

How to set up your new laptop for work

- System dark mode setting
- Install Google Chrome, set theme
- Clear everything off the desktop
- Desktop background screen black
- System highlights set color
- Increase mouse cursor size and add color
- Set taskbar to left alignment
- Taskbar pins: Notepad, Microsoft Edge, File Explorer, Outlook (desktop), Google Chrome
- Bookmarks: Outlook (web version)
- Bookmark folders: User, SharePoint, Product, Youtube Playlists
- System settings pin USB drive/hard drive icon to taskbar bottom right