Setup A New User on Any Windows 10 Device

Login with your network credentials. Once at the desktop complete any tasks necessary before starting your job tasks. Be advised that not all items will appear on the desktop. If you find one that is missing or already completed skip it and move on to the next item.

Desktop Cleanup

- ☐ Right click on Microsoft Edge. You want to click Unpin from Start, Unpin from Taskbar and then Delete it from the desktop. You will need to right click on Microsoft Edge multiple times to complete this item.
- ☐ Right click on Microsoft Store and Microsoft Mail and Unpin from Taskbar
- ☐ Right click on people and deselect Show People on the Taskbar

Application Setup

- ☐ Set up Backup and Sync from Google
- ☐ Log into Google Chrome
- ☐ Set up Microsoft Outlook

Miscellaneous Items

- ☐ Install a RESD Network Copier
- ☐ Setting the default PDF viewer
- ☐ Setting the default Web browser
- ☐ Choosing a Strong Password
- ☐ Changing your Password AT WILL
- ☐ Pin Items to Start Menu or Taskbar