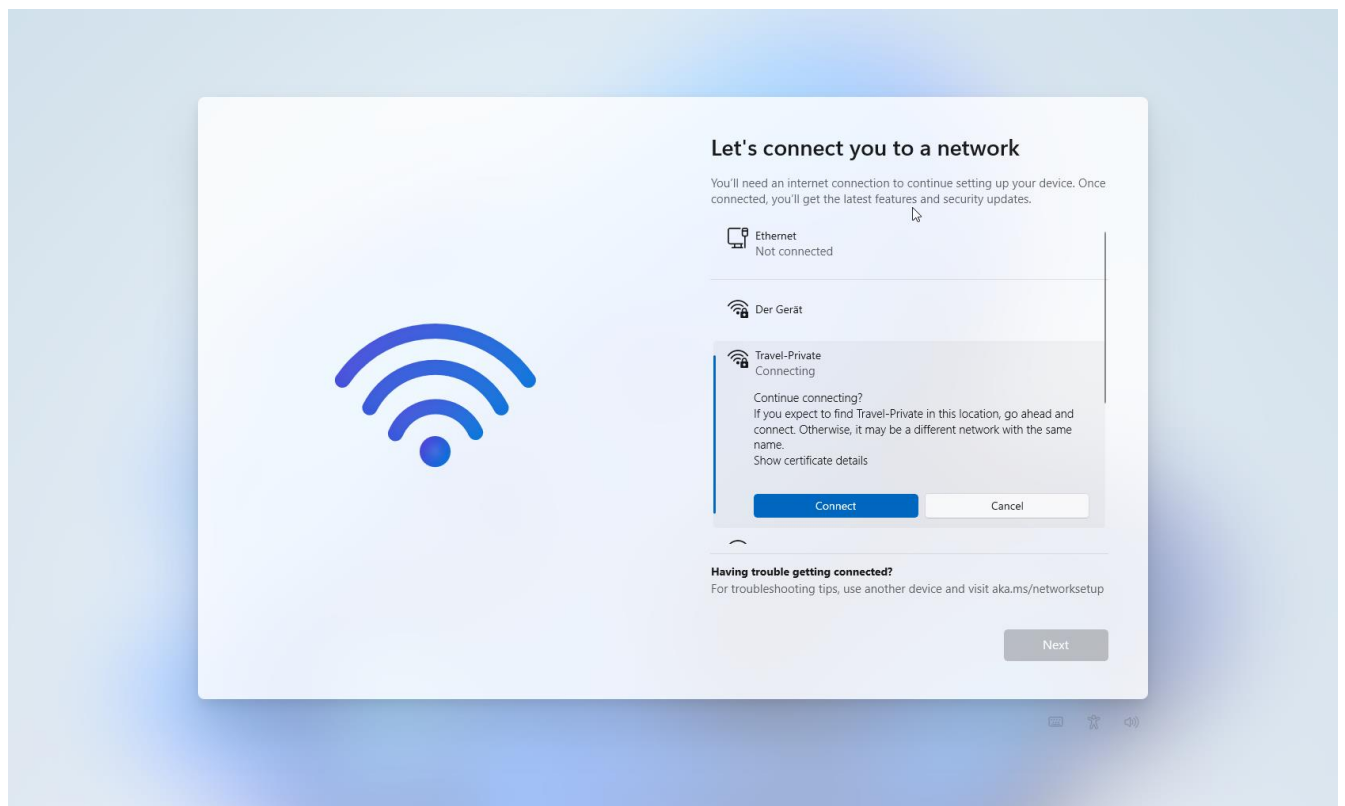
5a. If you are in an office and not connected to a network cable, this screen appears. Please connect your device to a network cable, click Next and go to step 7. If that's not possible, please select Travel-Private and click Connect. At some offices this network might be called HP-Private or HPF-Private. If you are not in an office go to step 6.



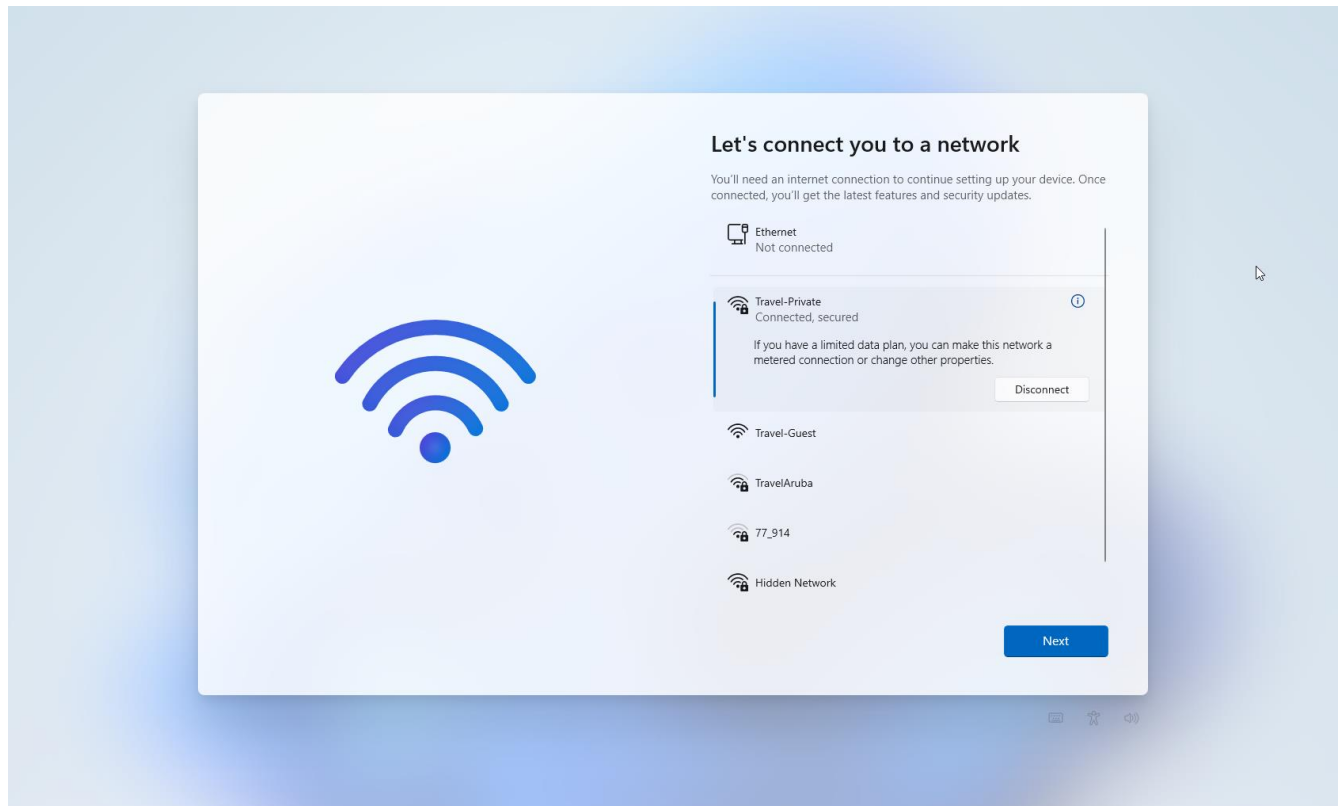
5b. Please enter your e-mail address and password.



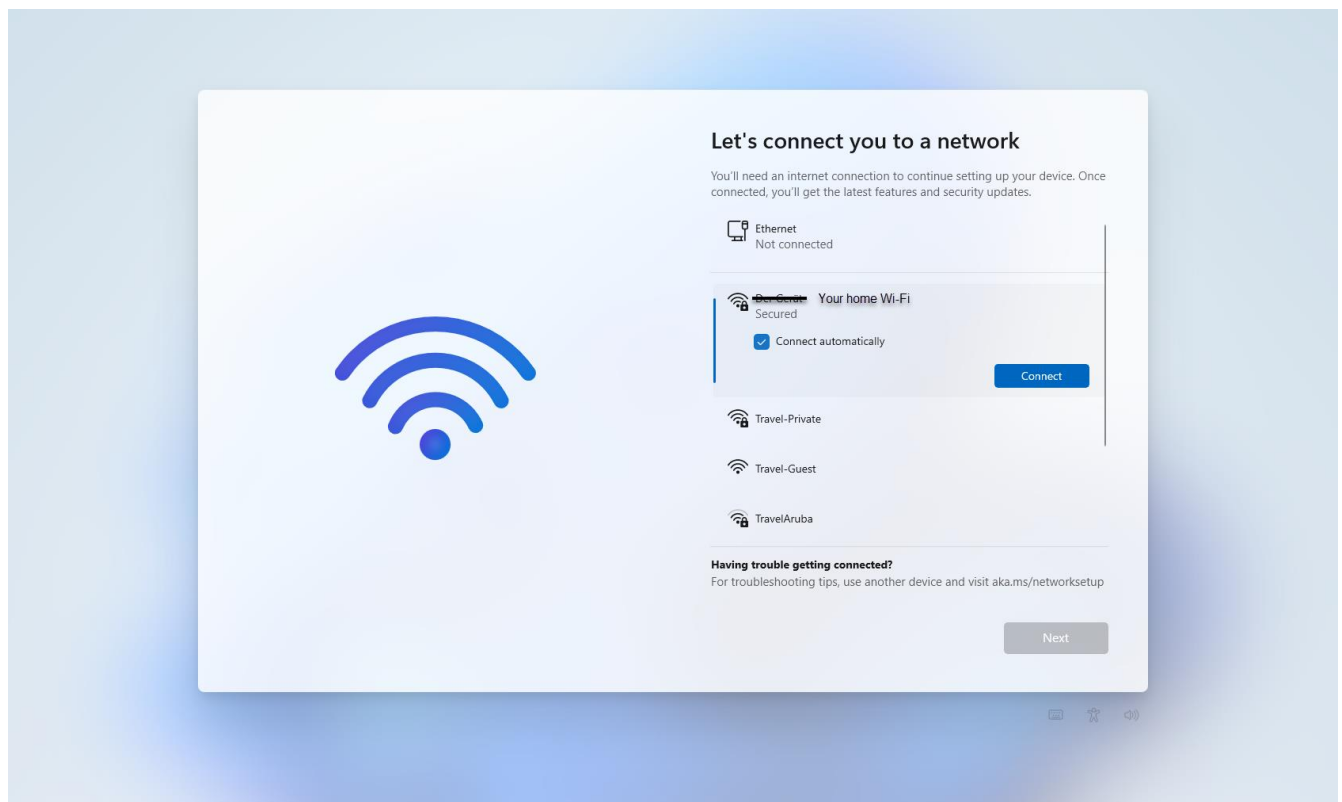
5c. Continue with Connect.



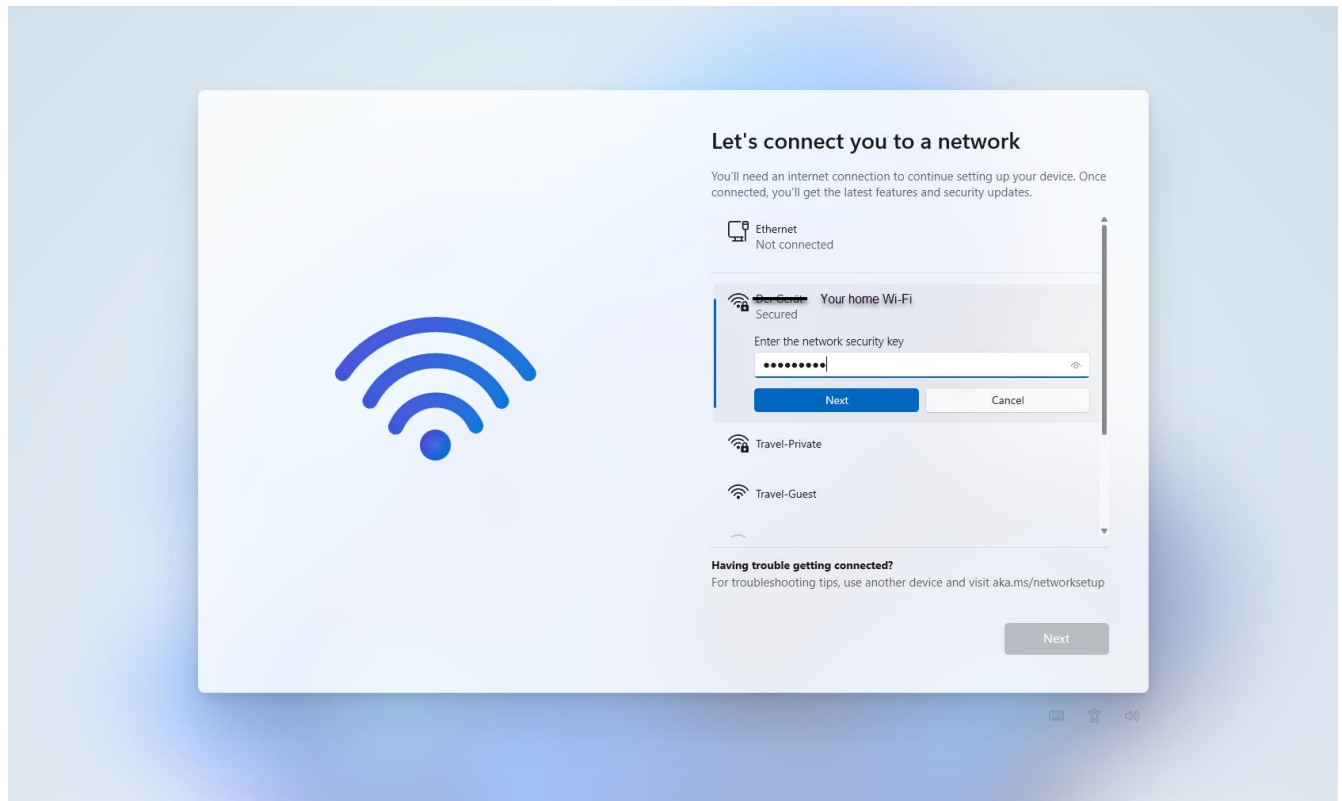
5d. As soon as you are online, you can continue with Next. Your device will be restarted. Go to step 7.



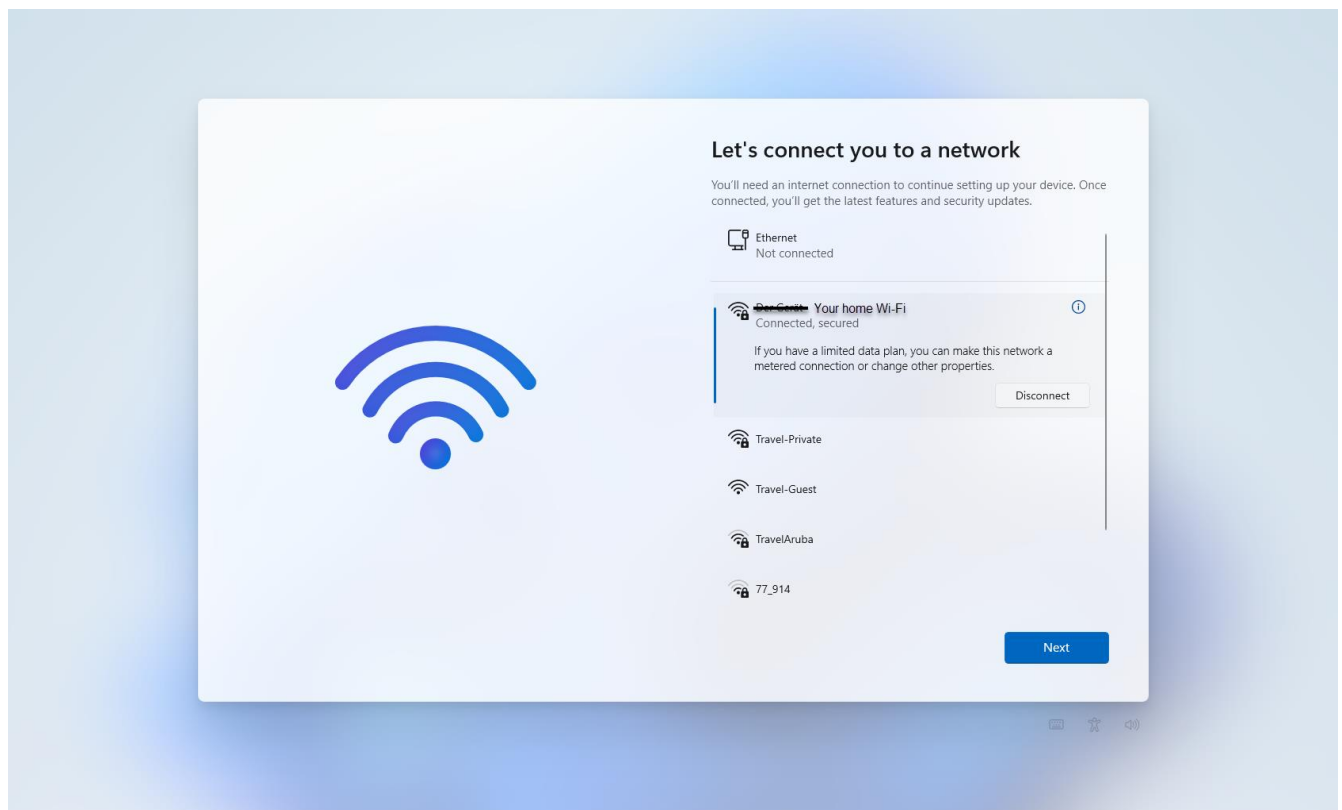
6a. If you are at home and not connected to a network cable, please select your home Wi-Fi.



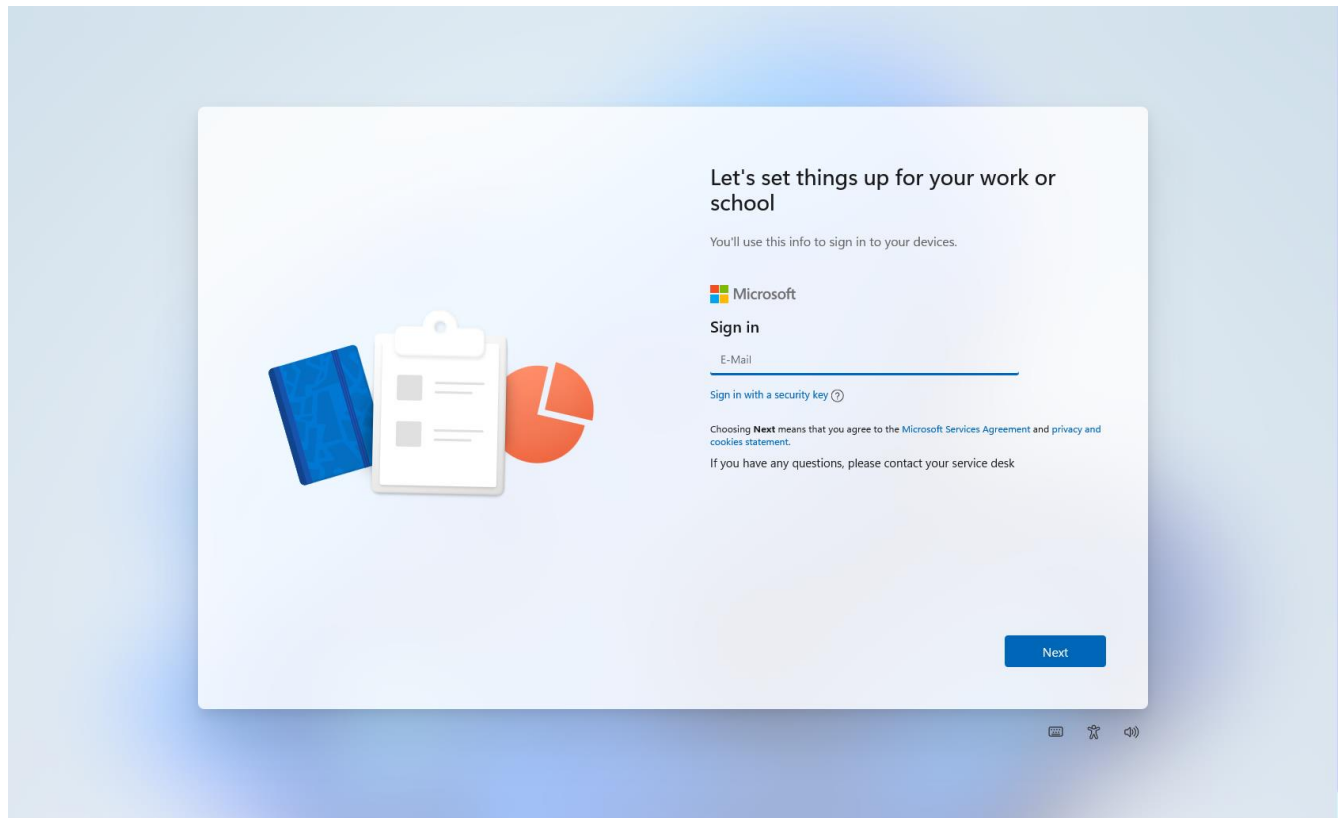
6b. Enter your Wi-Fi password.



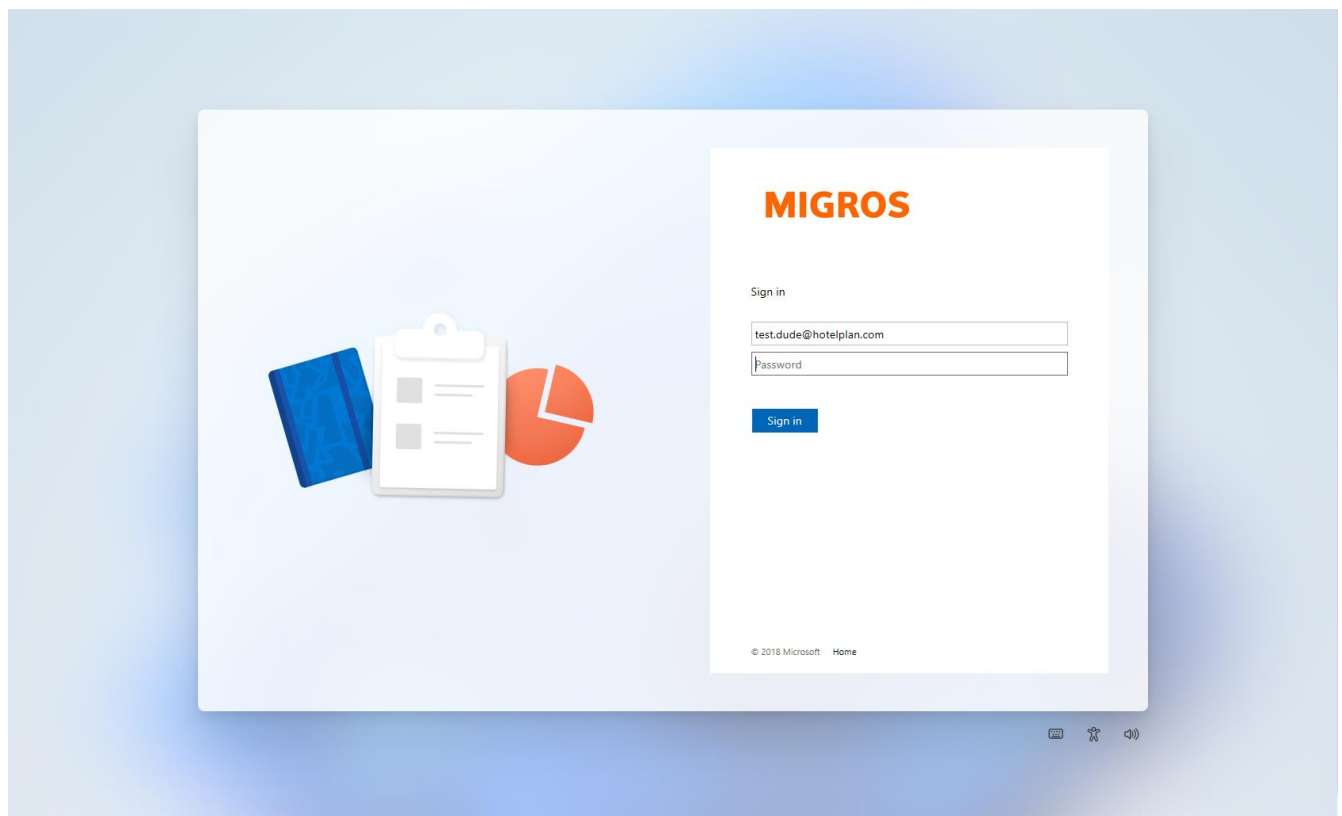
6c. As soon as you are online, you can continue with Next. Your device will be restarted.



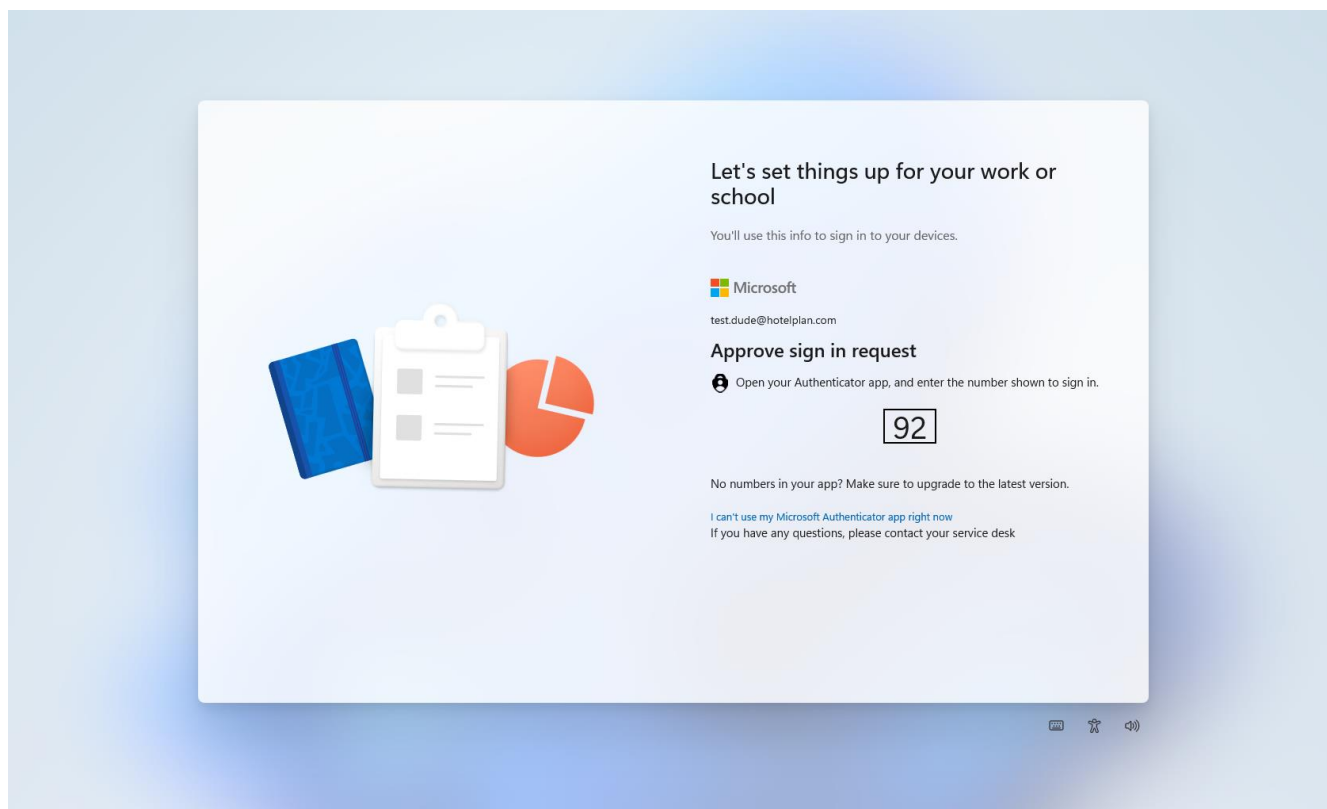
7. After the restart you end up on this screen. Please enter your e-mail address.



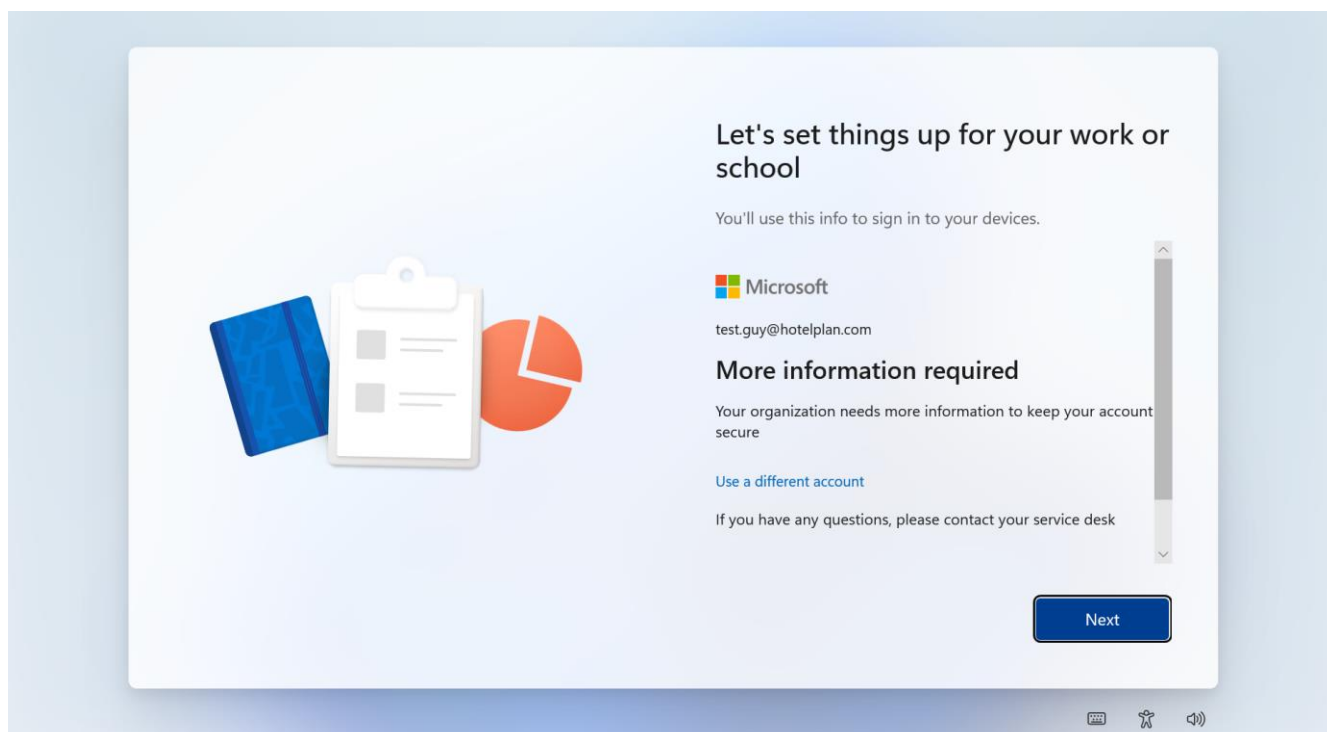
8. On the next screen the e-mail you have entered should already be filled in. If not type it again. Please enter your password too and click Sign in.



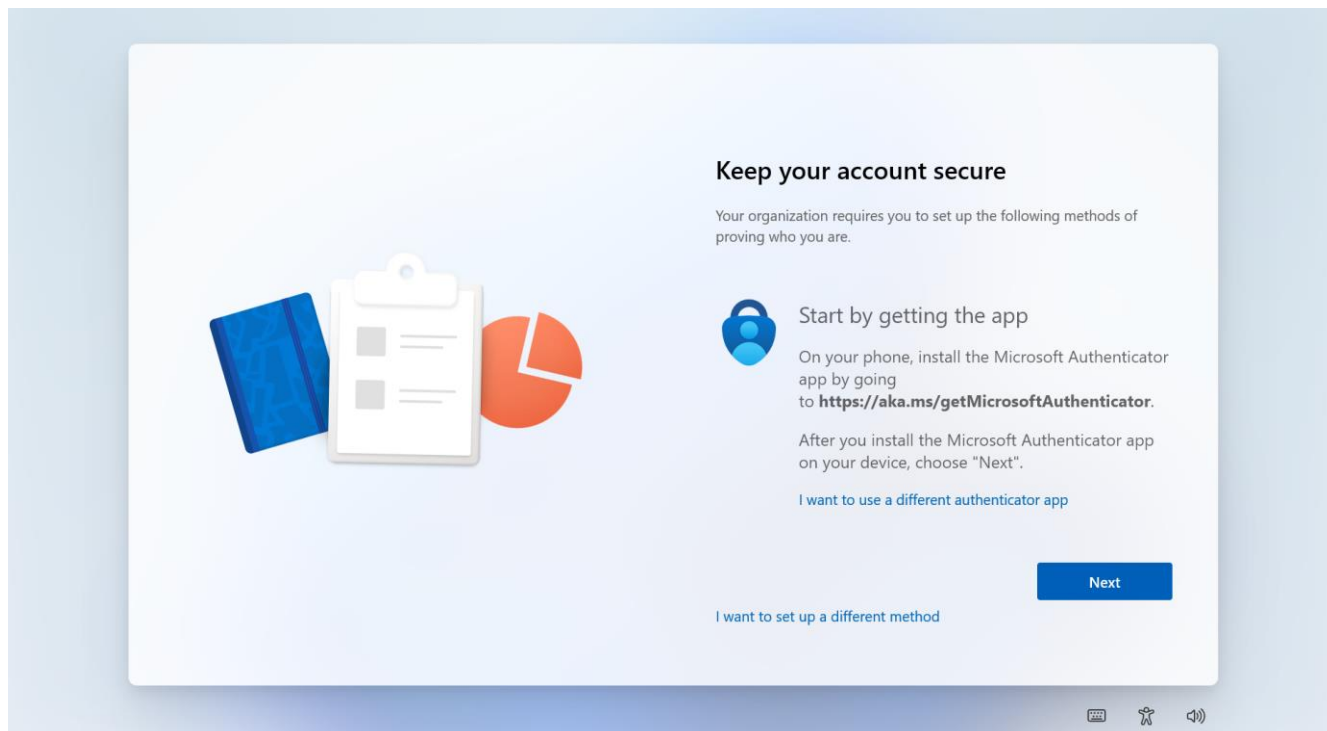
9. You should be familiar with this process if you are not a new employee. Please verify your identity with Microsoft Authenticator on your smartphone. If you are in an office, this screen might not show up as you can go to step 11. If you are a new employee and did not set up Microsoft Authenticator yet, please go to step 10.



10a. If you are a new employee and did not set up Microsoft Authenticator yet, let's do it and click Next. If you have completed step 9, please go to step 11.



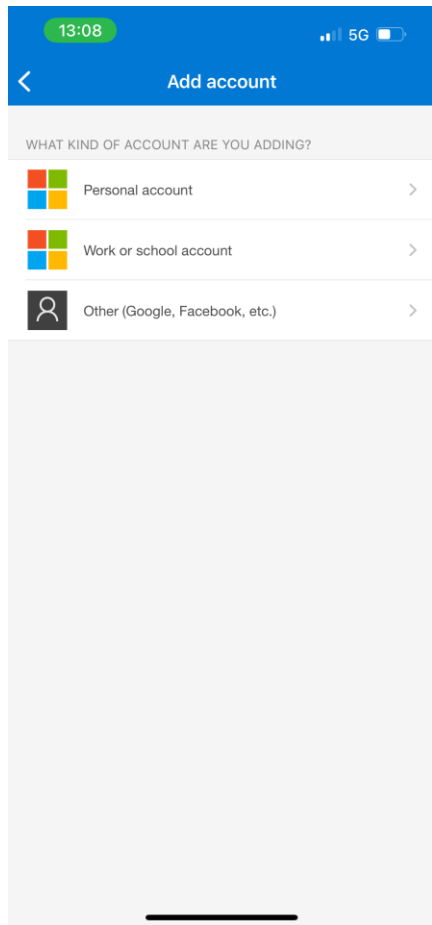
10b. Please go to App Store/Play Store on your smartphone and install Microsoft Authenticator. Please make sure you allow the app to send push notifications. Normally you are asked to do so when installing the app. When it is installed, click Next.



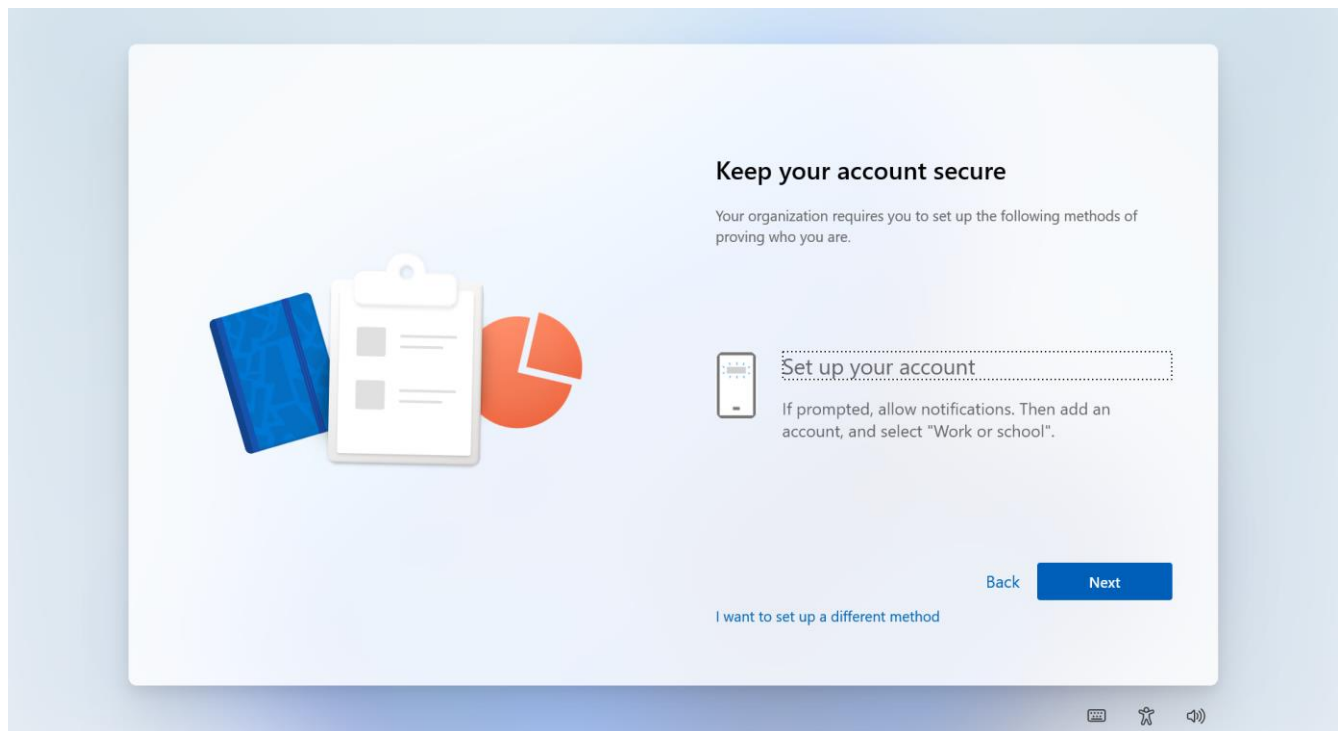
10c. On your smartphone within the Microsoft Authenticator app, please click +.



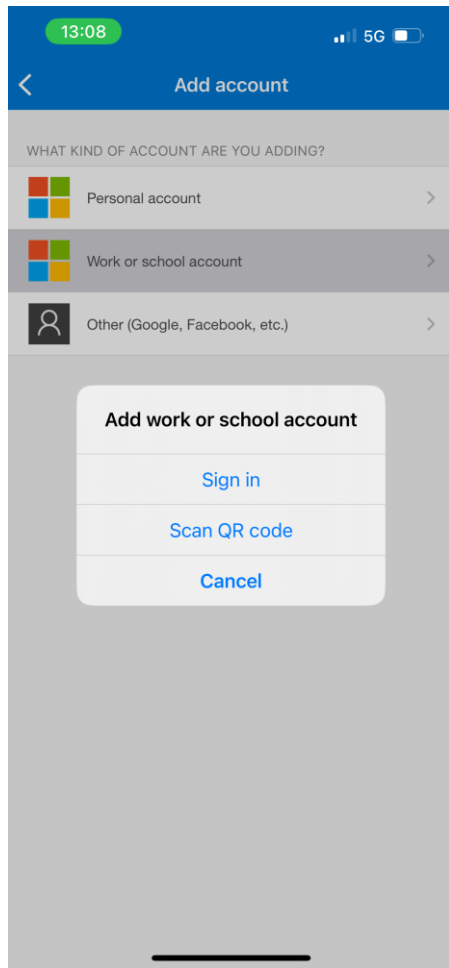
10d. Please select Work or school account.



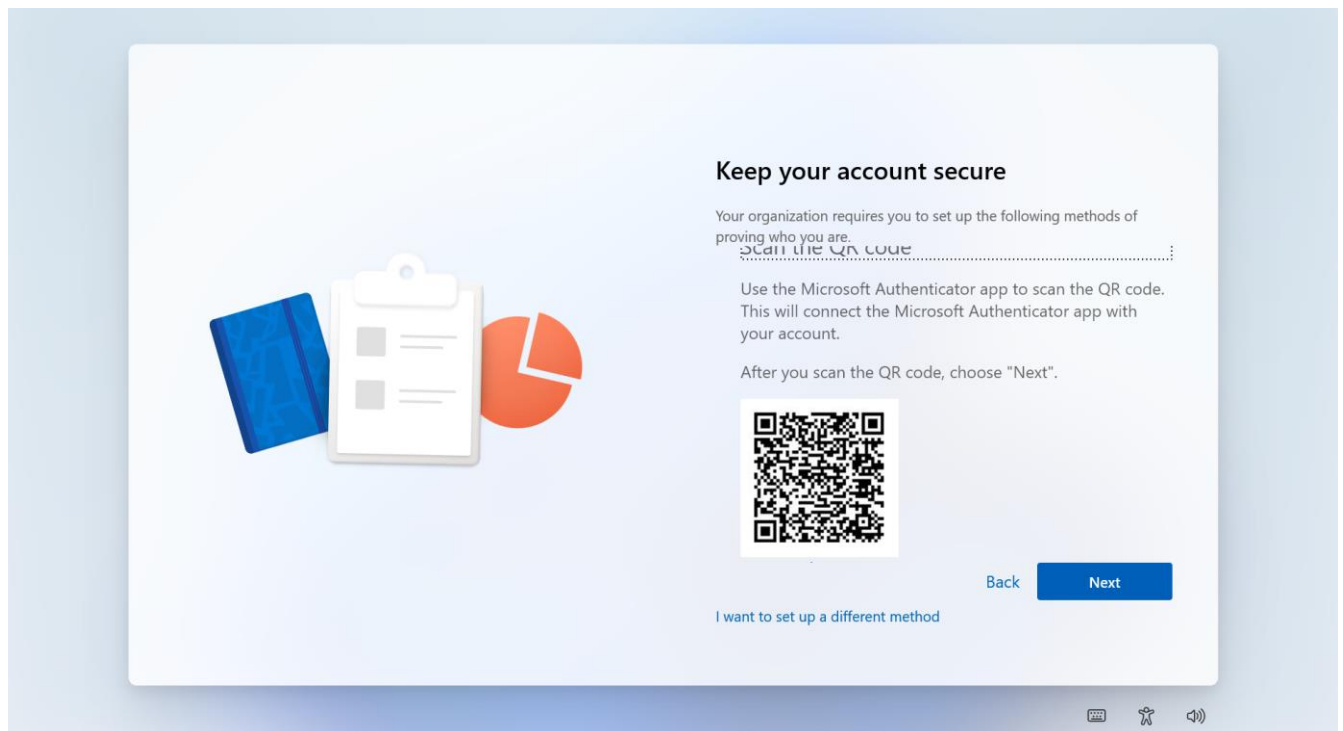
10e. On your computer please click Next.



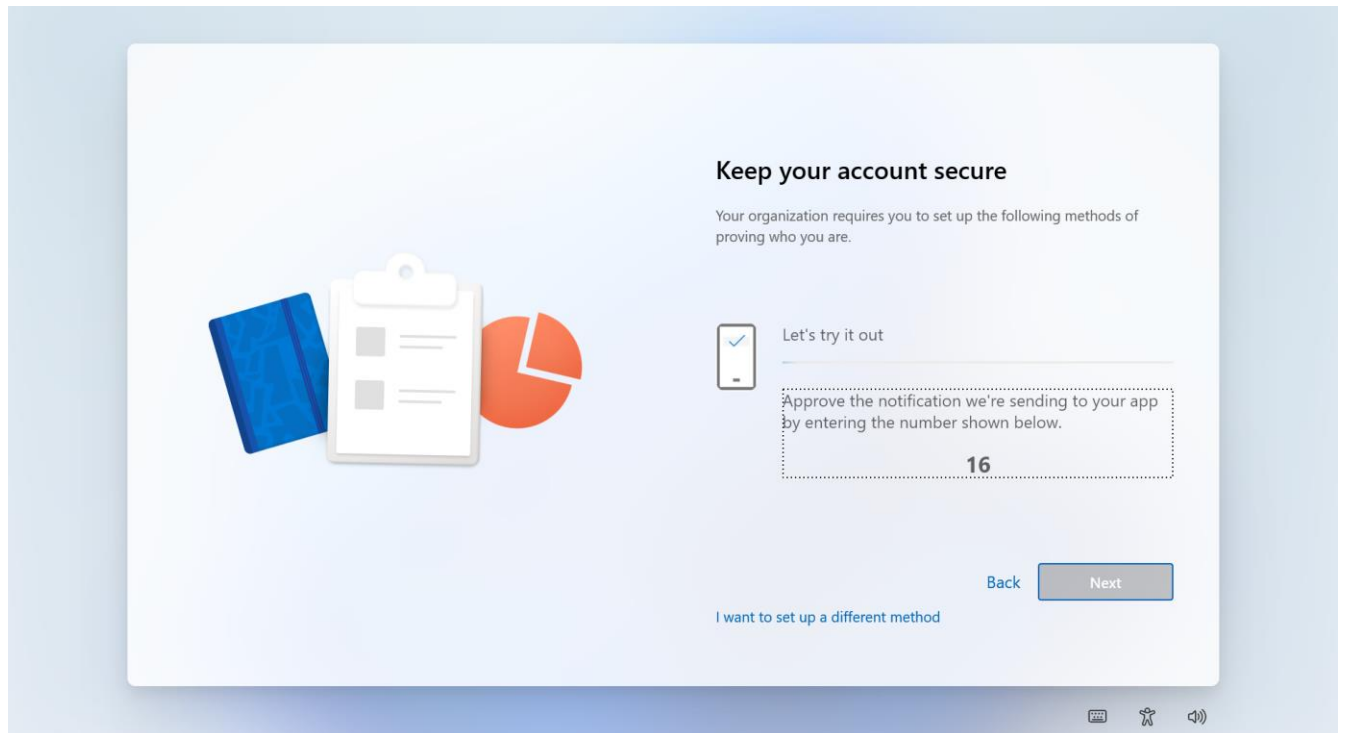
10f. On your smartphone please select Scan QR code.



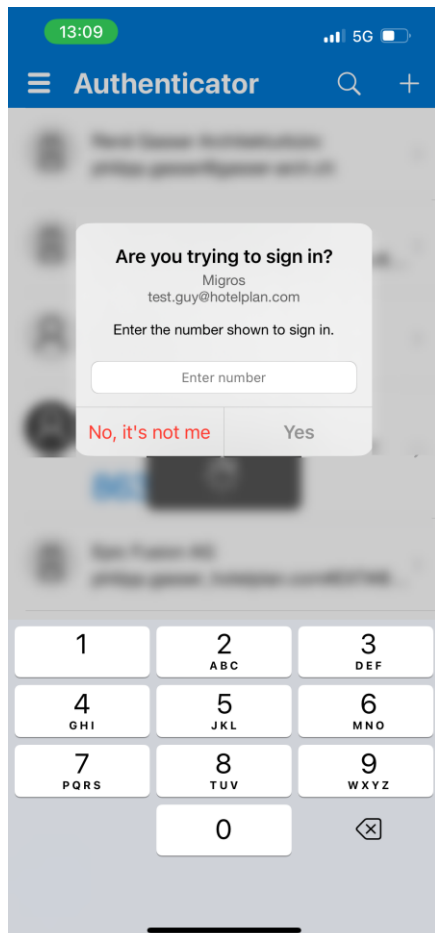
10g. Please scan the QR code on your computer with your smartphone and afterwards click Next.



10f. This screen appears.



10g. Simultaneously you should get this notification on your smartphone. Please enter the number you see on your computer there and press Yes.



10h. Click Next.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Notification approved

Back Next

[I want to set up a different method](#)

10i. Click Done.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

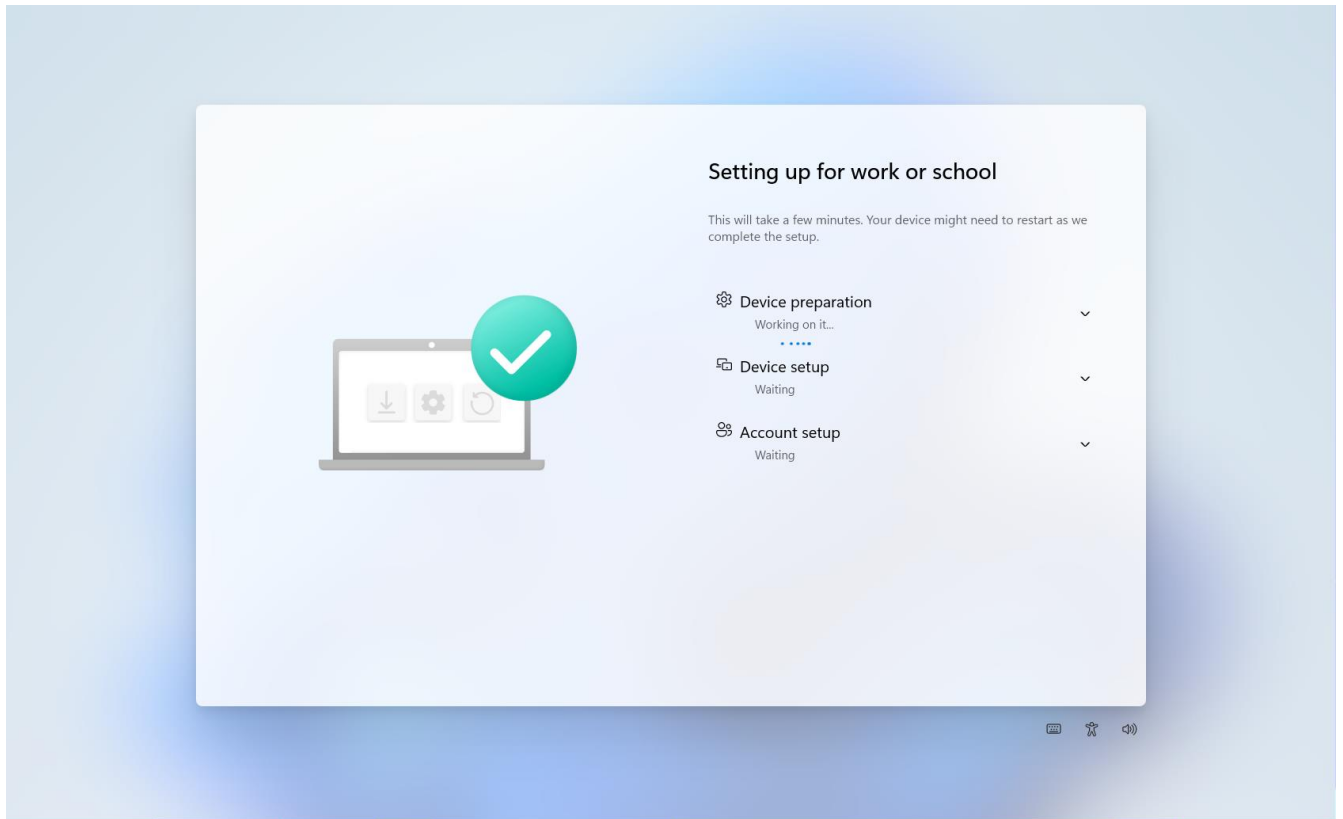
Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

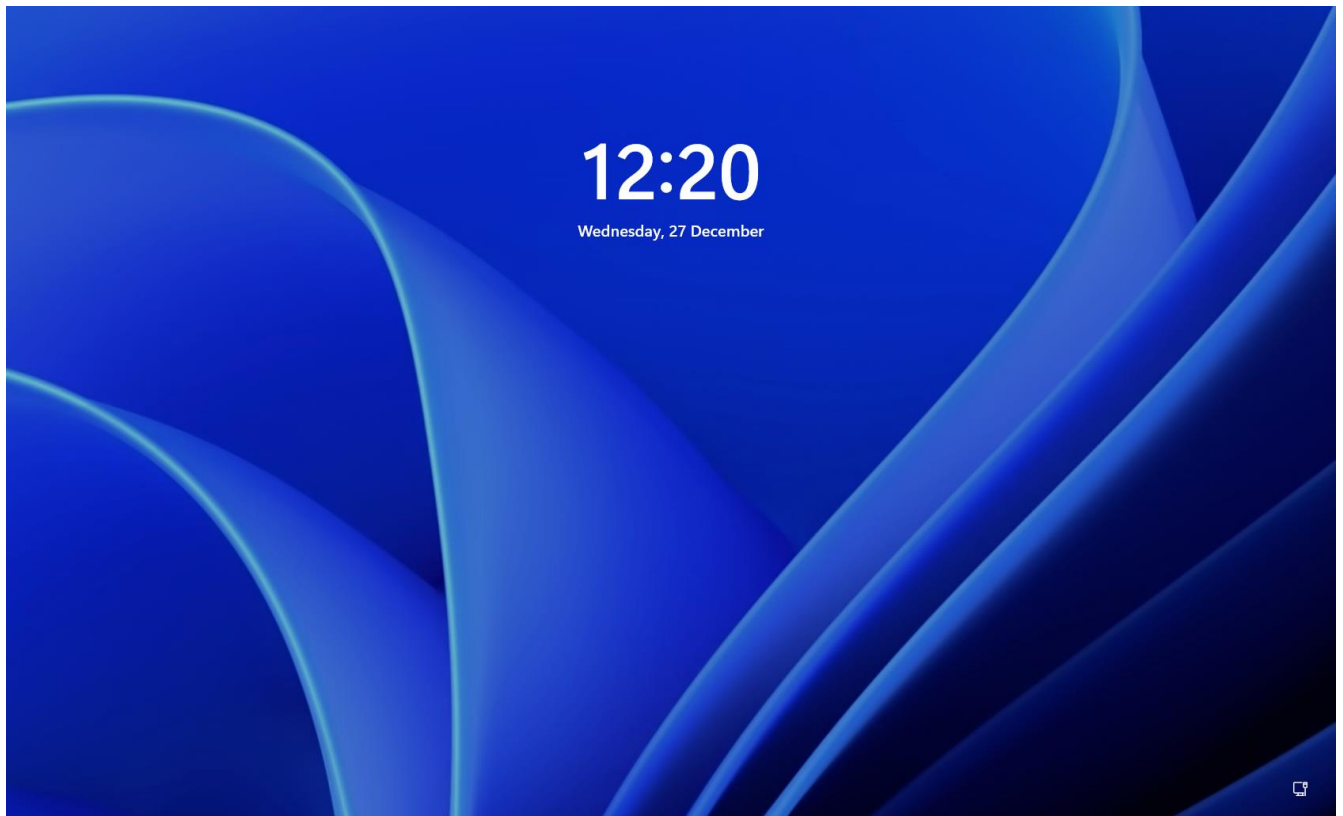
Microsoft Authenticator

Done

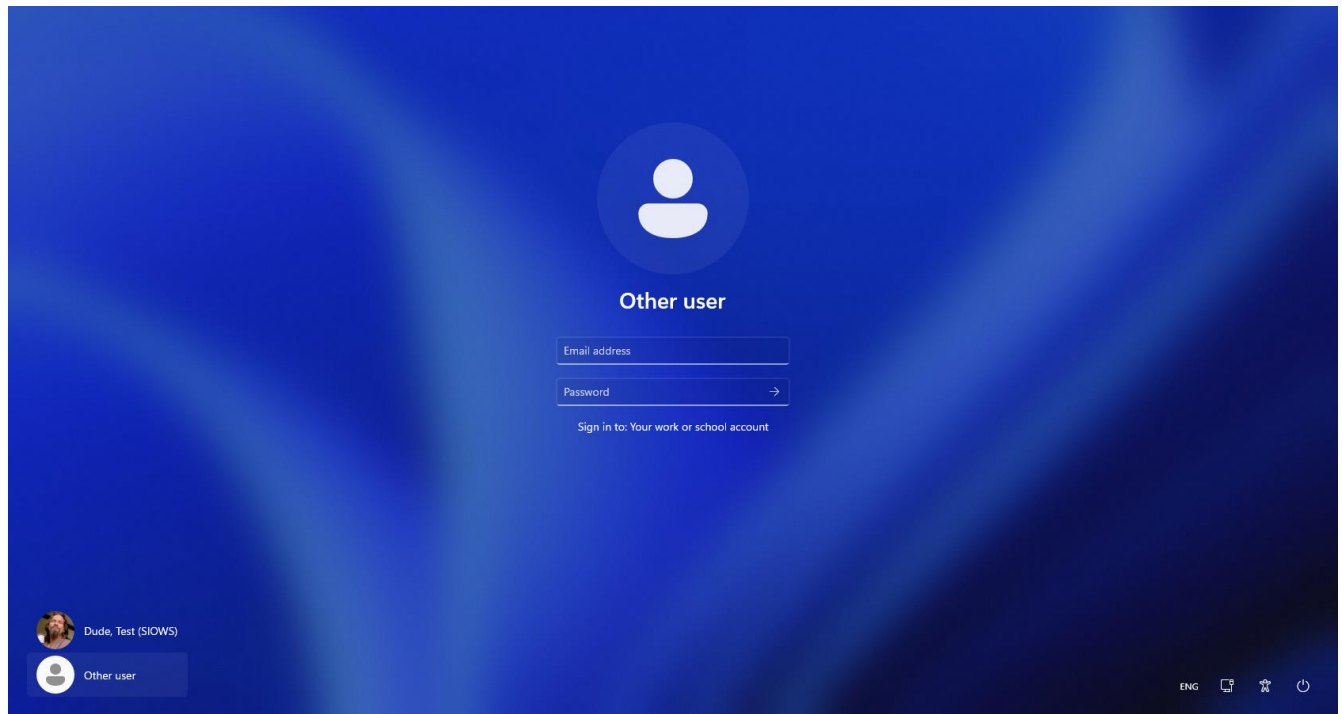
11. Now your device is going to be set up. This process depends on your internet connection speed. It can take up to an hour.



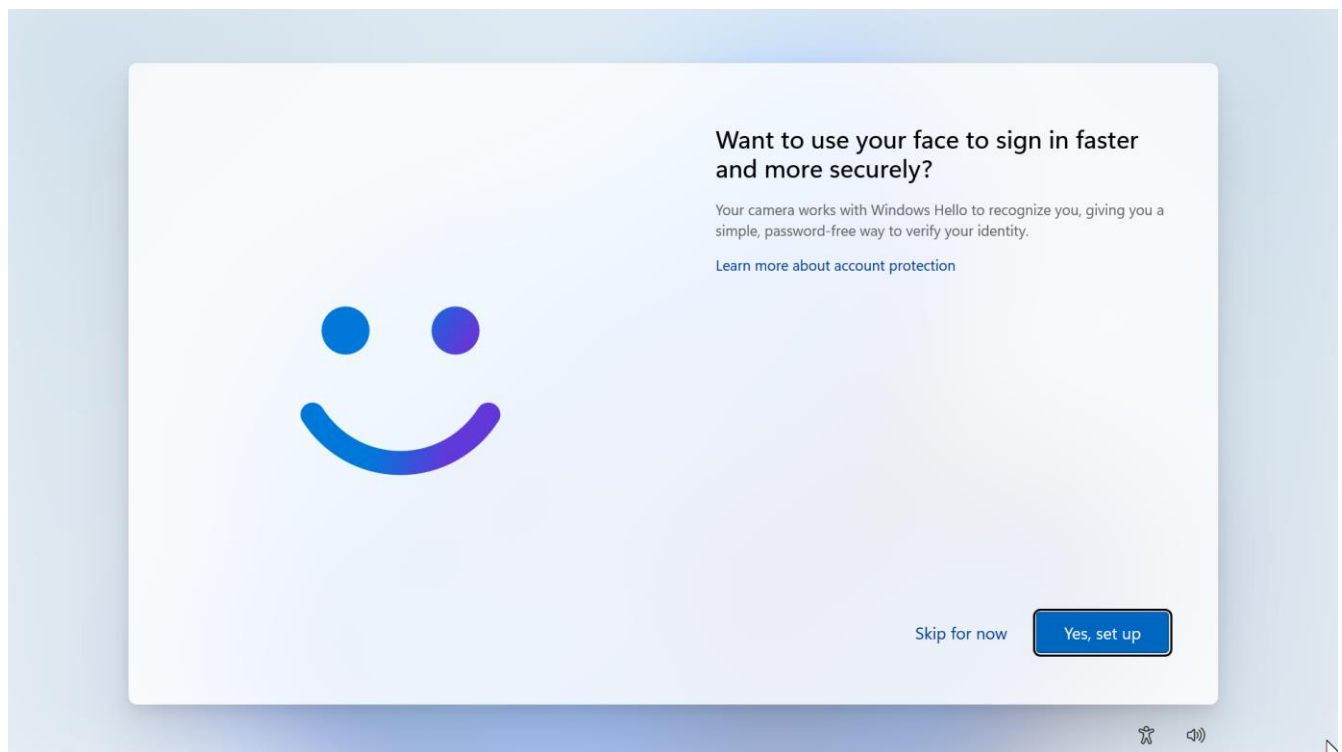
12. When your device is ready, you see this screen. Please hit enter.



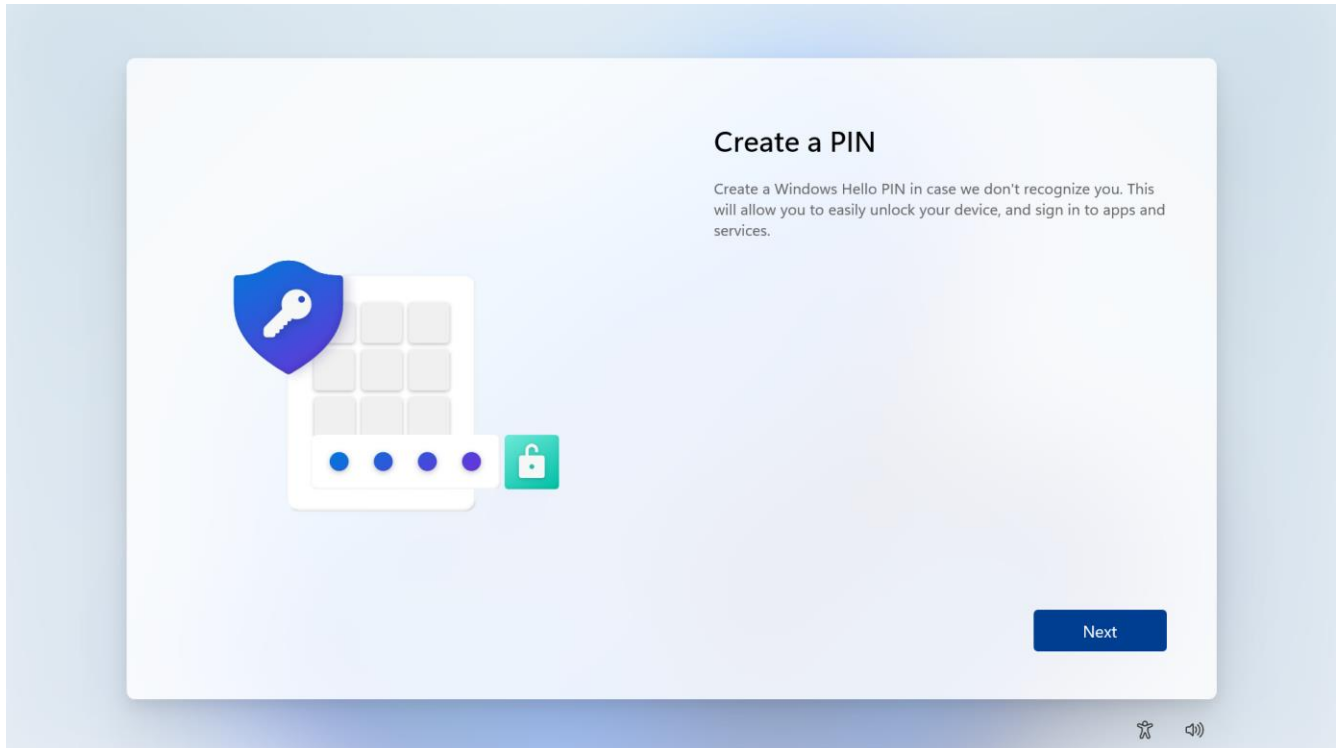
13. Please login with your e-mail address and password.



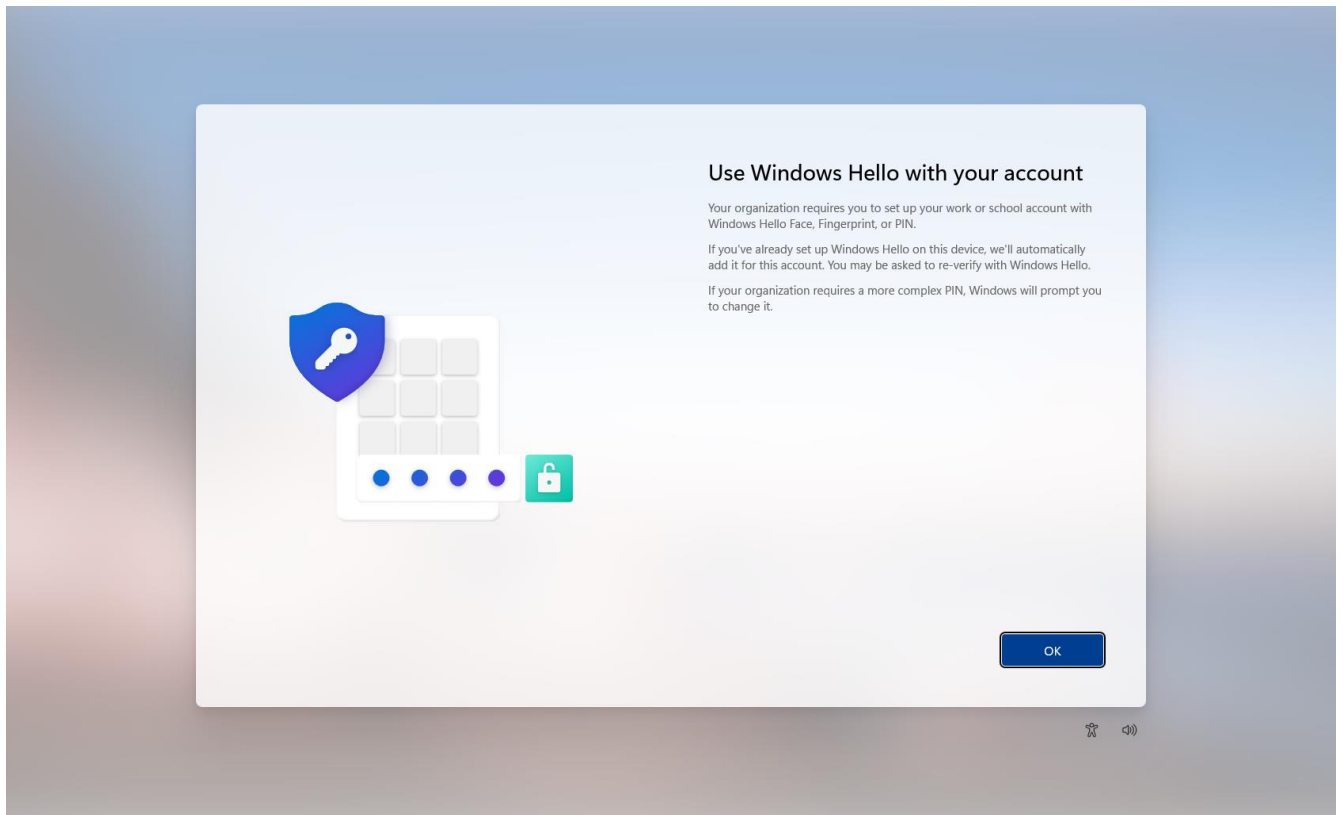
14. If your device has an infrared camera, you can use your face to sign in to your computer. Your biometric data is stored on a secure encrypted chip in your device. This means your face sign in will not work on any other devices. We recommend to set this up in order to strengthen the security of your device. All the same applies if your device has a fingerprint scanner! Click Yes, set up and follow the instructions on the screen. You may be prompted for verifying your identity with Microsoft Authenticator like you see at step 17. If your device has none of these go to step 16.



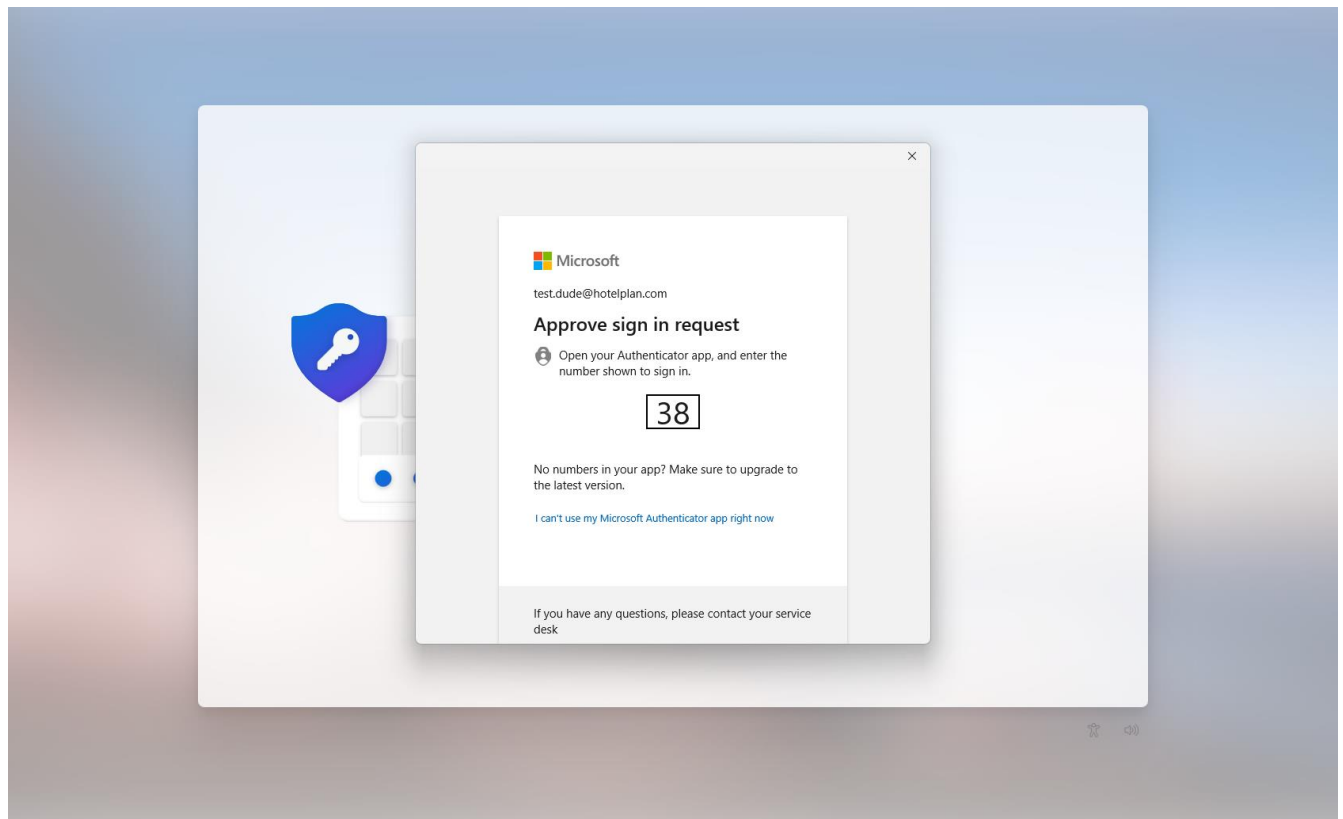
15. Click Next and go to step 17.



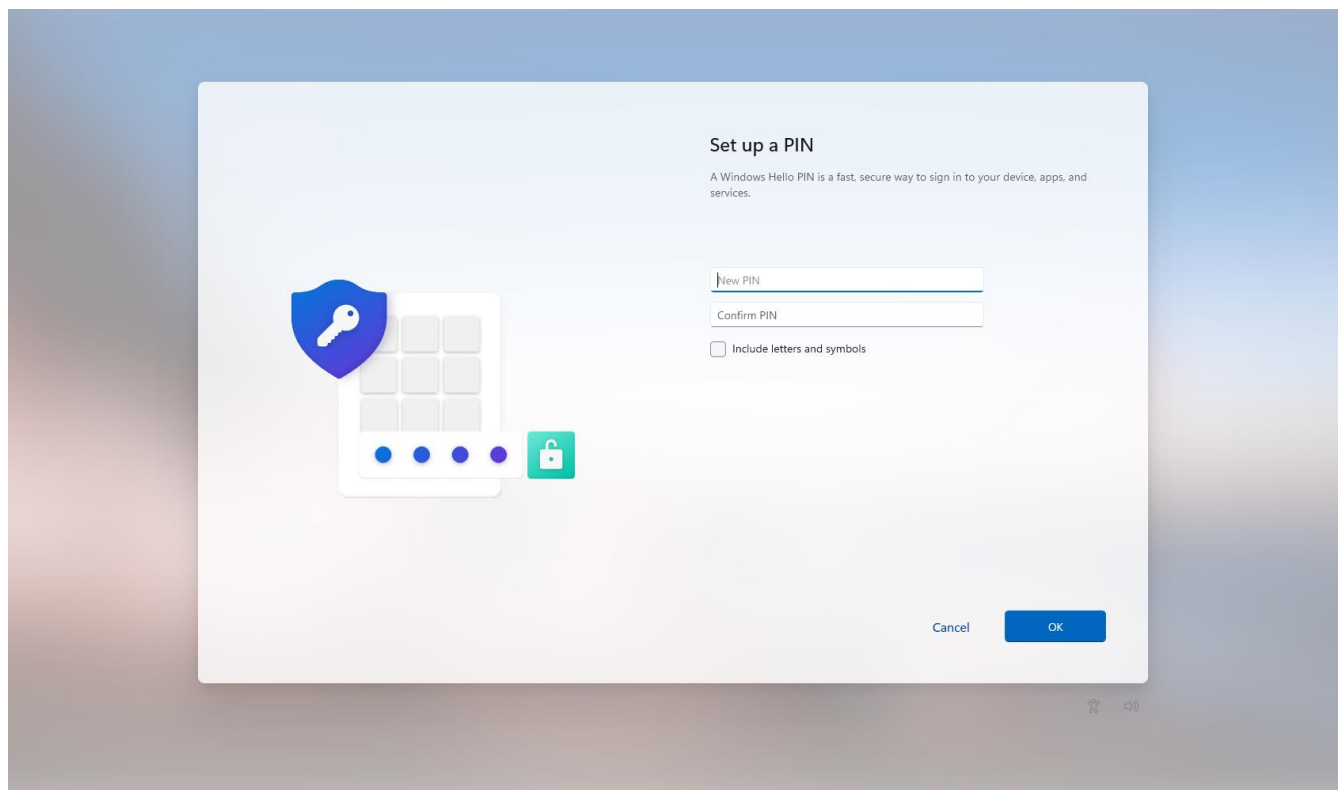
16. Click OK.



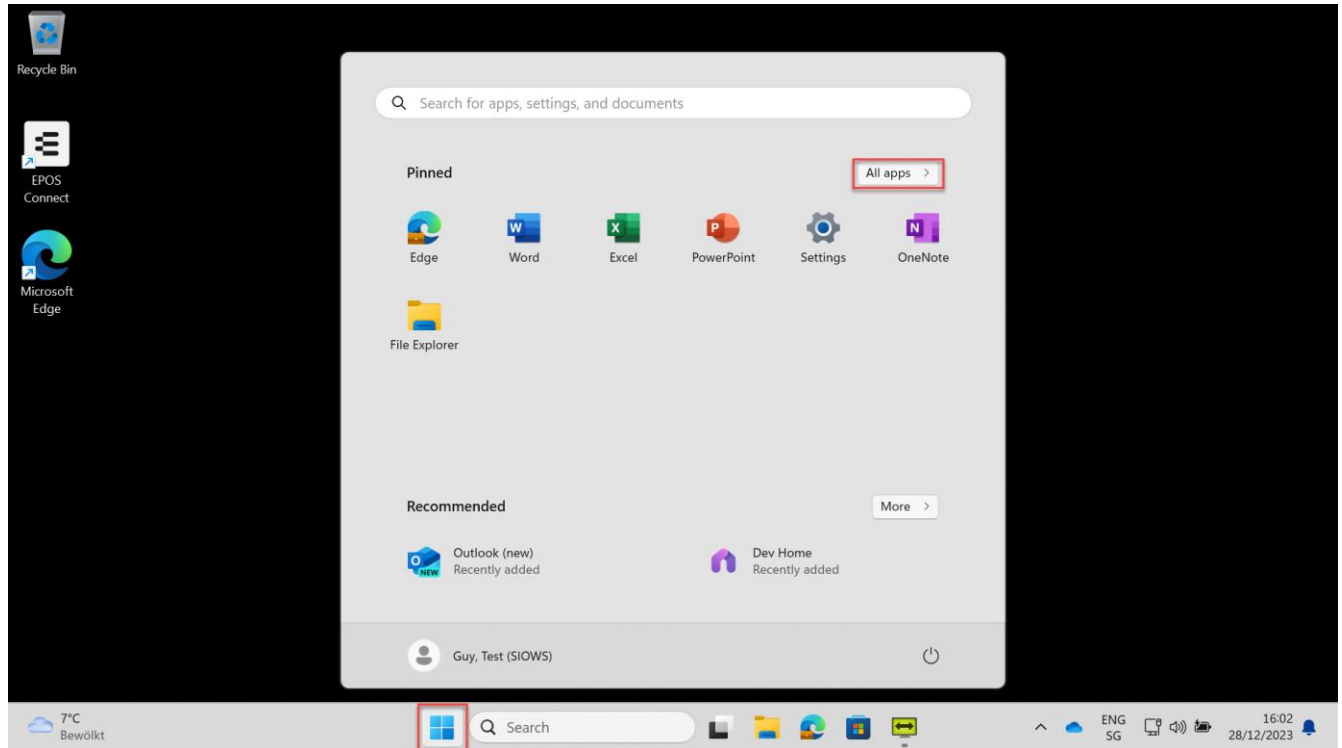
17. You should be familiar with this process. Please verify your identity with Microsoft Authenticator on your smartphone.



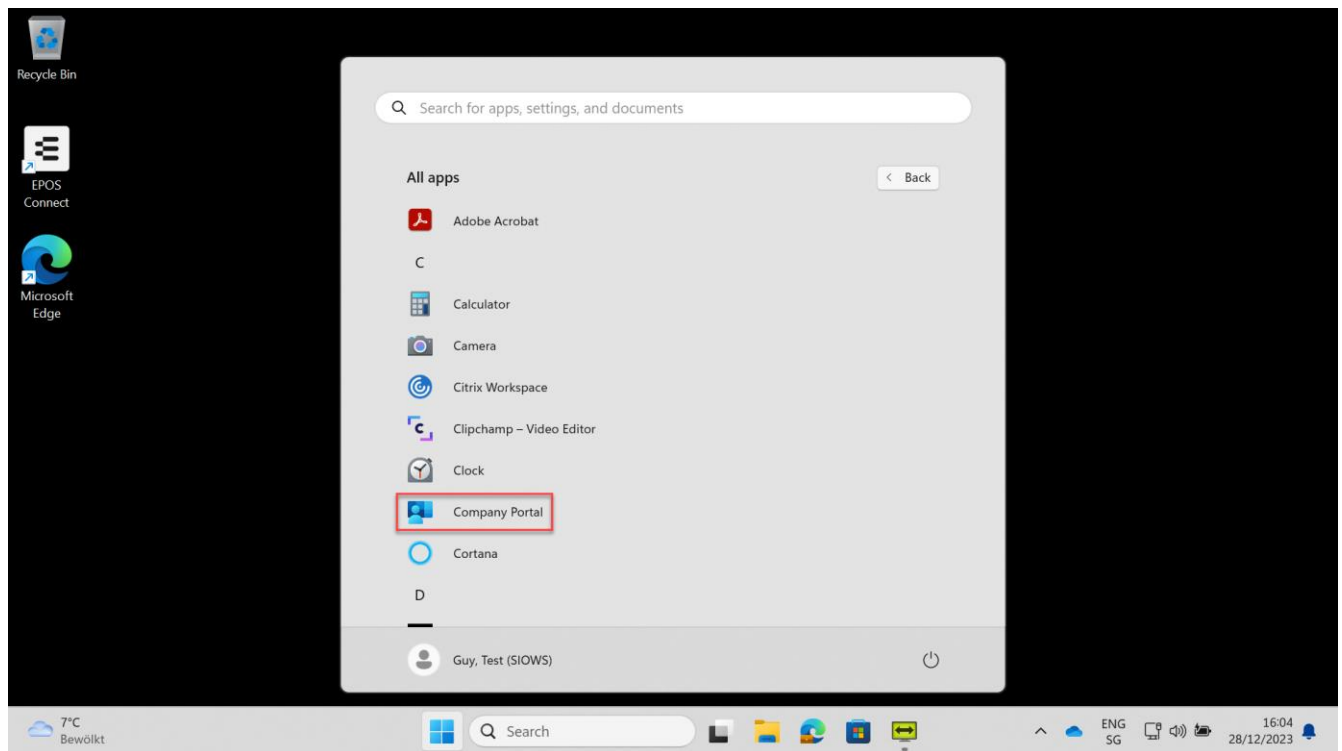
18. In order to strengthen the security of your device, you have to set a PIN for your device. You will be able to use this PIN to log in to your device instead of using your password. Your pin will not work on any other devices. Your PIN should contain six numbers.



19. Congrats! Your device is set up. Some applications like Microsoft Outlook, Teams or Edge are already installed. If you need additional applications you can install these from Company Portal. You find it under All apps.



20. If your device is not set up in English, Company Portal will have another name like Unternehmensportal in German. Just refer to the icon.



21. You may be prompted to select a category. Please select Hotelplan and click Done at the bottom of the window. You may have to scroll.

