



Tips for Setting Up a New Laptop with Windows 11

1. During setup, you will be asked to enter a Microsoft account or create a new one. Windows 11 will not allow you to use the student's Providence email account. It must be a consumer Microsoft account. If you don't have one already, we recommend that you create a personal Microsoft account one for your student.
When you set up the account, you might want to choose a birthyear of 2005 or earlier; this will help so that the student doesn't always need parental permission to install and use apps on the laptop. It will also prevent Microsoft from asking for credit card information. This is, of course, your choice as a parent. [See this page](#) for more about Parental Consent.
2. Once you have completed the setup process, uninstall these apps, if they are present. Directions on how to uninstall apps can be found [here](#).
(Yes, we are aware that we are asking you to uninstall Office only to install a different version in step 5 below. Trust us – there is a reason! The version that comes on your laptop is not a student account, and is only a trial version for 30 or 60 days.)
 - a. Microsoft Office
 - b. Microsoft OneNote
 - c. Anti-Virus: Unless you plan on purchasing a subscription to a third-party anti-virus app such as McAfee, Norton, Avast, etc., uninstall the free trial that probably came with your new laptop. Microsoft's Virus and Threat protection is free for Windows laptops and does a great job. Once you uninstall the other anti-virus trials, you can enable Microsoft Defender. [Read more about Microsoft Defender](#).
3. If your Windows operating system is in S mode, you need to switch out in order to install apps.
 - a. [Check if you are in S mode](#)
 - b. [How to switch out of S mode](#)
4. Check for and install Windows 11 updates. Directions are on [Microsoft's support site](#).
5. Install your **student's copy** of Microsoft 365. This will be the desktop versions of Microsoft Word, Excel, PowerPoint, OneDrive, Outlook, etc.
 - a. [Read these directions](#) from Microsoft before continuing.
You will be choosing a **Work or School account**, not a *Microsoft* account.



Microsoft 365



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- b. Go to <https://www.office.com>
 - If it is already logged in, check to see what email account is currently logged in by clicking in the upper right corner, on the image directly to the right of the ?. IMPORTANT! If it is NOT your student's school email address, then **sign out**.
 - Login using your student's PCHS email address and password. This information will be sent to parents in mid-June.
 - c. Click on **Install apps** in the upper right. Choose **Microsoft 365 apps**.
 - d. Follow the prompts to complete installation.
6. Lastly, [go back to our school website](#) and install the **Additional Required apps**.