# New Computer Set-Up

## NEW MAC LAPTOP SETUP

- Plan for several hours for setup and to install additional special applications.
- Do not stop and start this process.
- Wait until the laptop setup is complete before connecting to Hub monitor.

## NEW WINDOWS LAPTOP SET-UP

Laptop backpacks and messenger bags have not arrived yet. Stay tuned for more information.
- Open the Dell laptop box and get the laptop and power cable out
- Set it up and turn it on
- Be sure you are connected to Marauder WiFi
- Make note of the Dell Service Tag of the device

Service Tag: ABCD123
Express
Service Code: 224537145587
Mfg Date: xxxx xx xx

- Flip the Dell laptop, Service-Tag is on the back.

- If you are asked to select an account type, always select Work/School Account - NOT Personal Account
- Be sure to use your MU full email address

- Push "yes" on selected language English
• Push “yes” on Region United State

• Push “yes” for right keyboard

• Push “skip” on second keyboard

• Select WiFi network to connect to and enter connection information, push “connect” when complete
  Push “next” to continue

• Enter work email address and then “next”
• Enter password then "next"

• Setting up your device screen, wait until it moves on, may take some time here
• Will reboot on its own

• Enter work email address (use firstname.lastname@millersville.edu) and password

• Duo call security page
• https://www.millersville.edu/infotech/mfa/

Congratulations on your new computer.

In an effort to help the campus adopt a more secure digital infrastructure, TODAY, you are being enrolled in Duo. This evening, you will receive a welcome email asking you to complete enrollment in Duo Multi-Factor Authentication (MFA). It is quick, easy, and free. All you need is a smartphone, tablet, flip phone, or landline to complete the setup.

Visit https://www.millersville.edu/mfa for more information.

If you need help, please contact the Helpdesk at 717-871-7777 or help@millersville.edu.
• Back to settings screen to complete, may take some time

• All set! page, click "ok"

• Finally, the Windows 10 desktop

• **Windows 10** sign-in page

  If you run into any issues with activating your O365 account, go to [www.office.com](http://www.office.com) and login with your full email address and password.
- See the Company Portal page to install additional MU special applications
- Leave laptop on all day to allow MU servers to install additional software

![Image](image_url)

<table>
<thead>
<tr>
<th>If Adobe CC Installer asks for permission approval, go to <a href="http://www.adobe.com">www.adobe.com</a> and login with your MU credentials.</th>
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<tbody>
<tr>
<td>Windows 10 sets defaults for programs. To make changes to those default programs go to the Start menu and type Default apps. Here you can change Email, Web browser and PDF files defaults.</td>
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### ATTACH HUB MONITOR

- Open the Dell monitor box and get the monitor and power cable out
- Attach monitor stand
- Turn it on
- Make note of the Dell Service Tag of the device

**Plug everything into the Hub Monitor. Plug only the USB-C into the laptop.**

### OTHER NOTES ABOUT MONITORS:

- This monitor does not have speakers built in. If speakers are necessary you may attach external speakers to the monitor jack or change the sound output to default to the Dell laptop sound in the Control panel in the Sound icon under the first tab.
- If you need to use MU's work cabled Internet access in the office, please contact the Help Desk to schedule a time to have it set up. If using the wireless you can just plug and go. If you want to use cabled Internet at home, they just plug it in and go.
- Use display settings to extend the Windows desktop in order to use the laptop display and Dell monitor if you choose, else it mirrors the image by default.
- You can always perform a power reset on the monitor if things are not working properly; pull the plug on the Dell monitor and plug it back in and push the power button.

### References:

- Dell UltraSharp U2421HE USB-C Hub for Macbook
- Dell 34 Curved Conferencing monitor/hub
- Dell USB-C Connectivity for Monitors