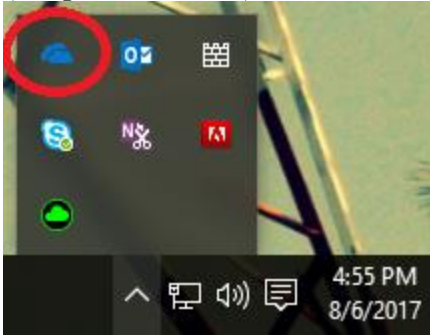


Initial Login Instructions

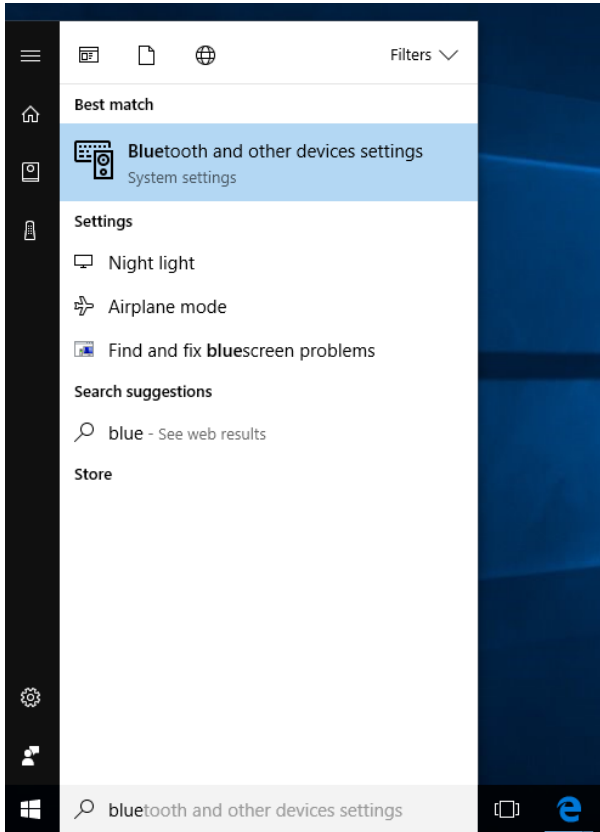
1. Log in with your Wa-Nee username and password while at NorthWood. You must log in for the first time connected to Wa-Nee's network.
2. When OneDrive icon (cloud) appears in the System Tray open by double clicking (see picture below)



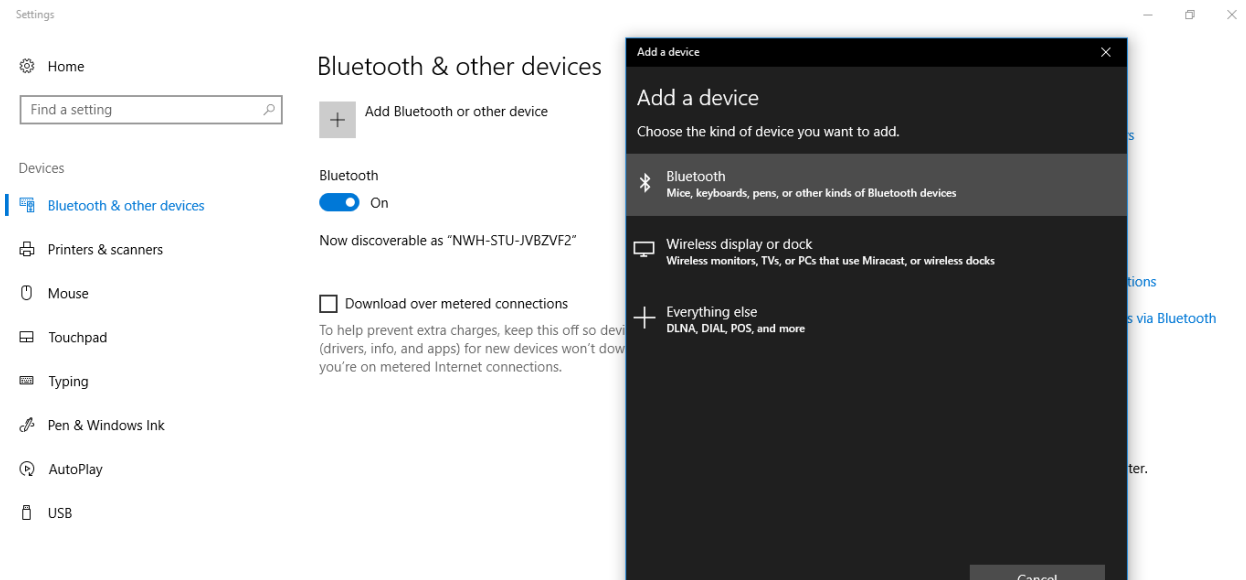
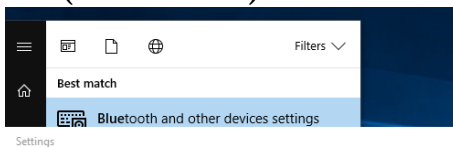
3. Configure OneDrive using default settings. (It doesn't have to be fully synced before moving to the next step, though it may be preferable.)
4. Sign out then immediately sign in again.
5. Wait for the OneDrive icon to appear again & turn blue. (File syncing will be continued if not completed previously.) Once the OneDrive icon appears & is blue, sign out a second time, then log back on a final time to allow policy settings to apply.
6. After signing in the second time, open Outlook 2016.
7. If the account shown is correct, click the Connect button. (Uncheck Set up Outlook Mobile if you wish to skip setting up the mobile app on your phone. It can be done at a later time if desired.)
8. When the Windows Security dialog pops up, type in your password & check remember my credentials. Click OK. (This dialog may not pop up if the machine has already registered with Office 365.)
9. In the Activate Office dialog, type in your full email address & click Next.
10. Click Accept on License Agreement dialog.

Instructions for Pairing Pen

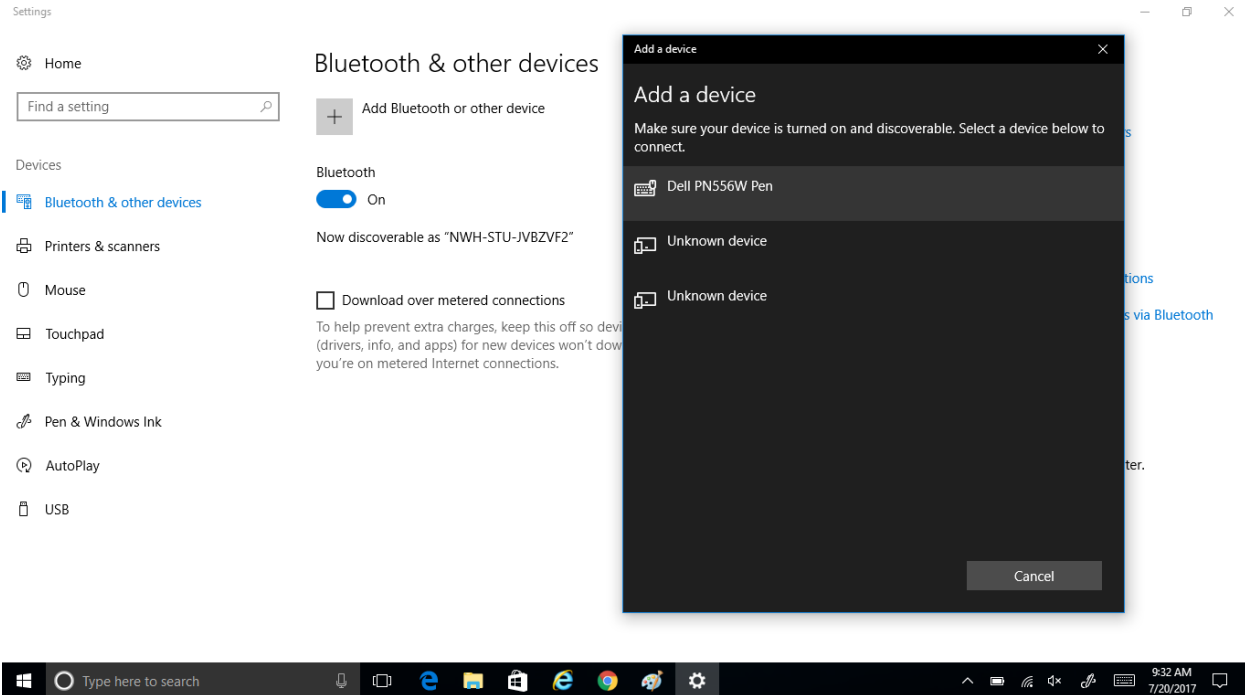
1. Search for “Bluetooth and other device settings” (shown below)



2. Select “Add Bluetooth or other device” and then Bluetooth – Mice, keyboards, pens, etc. (shown below)



3. Hold down top button on pen until light starts to flash, Dell PN556W Pen should display in the device list (see below)



4. Dell PN556W Pen will show as Connected when pairing is successful

