**New Laptop Configuration for Employees**

***FOLLOW all steps below to configure your new device.*Note: Initial Login requires a connection to the RPI network either hard wire or connect to the rpi\_wpa2 WiFi.**

**If you need assistance with any of this, please do not hesitate to submit a Support Request via**[**https://itssc.rpi.edu**](https://itssc.rpi.edu/)

|  |  |
| --- | --- |
| **\_\_1** | **Start up:** Open and Turn on the device. Once loaded in, Click the Globe in the bottom right hand corner and make sure to connect to the WIFI before logging in. Once connected, choose login as other user, login with RPI username and password. |
| **\_\_ 2** | **Login to a Microsoft Teams:**This not only helps to initiate first login with an O365 product but is needed if you want to add Teams scheduler to your Outlook calendar.  Login with your RCSID@rpi.edu RPI password and duo prompt. |
| **\_\_ 3** | **Login to Outlook:** Wait for startup programs to launch. **Open Outlook**. You will be prompted several times for your email and password. Enter RCSID@rpi.edu and then your RPI password. These prompts are not only to add your email account but also log you into the Microsoft office suite. |
| **\_\_ 4** | **Login to Webex:** **Launch Webex**. You may be prompted for the Webex agreement. If so, select **I agree**. Then proceed to **Sign In**. When signing into Webex, use your full RPI Email. Then you will be brought to a Rensselaer login where you will enter just your RCS ID and password. |
| **\_\_ 5** | **Login to Box Drive:** In the Search Bar, launch **Box Drive**. Once launched, you can Select **Log In**. This will take you to a browser page where you will log into box. You would use your RCS ID and password to log in. Once logged in on the browser, the app should log you in. |
| **\_\_ 6** | **Printers:** Select the **Windows Key + R**, The **Run menu** will launch. There you will be able to type in the mapping to your printer list.   * If you are administrative staff, you are more likely to use **\\apps** * If you are faculty, you would likely use **\\dept-printers.win.rpi.edu**   These printer maps will take you to a list of printers where you can select the printer names based off your department / location. If you are replacing a machine, these printer names would be the same as the ones on your old machine under **Printers & Scanners** |
| **\_\_ 7** | **Preferred Browser / Bookmarks:** Open your preferred browser. Once opened, you will be prompted to select the browser as default. It will open the settings window to that page and will allow you to hit the **Set Default** button. Afterwards you can import your bookmarks. This varies between browsers so see below for more information:  **Chrome:** <https://support.google.com/chrome/answer/96816?hl=en>  **Firefox:** <https://support.mozilla.org/en-US/kb/import-bookmarks-html-file>  **Edge:** <https://support.microsoft.com/en-us/microsoft-edge/import-your-favorites-in-microsoft-edge-278afd65-2294-9134-005a-ce7b48d868e1> |
| **\_8** | **VPN:** Search for **Cisco AnyConnect** or **Cisco Secure Client**. Once launched, there will be a text box where you can enter a server address. The most common server address is:  **vpn.net.rpi.edu** (You may use department specific ones that can be provided if needed). Once entered, select connect and then you will be prompted for your RCS ID and Password. Once entered, you will be connected to the VPN |
| **\_\_ 9** | If you need **Teams Add in for Outlook** please reference:  <https://itssc.rpi.edu/hc/en-us/articles/33700287293581-Outlook-Teams-Add-in-for-Outlook-for-Windows> |
| **\_\_ 10** | If you need **Add WebEx Meeting in Outlook** and it is not showing, please submit a Support Request via [https://itssc.rpi.edu](https://itssc.rpi.edu/) |
| **\_\_ 11** | **Additional Software / Programs:** Any additional software installations will more than likely require administrative privileges. If you need software installed, please submit a Support Request via [https://itssc.rpi.edu](https://itssc.rpi.edu/) |